



NDFS	Post Incident Days Off
Version: 1.0	Prepared By: Ryan Melin
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I. Purpose

The purpose of this Standard Operating Guideline (“SOG”) is to provide Leader’s Intent and overarching guidance on days off following incident assignments. The SOG is intended to provide for the health and well-being of NDFS personnel, and to assist in mitigating fatigue and associated factors.

II. Scope

This SOG applies to all members of the Wildland Fire Management Program (WFMP).

III. Policy

This SOG provides guidance that is intended to maintain safe and productive incident activities. Home Unit supervisors and incident management personnel must appropriately manage work and rest periods, assignment duration, and shift length for all incident personnel.

IV. Definitions

- A. **Incident:** “Incident” means wildfire and all hazard incidents or operations in which emergency action needs to be taken to mitigate threats to lives, property, or the environment. This includes, but is not limited to: wildfire, search and rescue, hazardous materials, floods, and fires of any kind. Work/rest guidelines should be met on all incidents and an assignment to an incident must be approved by the Fire Management Officer or their designee.
- B. **Assignment:** An assignment to an incident; the time assigned to an incident away from home base. Time spent in staging and preposition status counts towards the length of assignment. A standard incident assignment is 14 days, exclusive of travel from and to the home unit. Days off given by an incident while a resource is still assigned are not considered work days, and the length of assignment count will reset.
 - a. **Travel Day(s):** Any assignment day that includes travel time to or from the home unit is considered a travel day and will not be counted towards the total days worked and length of assignment.

- b. **Work Day(s):** The period (days) between the first full operational period at the first incident or reporting location on the original resource order, and the last day worked prior to commencement of return travel to the home unit. Travel between reassignments within a single mobilization is considered work time, and counts towards the total days worked.
- C. **Mandatory Post Incident Day Off:** Day(s) off provided after completion of an assignment and return to home unit as defined in this SOG. Day(s) off must occur on the calendar days immediately following return travel. If the day(s) off after an assignment falls on a normal work day, they will be paid and documented as Administrative Leave - Critical Incident. If the day(s) off after an assignment fall on a normal day off, there will be no pay compensation. If days(s) off are NOT taken on the days immediately following return travel, they will not rollover or accumulate to be used at a later date.
- D. **Administrative Leave - Critical Incident:** Administrative Leave – critical incident will be used to record a mandatory day off that qualifies as a paid day off. This will only be used if the day(s) off occur on what is a normal working day. If the day(s) off after an assignment falls on a normal work day, they will be paid and documented as Administrative Leave-Critical Incident. If the day(s) off after an assignment fall on a normal day off, there will be no pay compensation. If days(s) off are NOT taken on the days immediately following return travel, they will not rollover or accumulate to be used at a later date.

V. Days off Guidance

A. 14 (or more) Day Assignment

1. Length of assignment is 14 or more days, exclusive of travel.
2. After completion of assignment and return to the home unit, three (3) days off will be provided (3 after 14):
 - i. Days off must occur on the calendar days immediately following the return travel.
 - ii. Up to 3 of these days will be paid days off if they are regularly scheduled work days.
 - iii. Regularly scheduled days off will not be paid.
 - iv. As appropriate, holiday pay rules will apply.
 - v. 3 paid days off will be billed to the incident when applicable.
3. Schedule and availability following return from 14-day assignments:
 - i. Resource will work from the Home Unit for a minimum of 4 days.
 - ii. The 4 days at Home Unit will include regularly scheduled days off.
 - iii. At a minimum, resources may be called upon for local fire response, availability to respond is not mandatory during rest days.
 - iv. In addition to incident response, resources will perform regular duties, including preparedness, prescribed fire, and fuels treatment activities.

- v. Strive to have resources remain overnight (RON) at home whenever possible during these 4 days.
- vi. If North Dakota Readiness Levels (RL) are at 4 or 5, the WFMP has the discretion to modify schedules and availability if conditions warrant, but no more than two (2) back-to-back 14-day assignments will be assigned without a minimum of 4 days at the Home Unit following a second assignment.

B. 10 to 13 Day Assignments

1. Length of assignment is 10 to 13 days, exclusive of travel.
2. After completion of assignment and return to the home unit, two (2) days off will be provided (2 after 10):
 - i. Days off must occur on the calendar days immediately following the return travel.
 - ii. Up to 2 of these days will be paid days off if it falls on regularly scheduled work days.
 - iii. Regularly scheduled days off will not be paid.
 - iv. As appropriate, holiday pay rules will apply.
 - v. Paid days off will be charged to NDFS (or default) base funds.
3. Schedule and availability following return from a 10 to 13-day assignments:
 - i. Resources will work from the Home Unit for a minimum of 3 days.
 - ii. The 3 days at Home Unit will include regularly scheduled days off.
 - iii. At a minimum, resources will be available for local fire response if necessary.
 - iv. In addition to incident response, resources will perform regular duties, including preparedness, prescribed fire, and fuels treatment activities.
 - v. Strive to have resources remain overnight (RON) at home whenever possible during these 3 days.
 - vi. If North Dakota Readiness Levels (RL) are at 4 or 5, the WFMP has the discretion to modify schedules and availability if conditions warrant, but no more than two (2) back-to-back 10 to 13-day assignments will be required without a minimum of 3 days at the Home Unit following a second assignment.

C. Process and Documentation

1. Incident and payroll documentation will follow current NDFS-WFMP processes for both billable and non-billable days off.

VI. Responsibilities

A. Employee

- a. Be familiar with and understand the Post Incident Day(s) Off SOG, NDFS policies, and NWCG Standards for Interagency Business Management definitions of work and travel days on an incident.
- b. Document travel and work days on incident documentation accurately and submit all documentation in a timely manner, in accordance with NDFS policy and procedures.
- c. Coordinate with Supervisor to input “Administrative Leave - Critical Incident” as appropriate if the mandatory day off falls on a normal working day.
- d. Review time entered, including Administrative Leave-Critical Incident for accuracy with incident documentation, approve your timecard.

B. Supervisor

- a. Be familiar with and understand the Post Incident Day(s) Off SOG, NDFS policies, and NWCG Standards for Interagency Business Management definitions of work and travel days on an incident.
- b. Review employee’s incident documentation for travel and work days was captured accurately and submitted in a timely manner, in accordance with NDFS policy and procedures.
- c. For eligible days and employees, input “Administrative Leave - Critical Incident” hours are correctly documented if a mandatory day off falls on a normal working day.
- d. Review each employee's time entered, including Administrative Leave - Critical Incident, for accuracy with incident documentation and approve employee’s payroll.

VII. References

- A. NWCG Standards for Interagency Incident Business Management, PMS 902

VIII. Revision History

Draft - Version 1.0, Post incident Days Off, 5/29/2026

Final – Version 1.0, Post Incident Days Off, 6/22/2026