Introduction to the MIDG Matrix

The Military Installation Fire Management In-Briefing Development Guidebook (MIDG) Matrix serves as a reference summary for fire managers. It is split into two parts: Part I is a summary of key points for preparing In-Briefing materials and Part II is a cross-reference of existing guidance for developing In-Briefing materials. Part I describes the key takeaways for each task when preparing In-Briefing materials, as well as which In-Briefing materials are most appropriate for the type and level of incident (e.g., verbal briefing, Incident Action Plan (IAP), Mobilization Guide, or In-Briefing Packet). Part II is dedicated to pre-existing forms, manuals, and guidance that fire managers can reference when preparing In-Briefing materials. While not a comprehensive list, the MIDG Matrix can be referenced for examples while fire managers are preparing In-Briefing products in the pre-planning phase. When using these resources, **be sure to apply your service-branch specific regulations**.

The MIDG Matrix is organized by the sections found in the MIDG (Plans, Operations, Logistics, Finance/Administration, and Public Information / Public Affairs). Please see the description prior to Part I and Part II for an explanation of the corresponding columns.

Part I – Pre-Planning Key Points

Tasks

This column correlates to the Task in the MIDG.

Pre-Planning

This column aids installation fire managers in preparing a verbal briefing, an Incident Action Plan (IAP), a Mobilization Guide, and an In-Briefing Packet for incoming resources. It also assists fire managers in identifying and connecting with key players who may support their fire management program, and identifies additional essential planning documents (Wildland Fire Management Plan, pre-attack plan, Delegation of Authority, etc.). This lengthy process should happen prior to planned events and ideally well in advance of suppression incidents.

Conducting Planned Event

This column guides installation fire managers in compiling In-Briefing information for temporary, pre-identified resources who will support planned events (e.g., prescribed fires) and potentially unplanned events (e.g., wildfire suppression). Resources could include partners, cooperators, detailers, etc. Since these resources are pre-identified, they should receive the Mobilization Guide well in advance of the planned event to ensure standards are met. Once on-installation, these resources should receive the verbal briefing, IAP, and In-Briefing Packet.

Expanding Suppression Incident

This column supports installation fire managers in compiling In-Briefing information for incoming resources that will support the management of an expanding wildfire suppression event (e.g., cooperators, partners, FES, etc.). Ideally, fire managers should provide the Mobilization Guide in advance of the resources being dispatched to ensure standards and agreements are met. Once resources are on-installation, fire managers should share an updated verbal briefing and IAP and provide the

In-Briefing Packet to incoming resources.

This is different from the 'Conducting Planned Event' column in that the verbal briefing and IAP need to be updated as the incident evolves. Since an expanding suppression incident is not a pre-planned event, it is possible the incoming resources may be unknown.

Transitioning to IMT

This column assists installation fire managers in compiling information for an In-Briefing packet which is given to incoming Incident Management Team (IMT). This involves a Delegation of Authority and Fire Management Planning guides developed during the pre-planning phase. Additionally, fire managers should share their IAP, Mobilization Guide, and In-Briefing Packet to assist the IMT in their transition and planning.

Section in MIDG: Plans				
Tasks	Pre-Planning	Conducting Planned Events	Expanding Suppression Incidents	Transitioning Incident to IMT
I. Inform Installation Leadership	□ Communicate with installation leaders □ Prepare communication tools □ Incorporate installation objectives into IAP and other written briefings	□ Incorporate installation objectives in IAP □ Include objectives in verbal briefings	□ Incorporate installation objectives in IAP □ Include objectives in verbal briefings □ Notify agency representatives	□ Share IAP and Delegation of Authority with IMT □ Update agency representatives
II. Wildland Fire Management Plan / Integrated Wildland Fire Management Plan (WFMP / IWFMP)	□ Identify key partners, prepare agreements □ Prepare / update WFMP/IWFMP □ Use WFMP/IWFMP to inform IAP and operational guidance in written briefings	□ Use plan to determine objectives and burn priorities	□ Share pre-attack plan	□ Share with IMT
III. Coordinated Suppression Response	□ Identify potential suppression resources on and off-installation □ Prepare / update pre-attack plans □ Develop Mutual Aid Agreements (MAA)	□ Use plan to inform IAP □ Share pre-attack plans with incoming resources as needed	□ Use plan to inform IAP □ Use to determine jurisdictional authority and objectives □ Share pre-attack plans	□ Share pre-attack plans with IMT □ Share MAAs with IMT
IV. Delegation of Authority	□ Identify key players for a suppression event □ Discuss and create a Draft Delegation of Authority Include agency administrators in the IAP	□ Finalize with incoming burn boss or IC and sign Delegation of Authority	□ Update IAP	□ Finalize with IMT and sign Delegation of Authority

		Section in MIDG: Plans		
Tasks	Pre-Planning	Conducting Planned Events	Expanding Suppression Incidents	Transitioning Incident to IMT
V. Complexity Analysis	□ Prepare complexity analysis templates and expectations □ Include in operations SOPs, Mobilization Guide, In-Briefing packets □ Identify 'high risk' items in IAP	□ Use to determine necessary resources and qualifications □ Update IAP and in-briefing packet	□ Use to determine necessary resources and qualifications □ Update IAP and in-briefing packet	□ Use to determine type of IMT □ Share complexity analysis with IMT □ Inform IMT of unique hazards
VI. Natural / Environmental Resources	□ Coordinate with environmental and natural resource advisors □ Incorporate management objectives into WFMP/IWFMP □ Include objectives in IAP, SOPs in Mobilization Guide, and in-briefing packet □ Develop maps of sensitive habitat or resources	□ Update objectives in IAP □ Include in verbal briefings □ Provide maps of sensitive habitat or resources	□ Update objectives in IAP □ Include in verbal briefings □ Provide maps of sensitive habitat or resources	□ Inform IMT of unique values at risk □ Share maps of sensitive habitat or resources
VII. Cultural Resources	□ Coordinate with chain-of-command to contact cultural resource advisors □ Consult and prepare agreements with Tribes as appropriate □ Prepare land acknowledgement as appropriate □ Include cultural resource values in IAP and In-Briefing packet	□ Include in verbal briefings □ Provide maps of cultural sites and features if available	□ Include in verbal briefings □ Provide maps of cultural sites and features if available	□ Inform IMT of unique values at risk □ Provide maps of cultural sites and features if available
VIII. Organization Chart	□ Prepare org chart for planned events □ Include in In-Briefing packet and IAP	□ Update org chart in IAP and In-Briefing packet □ Include org chart in verbal briefings	□ Update org chart in IAP and In-Briefing packet □ Include org chart in verbal briefings	□ Share org chart with IMT

Section in MIDG: Operations				
Tasks	Pre-Planning	Conducting Planned Events	Expanding Suppression Incidents	Transitioning Incident to IMT
IX. Resources and Minimum Crew Standards	□ Contact local partners to develop roster of available resources □ Create mutual aid agreements □ Include standards, SOPs/SOGs in Mobilization Guide and in-briefing packet	□ Update incoming resources in IAP	□ Update incoming resources in IAP	□ Inform IMT of installation-specific standards
X. Equipment	□ Work with cooperators and contractors to determine equipment availability □ Include standards and SOPs/SOGs in Mobilization Guide, In-Briefing packet □ List equipment in IAP	□ Update equipment in IAP □ Include military-specific equipment in verbal briefings	□ Update equipment in IAP □ Include military-specific equipment in verbal briefings	□ Inform IMT of military-specific equipment and installation standards
XI. Aviation	□ Identify and coordinate with aviation resources for operations and Medevac □ Include standards and restrictions in Mobilization Guide □ Prepare pilot/flight crew orientation guide for In-Briefing packet □ Include in IAP	□ Update aviation resources in IAP □ Include aviation in verbal briefings and breakouts □ Include info on refueling plans/processes	□ Update aviation resources in IAP □ Include aviation in verbal briefings and breakouts □ Include info on refueling plans/processes	□ Inform IMT of installation-specific standards and restrictions □ Include info on refueling plans/processes
XII. Crew Culture / Expectations	□ Develop expectations for crew conduct and culture □ Include in Mobilization Guide and In-Briefing packet	□ Include expectations in verbal briefings	□ Include expectations in verbal briefings	□ Inform IMT of installation-specific expectations

Section in MIDG: Operations				
Tasks	Pre-Planning	Conducting Planned Events	Expanding Suppression Incidents	Transitioning Incident to IMT
XIII. Hazards and Mitigations	□ Identify foreseeable hazards, including military-specific hazards □ Identify trigger points and action steps □ Prepare JHA or RA □ Include in Mobilization Guide, In-Briefing packet, and IAP	□ Update foreseeable hazards in IAP □ Update trigger points and action steps □ Discuss in verbal briefings	□ Update foreseeable hazards in IAP □ Update trigger points and action steps □ Discuss in verbal briefings	□ Inform IMT of unique installation hazards
XIV. Refusing an Assignment	□ Identify proper method for refusing an assignment □ Include in In-Briefing packet	□ Include protocol in verbal briefings	□ Include protocol in verbal briefings	
XV. Local Conditions	□ Assess local fuels, weather, and topography □ Include discussion in In-Briefing packet □ Use to inform IAP	□ Update local conditions in IAP □ Discuss in verbal briefings	□ Update local conditions in IAP □ Discuss in verbal briefings	□ Inform IMT of unique and hazardous local conditions
XVI. GIS, Maps, and Area Access	□ Gather data and prepare hardcopy and virtual maps □ Include installation-level maps in Mobilization Guide and in-briefing packet □ Include operational / tactical maps in IAP	□ Update hardcopy and virtual maps □ Share maps with incoming resources □ Refer to maps in verbal briefings	□ Update hardcopy and virtual maps □ Share maps with incoming resources □ Refer to maps in verbal briefings	□ Share hardcopy and digital maps with IMT
XVII. WUI	□ Assess WUI considerations □ Identify existing community plans □ Include in pre-attack plan, in-briefing packet, and IAP	□ Include in verbal briefings	□ Include in verbal briefings	□ Inform IMT of unique WUI considerations

	Section in MIDG: Logistics			
Tasks	Pre-Planning	Conducting Planned Events	Expanding Suppression Incidents	Transitioning Incident to IMT
XVIII. Medical Plan	□ Create medical plan □ Include standards in Mobilization Guide, In-Briefing packet, and IAP	□ Update medical plan in IAP □ Include in verbal briefings / safety message	□ Update medical plan in IAP □ Include in verbal briefings / safety message	□ Share medical plan with IMT
XIX. Communications	□ Determine installation expectations and standards □ Prepare a communications plan □ Include in Mobilization Guide, In-Briefing packet, and IAP	□ Update communications plan in IAP □ Include in verbal briefings	□ Update communications plan in IAP □ Include in verbal briefings	□ Share communications plan with IMT □ Inform IMT of installation expectations and standards
XX. Lodging, Food, and Services	□ Identify lodging, food, and services □ Include in Mobilization Guide and In-Briefing packet			

Section in MIDG: Finance / Administration				
Tasks	Pre-Planning	Conducting Planned Events	Expanding Suppression Incidents	Transitioning Incident to IMT
XXI. Funding and Agreements	□ Determine funding streams □ Develop funding agreements with partners □ Include finance SOPs in Mobilization Guide			□ Include approved budget in Delegation of Authority □ Share finance SOPs with IMT

Section in MIDG: Public Information / Public Affairs				
Tasks	Pre-Planning	Conducting Planned Events	Expanding Suppression Incidents	Transitioning Incident to IMT
XXII. Outreach and Notifications	□ Identify PIO / PAO for planned events □ Communicate with installation Public Affairs (PA) office, partners, and nearby communities □ Include SOPs / SOGs in Mobilization Guide and in- briefing packet □ Include PIO/PAO in org chart	□ Include media protocols in verbal briefings	□ Identify a PIO / PAO and include in org chart □ Include media protocols in verbal briefings	□ Inform IMT of installation media protocols □ Provide installation PA contacts

Part II – Pre-Existing Reference Materials

Tasks

This column correlates to the Task in the MIDG.

Relevant ICS Forms

This column identifies ICS Forms associated with a given section in the MIDG.

DoD and Branch-specific Manuals and Guidance

This column identifies existing DoD Manuals and Guidance as well as Branch-specific information. While this is not a comprehensive list, it serves as a base reference point for fire managers. In addition to these tools, be sure to apply your service branch-specific regulations. Manuals and guidance are hyperlinked when online resources were available. Additional supporting Army regulations can be found at Army Publishing Directorate (APD) https://armypubs.army.mil/.

Examples, Templates, and Additional Resources

This column draws from a wide range of fire management resources (state, federal, local) to provide documents which may be referenced for examples when fire managers are in the pre-planning phase. Resources are hyperlinked when online resources were available.

Section in MIDG: Plans			
Tasks	Relevant ICS Forms	DoD and Branch-specific Manuals and Guidance	Examples, Templates, and Additional Resources
I. Inform Installation Leadership	202, 203, 208, 215A		
II. Wildland Fire Management Plan / Integrated Wildland Fire Management Plan (WFMP / IWFMP)	202, 203, 205, 205A, 206, 207, 208	Army Installation Wildland Fire Program Implementation Guidance (forthcoming) Installation (Integrated) Wildland Fire Management Plans Air Force Manual 32-7003, Environmental Conservation, chapter 3.80 Army Wildland Fire Policy Guidance, Memorandum dated 4 September 2002 (or latest)	Arnold Air Force Base WFMP National Park Service Pictured Rocks National Lakeshore WFMP NFPA 1143, Standard for Wildland Fire Management NWCG Interagency Prescribed Fire Planning and Implementation Procedures Guide (PMS 484)
III. Coordinated Suppression Response	202, 203, 205, 205A, 206, 207, 208	10 USC 2465 Prohibition on Contracting Firefighting Services 42 USC 1856 Reciprocal Fire Agreements Air Force Manual 32-7003, Environmental Conservation, chapter 3.81 Army Regulation 420-1, Army Facilities Management Army Regulation 525-27, Army Emergency Management Program Department of Army Pamphlet 385-63 / MCO 3570.1C, Range Safety Department of Defense Instruction 6055.06, section 8.2 DOD Instruction 6055.17, Emergency Management Program, section 6	City of Bryan's Fire Department Pre-Attack Plan Guidance for Implementation of Federal Wildland Fire Management Policy, Memorandum dated 13 February 2009 NIFC Military Use Handbook, NFES 2175, chapter 20 Town of Swan Hills Pre-Attack Plan

Section in MIDG: Plans			
Tasks	Relevant ICS Forms	DoD and Branch-specific Manuals and Guidance	Examples, Templates, and Additional Resources
IV. Delegation of Authority	203, 207		NIFC Delegation of Authority Example
V. Complexity Analysis	202, 208	DOD Instruction 6055.17, Emergency Management Program, section 8.3	Bureau of Indian Affairs Risk Assessment Code Matrix IRPG (PMS 461), pages 10-11 NWCG Prescribed Fire Complexity Rating System Guide (PMS 424) Wildland Fire Risk and Complexity Analysis
VI. Natural / Environmental Resources	202	Air Force Manual 32-7003, Environmental Conservation, chapter 3 Army Regulation 200-1, Environmental Protection and Enhancement Department of Defense Instruction 4715.03 DOD Instruction 4715.03, Natural Resource Conservation Program Installation Integrated Natural Resource Management Plans	
VII. Cultural Resources	202	Air Force Manual 32-7003, Environmental Conservation, chapter 2 Army Regulation 200-1, Environmental Protection and Enhancement DoD Consultation with Federally Recognized Tribes DoD's DENIX website	A Guide and Call to Land Acknowledgement Native American Sacred Sites and the DoD

Section in MIDG: Plans			
Tasks	Relevant ICS Forms	DoD and Branch-specific Manuals and Guidance	Examples, Templates, and Additional Resources
VIII. Organization Chart	203, 207	Air Force Manual 32-7003, Environmental Conservation, chapter 1 Department of Defense Instruction 6055.06, section 2 DOD Instruction 6055.17, Emergency Management, sections 2 and 9	NIFC Military Use Handbook, NFES 2175, chapter 60

Section in MIDG: Operations			
Tasks	Relevant ICS Forms	DoD and Branch-specific Manuals and Guidance	Examples, Templates, and Additional Resources
IX. Resources and Minimum Crew Standards	205, 205A, 206, 207, 225	Air Force Manual 32-7003, Environmental Conservation, chapter 3.83 Army Regulation 385-10, The Army Safety Program Army Regulation 420-1, Army Facilities Management Department of Defense Instruction 6055.06, sections 6 and 8 DOD Instruction 6055.17, Emergency Management Program, sections 3 and 4 NIFC Military Use Handbook, NFES 2175, chapters 40 and 60 Service Branch Regulations / Instructions	Interagency Standards for Fire and Aviation Operations, NFES 2724, chapter 13 National Interagency Mobilization Guide NFPA Standard 1977, Standard on Protective Clothing and Equipment for Wildland Fire Fighting NWCG Standards for Wildland Fire Position Qualifications (PMS 310-1)
X. Equipment	204, 204 WF, 218	Air Force Manual 32-7003, Environmental Conservation, chapter 3.82 Department of Defense Instruction 6055.06, section 9	IRPG (PMS 461), page 86 NFPA Standard 190s, Standard for Wildland Fire Apparatus NWCG Standards for Ground Ignition Equipment (PMS 443)
XI. Aviation	205, 206, 220	DOD Instruction 6055.07 Mishap Notification NIFC Military Use Handbook, NFES 2175, chapter 70 Special Use Airspace (SUA) and Military Training Routes (MTR) policies	Interagency Standards for Fire and Aviation Operations, NFES 2724 IRPG (PMS 461), Aviation Section NWCG Interagency Aviation Mishap Response Guide and Checklist (PMS 503) SAFECOM

Section in MIDG: Operations			
Tasks	Relevant ICS Forms	DoD and Branch-specific Manuals and Guidance	Examples, Templates, and Additional Resources
XII. Crew Culture / Expectations		Department of Defense Instruction 6055.06, sections 6 and 8 NIFC Military Use Handbook, NFES 2175, chapter 50 DOD Instruction 6055.17, Emergency Management Program, sections 3 and 4 Service Branch Regulations/Instructions	2018 Southern Blue Ridge TREX Storymap Craig Interagency Dispatch Center Field Operations Guide, pages 17-18
XIII. Hazards and Mitigations	202, 208, 218A	Army Regulation 385-10, The Army Safety Program Department of Army Pamphlet 385-63 / MCO 3570.1C, Range Safety DOD Instruction 6055.07 Mishap Notification DOD Instruction 6055.17, Emergency Management Program, sections 7 and 8 Installation Range Safety/Use Regulations Installation Safety Plans	Eglin AFB "watch out" situations (MIDG Appendix IV) Eglin Wildland Support Module UXO Risk Management Guide (MIDG Appendix V) HRO Principles Reference Sheet IRPG (PMS 461), page 1 Job hazard analysis worksheet SAFENET Reports Templates for risk assessment worksheets Wildland Fire Lessons Learned Center
XIV. Refusing an Assignment			IRPG (PMS 461), pages 19-20 SAFECOM (aviation hazard) SAFENET (ground hazard)

Section in MIDG: Operations			
Tasks	Relevant ICS Forms	DoD and Branch-specific Manuals and Guidance	Examples, Templates, and Additional Resources
XV. Local Conditions	202, 208		Eglin AFB "watch out" situations (MIDG Appendix IV) NIFC Predictive Services NWCG Pocket Cards Remote Automatic Weather Stations Spot forecasts Weather Information Management System (WIMS)
XVI. GIS, Maps, and Area Access			Homeland Infrastructure Foundation-Level Data (HIFLD) LANDFIRE NWCG Standards for Geospatial Operations (PMS 936) Southern Fire Environment Outlook Story Map for the Southern Blue Ridge TREX U.S. Fish and Wildlife Service data Wildfire Risk to Communities
XVII. WUI	202, 208		International Fire Chiefs Association's CWPP Leaders Guide USFS Best Practices for Creating a Community Wildfire Protection Plan

Section in MIDG: Logistics			
Tasks	Relevant ICS Forms	DoD and Branch-specific Manuals and Guidance	Examples, Templates, and Additional Resources
XVIII. Medical Plan	206 WF, 206, MIR	Army Regulation 420-1, Army Facilities Management Army Regulation 525-27, Army Emergency Management Program DOD Instruction 6055.07 Mishap Notification Installation Emergency Management Plans	Instructions for Completing an ICS 206 WF
XIX. Communications	204, 204WF, 205, 205A, 206	Department of Defense Instruction 6055.06, section 11 NIFC Military Use Handbook, NFES 2175, chapter 80	
XX. Lodging, Food, and Services			

Section in MIDG: Finance /Administration			
Tasks	Relevant ICS Forms	DoD and Branch-specific Manuals and Guidance	Examples, Templates, and Additional Resources
XXI. Funding and Agreements		10 USC 2465 Prohibition on Contracting Firefighting Services 42 USC 1856 Reciprocal Fire Agreements DOD Instruction 6055.17, Emergency Management Program, section 6 NIFC Military Use Handbook, NFES 2175, chapters 10 and 100	Examples of SF 261 Crew Time Reports and OF-297 Emergency Equipment Shift Tickets

Section in MIDG: Public Information / Public Affairs			
Tasks	Relevant ICS Forms	DoD and Branch-specific Manuals and Guidance	Examples, Templates, and Additional Resources
XXII. Outreach and Notifications		Army Regulation 350-19, The Sustainable Range Program Army Regulation 525-27, Army Emergency Management Program Department of Defense Instruction 6055.06, section 10.c DOD Instruction 6055.17, Emergency Management Program, section 5 NIFC Military Use Handbook, NFES 2175, chapter 90	