

Recommended Best Practices

Minimum Staffing levels for Operations at SEAT Bases

# SEAT Aircraft	Staffing Configurations (Agency)	Loader/Mixmaster (Agency or Vendor)	Total SEAT Base Personnel
1	SEMG *	1	2
2	SEMG *	2	3
3	SEMG + ATIM or RAMP or FWPT or additional SEMG	2	4
4-5	SEMG + ATIM or RAMP or FWPT or additional SEMG	3	5
6 +	Minimum 2 Qualified SEMG's + RAMP or FWPT or ATIM or SEMG	3	6
	Need to maintain 1 to 3 ratio span of control (also consider administrative duties).		

The Ramp must be managed at all times. It is the responsibility of the SEMG to maintain a safe and efficient operation. Contractor/Vendor personnel are not to marshall aircraft.

A Qualified SEMG may administratively manage up to 3 aircraft, however it is recommended that another support position of RAMP/FWPT/ATIM/ABRO or SEMG be ordered at 3 aircraft.

*A Qualified SEMG may be performing all duties of ATIM/RAMP/FWPT/ABRO/RADO/RTCM if qualified, PI, Base Mgr and completes daily paperwork. This is why it is suggested that additional personnel be ordered at 3 aircraft.

If Loaders/Mixmasters are Vendor Personnel, they also perform Fueling duties which may take away from dedicated loading duties.

Experience levels differ. It is the trainer's duty to assess skills and oversee any position the trainee may be performing (SEMG/RAMP/ATIM/FWPT/RTCM/MXMS).

It is suggested that for more than 3 aircraft an additional SEMG or RAMP be ordered when inexperienced trainees are being utilized to assist and oversee operations.

As activity or complexity increases, the SEAT Base Manager should avoid dual-function roles which could compromise safety oversight. Units may want to consider ordering an ATBM when there is a numerous mix of varying aircraft and personnel.

Turn around times may dictate fewer/additional personnel.

Additional MXMS/RTCM/RAMP/FWPT may be needed depending on the number of pits being used. The above numbers are assuming 1 or 2 pits in use.

RTCM is the Agency term for Retardant Crewmember (Loader) out of the IABOG.

All positions of RTCM/MXMS/ATIM/RAMP/FWPT will meet training and qualifications as outlined in the 310-1 supplement and IABOG. Duties and responsibilities are outlined in Ch. 2 of the IABOG.

Contractor/Vendor personnel are responsible for training their own RTCM/MXMS.

Note: Agency personnel may NOT use SEAT Vendor equipment to mix retardant. Agency personnel acting as MXMS are only to use agency owned equipment, or equipment at established bases that has been identified on the National Long Term Fire Retardant Bulk Contract. (Exhibit J-1 other requirement of Contractor)