

A publication of the  
National Wildfire  
Coordinating Group



# NWCG Fire Prevention Education Team Host Unit Guide

PMS 464

June 2023



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The National Wildfire Coordinating Group (NWCG) provides national leadership to enable interoperable wildland fire operations among federal, state, Tribal, territorial, and local partners. NWCG operations standards are interagency by design; they are developed with the intent of universal adoption by the member agencies. However, the decision to adopt and utilize them is made independently by the individual member agencies and communicated through their respective directives systems.

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# Objective

The purpose of the *NWCG Fire Prevention Education Team Host Unit Guide, PMS 464* is twofold. First, to facilitate the interaction between host units requesting Fire Prevention Education Teams (FPETs) and the FPET itself and second, to clarify the different aspects of logistics, operations, information, safety, and business and finance support needed for FPETs.

## History

This publication was first prepared by the National Wildfire Coordinating Group (NWCG) Wildland Fire Education Working Team in 2003 and updated in 2007. It was reviewed by National FPETs in 2020 and 2022. It was then reviewed and approved by the Fire Prevention Education Team Subcommittee (FPETSC) of the NWCG Communication, Education and Prevention Committee (CEPC) in November 2022.

The agreement that authorizes and supports the use of FPETs is the Master Interagency Agreement (found on the NWCG website at <https://www.nwcg.gov/executive-board/partners-agreements>) between the United States Department of Interior (DOI) and the United States Department of Agriculture (USDA). Mobilization procedures for teams can be found in the *National Interagency Mobilization Guide* (<https://www.nifc.gov/nicc/logistics/reference-documents.html>), Chapter 20. In addition to these departments, the 2001 Federal Wildland Fire Management Policy contains recommendations to interact with other departments and cooperators broadening the potential use of FPETs. The National Cohesive Wildland Fire Management Strategy (<https://www.fs.usda.gov/restoration/cohesivestrategy.shtml>) also references that wildfire prevention should be a part of the holistic fire management techniques.

## FPET Mission

The mission of National Fire Prevention Education Teams (NFPETs) is to provide unit and agency managers with skilled and mobile personnel which can supplement or enhance ongoing local wildfire prevention activities where hazard or risk is, or is expected to be, elevated above normal. Teams are highly effective in their ability to reduce unwanted human-caused wildland ignitions and are equipped to rapidly complete on-site wildfire prevention assessments and plans, initiate implementation of such plans, and implement immediate wildfire prevention engineering, enforcement, and administrative strategies. Ordering NFPETs for normal, routine, or project work should be discouraged.

## Geographic Area and Local FPETs vs National FPETs

FPET is frequently used as a generic term for teams that have the mission described above. Frequently the term FPET is used to identify teams that work within geographic areas and states. It is common for states to have their own FPETs and activate them within their state when high fire danger exists. FPETs are also mobilized within geographic areas between states or have team members from throughout the area. To order a FPET, a requesting host unit should work through their Geographic Area FPET Coordinator found in Chapter 20 of the *National Interagency Mobilization Guide*.

NFPETs refers to teams that are mobilized throughout the nation via the NFPET Program Plan and Schedule. This document can be found on the NWCG FPETSC webpage (<https://www.nwcg.gov/committees/fire-prevention-education-team-subcommittee>). There are usually two NFPETs available every two weeks throughout the year. NFPET Fire Prevention Education Team Leaders (PETLs) and Public Information Officers (PIOs) have specific experience and qualification

requirements. A NFPET PETL has served on a national team in some capacity [PETL-t, Fire Prevention Education Team Member (PETM), PETM-t, PIO2, etc.] and has prior PETL experience within their geographic area or state. Additionally, PIOs on a NFPET are Public Information Officer Complex (PIOC), Public Information Officer Type 1 (PIO1), or Public Information Officer Type 2 (PIO2).

The expectation is that the national FPET schedule is inherently for PETLs and FPETs that can serve on-site for a host unit. This does not preclude virtual PETLs from serving on a national assignment. If the host unit agrees, the PETL, and entire FPET may serve virtually. Some team assignments such as hosting on-line trainings and national meetings, creating virtual traplines and social media posts, writing and developing strategies, and reviewing documentation may be compatible for a virtual setting.

## FPET Organization

To organize wildfire prevention response to meet an assignment's objectives, it is necessary to define an organizational structure. For a quick overview of what FPETs are and can accomplish, check out the short "An Ounce of Prevention" video, available on the CEPC website (<https://www.nwcg.gov/committees/communication-education-and-prevention-committee>). Additional resources about FPETs and related position descriptions can be found at the NWCG FPETSC webpage referenced above.

The basic FPET consists of three to five members:

- Fire Prevention Team Leader (PETL)
- Fire Prevention Team Member (PETM)
- Public Information Officer (At least a Type 2 for national assignments)
- Trainee: PETL, PIO, PETM (local or national resource)

Other positions or support may be added, depending on the extent and complexity of the assignment, from a variety of functions and agencies. The requesting unit may perform some duties or one person on the team may cover multiple duties. Additional positions include:

- Agency representative
- Additional trainees
- Wildfire prevention specialist
- Administrative support (finance, logistics, etc.)
- Graphic artist
- Videographer
- Social media specialist – Public Information Officer, Technician (PIOT)
- Prevention patrol

Resources and personnel may be available from some of these agencies:

- State and local government
- United States Forest Service
- Bureau of Land Management (BLM)
- National Park Service

- Fish and Wildlife Service
- Bureau of Indian Affairs
- Rural/volunteer and career fire departments

The inclusion or addition of PETL and PETM trainees is encouraged. If the use of trainees is authorized by the host unit, priority for assignment is to be given to trainees selected by the host unit or host unit's Geographic Area FPET Coordinator. This is suggested to further build the capacity of the host unit or the host unit geographic area since they are funding the NFPET.

## Fire Prevention and Education Team Purpose and Use

The purpose of FPETs is to reinforce local wildfire prevention resources and to provide special wildfire prevention planning, logistics, and operations expertise during larger, complex severity situations that exceed the capabilities of local organizations.

Similar to Incident Management Teams (IMTs), FPETs work for the local host agency with wildfire prevention responsibilities to meet their goals and objectives. They are emergency resources called up when severe conditions exist (or are predicted) that could result in an unusual number of ignitions taxing initial attack and the potential for large or damaging wildland fires.

FPETs are available to support and coordinate wildfire prevention programs over large geographic areas before and during periods of high fire danger or wildfire activity.

Teams are effective in assisting local and regional/state fire managers wherever conditions have evolved to the point that wildfire prevention efforts must be intensified to a degree that would stretch local available resources thin, where interagency coordination must be elevated to unusual levels, or where special political, social, cultural, economic, or ecological complexities are involved.

During extreme wildfire conditions, wildfires can cause extensive loss of life, property, and resources. As extreme conditions approach or worsen, wildfire prevention is often overlooked as a possible source of help. Because fire weather conditions are predictable, FPETs can be mobilized in advance of fires when fire danger becomes extreme. It is ideal to preposition a team at Preparedness Level (PL) 2 and PL 3 when the host agency is more available to provide resources to the team and the community is more responsive to taking wildfire prevention measures. Usually at PL 4 and PL 5 there are many other priorities putting demands on host agency resources.

FPETs are mobilized to areas experiencing severe wildfire risk to assist local fire managers to reduce the number of unwanted human-caused wildfires and associated impacts (e.g., economy, tourism, and travel). Specific tasks to achieve these outcomes include:

- Preparing wildfire prevention rapid assessments ([Appendix A](#)).
- Developing or updating outdated wildfire prevention strategies.
- Identifying key messaging for target audiences.
- Promoting interagency fire restrictions, burn bans, and closures.
- Promoting community awareness and personal responsibility to reduce ignitions and increase fire safety.
- Educating people about appropriate home hardening techniques in the wildland urban interface.

- Coordinating wildfire prevention efforts with local agencies, fire departments, businesses, communities, civic and homeowner organizations.
- Educating key audiences on wildfire prevention (and preparedness) related actions appropriate to their user group.
- Developing, or updating, a wildfire prevention communication plan.
- Identifying key messaging for appropriate audiences.

Sometimes a host unit may want to have several FPETs working within their geographic area or region/state at the same time. This was very successful during the 2016 fall southeastern wildfire season. Six teams reported to a NFPET that was located at the Southern Area Coordination Center (SACC) and a liaison was established to coordinate with IMT PIOs and Area Command.

## Host Unit Responsibilities

### Determining Need for a Team

The following are items to consider when determining the need to order a FPET:

- Severe, or predicted, wildfire conditions.
- Unusually high human-caused wildfire occurrence.
- Predicted high lightning-caused fires which will overburden resources if human-caused wildfires also increase.
- Heavy resource commitment.
- PL 2 or higher – there is more success when communities and agency resources are not engaged with active wildfires.
- Wildland urban interface issues such as equipment and vehicles throwing sparks, debris burning, and agricultural management activities.
- Pre-positioning of resources.
- Wildfire prevention planning and training.
- Ongoing or expected increased visitor use.
- Large special events that will increase outdoor use and visitation.

### Ordering a Team

Once a host unit has determined they want to order a team, they should communicate with their Geographic Area FPET Coordinator for their region (found in chapter 20 of the *National Interagency Mobilization Guide*). The Geographic Area FPET Coordinator will then reach out to the National FPET Coordinator, and they will determine who is on standby according to the schedule.

At this point, the sending National Geographic Area Coordinator will contact the team that is on standby in their region and get the rostering and ordering process going. It is usually 48 hours from start of order to arrival at the host unit.

## Types of Funding

A variety of funding may be utilized for FPET. For procurement needs, work closely with a buying team, if available. As FPET team members may come from any wildland agency, the funding, reimbursement, and billing procedures must be transparent and carefully followed. Incident business guidelines and agency coding should be referenced or discussed with the host unit.

Emergency procurement rules do not apply no matter what type of funding the FPET uses. However, specific rules apply to various funding types. Severity funding is a common source utilized by federal agencies. Incident fire codes associated with a single wildfire incident, or a sub-geographic response are also commonly utilized to order FPETs. Large fire support codes are available to some federal agencies for FPET orders in support of broader mission objectives or larger geographic need. Consult agency incident cost coding guidance for the latest specific funding protocols. State funding sources will determine the level of spending and may be within emergency authorities. Typically, state activation of a team will generate the need for a reimbursable agreement code from the federal level.

Disaster declarations that result in Federal Emergency Management Agency (FEMA) funding and orders come with a variety of rules for reimbursement and the mission tasking should be reviewed closely to determine what will and will not be reimbursed.

Other types of funding:

- Incident Firecode
- Large fire support codes
- Severity funding
  - Funds are approved (appropriated)
  - Policy – BLM, Forest Service (including FSM 5130), *Interagency Standards for Fire and Fire Aviation Operations*, (Red Book)
- State funding
- Cooperative fire grants
- FEMA funding
  - Declaration to State
  - Mission Assignment to the USDA Forest Service and subtasking to DOI Bureau(s)

## Hiring Options

There are several options available to hire additional personnel for FPETs:

- Administratively Determined (AD).
  - Refer to the AD Pay Plan Matrix link on the Incident Business Committee (IBC) page of the NWCG website (<https://www.nwcg.gov/committees/incident-business-committee>).
  - Preseason sign-up required with local sponsoring unit to complete forms and communicate with your sponsor agency or dispatch center and to update status in Interagency Resource Ordering Capability (IROC).

- Utilizing the AD hiring authority requires following Agency administrative protocols. The point of hire is usually the hiring duty station location. If the individual is hired away from their residence, travel reimbursement and/or coverage may not be reimbursable.
- The AD Pay Plan is modified annually. One is prepared for the Department of the Interior and one for the USDA Forest Service. To ensure you are following the correct rates, regulations, and other requirements, obtain a current copy of the pay plans.
- 30-day special hiring authority.
- Reimbursable agreements with state.
- Volunteers.
  - Use an official host unit agency signed agreement. Approval of sending and host unit Geographic Area FPET Coordinator is also needed.
  - This may be an option for local resources to assist at community events. Mobilization and travel costs are not reimbursable for federally-funded assignments.

## **The Delegation of Authority (DOA)**

The DOA ([Appendix B](#)) is used to provide the required information for the operation of the FPET. It is one of the most important documents for the team leader and will set the stage for all operating procedures that will govern the work with the host unit. The NWCG FPETSC webpage has a sample DOA that can be downloaded and edited.

This agreement must be completed as soon as possible, preferably before FPET deployment so the PETL can order the appropriate number of team members with the necessary skills.

The PETL has full authority and responsibility for managing the FPET operations within the framework the broad direction provided in both verbal and written briefing materials.

## **Preparing for a Team**

The following section will assist the host unit in preparing for and coordinating with the team.

### **Coordination and Management**

- Provide the team leader with a DOA.
- Provide an initial briefing to the team leader as to purpose of requesting the team, objectives, and expectations. This will happen before the team travels to prepare for the assignment.
- Provide an on-site in-briefing with the team leader and team members and key staff as to purpose of requesting the team, objectives, and expectations.
- Clearly define the jurisdictional area the FPET will be covering.
- Coordinate with sending and receiving Geographic Area FPET Coordinators and ensure they are invited to the in-briefing and report-out presentations.
- Communicate with local unit personnel the FPET's goals and objectives (internal communication plan) and expectations of local staff aiding as needed.
- Designate a team leader liaison representing the Agency Administrator.
- Provide existing unit wildfire prevention plans, assessments, activities, etc.

- Review all plans developed by the FPET prior to implementation.
- Develop a team orientation package. Include in the package:
  - Public Affairs Officer (PAO) name and contact information.
  - Names and telephone numbers of key staff and liaisons.
  - Agency financial and procurement contacts.
  - Safety Officer contact.
  - Information Technology (IT) support.
  - Other local staff affiliated with the assignment.
- Provide a team evaluation and a PETL evaluation (forms will be provided) prior to demobilization.
- Attend a closeout meeting at the end of the assignment.

### **Public Affairs Assistance**

- Ensure the PAO is available throughout the assignment to assist the FPET.
- Provide overtime or funding for PAO to earn for extra hours during assignment of FPET.
- Identification of target audiences, cultural diversity, political considerations, and sensitive issues.
- Copies of recent, related news releases, and to whom they were issued.
- Provide existing materials to assist in developing a neighborhood, community, or residential wildfire prevention program.
- Establish review process, timelines, and objectives to produce, post and/or procure needed materials, as applicable, such as:
  - Brochures/Pamphlets
  - Social media posts
  - Videos
  - Publications/Documents
  - Wildfire Prevention Training Courses
  - Targeted Public Service Announcements (PSAs) (both audio and video)
- Provide key contact list:
  - Key cooperators
  - Local media
  - Incident Management Team PIO (if applicable)

## **Finances**

- Determine source, type, and amount of funds for use by the team.
- Provide FPET with agency documentation and cost tracking requirements.
- Provide copy of unit's Incident Business Operating Guidelines (IBOG) if applicable.

## **Logistics and Supplies**

- Explain rules governing use of personal computers, cell phones, and printers.
- Establish expectations for reporting, file management/accessibility, etc.
- Transportation, as needed, to support team activities if Privately Owned Vehicles (POVs) or rental vehicles are not adequate for terrain or size of team/crew.
- Provide:
  - Office space, desks, conference rooms.
  - Internet/Wi-Fi access.
  - Access to a copy machine and copy paper.
  - Dry erase boards, easels, and paper.
  - A variety of office supplies and materials.

Unlike IMTs, FPETs do not travel with a supply unit and will need operating supplies when on location. An agreement between the host and the FPET can be made to ensure what equipment and supplies will be available to the team prior to their arrival. In most situations the host furnishes access to printers, copy paper, local and agency maps, sanitation and safety supplies, internet connection, power cords, and larger logistical items. In an office situation, there is usually access to office supplies. If not available at the work site, agency procurement staff may have to order and have items delivered to the team. It is recommended that FPET members have some essential items with them in the event there is a delay to their access of materials. A recommended, but not all inclusive, list for items the host and FPET may need to provide is in [Appendix C](#). Each assignment is different, and the team must work with the host unit to obtain what is needed for situations that arise during the assignment to maximize efficiency and safety.

## **Host and Team Leader Coordination**

The relationship and communication of a FPET with the host agency is critical to the success of any assignment. Host units can provide clear direction, scope of work, and effective support for the incoming team resulting in improved outcomes. It is the team's responsibility to understand the host's level of experience and preparedness, closing any gaps of information and logistical concerns prior to arrival. Many of the decisions are made in pre-assignment conversations between the team leader and the host.

Answering logistical support questions and communicating the general operational objectives of the assignment help the team prepare and allow for needed time for the team to bring appropriate additional staff, apparel, and equipment for a successful assignment. If the host unit Point of Contact (POC) does not have all the answers during an initial call with the PETL, be sure to create a plan on when and how critical information will be communicated later.

## An Informed Host

- Understands how a FPET can assist the agency effort.
- Thinks through the goals of the assignment – clearly defines the mission and scope of work.
- Considers the logistics for the team and prepares for arrival.
- Assigns an available primary contact for the team leader to work with prior to and throughout the assignment.
- Allows the team to be creative yet provides guidance.
- Identifies approval, decision and dissemination process of materials, creatives, emails, and briefing papers.

## Fire Prevention Education Team Responsibilities

- FPET operations are conducted safely, within the scope of all operations and fiscal laws, regulations, and policies.
- Team leader reports to the host unit on a predetermined schedule and method.
- Obtain approvals and authority to implement the wildfire prevention effort in assigned area.
- Obtain copies of host unit's incident business guidelines, and key contact names with telephone numbers.
- Obtain briefing from host unit and determine level of support that will be provided as well as office work area available.
- Gain awareness and understanding of local audiences and sensitive issues, in respect to cultures and demographics.
- Maintain contacts with agency administrative and procurement personnel to ensure fiscal integrity.
- Maintain/promote appropriate interagency approach.
- Identify agency issues, concerns, and barriers.
- Develop a team action plan to address objectives in the DOA, which may include:
  - Establishing a liaison role with the various fire protection agencies – federal, state, and local as needed.
  - Identifying effective wildfire prevention strategies (education, engineering, enforcement and administrative), based on a wildfire prevention rapid assessment, for the host unit to implement.
  - Evaluating wildfire prevention programs that currently exist. Adaptation of current programs or creation of new ones to meet the situation should be tailored for the communication needs of the local audiences.
  - Providing recommendations, opportunities, and solutions to barriers.
  - Developing and procuring wildfire prevention products for distribution by the team, partners, and agency personnel. Receive approval from host unit.

- Promoting responsibility for fire safety and encouraging self-help actions in all handouts.
- Leave documentation with host unit in the requested format and with national FPET coordinator.
- Document appropriate work on agency forms for inclusion in summary report.
- Develop a Final Report detailing accomplishments of each of the DOA objectives, financial accounts, positive recommendations for a sustainable wildfire prevention program, and other elements.
- Conduct organized exit interviews and information sharing based on documentation.

## **Appendix A – Assessments and Strategies**

*Referenced in the FPET Use section on page 3.*

Target prevention analysis is done in advance of high fire occurrence based on evaluation of risks, hazards, and values. FPET rapid assessments of fire situation and proposed wildfire prevention strategies include:

- Access fire occurrence and fire cause data for a specific time frame and area.
- Identify patterns based on density of occurrence by cause and determine the audience to target.
- Consider wildfire prevention strategies of education, engineering, enforcement, and administration.
- Choose appropriate messaging, graphics, and /or products to reach the targeted audience by considering audience characteristics, trusted sources, and by what means the audience best receives information.
- Select delivery mechanisms that best fit the audience and that is easily understood, effective, and appropriate.
- Match the delivery mechanism and messaging to the targeted audience.
- Measure results by documenting the findings of the analysis, decisions, and results of the effort with outcomes, stories of behavioral change, and increased awareness.
- Evaluate the effectiveness of the effort and adjust, if needed, for future projects.

# Appendix B – Sample Delegation of Authority

*[Referenced in the Host Unit Responsibilities section on page 6.]*

*[This sample DOA is used as the agreement between the host unit and the FPET. The sections are essential elements to provide clear understanding and direction of the assignment. Both the host unit and the FPET reach agreement on the content of the document and sign. The DOA is the primary guidance for the FPET assignment by stating the host unit intent, expectations for the FPET, logistical considerations, and administrative guidance.]*

## **DELEGATION OF AUTHORITY FOR FIRE PREVENTION EDUCATION TEAM USE**

*[The host unit assigns the authority to the team leader of the FPET.]*

*[Name of Team Leader], (team leader), is hereby delegated authority to serve as a FPET Leader for the [Name of Agency here – ex: USDA Forest Service, Washington Office], starting on [dates]. Extension of the assignment can be granted based on the needs of the [Washington Office and the regions].*

*[The host unit clearly states what is wanted from the FPET and may include statements why a team is activated and the current situation of the host unit.]*

### **Leader's Intent:**

This NFPET will assist the Landscapes and Partnership Assistant Director area, specifically the Wildfire Prevention and Mitigation Branch Chief, Washington Office, in working collaboratively with Regional FPET Coordinators and the CEPC to support the FPET Subcommittee with programmatic efficiencies including but not limited to, standard operating procedures, qualifications and training, administrative duties, and strategic planning.

*[Specific statements of expectations and objectives define tasks that help the FPET focus on the most important outcomes the host unit believes will accomplish the leader's intent. These tasks are expected to be completed within the timeframe of the assignment.]*

*[It is recommended to include a statement of available budget and spending limits for the assignment.  
The available budget helps the FPET prioritize actions, products, and outcomes.]*

### **Expectations and Objectives**

The following tasks are a general guidance for accomplishment. Priorities will be determined during initial meetings. Additional tasks are likely to be requested and prioritized.

1. Work with CEPC's FPET Sub-team to develop and implement programmatic efficiencies. *[Add specifics with regards to the assignment.]*
2. Keep a unit log of contacts made, phone calls, conference calls, etc.
3. Track time, personnel, and expenses for the NFPET using a budget tracking sheet and an Incident Time Report, OF-288. The budget for this assignment is *[\$50,000]* with an additional *[\$5,000]* for product purchasing.
4. Communicate guidance via email blast to PETL and Regional FPET Coordinators as identified in the NFPET recommendations.
5. Work with liaisons on NWCG CEPC committee to present proposals made by NFPET to the full CEPC and the FPET working taskforce for endorsement and approval by these two groups.

Provide support to other tasks as requested.

*[The next two sections outline important administrative requirements for the FPET.]*

## **Closeout and Follow-up**

1. Provide performance evaluations for your team members assigned to the team and complete task book elements as needed.
6. Provide the national liaison, and other identified personnel, with a closeout report, additional requested reports, and copies of any records or documentation required. Files are to be all in electronic format.
7. Conduct a closeout briefing with the liaison prior to demobilization.

## **General Team Management** *[Boiler-plate messaging update as needed]*

1. All operations are to be conducted in a manner that prioritizes the safety of yourself and your team. All members of your team must observe a "Zero Tolerance" for any careless or unsafe action. As team leader, please take appropriate actions to ensure that everyone involved in this assignment knows and follows established safety procedures with special emphasis on COVID-19 guidelines and protections.
8. You are to ensure the team adheres to all federal, state, and local laws, regulation, and ordinances. These include, but are not limited to, on-line communication, appropriate use of software on devices, and administrative policies. Although as a team you will be working in a virtual setting, obeyance of laws for safety and policy compliance include: state motor vehicle operations regulations, cultural and archaeological protection laws, health and welfare regulations, and environmental protection, and hazardous materials laws.
9. You will provide for a harassment-free work environment that treats all team members and contacts with respect.
10. Your team is authorized to request necessary micro-purchases to support the team's work. All purchases must be in accordance with applicable purchasing laws and agency regulations. All purchases must be within the established team budget and are subject to pre-approval by the assigned national liaison for the team. Purchases beyond the micro-purchase threshold must be made through the designated procurement officer.
11. Team members must be sensitive to local political and social issues related to public land management and use. It is imperative that relations with the public be maintained or improved by the team and that all actions of the team have positive public relations as an underlying theme. Your team must be sensitive to and respectful of any Tribal customs, issues, or concerns.
12. You are authorized to incur expenses for salary for your team to be charged to *[Job Code]*. Supplies, products, and prevention materials should be proposed through your Forest Service team liaison and processed through a Procurement Request (AD-700), for procurement using *[Job Code]*.
13. The established liaison for your assignment is *[insert Name – e.g.: Clint Cross, Landscapes and Partnership Assistant Director, Fire and Aviation Management, Washington DC]*. All reports, team products, and unused supplies are to be left with the assigned supervisor, or his delegate.
14. You are approved to add team members in consultation with *[name of liaison]*, to assist with assigned tasks and grant them authorities or assign them tasks described within this document.

*[Logistics for the FPET vary from simple to complex. This section may address specific issues of concern, geographical scope of the assignment, work schedule parameters, transportation, and lodging.]*

### **Logistics [May change with each assignment]**

You and your team members will be working remotely from home or other facilities in compliance with COVID-19 guidance restrictions. *[name of host agency liaison]* will serve as your host agency liaison. As team leader, you are to maintain communication with the host agency liaisons and team members, comply with administrative reporting including time, budget and purchasing. Schedule of work is flexible and is dependent on supporting the needs of the national office and local geographic areas. In a virtual setting, with team members and the host agency representing all four time zones in the Continental United States, (six time zones with Hawaii) establishing work hours is challenging and requires much flexibility. As team leader, you may establish exact schedules for your team, however team members should be available during “core hours” of the host agency which will be Monday through Friday 1000 to 1600 *[insert local time zone]*. The need to work beyond 12 hours per day should be requested through your agency liaison. You are required to ensure work/rest guidelines are followed and provide guidance on needed time off as required.

*[Most DOAs for FPETs focus on administrative contacts to include leadership, finance, procurement, public affairs, logistics, and other agency contacts. These contacts are deemed important by the host unit and provide direct assistance for the FPET to get information and handle administrative tasks.]*

### **Liaisons and Administrative Contacts [update as needed]**

- Geographical Area FPET Coordinators:
  - *[Add]*
- CEPC Team Lead:
  - *[Add]*

*[The signing and filing of the DOA are important to both the host unit and the FPET. The agreement should be discussed and completed as soon as possible on day one (1) of the assignment. In some cases, the DOA is finalized prior to arrival and signed at the in-brief, which is an ideal situation.]*

### **Signature Authorities**

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(Team Lead)

Prevention Education Team Leader

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(Official)

Title, Office

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Date

## Appendix C – Materials Needed for a FPET

*Referenced in Preparing for a Team section on page 8.*

Unlike IMTs, FPETs do not travel with a supply unit and will need operating supplies when on location. An agreement between the host and the FPET can be made to ensure what equipment and supplies will be available to the team prior to their arrival. In most situations the host furnishes access to printers, copy paper, local and agency maps, internet connection, power cords, and larger logistical items. In an office situation, there is usually access to office supplies. If not available at the work site, agency procurement staff may have to order and have items delivered to the team. It is recommended that FPET members have some essential items with them in the event there is a delay to their access of materials. This is a recommended list and not all inclusive. Be sure to check with your host unit agency on the policy for bringing items like laptops, cell phone, camera, etc. that are not agency-provided.

Items that team members will find useful to bring:

- Computer, extra monitor, cell phone and possibly a camera (these items need to be listed on the resource order).
- Pens, sharpies, and permanent markers with variety of colors.
- Jump drives/memory sticks.
- Spiral bound steno book, notepad, and stickie notes.
- A few manilla folders.

Items that will be needed on-site and generally available through the host unit:

- File folders and file storage container.
- Easels and paper pads.
- Drop cords and power strips with surge protectors.
- First aid kits for office and vehicles.
- General office supplies such as post it notes, paper clips, stapler with staples, and scissors.

# Resources & Reference Material

*National Interagency Mobilization Guide*, (<https://www.nifc.gov/nicc/logistics/reference-documents.html>)

*NWCG Standards for Interagency Incident Business Management Handbook*, PMS 902 (<https://www.nwcg.gov/publications/902>)

*Interagency Standards for Fire and Fire Aviation Operations* (Red Book), (<https://www.nifc.gov/standards/guides/red-book>)

Federal Acquisition Regulations (<https://www.acquisition.gov/browse/index/far>)

Government Publishing Office (<https://www.gpo.gov/>)

Administratively Determined Pay Plan (<https://www.nwcg.gov/committees/incident-business-committee/incident-business-committee-ad-positions>)

National Cohesive Wildland Fire Management Strategy (<https://www.forestsandrangelands.gov/strategy/>)

*Wildfire Prevention Strategies Guide*, PMS 455 (<https://www.nwcg.gov/publications/455>)

Wildfire Prevention Spatial Assessment & Planning Strategies (WPSAPS) Video (<https://www.youtube.com/watch?v=7Mls-zWk4Kg>)

National Wildfire Coordinating Group (NWCG) ([www.nwcg.gov](http://www.nwcg.gov))

National Interagency Fire Center ([www.nifc.gov](http://www.nifc.gov))

Training Courses (<https://www.nwcg.gov/publications/training-courses>)

- P-101, Fire Prevention Education 1
- P-301, Fire Prevention Education 2
- P-310, Fire Prevention Education Team Member
- P-410, Fire Prevention Education Team Leader

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