

MAFFS LIAISON OFFICER'S DUTIES

MAFFS MLO is responsible to the Regional or Geographical Area Coordinator. This position is the liaison for the using agency or agencies and the military organization supplying MAFFS service. The MLO must be familiar with the FS F&AM policies and procedures, and military operational assistance programs.

The MLO will:

1. Have a working knowledge of the Memorandum of Understanding between the DOD and USDA-USDI.
2. Keep current with operational procedures, equipment, and technical changes.
3. Make initial contact, establishing communications channels with NICC, Region, AES/CC, MAFFS Airtanker Base Manager, Forest Aviation Officer, Forest FMO, Airport Manager, FAA, IIO, Forest Dispatch, and military Base Commander.
 - a. Contact on-duty NICC Coordinator and receiving GACC or loca hosting unit to determine who will process all subsequent resource and supply orders.
 - b. Order support personnel.
 - c. Order computer support with operator, if host unit cannot provide.
 - d. Order copy machine, FAX machine, if host unit cannot provide, Office Supplies Kit, and Logistics Section Kit.
4. Review currency and proficiency records of the MAFFS flight crew with AES/CC.
5. Provide/arrange for logistical support within capabilities for personnel assigned to the MAFFS operation. This includes items such as meals, housing, transportation, etc.
6. Ensure prudent and legal procurement is occurring and that policy and guidelines found in the Interagency Incident Business Management Handbook and agency manuals and handbooks are being followed.
7. Obtain necessary information for daily briefing and brief the MAFFS flight crews on fire status.
8. Coordinate activities of the media in MAFFS operating area and supply necessary information for news releases after coordination with the AES/CC directly through the IIO.
9. Assure necessary records are kept and sent to the appropriate unit upon deactivation. Prepare a final report.

Keep NICC and the Region advised of current operations.