Interagency Standards for Fire and Fire Aviation Operations

Department of the Interior
Bureau of Land Management
National Park Service
U.S. Fish and Wildlife Service
Bureau of Indian Affairs

Department of Agriculture
Forest Service

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Chapter 1	**Federal Wildland Fire Management Policy and Doctrine Overview**
Chapter 2	**BLM Program Organization and Responsibilities**
Chapter 3	**NPS Program Organization and Responsibilities**
Chapter 4	**FWS Program Organization and Responsibilities**
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Chapter 19	**Dispatch and Coordination System**

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NATIONAL INTERAGENCY FIRE CENTER
3833 S. Development Avenue
Boise, Idaho 83705-5354
January 1, 2023

To: Agency Personnel

From: Fire and Aviation Directors
Bureau of Land Management
U.S. Forest Service
U.S. Fish and Wildlife Service
National Park Service
Bureau of Indian Affairs

Subject: *Interagency Standards for Fire and Fire Aviation Operations*

The Fire and Aviation Directors of the Bureau of Land Management, U.S. Forest Service, U.S. Fish and Wildlife Service, National Park Service, and Bureau of Indian Affairs have directed the Interagency Standards for Fire and Fire Aviation Operations Group (ISOG) to annually revise, publish, and distribute the Federal *Interagency Standards for Fire and Fire Aviation Operations*, and issue errata to this document.

The *Interagency Standards for Fire and Fire Aviation Operations*, states, references, or supplements policy and provides program direction for Bureau of Land Management, U.S. Forest Service, U.S. Fish and Wildlife Service, National Park Service, and Bureau of Indian Affairs fire and fire aviation program management.

Employees engaged in fire suppression and fire management activities will comply with interagency and agency-specific health, safety, and fire management policy documents.

For the Bureau of Land Management, this document provides policy and guidance as referenced in *BLM Manual Section (MS) 9200 Fire Program Management*.

For the USDA Forest Service, this document provides guidance for implementing safe and effective fire and aviation management operations based on policy in *Forest Service Manual 5100* and *5700*.

For the U.S. Fish and Wildlife Service, this document provides guidance for implementaion of 621 FW 1.

For the National Park Service, this document supplements *Reference Manual 18.*

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For the Bureau of Indian Affairs, this document provides policy on field-level fire operations, in addition to policy referenced in the *Indian Affairs Manual (IAM) Section 90*.

This document addresses specific action items that are contained in the *Guidance for Implementaiton of Federal Wildland Fire Management Policy* (February 13, 2009).

The contents of this book are not to be modified. Supplemental agency-specific direction of a more restrictive nature may be issued separately.

Suggestions for modification of the publication should be sent to your agency representatives listed on this page.

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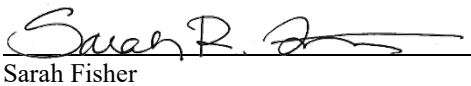

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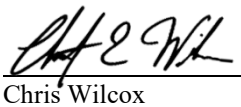

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**Some forms in PDF fillable or MSWord format are available online at https://www.nifc.gov/standards/guides/red-book.*

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Chapter 1
Federal Wildland Fire Management Policy and Doctrine Overview

Scope

The *Interagency Standards for Fire and Fire Aviation Operations* states, references, or supplements policy for Bureau of Land Management (BLM), U.S. Forest Service (USFS), U.S. Fish and Wildlife Service (FWS), National Park Service (NPS), and Bureau of Indian Affairs (BIA) fire and fire aviation program management. Original source policy is stated or referenced throughout this handbook. This handbook attempts to reference policy, rather than paraphrase policy to limit duplication.

The *Interagency Standards for Fire and Fire Aviation Operations* is intended to comply with and support the *Review and Update of the 1995 Federal Wildland Fire Management Policy* (January 2001*)* and the *Guidance for Implementation of Federal Wildland Fire Management Policy* (February 13, 2009) and other existing Federal policy.

Purpose

The *Interagency Standards for Fire and Fire Aviation Operations* provides fire and fire aviation program management direction for BLM, USFS, FWS, NPS, and BIA managers. Employees engaged in fire management activities will continue to comply with all agency policies. Other references, such as the National Wildfire Coordinating Group (NWCG) *Incident Response Pocket Guide* (PMS 461) provide operational guidance.

Review and Update of the 1995 Federal Wildland Fire Management Policy (January 2001)

The *Review and Update of the Federal Wildland Fire Management Policy* (pp. 21-22) established the following guiding principles as fundamental to the successful implementation of the *2001 Federal Fire Policy*. For reference, the full 2001 policy document is available at https://www.doi.gov/wildlandfire/policy.

1. **Firefighter and public safety is the first priority in every fire management activity.**
2. **The role of wildland fire as an essential ecological process and natural change agent will be incorporated into the planning process.** Federal agency land and resource management plans set the objectives for the use and desired future condition of the various public lands.
3. **Fire management plans (FMP), programs, and activities support land and resource management plans (LRMP) and their implementation.**
4. **Sound risk management is a foundation for all fire management activities.** Risks and uncertainties relating to fire management activities must be understood, analyzed, communicated, and managed as they relate

to the cost of either doing or not doing an activity. Net gains to the public benefit will be an important component of decisions.

5. **Fire management programs and activities are economically viable, based upon values to be protected, costs, and land and resource management objectives.** Federal agency administrators are adjusting and re-organizing programs to reduce costs and increase efficiencies. As part of this process, investments in fire management activities must be evaluated against other agency programs in order to effectively accomplish the overall mission, set short- and long-term priorities, and clarify management accountability.
6. **FMPs and activities are based upon the best available science.** Knowledge and experience are developed among all wildland fire management agencies. An active fire research program combined with interagency collaboration provides the means to make these tools available to all fire managers.
7. **FMPs and activities incorporate public health and environmental quality considerations.**
8. **Federal, State, Tribal, local, interagency, and international coordination and cooperation are essential.** Increasing costs and smaller work forces require that public agencies pool their human resources to successfully deal with the ever-increasing and more complex fire management tasks. Full collaboration among Federal agencies and between the Federal agencies, and international, State, Tribal, and local governments, and private entities results in a mobile fire management workforce available for the full range of public needs.
9. **Standardization of policies and procedures among Federal agencies is an ongoing objective.** Consistency of plans and operations provides the fundamental platform upon which Federal agencies can cooperate, integrate fire activities across agency boundaries, and provide leadership for cooperation with State, Tribal, and local fire management organizations.

2001 Federal Wildland Fire Management Policy

The *2001 Review and Update of the Federal Wildland Fire Management Policy* (pp. 23-25) established the following policies:

1. **Safety**
   Firefighter and public safety is the first priority. All FMPs and activities must reflect this commitment.
2. **Fire Management and Ecosystem Sustainability**
   The full range of fire management activities will be used to help achieve ecosystem sustainability, including interrelated ecological, economic, and social components.
3. **Response to Wildland Fire**
   Fire, as a critical natural process, will be integrated into LRMPs and activities on a landscape scale, and across agency boundaries. Response to wildland fires is based on ecological, social, and legal consequences of the fire. The circumstances under which a fire occurs, and the likely

consequences on firefighter and public safety and welfare, natural and cultural resources, and values to be protected dictate the appropriate management response to the fire.

4. **Use of Wildland Fire**
   Wildland fire will be used to protect, maintain, and enhance resources and, as nearly as possible, be allowed to function in its natural ecological role. Use of fire will be based on approved FMPs and will follow specific prescriptions contained in operational plans.
5. **Rehabilitation and Restoration**
   Rehabilitation and restoration efforts will be undertaken to protect and sustain ecosystems, public health, and safety, and to help communities protect infrastructure.
6. **Protection Priorities**
   The protection of human life is the single, overriding priority. Setting priorities among protecting human communities and community infrastructure, other property and improvements, and natural and cultural resources will be based on the values to be protected, human health and safety, and the costs of protection. Once people have been committed to an incident, these human resources become the highest value to be protected.
7. **Wildland Urban Interface**
   The operational roles of the Federal agencies as partners in the wildland urban interface (WUI) are wildland firefighting, hazardous fuels reduction, cooperative prevention and education, and technical assistance. Structural fire suppression is the responsibility of Tribal, State, or local governments. Federal agencies may assist with exterior structural fire protection activities under formal fire protection agreements that specify the mutual responsibilities of the partners, including funding. (Some Federal agencies have full structural protection authority for their facilities on lands they administer and may also enter into formal agreements to assist State and local governments with structural protection.)
8. **Planning**
   Every area with burnable vegetation must have an approved FMP. FMPs are strategic plans that define a program to manage wildland and prescribed fires based on the area's approved LMP. Fire management plans must provide for firefighter and public safety; include fire management strategies, tactics, and alternatives; address values to be protected, and public health issues; and be consistent with resource management objectives, activities of the area, and environmental laws and regulations.
9. **Science**
   Fire management plans and fire programs will be based on a foundation of sound science. Research will support ongoing efforts to increase our scientific knowledge of biological, physical, and sociological factors. Information needed to support fire management will be developed through an integrated interagency fire science program. Scientific results must be made available to managers in a timely manner and must be used in the development of LMPs, FMPs, and implementation plans.

10. **Preparedness**
    Agencies will ensure their capability to provide safe, cost-effective fire management programs in support of LRMPs through appropriate planning, staffing, training, equipment, and management oversight.
11. **Suppression**
    Wildland fires are suppressed at minimum cost, considering firefighter and public safety, benefits, and values to be protected consistent with resource objectives.
12. **Prevention**
    Agencies will work together and with their partners and other affected groups and individuals to prevent unauthorized ignition of wildland fires.
13. **Standardization**
    Agencies will use compatible planning processes, funding mechanisms, training and qualification requirements, operational procedures, values-to-be protected methodologies, and public education programs for all fire management activities.
14. **Interagency Cooperation and Coordination**
    Fire management planning, preparedness, prevention, suppression, fire use, restoration and rehabilitation, monitoring, research, and education will be conducted on an interagency basis with the involvement of cooperators and partners.
15. **Communication and Education**
    Agencies will enhance knowledge and understanding of wildland fire management policies and practices through internal and external communication and education programs. These programs will be continuously improved through the timely and effective exchange of information among all affected agencies and organizations.
16. **Agency Administrator and Employee Roles**
    Agency administrators will ensure that their employees are trained, certified, and made available to participate in the wildland fire program locally, regionally, and nationally as the situation demands. Employees with operational, administrative, or other skills will support the wildland fire programs, as necessary. Agency administrators are responsible and will be held accountable for making employees available.
17. **Evaluation**
    Agencies will develop and implement a systematic method of evaluation to determine effectiveness of projects through implementation of the *2001 Federal Fire Policy*. The evaluation will assure accountability, facilitate resolution of areas of conflict, and identify resource shortages and agency priorities.

Guidance for Implementation of Federal Wildland Fire Management Policy (February 13, 2009)

On February 13, 2009, the Fire Executive Council (FEC) approved *Guidance for the Implementation of Federal Wildland Fire Management Policy*. This guidance provides for consistent implementation of the *1995/2001 Federal Fire*

Policy, as directed by the Wildland Fire Leadership Council." (Page 3, *Guidance for Implementation of Federal Wildland Fire Management Policy* [February 13, 2009]).

For reference, the complete 2009 guidance is available at https://www.doi.gov/wildlandfire/policy.

The following guidelines should be used to provide consistent implementation of Federal wildland fire policy:

1. Wildland fire management agencies will use common standards for all aspects of their fire management programs to facilitate effective collaboration among cooperating agencies.
2. Agencies and bureaus will review, update, and develop agreements that clarify the jurisdictional inter-relationships and define the roles and responsibilities among local, State, Tribal, and Federal fire protection entities.
3. Responses to wildland fire will be coordinated across levels of government regardless of the jurisdiction at the ignition source.
4. Fire management plans will be intergovernmental in scope and developed on a landscape scale.
5. Wildland fire is a general term describing any non-structure fire that occurs in the wildland. Wildland fires are categorized into two distinct types:
   a. ***Wildfires*** – Unplanned ignitions or prescribed fires that are declared wildfires.
   b. ***Prescribed Fires*** – Planned ignitions.
6. A wildland fire may be concurrently managed for one or more objectives and objectives can change as the fire spreads across the landscape. Objectives are affected by changes in fuels, weather, topography; varying social understanding and tolerance; and involvement of other governmental jurisdictions having different missions and objectives.
7. Management response to a wildland fire on Federal land is based on objectives established in the applicable LMP/RMP, and/or the FMP.
8. Initial action on human-caused wildfire will be to suppress the fire at the lowest cost with the fewest negative consequences with respect to firefighter and public safety.
9. Managers will use a decision support process to guide and document wildfire management decisions. The process will provide situational assessment, analyze hazards and risk, define implementation actions, and document decisions and rationale for those decisions.

   Guidance for Implementation of Federal Wildland Fire Management Policy (February 13, 2009), page 7.

Definitions

Key policy definitions selected from appendix A of the *Guidance for Implementation of Federal Wildland Fire Management Policy* as updated by Fire Management Board (FMB) Memorandum 19-004, issued October 11, 2019.

Initial Response: The initial decisions and actions taken in reaction to a reported incident.

Initial Attack: An aggressive action to put the fire out by the first resources to arrive, consistent with firefighter and public safety and values to be protected.

Prescribed Fire (see also "Wildland Fire"): A wildland fire originating from a planned ignition in accordance with applicable laws, policies, and regulations to meet specific objectives.

Suppression: All the work to extinguish a fire or limit wildland fire spread.

Wildfire: A wildland fire originating from an unplanned ignition, such as lightning, volcanos, unauthorized and accidental human caused fires, and prescribed fires that are declared wildfires.

Wildland Fire (includes wildfires and prescribed fires): Any non-structure fire that occurs in vegetation or natural fuels.

Other Definitions

Extended Attack: Actions taken on a wildfire that has exceeded the initial response.

Extended-attack Incident: An incident that exceeds the capability of the initial attack resources and/or organization to successfully manage the incident to conclusion.

Fire Operations Doctrine

Purpose of Fire Operations Doctrine

Fire operations doctrine states the fundamental principles on the subject of fire operations. This doctrine establishes a particular way of thinking about fire operations and provides a philosophy for leading firefighters in fire operations, a mandate for professionalism, and a common language. Fire operations doctrine does not consist of procedures to be applied to specific situations so much as it sets forth general guidance that requires judgment in application.

The Nature of Fire Operations

Fire is a complex, dynamic, and often unpredictable phenomenon. Fire operations require mobilizing a complex organization that includes management, command, support, and firefighting personnel, as well as aircraft, vehicles, machinery, and communications equipment. While the magnitude and complexity of the fire itself and of the human response to it will vary, the fact that fire operations are inherently dangerous will never change. A firefighter, utilizing the best available science, equipment, training, and working within the scope of agency doctrine and policy can still suffer serious injury or death.

Wildland Fire Operations Risk Management

The primary means by which accidents are prevented in wildland fire operations is through aggressive risk management. This safety philosophy acknowledges

that while the ideal level of risk may be zero, a hazard-free work environment is not a reasonable or achievable goal in fire operations. Through organized, comprehensive, and systematic risk management, fire personnel will determine the acceptable level of risk that allows for safety yet still achieves fire operations objectives. Risk management is intended to minimize the number of injuries or fatalities experienced by wildland firefighters.

Fire Preparedness

Fire preparedness is the state of being ready to provide an appropriate response to wildfires based on identified objectives. Preparedness is the result of activities that are planned and implemented prior to fire ignitions. Preparedness requires identifying necessary firefighting capabilities and implementing coordinated programs to develop those capabilities. Preparedness requires a continuous process of developing and maintaining firefighting infrastructure, predicting fire activity, implementing prevention activities, identifying values to be protected, hiring, training, equipping, prepositioning, and deploying firefighters and equipment, evaluating performance, correcting deficiencies, and improving operations. All preparedness activities should be focused on developing fire operations capabilities and on performing successful fire operations.

Fire Operations Command Philosophy

It is essential that our philosophy of command support the way we conduct fire operations. First and foremost, in order to generate effective decision making in fire operations, and to cope with the unpredictable nature of fire, commander intent must be lucid and unambiguous, and lines of authority must be clearly articulated and understood. Subordinate commanders must make decisions on their own initiative based on their understanding of their commander's intent. A competent subordinate commander who is at the point of decision may understand a situation more clearly than a senior commander some distance removed. In this case, the subordinate commander must have the freedom to take decisive action directed toward the accomplishment of operational objectives. However, this does not imply that unity of effort does not exist, or that actions are not coordinated. Unity of effort requires coordination and cooperation among all forces toward a commonly understood objective. Unified, coordinated action, whether between adjacent single resources on the fireline or between the highest command level and the most subordinate firefighter, is critical to successful fire operations.

Fire Leadership

Leadership is the art of influencing people in order to achieve a result. The most essential element for success in the wildland fire service is good leadership. Good leaders provide purpose, direction, and motivation for wildland firefighters working to accomplish difficult tasks under dangerous, stressful circumstances. Leaders often face difficult problems to which there are no simple, clear-cut, by-the-book solutions. In these situations, leaders must use their knowledge, skill, experience, education, values, and judgment to make

decisions and to take or direct action—in short, to provide leadership. All firefighters, regardless of position, must provide leadership.

Fire Suppression

The purpose of fire suppression is to protect values at risk of loss by putting the fire out in the safest, most effective, and efficient manner. Every firefighter, whether in a management, command, support, or direct suppression role, should be committed to maximizing the safe, effective, and efficient engagement of capable firefighters in suppression action.

Principles of Suppression Operations

Wildland fire leaders implement command decisions and maintain unity of action by using the common principles of suppression operations to improve decision making and firefighter safety. The principles of Risk Management; Standard Firefighting Orders and Watch Out Situations; Lookouts, Communication, Escape Routes, Safety Zones (LCES); and the Downhill Checklist guide our fundamental fire suppression practices, behaviors, customs, and are mutually understood at every level of command. These principles are not absolute rules and require judgment in application.

Principles of Fire Suppression Action

The principles of fire suppression action provide a framework for developing fire suppression strategy and for conducting fire suppression operations. Again, these are not absolute or immutable rules. These five principles provide a consistent set of considerations with which to evaluate decisions, plans, and actions in different situations.

1. **Objective**
   Objectives direct every fire suppression operation toward a clearly defined, attainable end state.
2. **Speed and Focus**
   Speed is rapidity of action. Focus is the convergence of appropriate resources at the desired position to initiate action. Speed and focus results in increased likelihood of successful suppression actions.
3. **Positioning**
   Positioning of fire suppression resources ranges from single resource offensive or defensive reactions to changing fire conditions, to preositioning of multiple resources based on predicted activity and values at risk. Positioning should always be undertaken with speed and focus in mind and with sufficient time for positioning to occur before operations begin. Positioning using strategic and opportunistic movement increases the effectiveness of fire suppression resources.
4. **Simplicity**
   Simplicity provides clear, uncomplicated plans and concise orders. Simplicity contributes to successful actions, maximizing effectiveness and minimizing confusion.

5. **Safety**
   Safety is fundamental to successful suppression action. Safety not only contributes to successful actions; it is indispensable to them.

Cost-Effective Fire Operations

Maximizing the cost effectiveness of any fire operation is the responsibility of all involved, including those that authorize, direct, or implement those operations. Cost effectiveness is the most economical use of the suppression resources necessary to accomplish mission objectives. Accomplishing fire operations objectives safely and efficiently will not be sacrificed for the sole purpose of "cost savings." Care will be taken to ensure that suppression expenditures are commensurate with values to be protected, while understanding that other factors may influence spending decisions, including the social, political, economic, and biophysical environments.

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Chapter 2
BLM Program Organization and Responsibilities

Introduction

This chapter provides policy and guidance for Bureau of Land Management (BLM) fire and aviation program management as referenced in *BLM Manual Section (MS) 9200 Fire Program Management*. These standards are based on Department of Interior (DOI) and BLM policy. They are intended to ensure safe, consistent, efficient, and effective fire and aviation operations for a fire organization to manage state and/or local unit fire workload or meet approved national program resource allocations. Bureau employees engaged in fire management activities, including fire program management, fire suppression, and fire program/incident support, will adhere to the standards in this document. This chapter will be reviewed and updated annually.

Sexual Harassment, Harassment Non-Sexual and Illegal Discrimination

All fire personnel will be provided with a workplace free of unlawful harassment and discrimination. Discrimination based on race, color, national origin, religion, sex, age (over 40), disability, sexual orientation, genetic information, and reprisal is prohibited. Discrimination, in any form, has no place in our organization and will not be tolerated. Discrimination includes sexual or non-sexual harassment; any discriminatory act, policy, practice, or procedure that denies equal opportunity; or any conduct that demeans the dignity of another person.

All personnel have a responsibility to carry out this policy and create a work environment a reasonable person would not consider intimidating, hostile, or offensive.

Managers and supervisors have a duty to act when they observe or informed of allegations of harassing conduct. Managers and supervisors must make every effort to provide a work environment free of illegal harassment and ensure subordinates are aware of the policy and its requirement. The manager/supervisor who receives the report of, or otherwise becomes aware of, harassing conduct must promptly contact the servicing HRO. If the reported activity poses a security risk or there is a threat of immediate physical harm, law enforcement must be notified immediately.

Sexual harassment is a form of discrimination that involves unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

Workplace harassment of any kind may also be a form of discrimination if it involves unwelcome verbal or physical conduct based on race, color, national origin, religion, sex, age (over 40), disability, sexual orientation, or genetic information. Behavior that is hostile and/or intimidating creates an abusive or

offensive work environment and there will be consequences to those who are found to have engaged in harassing conduct.

All allegations of harassment (sexual or non-sexual) will be taken seriously and dealt with fairly and promptly. Contacting home unit Human Resources (HR) and Equal Employment Opportunity (EEO) offices when harassment of any kind occurs while on fire assignment is critical.

Reprisal against an individual who reports harassment of any kind is illegal. Reprisal is the wrongful threatening or taking of either unfavorable action or withholding favorable action from another solely in response for their opposing employment discrimination or participating in an EEO activity protected by employment discrimination statutes.

An employee who engages in harassment or discrimination faces consequences ranging from verbal warnings and letters of reprimand, up to termination from employment, depending on the seriousness of the misconduct. Managers and supervisors who do not act when they know or suspect that harassment or discrimination is occurring also face discipline. Contractor staff may be subject to comparable penalties from their employers. A contractor who fails to enforce this policy may have its contract terminated. Visitors to fire camps who engage in harassment may be removed and prevented from returning.

Fire leaders at all levels have the responsibility to serve as role models of appropriate behavior, and should confront any form of discrimination, harassment, or other improper behavior when it is observed or reported. Supervisors have a duty to act when they become aware of harassment of any kind and will be held accountable for responding to and stopping harassment while on fire assignments.

All reports of alleged discrimination will be taken seriously, promptly investigated, and handled with professionalism, dignity, and fairness. Incident personnel who believe they have been subjected to discrimination, harassment, or reprisal, should be directed to their home unit EEO manager or an EEO counselor within 45 days of the alleged discriminatory matter.

Department of Interior Personnel Bulletin No. 18-01, *Prevention and Elimination of Harassing Conduct* (https://www.doi.gov/employees/anti-harassment/personnel-bulletin-18-01), updates and amends the Department's policy on providing a work environment free from harassment.

All questions or concerns regarding harassment, sexual harassment, or any form of illegal discrimination should be directed to the home unit EEO manager or the Fire and Aviation Directorate (FAD) EEO Manager (208-387-5454).

Employee Conduct

All employees, cooperators, contractors, and volunteers who participate in wildland fire operations have the duty to treat each other with respect and to maintain a work environment free of misconduct and harassment.

Misconduct includes but is not limited to alcohol misuse, driving while intoxicated, the use of illegal drugs, hazing, insubordination, disregard for policies and procedures, and the destruction or theft of Government property.

Examples of Misconduct

- **Hazing –** Hazing is considered a form of harassment. *Hazing* is defined as "any action taken, or situation created intentionally, to produce mental or physical discomfort, embarrassment, or ridicule."
- **Alcohol –** The use of alcohol during any work period is strictly prohibited. The performance of job duties while under the influence of alcohol is prohibited. Underage personnel alcohol use is prohibited at all times.

Critical Incident Stress Management (CISM) Program

Standard of Care and Certification

The BLM FAD is committed to crisis intervention practices that adhere to the standard of care established by the International Critical Incident Stress Foundation (ICISF), in providing stabilization of personnel and preventing further harm. A licensed mental health professional is required to assist critical incident peer support (CIPS) groups. Peer supporters are not trained nor are they qualified to operate independently; doing so is a violation of the established boundaries of competence and compromises the integrity of the program.

CISM Qualifications

All BLM personnel participating in a CISM response shall be qualified as a CISM team member (also CISM) or as a CISM team leader (CISL). Position qualifications are adopted from the Department of the Interior (DOI) *Incident Positions Qualification Guide* (*IPQG*) and are in the *Federal Wildland Fire Qualifications Supplement* (https://iqcsweb.nwcg.gov/). Special consideration shall be given when recommending or approving either CISM or CISL. A recommendation by the employee's fire management officer is required. This recommendation will go to the Geographic Area Coordination Center (GACC) CISM coordinator for approval. If the GACC does not have a CISM program or coordinator, recommendations must be sent to the BLM National CISM Coordinator for approval. Approval for CISL qualifications will be made by the BLM National CISM Coordinator after review of a recommendation from the employee's state fire management officer and the GACC CISM coordinator.

CISM Request Processes

The BLM Fire and Aviation Directorate's (FAD) CISM Program is intended for employees who work in the fire and aviation program with work-related needs but may assist other employees as needed and requested. Crisis intervention should be based on recognition of need, not strictly the occurrence of an event. What is appropriate will depend on the nature, severity, and duration of the event; the number, skills, and cohesiveness of those involved; and the severity of their physical and emotional symptoms. The CISM Program does not replace professional counseling and other services available to employees through the

Employee Assistance Program (EAP), but it does help align those resources as an appropriate next step when applicable.

- **Fire Request**
  The BLM does not maintain standing CISM teams or an on-call rotation. An agency administrator (AADM) or designee requests CISM through the GACC CISM coordinator. If the GACC does not have a CISM coordinator, the GACC will notify the BLM National CISM Coordinator. A CIPS group will be assembled at the time of request and will be composed of members who align with the backgrounds and experience of those involved in the critical incident (e.g., hand crews, helitack crews, veterans, dispatchers).
- **Non-Fire Request**
  Bureau requests for CISM support for non-fire incidents must be authorized by the state director and routed to the Assistant Director (FAD). The BLM National CISM Coordinator shall work directly with the unit affected to determine the most appropriate response and ensure the appropriate response is coordinated with necessary resources. Use of the coordination system is not required for non-fire events.

Additional information can be found at https://gacc.nifc.gov/cism/index.html.

BLM Fire Operations Website

BLM Fire Operations maintains a website that hosts operational, informational, and policy-related documents. The website also contains information about the National Fire Equipment Program (NFEP), the National Fire Training and Workforce Development Program, and the BLM Fire Operations Group (FOG) and its subcommittees. Refer to the BLM Fire Operations website at https://doimspp.sharepoint.com/sites/blm-fa/fire-operations.

National Wildfire Coordinating Group Relationship to BLM

The National Wildland Coordinating Group (NWCG) provides national leadership to enable interoperable wildland fire operations among Federal, State, local, Tribal, and territorial partners. The NWCG establishes national interagency wildland fire operations standards, but the decision to adopt the standards is made independently by the members and communicated through their respective directives systems.

See chapter 8 for NWCG members.

The BLM provides a representative to the NWCG Executive Board and representatives to various NWCG committees and subcommittees. These individuals are responsible for representing the BLM during NWCG decision-making processes and ensuring that proposed NWCG standards are reviewed by pertinent BLM personnel prior to release by the NWCG.

BLM Fire and Aviation Directorate

The BLM Fire and Aviation Directorate (FAD) consists of the Assistant Director, FAD; Deputy Assistant Director, FAD; Fire Operations Division

Chief; Aviation Division Chief; Fire Planning and Fuels Management Division Chief; Support Services Division Chief; Budget and Evaluation Division Chief; External Affairs Division Chief; Equal Employment Opportunity Manager; and Fire Safety Program Manager.

Program Manager Responsibilities

Assistant Director, Fire and Aviation (FA-100)
Deputy Assistant Director, Fire and Aviation (FA-100)

- Develops policies and standards for firefighting safety, training, prevention, suppression, and use of wildland fires on BLM-managed lands.
- Provides guidance to state directors on the use of prescribed fire and fuels management to achieve management objectives.
- Integrates fire and aviation management with natural resource management programs.
- Establishes position competencies, standards, and minimum qualifications for fire management officers, fire management specialists, and leaders based on Federal interagency standards.
- Reviews and evaluates state fire and aviation management programs.
- Represents the BLM in the coordination of overall fire and aviation management activities at the National Interagency Fire Center (NIFC) on intra- and interagency fire committees, groups, and working teams.
- Establishes priorities in conjunction with Federal fire directors for assignment of critical resources during wildfire emergencies.
- Initiates or participates on boards of review concerning actions taken on selected wildland fires.
- Negotiates cooperative agreements and/or modifications of existing national level agreements to improve fire and aviation management activities on BLM-managed lands.
- Makes determinations on wildland fire management program funding to States and recommends approval to the BLM Director.
- Serves as the BLM focal point for the significant wildland fire review (SWFR) process and initiates, facilitates, and provides oversight for the SWFR process. The Assistant Director (FAD) coordinates with the appropriate state director, assembles a SWFR team, provides a delegation of authority, initiates the SWFR, and provides briefings to the BLM Director, as appropriate.
- Serves as designated contact for the United States Department of the Treasury for the certification and revocation of certifying officers (CO) and assistant disbursing officers (ADO) and designated officials for emergency incident payments.

Equal Employment Opportunity Manager (FA-120)

- Manages the BLM fire and aviation Equal Employment Opportunity (EEO) Program in accordance with legal, regulatory, and policy requirements.

- Manages and directs the counseling program and the alternative dispute resolution (ADR) program in accordance with Equal Employment Opportunity Commission (EEOC) regulations and BLM policy as well as for other agencies located at NIFC.
- Advises managers and aggrieved persons of employee rights and responsibilities, procedural options, and timeframes in conflict situations, and formulates proposed resolutions.
- Negotiates with managers, aggrieved persons, and their representatives to informally resolve EEO matters and executes final settlement agreements.
- Manages the Affirmative Employment Program (AEP).
- Develops and maintains the accessibility program for the disabled, required under Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disability Act of 1990.
- Conducts analyses to evaluate progress in meeting equal employment opportunity program goals.
- Administers training activities for the organization.
- Provides managers and supervisors with guidance and advice on issues related to EEO/civil rights program activities.
- Represents the organization in meetings with public and private groups, universities, minority and women's organizations, other DOI components, and other Federal agencies.

Support Services Division Chief (FA-200)

- Manages all aspects of the business responsibilities and programs under the jurisdiction of NIFC for the benefit of the BLM and cooperating agencies.
- Directs the accomplishment of the approved operating budget, exercising appropriate control to assure program quality goals are met according to established standards.
- Interprets DOI and BLM policies and directives as they affect BLM-NIFC programs.
- Participates in the bureauwide and interagency task force activities as a leader or member.
- Oversees NIFC site and facilities management, the NIFC Safety and Health Program, business practices, Human Resources, information resource management, maintenance and security, Remote Automated Weather Stations (RAWS) Program, and transportation.
- Serves as a focal point and frequent spokesperson for the BLM and the national-level management, assures a public awareness of BLM programs and coordinates with key officials in affected Federal agencies, States, and occasionally with other entities, such as foreign governments, private individuals, private organizations, vendors, suppliers, transportation groups, airlines.
- Supports the implementation of BLM automation/modernization/ information resource management (IRM) initiatives as they apply to BLM-NIFC.

- Supervises the Fire Safety Program Manager who develops and implements safety programs, accident investigation procedures, and safety trend analyses.
    - Supervises the National Critical Incident Response Program Manager.

Fire Operations Division Chief (FA-300)

- Serves as the principal technical expert on fire operations to the Assistant Director (FAD), Deputy Assistant Director (FAD), and to the BLM state fire programs.
- Provides the Assistant Director (FAD) and the Deputy Assistant Director (FAD) technical advice, operational oversight, and leadership in all aspects of fire operations.
- Performs annual fire program preparedness reviews. Evaluates compliance with policies, objectives, and standards. Assesses operational readiness and provides technical assistance to solve identified problems. Performs other operations reviews as required/requested.
- Assists the Assistant Director (FAD) and Deputy Assistant Director (FAD) in the formulation and establishment of national policies and programs pertinent to wildland fire preparedness, suppression, shared national resources, safety, training, fire facilities, and equipment.
- Serves as the BLM technical expert on national interagency mobilization and utilization of fire suppression resources.
- Develops national plans, standards, and technical guides for the BLM and interagency fire management operations.
- Supervises the Chief, Branch of Preparedness and Suppression Operations (FA-320), responsible for management and oversight of FA-320 fire management specialists, the Great Basin smokejumpers (FA-321), the National Fire Equipment Program (FA-322), and the National Fire Training and Workforce Development Program (FA-324).
- Supervises the Chief, Branch of Preparedness and Suppression Support (FA-330), responsible for management and oversight of the FA Veteran Affairs Program, the FA Cooperator Assistance Program, the National Predictive Services Program Manager, the National Interagency Coordination Center (FA-331), the National Radio Operations Section (FA-332), and the Incident Communications Section (FA-333).
- Serves as the BLM representative to the National Multi-agency Coordinating Group (NMAC). (May be delegated to a branch chief).
- Certifies Area Command and Complex Incident Management Command and General Staff position task books and red cards for the national and Washington offices.
- Provides daily NMAC briefings to the Assistant Director (FAD) and Deputy Assistant Director (FAD); and BLM state fire management officers at national preparedness level (PL) 3 and above, as warranted.

Budget and Evaluation Division Chief (FA-400)

- Serves as principal budget advisor of the wildland fire program to the Assistant Director (FAD), Deputy Assistant Director (FAD), BLM Fire Leadership Team (FLT), and to other BLM staffs.
- Serves as primary BLM representative in the DOI wildland fire budget formulation and execution process.
- Represents BLM on the DOI Fire Budget Team and at other interagency meetings regarding budget-related policies, requirements, procedures, and reports.
- Coordinates all budget activities between Washington Office (WO), Office of Wildland Fire (OWF), and fire and aviation.
- Provides national oversight for BLM wildland fire program budget formulation, justification, and execution. Responsible for the development and preparation of the budget justifications, planning target allocation, work plan, capability statements, effects statements, and congressional responses.
- Reviews NIFC offices at mid-year, third quarter, and end-of-year and distributes available funding in accordance with BLM policy.
- Provides oversight of Casual Payment Center. Ensures all DOI casual payments are processed in a timely and cost-effective manner adhering to procedures and practices set forth by the DOI agencies.

Aviation Division Chief (FA-500)

- Serves as principal aviation advisor to the Assistant Director (FAD), Deputy Assistant Director (FAD), other staffs, states, and to the DOI.
- Identifies and develops BLM aviation policies, methods, and procedures, as well as standardized technical specifications for a variety of specialized firefighting missions for incorporation into the directives system.
- Coordinates aviation-related activities and services between the WO and states with other wildland firefighting, regulatory, investigative, and military agencies.
- Coordinates provision and use of aviation resources with business practices, aviation user staffs at the WO and state office levels.
- Represents the BLM at interagency meetings; in interagency committees developing governmentwide aviation policies, requirements, procedures, and reports; and at aviation industry meetings and conventions.
- Develops and implements aviation safety programs, accident investigation procedures, and aviation safety trend analyses.
- Plans and conducts reviews and evaluations of state aviation programs.
- Plans and conducts technical and managerial analyses relating to the identification of aviation organization and resources appropriate for agency use, cost effectiveness of aviation firefighting, other specialized missions, aircraft acquisition requirements, equipment developmental needs, and related areas.

Fire Planning and Fuels Management Division Chief (FA-600)

Serves as principal advisor to the Assistant Director (FAD), Deputy Assistant Director (FAD), FLT, and other BLM staffs for the following wildland fire programs:

- **Fire Planning –** Responsible for the development and implementation of the bureauwide fire planning program and policies. Provides guidance and assistance in administering the technical and operational aspects of BLM's fire planning program.
- **Fuels Management –** Responsible for the development and coordination of the BLM Fuels Management Program to restore and maintain healthy, resilient landscapes, reducing wildfire risks to communities and other values. Recommends the distribution of program funds to regions and tracks all fuels management fund distributions and prior year carryover funds. Develops and maintains a national database for fuels management accomplishments.
- **Community Assistance –** Responsible for the development and coordination of the BLM Community Assistance Program which includes fire prevention, education, mitigation efforts on adjacent non-Federal lands and cooperator assistance.
- **Fire Investigation and Trespass –** Responsible for the development and coordination of the BLM fire investigation and trespass programs.
- **Smoke Management –** Responsible for the development and coordination of the BLM Smoke Management Program requirements and compliance with State air quality rules and state implementation plans.

External Affairs Division Chief (FA-700)

- Responsible for coordination of information between the DOI and OWF to the BLM, BIA, FWS, NPS, USFS, National Association State Foresters (NASF), and Federal Emergency Management Agency (FEMA) at NIFC.
- Responsible for coordination of the responses to Office of Management and Budget (OMB), Government Accountability Office (GAO), congressional, other elected officials, and other external inquiries among agencies and departments, establishing and maintaining cooperative relationships resulting in quality work products.
- Serves as the primary manager of the External Affairs Program for the NIFC.
- Serves as the primary point of contact to external audiences regarding BLM, and at times, DOI fire and aviation policy.
- Serves as the primary point of contact with the WO and DOI external affairs and communication offices.
- Develops recommendations pertaining to external affairs aspects for BLM FAD policies.
- Initiates external affairs policies and procedures pertaining to fire and aviation for adoption at the Department level in conjunction with other departments and agencies.

- Serves as personal and direct representative of the Assistant Director (FAD) at various meetings and functions with members of congress and staff, State governors and legislatures, officials of local, State and Federal agencies, major private corporations, public and private interest groups, and foreign governments.
- Serves as external affairs expert and consultant to the Assistant Director, (FAD) and the Deputy Assistant Director (FAD) on a variety of issues and policies of controversial nature, providing analysis and advice on public reaction to major policy and program issues.
- Responsible for management and contact of all NIFC and BLM FAD public expressions, including printed material, video productions, and social media products.
- Coordinates with BLM legislative affairs on proposed legislation regarding FAD.

State Director

The state director (SD) is responsible for fire and aviation management programs and activities within the state. The SD will ensure that employees in their organization meet the requirements outlined in the *Interagency Fire Program Management Qualifications Standards and Guide* at https://www.nifc.gov/programs/interagency-fire-program-management and will ensure training is completed to support delegations to line managers.

District Manager

The district manager (DM) is responsible to the SD for the safe and efficient implementation of fire and aviation management activities within their district. This includes cooperative activities with other agencies or landowners.

Agency Administrator

An AADM is a BLM line manager (district manager, field manager, or national conservation lands manager) or their designated acting that has met specific training requirements (as outlined in Instruction Memorandum No. FA IM-2018-003) and has wildland fire decision authority for a defined area, as specified by delegation. All re-delegations must be consistent with *BLM Manual* Section 1203 and state supplements to that manual.

A BLM line manager must complete required AADM training no later than two years after being appointed to a designated management position. Training that took place prior to a management appointment also meets the requirement.

State Fire Management Officer

The state fire management officer (SFMO) s responsible and accountable for providing leadership for fire and aviation management programs at the state level. The SFMO is responsible and accountable for providing planning, coordination, training, technical guidance, and oversight to the state fire and aviation management programs. The SFMO also represents the SD on interagency geographic area coordination groups and multi-agency coordination

(MAC) groups. The SFMO provides feedback to district fire staff regarding performance requirements.

District Fire Management Officer

The district fire management officer (DFMO) is responsible and accountable for providing leadership for fire and aviation management programs at the local level. The DFMO:

- Determines local fire program requirements to implement land use decisions through the Fire Management Plan (FMP) to meet land management objectives;
- Negotiates interagency agreements and represents the district manager on local interagency fire and fire aviation working groups;
- Meets the DFMO assigned program responsibilities; and
- Fulfills safety and health responsibilities.

Experience requirements for positions in the Alaska Fire Service, Oregon and California (O&C) districts, FAD, and other fire management positions in units and state/regional offices will be established as vacancies occur but will be commensurate with the position's scope of responsibilities. The developmental training to fully achieve competencies should be addressed in an individual development plan (IDP) within a defined timeframe.

Selective factors for all BLM district assistant fire management officer (DAFMO) positions shall mirror those of the DFMO in the district in which the position is being flown.

- **High-Complexity Districts** – NWCG qualifications must be in either pathway 1 or 2, currency not required.
  - Pathway 1 – division group supervisor (DIVS), incident commander (IC) – type 3 (ICT3), or prescribed burn boss – type 2 (RXB2)
  - Pathway 2 – air support group supervisor (ASGS) and ICT3
  - Completion of *Fire Program Management, an Overview,* M-581, will be a condition of employment, to be completed within one year of official hiring date.
- **Moderate-Complexity Districts** – NWCG qualifications must be in either pathway 1 or 2, currency not required.
  - Pathway 1 – task force leader (TFLD) and ICT3 or RXB2
  - Pathway 2 – helibase manager (HEBM) and ICT3
  - Completion of *Fire Program Management, an Overview*, M-581, will be a condition of employment, to be completed within one year of official hiring date.

Management Performance Requirements for Fire Operations

State directors and district managers have both authority and responsibility within the wildland fire management program. The *BLM Manual* Section 1203 (MS-1203) – Delegation of Authority provides a single authoritative source of the organizational location of authority. The MS-1203 defines authority as the

ability to make the final, binding decision or to take specific action, or both, as an official representing the United States Government. Such authorities have a legal basis in statute or regulation. Authority to make a decision or take an action is different from having responsibility.

The current H-1203 references the red book for five specific authorities. Information for the five authorities and forthcoming directives can be found in the Agency Administrator Tool Box at https://doimspp.sharepoint.com/sites/blm-fa/fire-operations/SitePages/Agency%20Administrator%20Toolbox.aspx.

ASSIGNED PROGRAM RESPONSIBILITY	SD	DM	AADM
1. Provide a written delegation of authority to FMOs that gives them an adequate level of operational authority. If fire management responsibilities are zoned, ensure that all appropriate AADMs have signed the delegation.	**X**	**X**	
2. Ensure only trained and qualified personnel are available to support wildland fire operations at the local and national level.	**X**	**X**	
3. Annually convene and participate in preseason and postseason fire meetings.	**X**	**X**	
4. Review critical operations and safety policies and procedures with fire and fire aviation personnel.	**X**	**X**	
5. Complete timely response and follow-up to fire preparedness and program reviews.	**X**	**X**	
6. Ensure fire and fire aviation preparedness reviews are conducted annually in all unit offices. Participate in at least one review annually.	**X**	**X**	
7. Ensure proper level of investigation types are conducted per chapter 18.	**X**	**X**	
8. Ensure resource advisors are identified, trained, and available for incident assignment. Refer to the *Federal Wildland Fire Qualifications Supplement*.		**X**	

ASSIGNED PROGRAM RESPONSIBILITY	SD	DM	AADM
9. Provide written notification to the: • State director when Federal combined expenditures for an incident, or a complex of incidents, meet or exceed $5 million and more than 50% of the burned acres are managed by the BLM (in Alaska, more than 50% of the burned acres are managed by DOI and Alaska Native Claims Settlement Act [ANCSA]). • BLM Director, through the state director, when Federal combined expenditures for an incident, or a complex of incidents, meet or exceed $10 million AND more than 50% of the burned acres are managed by the BLM (in Alaska, more than 50% of the burned acres are managed by DOI and ANCSA). Notifications should be emailed with a copy to the Assistant Director (FAD).		**X**[1]	
10. Ensure trespass actions are initiated and documented to recover cost of suppression activities, land rehabilitation, and damages to the resource and improvements for all human-caused fires where liability can be determined, as per *Fire Trespass Handbook, H-9238-1*.		**X**	
11. Ensure completion of Air Quality Exceedance Review.	**X**	**X**	**X**
12. Ensure prescribed fire activities comply with State Smoke Management Program and Clean Air Act. Participate in Air Quality Exceedance Notice of Violation review.	**X**	**X**	**X**
13. Approve the State Fire Trespass Operating Plan.	**X**		
14. Ensure prescribed fire activities comply with interagency, national, and state office policy. Participate in periodic reviews of the prescribed fire program.	**X**	**X**	
15. Ensure safety program is in place, has a current plan, and has an active safety committee that includes the fire program.	**X**	**X**	

ASSIGNED PROGRAM RESPONSIBILITY	SD	DM	AADM
16. Establish and annually update a Serious Incident or Fatality (SIOF) Response Plan. SIOF team template: https://doimspp.sharepoint.com/sites/blm-fa/fire-operations/SitePages/Serious-Incident-or-Fatality-(SIOF).aspx.	X	X	
17. Ensure that a current emergency medical response plan is in place and accessible.		X	
18. Personally visit fires each year (see appendix A).			X
19. Provide an AADM briefing to incident management teams (IMT). (See appendix D.)			X
20. Attend post-fire closeout on complex, type 1, and type 2 fires. Attendance may be delegated.			X
21. Sign and date the Agency Administrator Ignition Authorization (PMS 484-1, element 2A) with the time frame identified before the prescribed fire is ignited.			X
22. Ensure smoke impacts to the public and fire personnel are addressed through IMTs ordering of air resource advisors (ARA, technical specialist) on type 1 fires to the maximum extent practicable. Consider ordering ARAs to type 2 fires (as per Public Law 116-9, the Dingell Act, 2019).		X	X

[1] In Alaska, notifications will be made by the State FMO.

Post-Incident Review

Manager's Supplement for Post Incident Review (appendix B) emphasizes the factors that are critical for ensuring safe and efficient wildland fire suppression and provides examples for managers to use in their review of incident operations and ICs.

Fire Staff Performance Requirements for Fire Operations

ASSIGNED PROGRAM RESPONSIBILITY	State FMO	District FMO
1. Establish and manage a safe, effective, and efficient fire program.	X	X

ASSIGNED PROGRAM RESPONSIBILITY	State FMO	District FMO
2. Ensure the Fire Management Plan (FMP) reflects the agency commitment to firefighter and public safety by establishing a fire organization to meet state/unit workload or national allocations, while utilizing the full range of fire management activities available for ecosystem sustainability.		**X**
3. Ensure individual fire reports are completed, signed/approved, and entered into the Interagency Fire Occurrence Reporting Modules (InFORM).		**X**
4. Ensure only trained and qualified personnel are assigned to fire and fire aviation duties.	**X**	**X**
5. Ensure only trained and qualified fire and non-fire personnel are available to support fire operations at the local and national levels.	**X**	**X**
6. Organize, train, equip, and direct a qualified work force.	**X**	**X**
7. Ensure the fire safety program is implemented according to fire and non-fire safety regulations, training, and concerns.	**X**	**X**
8. Ensure compliance with work/rest guidelines during all fire and fire aviation activities.	**X**	**X**
9. Ensure completion of a risk assessment (RA) for fire and fire aviation activities and non-fire activities so mitigation measures are taken to reduce risk.	**X**	**X**
10. Ensure fire and fire aviation management employees understand their role, responsibilities, scope of duty, and accountability.	**X**	**X**
11. Establish and implement a post-incident assignment performance review process.	**X**	**X**
12. Develop, implement, evaluate, and document fire and fire aviation training to meet current and anticipated needs.	**X**	**X**
13. Ensure fire and fire aviation policies are understood, implemented, and coordinated with other agencies as appropriate.	**X**	**X**
14. Monitor fire suppression activities to recognize when complexity levels exceed program capabilities. Increase managerial and operational resources to meet the need.	**X**	**X**

ASSIGNED PROGRAM RESPONSIBILITY	State FMO	District FMO
15. Monitor fire season severity predictions, fire behavior, and fire activity levels. Ensure national fire severity funding and national preposition funding is requested in a timely manner, used, and documented in accordance with agency standards.	X	X
16. Monitor the expenditure of short-term severity and state discretionary preposition funding.	X	X
17. Ensure agreements with cooperators are valid and in compliance with agency policy, and that attached operating plans are current.	X	X
18. Implement current operational plans (e.g., dispatch, preparedness, prevention, draw-down). Ensure that initial response plans reflect agreements and operating plans and are reviewed annually prior to fire season.		X
19. Ensure that initial response plans (e.g., run cards, preplanned response) are in place and provide for initial response commensurate with guidance provided in land and resource management plans (L/RMP) and associated FMPs.		X
20. Develop, maintain, and implement restrictions procedures in coordination with cooperators whenever possible.	X	X
21. Ensure that the use of fire funds complies with Department and agency policies.	X	X
22. Ensure a process is established to communicate fire information to the public, media, and cooperators.	X	X
23. Convene and participate in annual preseason-and postseason fire meetings.	X	X
24. Oversee preseason preparedness review of fire and fire aviation programs.	X	X
25. Initiate, conduct, and/or participate in fire program management reviews and investigations as per chapter 18.	X	X
26. Participate in periodic site visits to individual incidents and projects.	X	X
27. Utilize the Risk and Complexity Assessment (appendix E and F) to ensure the proper level of management is assigned to all incidents.	X	X

ASSIGNED PROGRAM RESPONSIBILITY	State FMO	District FMO
28. Ensure transfer of command on incidents occurs as per chapter 11.		X
29. Ensure incoming personnel and crews are briefed prior to fire and fire aviation assignments.		X
30. Ensure that an accurate and defensible decision is published in the Wildland Fire Decision Support System (WFDSS) for all fires identified as requiring a decision in chapter 11.	X	X
31. Ensure IMT briefing packages are developed prior to fire season.		X
32. Work with cooperators, groups, and individuals to develop and implement processes and procedures for providing fire safe communities within the wildland urban interface.	X	X
33. Ensure trespass actions are initiated and documented to recover cost of suppression activities, land rehabilitation, and damages to the resource/improvements for all human-caused fires where liability can be determined.	X	X
34. Ensure personnel performing fire cause determination and fire trespass are properly trained.	X	X
35. Ensure compliance with interagency, national, and state office policy for prescribed fire activities. Provide periodic reviews of the prescribed fire program.	X	X
36. Establish the SIOF Response Plan and update annually.	X	X
37. Ensure that all fire employees annually review and update emergency contact information, either in Employee Express or in hardcopy format.	X	X
38. Ensure fire season severity predictions, weather forecasts, fire behavior predictors, and fire activity levels are monitored and communicated daily (hard copy, web page, email, radio, or fax) to all employees.	X	X
39. Ensure standards in current national and local mobilization guides are followed.	X	X
40. Comply with established property control/management procedures.	X	X

ASSIGNED PROGRAM RESPONSIBILITY	State FMO	District FMO
41. Certify Area Command and Complex Incident Management Command and General Staff positions.	X	

Delegation of Authority

Delegation for State Fire Management Officers

In order to effectively perform their duties, an SFMO must have certain authorities delegated from the state director. This delegation is normally issued annually following re-delegation direction in the MS-1203. The delegation of authority should include what authorities found in the "Management Performance Requirements for Fire Operations" table above are being re-delegated. The delegation of authority may also include items from the "Assigned Program Responsibilities" section of the table; however, there should be a clear delineation between authority being delegated and assignment of responsibility. "Appendix C" provides a sample delegation of authority.

Delegation for District Fire Management Officers

In order to effectively perform their duties, a DFMO must have certain authorities delegated from the district manager. This delegation is normally issued annually following re-delegation direction in the MS-1203. The delegation of authority should include authorities found in the "Management Performance Requirements for Fire Operations" table above are being re-delegated. The delegation of authority may also include items from the "Assigned Program Responsibilities" section of the table; however, there should be a clear delineation between authority being delegated and assignment of responsibility. "Appendix C" provides a sample delegation of authority.

Preparedness Reviews

The *Review and Update of the 1995 Federal Wildland Fire Management Policy* (January 2001) states that, "*Agencies will ensure their capability to provide safe, cost-effective fire management programs in support of land and resource management plans through appropriate planning, staffing, training, equipment, and management oversight*." The Assistant Director (FAD) accomplishes this in part through the fire preparedness review process. Fire preparedness reviews assess fire programs for compliance with established fire policies and procedures as outlined in the current *Interagency Standards for Fire and Fire Aviation Operations* and other pertinent policy documents. Reviews identify organizational, operational, procedural, personnel, or equipment deficiencies, and recommend specific corrective actions.

BLM Review Schedules

- BLM districts conduct fire preparedness reviews annually.
- BLM state offices conduct statewide fire preparedness reviews every two years.

- The BLM national office conducts national fire preparedness reviews of each BLM state fire program every four years.

Fire Leadership Team

The FLT consists of the Assistant Director (FAD), Deputy Assistant Director (FAD), state fire management officers, division chiefs (FAD), and the EEO Manager (FAD). The FLT directs the fire and aviation program by implementing policy and guiding strategic and practical decisions.

The FLT has several chartered subgroups that accomplish work to support the FLT and BLM fire and aviation program.

BLM Operational Duty Officer

Each BLM unit fire management officer will perform the duties of an operational duty officer (ODO) or will provide a delegated ODO for their units during any period of predicted incident activities. ODO responsibilities may be performed by any individual with a signed delegation of authority from the local AADM. Qualifications for the ODO will be identified within the local unit Fire Operating Plan. The required duties for all BLM ODOs are:

- Monitor unit incident activities for compliance with BLM safety policies.
- Coordinate and set priorities for unit suppression actions and resource allocation.
- Keep unit AADMs, suppression resources, and information officers informed of the current and expected situation.
- Plan for and implement actions required for future needs.
- Document all decisions and actions.

ODOs will provide operational oversight of these requirements as well as any unit specific duties assigned by local fire managers through the local unit Fire Operating Plan. Operational duty officers will not fill any Incident Command System (ICS) functions connected to any incident. If the ODO is required to accept an incident assignment, the FMO will ensure that another qualified and authorized ODO is in place prior to the departure of the outgoing ODO.

State and National Duty Officers

Each state will maintain a state-level duty officer (DO) during fire season and dedicated telephone number. State DOs are responsible for:

- Establishing a process to identify available assets or needs within their state;
- Communicating availability of or need for assets to other state DOs;
- Approving asset assignments;
- Facilitating movement of assets using established dispatch/coordination system protocols; and
- Ensuring emergency notifications are made to the national DO.

FA-320 will maintain a national DO dedicated telephone number. The national DO is responsible for:

- Providing coordination and prioritization of prepositioned assets between States if the need arises;
- Resolving disagreements of asset priorities and/or mobilizations by elevating issues to the Division Chief, Fire Operations (FA-300) or designee;
- Facilitating movement of assets using established dispatch/coordination system protocols;
- Providing briefings and updates to the Division Chief, Fire Operations/BLM NMAC representative as requested; and
- Ensuring emergency notifications are made according to FAD protocols.

Incident Business

A consolidated view of fire business practices, supporting policy, and regulation is contained in the *BLM Standards for Fire Business Management*, available at https://web.blm.gov/internal/fire/budget/index.html.

BLM Fire Management Position Titles and Fire Department Cooperator Equivalencies

BLM units that choose to use fire department cooperator nomenclature will utilize the following BLM position title equivalency standard.

BLM Fire Management Position Title	Fire Department Cooperator Equivalency
State FMO, district FMO	Chief
State AFMO, district AFMO	Deputy chief
State office fire staff	Assistant chief
Field office FMO, center manager, district fire management specialist, district fuels specialist, fire operations coordinator	Division chief
Fire operations specialist, fuels specialist, assistant center manager, prevention/education specialist	Battalion chief
Prevention technician, prevention/education specialist	Prevention officer
Hotshot superintendent, helicopter manager	Superintendent
Engine captain, hotshot foreman, assistant helicopter manager, fuels module leader	Captain
Assistant engine captain	Engineer
Communications technician	Comm.
Mechanic	Repair

Agreements with Cooperators (Rangeland Fire Protection Association and Local Fire Department)

The BLM should have a cooperative fire response agreement with any Rangeland Fire Protection Association (RFPA) and local fire department (i.e., rural, volunteer, and city) that responds to wildfire incidents on lands under BLM protection. These cooperative fire response agreements can be established directly with individual BLM units or administered through a statewide cooperative agreement where BLM is a party. When entering into cooperative fire response agreements, BLM will ensure the following minimum required elements are included in the agreement.

- RFPA/local fire department personnel responding to incidents on BLM-managed lands must:
  - Be 18 years of age or older;
  - Have and use the required personal protective equipment (PPE) found in chapter 7; and
  - *RFPA requirement:* Have a basic level of wildland fire training, identified as the NWCG course S-190 and S-130, which can be modified to fit local needs. I-100 is not required, but ICS must be thoroughly covered within the applicable section of S-190 and S-130; or
  - *Local fire department requirement:* Have a basic level of wildland fire training. The NWCG course S-190 and S-130 are recommended, both courses can be modified to fit local needs.
- Preidentified incident communication protocols (e.g., frequencies plans, points of contact, and interoperable radio hardware) will be established and followed.
- ICS will be used to manage all incidents.

Safety and Occupational Health Program

Safety and Occupational Health Program responsibilities are interwoven throughout BLM program areas, including fire management. Safety of our employees lies within every level of the organization and program implementation can have a direct impact on firefighting personnel. To ensure that program requirements are met to support the fire and aviation management program, the following table shall be utilized.

Safety and Health Responsibilities for the Fire Program

PERFORMANCE REQUIRED	State Safety Manager	District/ Zone Safety Manager	Unit FMO	District/ Field Manager
1. An annual unit safety plan is developed, approved, and signed by the unit AADM.		**X**	**X**	**X**

PERFORMANCE REQUIRED	State Safety Manager	District/ Zone Safety Manager	Unit FMO	District/ Field Manager
2. Risk assessments (RAs) are completed for suppression- and non-suppression-related activities and crews are briefed on RAs prior to beginning work.		**X**	**X**	**X**
3. An individual has been designated as the unit safety officer.	**X**			**X**
4. Maintains a working relationship with all facets of the fire organization, including outstations.		**X**	**X**	**X**
5. A safety committee or group, which includes fire representation, is organized to monitor safety and health concerns and activities.		**X**	**X**	**X**
6. Written safety and health programs required by OSHA are in place and being implemented to include fire personnel.	**X**	**X**		
7. Employees are provided mandatory safety and health training, including the "Fire and Aviation Employee Orientation Checklist."		**X**	**X**	**X**
8. Fire safety programs (e.g., SAFENET, 6 Minutes for Safety, Safety Alerts) are known and being utilized.			**X**	
9. Safety publications are available to all fire employees (e.g., *Incident Response Pocket Guide, DOI Occupational Safety and Health Program – Field Manual*).			**X**	

PERFORMANCE REQUIRED	State Safety Manager	District/ Zone Safety Manager	Unit FMO	District/ Field Manager
10. Assures that the risk management process is integrated into all major policies, management decisions, and the planning and performance of every job. (*BLM Manual 1112)*			**X**	
11. Procedures are in place to monitor work capacity test (WCT) results and ensure medical examination policies are followed.			**X**	
12. Safety Data Sheets (SDS) are present, accessible, and available for all hazardous materials used and stored in the work area.		**X**	**X**	
13. Procedures are in place to purchase nonstandard equipment as identified in the risk assessment process and to ensure compliance with consensus standards (e.g., American National Standards Institute [ANSI], National Institute for Occupational Safety and Health [NIOSH]).	**X**	**X**		**X**
14. Personal protective equipment supplied, is serviceable, and being utilized.		**X**	**X**	
15. Ensures tailgate safety meetings are held and documented.			**X**	

PERFORMANCE REQUIRED	State Safety Manager	District/ Zone Safety Manager	Unit FMO	District/ Field Manager
16. Monitors and inspects operations and work sites for unsafe acts and conditions and promptly takes appropriate preventative and corrective measures. *(BLM Manual 1112)*		**X**		
17. Procedures are in place for reporting unsafe and unhealthful working conditions.		**X**		**X**
18. Injury data is monitored and reviewed to determine trends affecting the health and welfare of employees.		**X**		**X**
19. Ensures facility and work area inspections are conducted to ensure requirements are met (*29 CFR 1960* and *485 DM, chapter 5 requirements)*.	**X**	**X**		**X**
20. Promptly reports and investigates all job-related accidents/incidents that result in or have the potential to cause fatalities, injuries, illnesses, property, or environmental damage. All such reports are electronically submitted to the Safety Management Information System (SMIS). *(BLM Manual 1112)*			**X**	**X**

Employee Safety and Health Program Responsibility

All employees are responsible for ensuring safe and healthful work practices.

- Comply with applicable work rules, practices, and procedures.
- Use safety devices, PPE, clothing, and other means provided or directed by policy at all times.
- Report unsafe and unhealthful working conditions to management.

- Report job-related accidents/incidents to the supervisor that results in, or has the potential to harm, people, property, or the environment.
- Report personal conditions that could adversely affect the ability to perform in a safe and healthful manner on the job.
- Complete the "Fire and Aviation Employee Orientation Checklist," available on the BLM Fire Operations website at https://doimspp.sharepoint.com/sites/blm-fa/fire-operations.

Emergency Notification and Contact Information

All employees are required to review and update their emergency contact information annually, either in Employee Express or in hardcopy format. This information will only be used for emergency purposes and only by those authorized to contact the employee and/or their personal contact(s) and will be maintained in accordance with the provisions of the Privacy Act of 1974.

Injury on a BLM Fire

After emergency response actions, deliver an injured employee to the immediate medical care facility; prompt notification through the chain of command is essential to ensure proper management support to the employee.

The responsible unit FMO/ODO will notify their state DO (or FOG representative) immediately. The state DO (or FOG representative) will then ensure the appropriate local agency GACC operational representative is notified.

BLM Employee Injury

Follow the unit SIOF for notification procedures.

Great Basin Smokejumpers

From the Scene

- The accident is reported to the smokejumper spotter, Great Basin smokejumper liaison officer (LO), and local dispatch.
- When the accident involves a jump injury, the spotter and/or ground contact will convey the medical needs and nature of the injury to the local dispatch.
- If cellular phone or satellite phone coverage is available, a ground contact will call the Great Basin smokejumper LO or DO with details about the accident.

From the Great Basin Smokejumper Duty Officer

- The Great Basin smokejumper DO will notify the smokejumper base manager.
- The base manager will notify the Chief, Branch of Preparedness and Suppression Operations (FA-320).
- The Chief, Branch of Preparedness and Suppression Operations (FA-320) will inform necessary parties up the chain of command and notify the NIFC External Affairs office.
- The Great Basin smokejumper DO or base manager will notify the BLM state DO (or FOG representative).

- The Great Basin smokejumper DO will confirm an agency representative will accompany the injured party to the hospital.

From the BLM Great Basin Smokejumper Base Manager

- The base manager will contact their base manager counterpart if a visiting jumper is injured.
- The base manager will notify the emergency contact of the injured smokejumper if the injured smokejumper is unable to do so.

Employee Advocacy

Fire operations doctrine acknowledges the inherent danger of fire operations and the potential for serious injury or death to firefighters. When death or injuries occurs, employees must be provided the best and most appropriate care and support possible. Managers should consult the *Bureau of Land Management Loss of Human Life Handbook (LOHL)* https://doimspp.sharepoint.com/sites/blm-fa/fire-operations/SitePages/Serious-Incident-or-Fatality-(SIOF).aspx).

Fire and Aviation Honor Guard

The BLM Fire and Aviation Honor Guard (Honor Guard) represents the highest ideals of honor, dignity, professionalism, and respect in serving the agency, the fire community, and the families, friends, and co-workers of those who have lost their lives in the line of duty.

The Honor Guard was established to appropriately pay tribute to and honor the memory of employees who perish in the line of duty. The Honor Guard also responds to requests for their participation at events of State and national significance.

The Honor Guard is comprised of a cross-section of the BLM workforce from within the fire and aviation program. A commitment to the program directly impacts fellow members and the ability of the team to function at the highest level possible. Members will be expected to commit for no less than a two-year period and may remain an Honor Guard member until they can no longer fulfill the commitment or wish to retire from the Honor Guard. Members must stay in good standing in the BLM. For more information visit https://doimspp.sharepoint.com/sites/blm-fa/fire-operations/SitePages/Fire-and-Aviation-Honor-Guard.aspx.

Mobile Fire Equipment Policy

Introduction

The following section represents a general overview of the BLM Mobile Fire Equipment Policy. Several policy related items can be found at https://doimspp.sharepoint.com/sites/blm-fa/fire-operations/SitePages/NFEP-Policy-Resources.aspx

National Fire Equipment Program

The BLM National Fire Equipment Program (NFEP) is responsible for the design, development, and acquisition of specialized wildland mobile fire equipment to meet the full range of fire management requirements. Design and development are accomplished through the analysis of performance needs required by field units and working with industry experts to produce prototypes for testing and eventually production units. Acquisition of equipment is accomplished primarily through contracting. The NFEP balances advanced technology with cost efficiency to provide maximum safety for personnel while effectively meeting fire management needs defined by fire equipment committees and approved by the Fire Operation Group (FOG).

Policy and Guidance

Agency policy requires that fire equipment be maintained at a high level of performance and in a condition consistent with the work is designed to perform. This shall be accomplished through application of a uniform preventative maintenance program, timely repair of damaged components and in accordance with agency requirements. Repairs shall be made as they are identified to keep the equipment functional and in peak operating condition. Repair expenses that are not considered normal wear and tear are the responsibility of the benefiting activity and not the Working Capital Fund (WCF).

Fire Equipment Committees

State committees report to the respective SFMO or FOG representative. National-level BLM committees include the Fire Equipment Group, Dozer/Heavy Equipment, Engine, Helitack, and Hotshot committees which report to the FOG. Equipment committees are encouraged to invite other agency equipment leads to share ideas, transfer technology, and coordinate efforts. https://doimspp.sharepoint.com/sites/blm-fa/fire-operations/SitePages/Fire-Resources.aspx

Fire Equipment Standardization

Standardization of fire equipment aids in the ability to produce equipment that effectively meets the BLM's mission by providing cost-effective equipment with the least impact on fire programs. Standardization also contributes to the ability to provide effective, consistent, and quality training to the BLM fire and aviation program workforce.

Respective committees have the responsibility to establish minimum performance standards and acquire FOG approval for all BLM-specific WCF 600-class fire equipment.

The NFEP has established required equipment and performance standards for new equipment. These standards reduce excessive procurement costs, maintain common operational functions, and provide a standardized fire fleet. Specifications have been developed for each 600 class of equipment and include standard items. Costs for standard items are covered by WCF when replacing vehicles at the end of their established lifecycle. Optional equipment, in addition

to the standard are available to order for most classes, however another funding source must be provided by the state or local unit to purchase these items.

Fire Equipment Identifier Standards

All fire equipment equipped with a location-based services (LBS) terminal shall meet all fire equipment identification and numbering standards found at https://doimspp.sharepoint.com/sites/blm-fa/fire-operations/SitePages/NFEP-Policy-Resources.aspx.

Equipment Modification/Retrofitting

Modification proposals must be submitted through the BLM Fire Equipment Improvement and Deficiency Reporting System or applicable FOG subcommittee for consideration and approved through the NFEP. BLM units are responsible for maintaining documentation of approvals. Unauthorized modifications and retrofits have the potential to negatively impact equipment quality and safety and void manufacturer warranties. In such cases, the financial burden of corrective action will be the responsibility of the home state/unit preparedness funding.

Improvement and Deficiency Reporting

The BLM Fire Equipment Improvement and Deficiency Reporting System is used to collect improvement recommendations and deficiency reports for all BLM mobile fire equipment. The reporting system enables the NFEP to build a comprehensive database to document problems, identify trends, and establish priorities for development and modification of new and existing equipment.

District/field offices are required to submit timely and detailed deficiency reports for problems encountered with BLM fire equipment. Reports will also be submitted for suggestions for improvement. The NFEP will verify receipt of the deficiency report and will follow-up with the submitting district/field office to correct the deficiency or work to incorporate the improvement suggestion.

The BLM Fire Equipment Improvement and Deficiency Reporting System can be found at https://doimspp.sharepoint.com/sites/blm-fa/fire-operations/SitePages/Improvement-and-Deficiency-Reports.aspx.

Acquisition of Working Capital Fund Equipment

All WCF 600-class equipment must be ordered through the NFEP using the Fire Equipment Ordering System (FEOS). The National Operations Center (NOC) manages the WCF.

Each class of vehicle has an established lifecycle based on miles or hours. The WCF acquires funds through fixed ownership rates (FOR) and use rates determined by the replacement cost plus the residual value and class repair costs throughout the equipment lifecycle. At the end of the lifecycle, funds generated are used to replace the equipment. For new vehicle purchases, funds are acquired/secured by the receiving unit and if approved, the new purchase is added to the WCF.

The NOC monitors vehicle usage and replacement cycles and notifies the NFEP when vehicles need to be replaced. The NFEP then coordinates with the receiving unit to order the replacement vehicle. When the order is placed, the NFEP works with the BLM Fleet Manager, the receiving unit, contracting, and the vendor to fill the order.

Acquisition of new WCF 600-class fire equipment that exceeds the BLM's fleet cap is authorized under the following terms:

- Vehicles support fire management actions identified in approved land/resource management plans and their associated fire management plans. Vehicles will be purchased with funds approved by the FAD.
- New vehicle purchases require completion and approval of a BLM Fire and Aviation WCF 600 Series Request, Form 1520-58; *Vehicle or Equipment Justification and Approval*; and 1510-18v, *Obligating Funds for Acquisition of Working Capital Fund Assets*. Forms are located at https://doimspp.sharepoint.com/sites/blm-fa/fire-operations/SitePages/NFEP-Policy-Resources.aspx.

Funding

Specialized equipment may be funded through various mechanisms, including the FAD, special project allocations, available mid- or year-end funds, state or local funding, interagency agreement, or through the WCF.

Procurement of nonstandard equipment with fire management funds when standard equipment is available must have written approval by the Fire Operations Division Chief (FA-300) and the SFMO.

Most fire vehicles are funded through the WCF. Other types of fire equipment are funded through the normal budget process at the state and/or local level.

BLM Mobile Fire Equipment Ordering

Ordering of BLM mobile fire equipment accomplished through the NFEP utilizing the Fire Equipment Ordering System (FEOS). All orders are routed from the NFEP through the state FOG representative or designee. Summary specifications are available at https://doimspp.sharepoint.com/sites/blm-fa/fire-operations/SitePages/Equipment-Ordering.aspx. Contact the NFEP for additional information.

States have the authority to order equipment using WCF funds; however, prior to ordering, approval is required from the WCF Fleet Manager, SFMO, and the Fire Operations Division Chief (FA-300).

600-Class Command Vehicle Procurement Standards

The 600-class vehicles below have been developed and configured specifically for the roles/asset types listed. New, replacement, or upgraded procurements outside of the listed roles/asset types requires state fire management officer and Fire Operations Division Chief (FA-300), and when utilizing fuels funds, Division Chief, Fire Planning and Fuels Management (FA-600) approvals utilizing the WCF 600 Series Request form found at

https://doimspp.sharepoint.com/sites/blm-fa/fire-operations/SitePages/NFEP-Policy-Resources.aspx. An electronic copy of all approvals shall be provided to the appropriate NFEP Manager prior to order.

- District/unit AFMO, fire operations specialist/supervisor, fuels specialist: 651/653/ 654/655/656/657/658 command truck.
- Fire Program Decision Support System (FPDSS)-funded hotshot crew: 652 or 658 superintendent truck (1 each), 644 crew carrier 10 passenger (2 each), 652 or 658 chase/utility truck (1 each), and (optional) utility task vehicle and trailer (1 each).
- FPDSS-funded hand crew: 644 crew carrier, 651/653/657/658 command truck, 652 superintendent truck.
- FPDSS-funded helitack crew: 651/653/657/658 command truck, 652 superintendent truck, 661 helitack support.
- Standard vehicle configuration for wildland fire modules: 651/653/657/658 command truck, 652 superintendent truck.

Property Transfer/Replacement

Surplus and early replacement fire vehicles may be transferred to another unit for continued service with the approval of the SFMO(s), the BLM Fleet Manager, and the WCF Manager. In these instances, the vehicle remains in the same class and the FOR and use rates will continue to be charged to the unit acquiring the vehicle. Units may dispose of fire vehicles prior to the normal replacement date. In these instances, no future replacement is automatically provided and there is no accrued credit for the FOR collected on that unit prior to disposal. Units acquiring this type of equipment continue payment of the FOR and use rates.

Mobile fire equipment transfers require approvals on the *BLM Fire and Aviation Fire Fleet Transfer Notification* and 1520-104v, *Transfer of Asset-Fleet.* Transfer documents are located at https://doimspp.sharepoint.com/sites/blm-fa/fire-operations/SitePages/NFEP-Policy-Resources.aspx and sent to the responsible NFEP Production Manager.

Conversions

Offices requesting to convert replacement fire equipment to a different class of equipment must have documentation showing:

- Proposed changes meet current and future preparedness requirements identified in land/resource management plans and fire management plans.
- Proposed changes result in an overall cost savings to the Government or increased production rates offset additional costs.

Any additional cost will be the responsibility of the requesting unit.

Conversions require completion and approval on the following forms:

- BLM Fire and Aviation WCF 600 Series Request form
- Form 1520-104v, *Transfer of Asset-Fleet*
- Form 1520-58, *Vehicle or Equipment Justification and Approval*

  - Form 1510-18V, *Obligating Funds for Acquisition of Working Capital Fund Assets* (if additional funding is necessary).
- Conversion documents are located at https://doimspp.sharepoint.com/sites/blm-fa/fire-operations/SitePages/NFEP-Policy-Resources.aspx.

BLM Engine Equipment Inventory

Engines will be stocked with Normal Unit Stocking found at https://doimspp.sharepoint.com/sites/blm-fa/fire-operations/SitePages/NFEP-Policy-Resources.aspx.

Fire Equipment Maintenance and Care Standards

BLM fire equipment will be maintained to reflect the highest standards in performance and appearance.

All mechanical systems shall be properly maintained and kept in good repair. All interior/exterior equipment components shall be kept clean/waxed, and all items shall be properly secured or locked. Whenever possible mobile fire equipment should adhere to the following guidelines:

  - Repair deficient items as soon as issues are identified.
  - Store equipment in sheltered areas away from environmental elements to prevent damage to critical seals, mechanical components, and the high-visibility finish.
  - Ensure repairs and maintenance are performed by manufacturer dealerships or authorized repair facilities.
  - Ensure that any/all eligible items are covered under warranty.
  - Follow manufacturers owner's manual guidance for the most severe duty cycles.
  - Keep thorough documentation of all maintenance and repair work.

Following these guidelines will aide in acquiring approvals for repairs.

Fire Equipment Maintenance Procedure and Record

The Fire Equipment Maintenance Procedure and Record (FEMPR) is used to document daily inspections and all maintenance for WCF Class 600 fire equipment. The FEMPR shall be maintained and archived to record historic maintenance for the duration of the vehicle's service life. This historical data is beneficial in determining trends, repair frequency, and repair costs. FEMPR templates can be found at https://doimspp.sharepoint.com/sites/blm-fa/fire-operations/SitePages/FEMPR.aspx.

Apparatus safety and operational inspections will be performed at the intervals recommended by the manufacturer and on a daily and post-fire basis as required.

- For engines and water tenders, all annual inspections will include a pump gallons per minute (GPM) test to ensure the pump/plumbing system is operating at or above the manufacturer's minimum rating for the pump.
- Comprehensive (i.e., internal) tire inspections of all tires, including spare tires, will be completed during required annual inspections/service and at 10,000-mile intervals. Comprehensive inspections will be completed by tire

service technicians and documented in the Tire Log. Additional information on WCF 600-class fire fleet vehicle tire inspection and replacement standards can be found at https://doimspp.sharepoint.com/sites/blm-fa/fire-operations/SitePages/NFEP-Policy-Resources.aspx.

Location-Based Services Program

The LBS Program combines current Global Positioning System (GPS) technologies with BLM fire and aviation preparedness to provide a situational awareness tool by tracking equipment. LBS is incorporated into dispatch and other operating procedures to enhance situational awareness and accountability of WCF 600-class fire equipment. This program meets the intent of S.47 - John D. Dingell, Jr. Conservation, Management, and Recreation Act, SEC. 1114. (d) *Location Systems for Wildland Firefighters*.

When a new terminal is received, replacement equipment arrives, or an error with the terminal has been identified, the installation, transfer, or repair must be completed in no more than 15 days.

Equipment location can be viewed in the Vehicle Tracker Portal (VTP) or Fire Enterprise Geospatial Portal (EGP). VTP access can be requested for an individual or a group account for dispatch centers. The VTP account request form and additional information can be found at https://doimspp.sharepoint.com/sites/blm-fa/fire-operations/SitePages/Location-Based-Services-(LBS).aspx.

BLM Engine Use Report

All BLM engines will utilize the Engine Use Report (EUR). The EUR should be printed and completed daily as part of the FEMPR and entered monthly into the EUR SharePoint website at https://doimspp.sharepoint.com/sites/blm-fa/fire-operations/SitePages/Engine-Use-Reporting-(EUR).aspx. Access will be granted by the respective state FOG representative.

Equipment Bulletins and Equipment Alerts

The purpose of an Equipment Bulletin (EB) or an Equipment Alert (EA) is to share accurate and timely information regarding potential equipment problems and/or needed repairs. The EB is intended to inform equipment users of recommendations for repairs, potential hazards, or general information related to the overall maintenance, awareness, and safe operation of fire equipment. The EA is time sensitive and addresses potentially serious hazards or risk and a specific action the user must act upon.

Unexpected issues involving wildland fire vehicles which do not fall under other types of wildland fire reviews and investigations and/or other applicable Federal, State, or specific agency requirements must be reported. If an unexpected vehicle issue warrants attention, the NFEP Manager through the Operations Advisory Team and the Capital Equipment Committee will issue the EB or EA. Members of these groups must ensure the information reaches all levels of the organization.

Website: https://doimspp.sharepoint.com/sites/blm-fa/fire-operations/SitePages/Equipment-Alerts-Bulletins.aspx

BLM Implementation of the Department of the Interior Authorization for Use of Government Passenger Carrier(s) for Home-to-Work Transportation

The BLM recognizes the need for domiciling fire vehicles for specific positions during fire season to provide for more immediate response to wildfires during off-duty hours and has been granted this authority by DOI.

- Only those positions authorized and preidentified within the DOI memorandum will have the authority to domicile designated Government vehicles.
- This authority is intended only for individuals in first response fire leadership roles who may be responding to initial attack fires directly from their home after hours.
- Government vehicles are used solely for official business and domiciled only during core fire season months when there is a heightened level of current or expected fire activity.
- Authorized positions will be recertified every two years and may be revised at that time.
- Units are responsible for maintaining documentation of home-to-work use of Government vehicles. This documentation will be reviewed during annual fire and aviation preparedness reviews. A standard tracking form has been developed and may be used for this purpose.

Website: https://doimspp.sharepoint.com/sites/blm-fa/fire-operations/SitePages/Policy-and-References.aspx

Lights-and-Sirens Response

Responding to BLM wildfire incidents normally does not warrant the use of emergency lights and sirens to safely and effectively perform the BLM mission. However, there may be rare or extenuating circumstances when limited use of lights and sirens are appropriate and necessary due to an immediate threat to life.

Those BLM state organizations that determine a lights-and-sirens response is necessary to meet mission requirements must develop an operating plan that is signed and approved by the state director and forwarded to the Fire Operations Division Chief (FA-300). The operating plan must ensure the following:

1. All vehicles (command, engines, etc.) will be properly marked, equipped, and operated in accordance with State statutes, codes, permits, and BLM unit requirements.
2. Drivers will complete training in the proper use of lights-and-sirens response in accordance with National Fire Protection Association (NFPA) 1451 and 1002 standards, as well as any State requirements.
3. Engine drivers responding with lights and sirens will be minimally qualified as engine operator with a qualified engine boss in the engine; otherwise, driver must be engine boss qualified. Drivers of any other mobile fire

equipment responding with lights and sirens shall be minimally qualified as single resource boss.
4. Lights and sirens will meet NFPA and State code requirements.
5. Operators will follow posted speed limits at all times, regardless of response type.
6. Operators will stop or reduce speed as circumstances dictate prior to proceeding through all intersections.
7. Operators will only use traffic light changing mechanisms (e.g., Opticons) under formal written agreement with State and local governments and only when necessary to create safe right-of-way through urban high-traffic areas.
8. Drivers shall only respond with lights and sirens in the State or States authorized by their local unit.

Foam Use

BLM engines are designed with integrated foam tanks and automatic foam proportioners as standard equipment. When properly used along with various foam nozzles, foam use increases the effectiveness of water. This equipment should be used to apply approved foam concentrate along with water delivery during fire suppression. Special exceptions should be made where accidental spillage or overspray of the chemical could be harmful to the aquatic ecosystem or where other identified resource concerns are identified.

BLM Firefighters

Introduction

Firefighters operate within ICS, which is a component of the National Incident Management System (NIMS).

Within ICS, firefighters are either assigned as single resource overhead (individuals assigned to specific supervisory or functional positions) or as members of an organized unit. The individuals within these units are trained to provide different levels and types of tactical, logistical, and managerial capability.

These units include:

- **Hand Crews –** Vehicle-mobile firefighters that specialize in the use of hand tools, chainsaws, portable pumps, and ignition devices for tactical operations. Hand crew types include interagency hotshot crews (IHCs), type 2 initial attack crews, type 2 crews, and fire suppression modules.
- **Engine Crews –** Engine-mobile firefighters that specialize in the use of engines for tactical operations.
- **Helitack –** Helicopter mobile firefighters that specialize in the use of helicopters for tactical and logistical operations.
- **Smokejumpers –** Fixed-wing-aircraft-and-parachute-mobile firefighters that specialize in the use hand tools, chainsaws, and ignition devices for tactical operations.

Addition or establishment of the following assets requires approval from the Assistant Director (FAD):

- Firefighting engines and water tenders (refer to existing guidance regarding acquisition of WCF equipment in this chapter);
- Firefighting dozers and dozer modules (refer to existing guidance regarding acquisition of WCF equipment in this chapter);
- Type 1, type 2 initial attack, and type 2 hand crews;
- Fire suppression modules funded as a preparedness resource (modules assembled for individual fire assignment are exempted);
- Wildland fire modules;
- Exclusive-use helitack crews; and
- Fuels management modules/crews.

BLM Firefighter Priority for Use

- Initial attack on lands for which the BLM has suppression responsibility.
- Other fire suppression/management assignments on BLM-managed lands.
- Other fire suppression/management assignments on other agency lands.
- All-hazards (ESF#4) reference http://web.blm.gov/internal/fire/budget/Reference_docs/esf4/ESF4_page.htm.

Mobilization of BLM Firefighters

BLM firefighters are mobilized to perform the following functions:

- Suppress fires and manage wildland fire incidents;
- Improve BLM initial attack capability;
- Maximize the utilization of limited BLM fire operational assets;
- Provide additional fire management capability in high-tempo periods;
- Provide experience and developmental opportunities to BLM firefighters;
- Perform fire management project work or assignments; or
- Perform other project work or assignments.

There are six funding mechanisms for mobilizing BLM firefighters:

- Preparedness funding
- Suppression funding
- Short-term severity (state-/regional-level severity) funding
- National-level severity funding
- National preposition funding
- State discretionary preposition funding

Preparedness Funding

Preparedness funding may be used to mobilize resources for normal preparedness activities such as:

- Movement of resources within a unit not associated with fire activity;
- Detailing firefighters to fill vacant positions;

- Project work or normal preparedness activities; and/or
- Training.

Fire managers have the authority to expend preparedness funding for preparedness activities. Mobilization of non-BLM Federal resources with BLM preparedness funding requires a reimbursable agreement.

Suppression Funding

Suppression funding is used to mobilize resources to wildland fire incidents. BLM firefighters are mobilized directly to incidents using established methods (resource orders, initial attack agreements, dispatch plans, response plans, etc.).

Short-Term Severity, State-Level

Short-term severity funding may be used to mobilize resources for state/regional short-term severity needs that are expected to last less than one week, such as:

- Wind events;
- Dry cold front passage;
- Lightning events; and/or
- Unexpected events, such as off-road rallies or recreational gatherings.

Each state director and the division chiefs for operations and aviation have the delegated authority to expend "short-term" severity funds per fiscal year. This discretionary severity authorization can be expended for appropriate severity activities without approval from FAD. States will establish a process for requesting, approving, and tracking short-term severity funds.

National-level Severity Funding

National-level severity funding is used to mobilize resources to areas where:

- Preparedness plans indicate the need for additional preparedness/ suppression resources;
- Anticipated fire activity will exceed the capabilities of local resources;
- Fire season has either started earlier or lasted longer than identified in the Fire Danger Operating Plan;
- An abnormal increase in fire potential or fire danger (e.g., high fine fuel loading, fuel dryness) not planned for in existing preparedness plans; and/or
- There is a need to mitigate threats to values identified in land and resource management plans (L/RMP) with Assistant Director (FAD) concurrence.

In addition to the above criteria, the Assistant Director (FAD) may consider other factors when approving requests for national severity.

Guidance for requesting and utilizing national-level severity funding is found in chapter 10 and on the BLM Fire Operations website at https://doimspp.sharepoint.com/sites/blm-fa/fire-operations/SitePages/Program-Areas.aspx. The state director will submit requests, consolidated by state and coordinated with FAD, through official memorandum to the Assistant Director (FAD). An electronic copy should also be e-mailed to "BLM_FA_Severity@blm.gov."

Severity funding requests will be accepted and approved for a maximum of 30 days, regardless of the length of the authorization. Use of severity funding must be terminated when abnormal conditions no longer exist. If the fire severity situation extends beyond the 30-day authorization, the state must prepare a new severity request.

The FAD will issue an approval memorandum listing authorized resources along with a cost string code for each state and field office to use for all resources. All resources authorized through this process will be counted in the state's severity authorization limit, including extension of exclusive-use aircraft contracts.

In order to support the BLM national aviation strategy, which includes prioritized allocation based on need, air resource mobility, and cost containment, a state may be directed to release an air resource to another state. All charges related to releasing an air resource will be covered by FAD or the receiving state.

National Preposition Funding

National preposition funding is used to mobilize resources to areas with anticipated fire activity when other funding is not available. Units may request national preposition funding from FAD to acquire supplemental fire operations assets to increase initial attack capability when BLM units do not:

- Have available preparedness funding;
- Have available short-term severity funding; or
- Meet the criteria for use of national severity funding.

Approved national preposition funding may be used only for travel and per diem costs for the duration of the assignment and overtime labor costs associated with the original preposition move.

Each state director has been delegated the authority to expend national preposition funding within an allocation limit established annually through issuance of an instruction memorandum.

National Preposition Request Process

- Unit FMO identifies need and notifies state FOG representative. FOG representative informs SFMO.
- FOG representative coordinates with unit FMO to verify need and determine asset types, numbers, and projected preposition location.
- Requesting FOG representative queries FOG and identifies available assets.
- Requesting and sending FOG representatives jointly complete the BLM Preposition Request Form.
- Requesting FOG representative will submit the request electronically via e-mail to "BLM_FA_Prepositioning@blm.gov" to acquire Fire Operations Division (FA-300) approval. If aviation assets are requested, FA-300 will coordinate with the National Aviation Office (FA-500) and secure FA-500 approval.

- FA-300 will notify the requesting and sending FOG representatives via e-mail when the request is approved/disapproved.
- After securing FA-300/500 approval, the requesting FOG representative places name request order(s) for specified assets through normal coordination system channels.
- Receiving FOG representative will assign the responding BLM assets to a temporary host unit.
- Responding assets, sending/receiving FOG representatives, and the temporary host unit will negotiate length of assignment and crew rotation, and ensure that prepositioned personnel meet work/rest requirements.

BLM preposition funding request information can be found at the BLM Fire Operations website.

State Discretionary Preposition Funding

Each state director has the delegated authority to expend preposition funding for prepositioning activities in amounts determined by the BLM FLT. This discretionary preposition funding authorization can be expended for appropriate preposition activities (according to the criteria established for national preposition funding) without approval from the Assistant Director (FAD).

Each state will establish a process to document requests and approvals and maintain information in a file.

BLM Fire Training and Workforce Development

BLM Fire Training and Workforce Development Program

The BLM National Fire Training and Workforce Development Program is located at NIFC and works for the Chief, Branch of Preparedness and Suppression Operations (FA-320). The program develops the wildland firefighting workforce through qualification standards, training standards, and workforce development programs in support of BLM fire management.

BLM Standards for Fire Training and Workforce Development

The BLM Fire Training and Workforce Development Program, in coordination with the FOG and state training officers, is responsible for publishing the *BLM Standards for Fire Training and Workforce Development.* The *BLM Standards for Fire Training and Workforce Development* provides fire and aviation training, qualifications, and workforce development program management direction. This document is available at https://www.nifc.gov/about-us/our-partners/blm/training.

Personnel hired by the BLM must meet requirements established in the position description. If the position description requires ICS qualifications, only qualifications and minimum requirements specified in the *NWCG Standards for Wildland Fire Position Qualifications* (PMS 310-1) will be applied as selective factors and/or screen-out questions. To avoid reducing candidate pools, BLM-specific requirements that are supplemental to the PMS 310-1 may not be used as selective placement factors/screen-out questions. Supplemental BLM-specific

training or qualification requirements may only be used as selective factors and/or screen-out questions when requested and justified by the selecting official and approved by HR. Impacts to the candidate pool must be addressed in the justification. As with all other BLM- or DOI-specific training/experience requirements (e.g., Do What's Right training, purchase card training) that newly hired employees from other agencies may not have, the supervisor and Incident Qualifications and Certification System (IQCS) certifying official are responsible for reconciling that employee's training and IQCS Responder Master Record after the employee has entered on duty. This may be accomplished by providing additional training/experience or by manually awarding competencies as per established IQCS protocol.

BLM Firefighters General Non-Fire Training Requirements

Administratively Determined and Emergency Firefighters

Training Required	Initial Requirement/ Frequency	Delivery Method/ Responsible Party
Defensive Driving (if operating a Government vehicle, or rental/leased vehicle for official purposes)	• Prior to operating motor vehicle for official purposes • Once every three years	• DOI Talent or instructor-led • Unit safety manager
First Aid/ Cardiopulmonary Resuscitation (CPR)	• Upon initial employment • Every 2 years or per certifying authority • At least two persons per crew (GS or AD) shall be current and certified.	• Instructor-led • Unit safety manager
Fuel Transport Hazardous Materials Training (required for all employees who transport, prepare for transport, load, unload, handle, or are responsible for the safety of hazardous materials that are being transported)	• Upon initial employment and a refresher every 3 years thereafter	• https://www.fs.usda.gov/t-d/fueltran/training/index.htm

Agency Permanent, Career Seasonal, and Temporary Firefighters

Training Required	Initial Requirement/ Frequency	Delivery Method/ Responsible Party
Bloodborne Pathogens	• Once: Awareness level for employees not at increased risk (e.g., non-fireline support personnel) • Annually: For employees at increased risk due to assigned duties (e.g., IHC, helitack, SMKJ, engine crew)	• Instructor-led • Unit safety manager
Defensive Driving (if operating a Government vehicle, or rental/leased vehicle for official purposes)	• Prior to operating a motor vehicle for official purposes • Once every three years	• DOI Talent or instructor-led • Unit safety manager
Do What's Right/EEO/ Diversity	• Annually	• Instructor-led, DOI Talent, or as determined by EEO manager • Do What's Right – FMO • EEO/Diversity – EEO manager
First Aid/ Cardiopulmonary Resuscitation (CPR)	• Upon initial employment • Every 2 years or per certifying authority	• Instructor-led • Unit safety manager
HAZWOPER – Field Awareness (section 6)	• Upon initial employment • Annually	• Instructor-led • Unit safety manager • https://www.ntc.blm.gov/krc/viewresource.php?courseID=1086&programAreaId=118
BLM Hazard Communications (HAZCOM) – Globally Harmonized System (GHS)	• Upon initial employment	• DOI Talent (Course Shortname BLM-H-010) • Unit safety manager, unit hazardous materials coordinator
Safety Orientation	• Once	• Instructor-led • Supervisor

Training Required	Initial Requirement/ Frequency	Delivery Method/ Responsible Party
Fuel Transport Hazardous Materials Training (required for all employees who transport, prepare for transport, load, unload, handle, or are responsible for the safety of hazardous materials that are being transported)	• Upon initial employment and a refresher every 3 years thereafter	• https://www.fs.usda.gov/t-d/fueltran/training/index.htm

Driver Training for Regular Drivers of Fire Equipment

All regular drivers of specialized vehicles (e.g., engines, water tenders, crew carriers, fuel tenders, helicopter support vehicles) must complete BL-300, *Fire Vehicle Driver Orientation* (initially) and RT-301, *Fire Vehicle Driver Refresher Training* (annually). Course materials are available via the BLM Fire Training website at https://www.nifc.gov/about-us/our-partners/blm/training/fire-vehicle.

For the purposes of this policy, a regular driver is defined as an employee whose duties include driving fire equipment on a regular basis. This may include highway, off-road, city, mobile attack, and extreme terrain driving.

BLM Firefighter Mandatory Physical Fitness Standards

The *NWCG Standards for Wildland Fire Position Qualifications* (PMS 310-1) establishes physical fitness standards for NWCG-sanctioned firefighters. These standards are assessed using the work capacity test (WCT). Prior to attempting the WCT, all permanent, career-seasonal, temporary, and AD/EFF employees who participate in wildland fire activities requiring a fitness level of arduous must participate in the DOI Medical Qualification Standards Program (DOI MSP).

Employees serving in wildland fire positions that require a fitness rating of arduous as a condition of employment are required to perform physical fitness conditioning for one hour of duty time each workday while in pay status. Special exceptions such as being assigned to an incident, travel status, injuries, details, etc., may be granted. BLM employees funded by fire preparedness and/or fuels who do not require a fitness rating of arduous as a condition of employment but do maintain a fire qualification with an arduous rating may be authorized one hour of daily duty time for physical fitness conditioning. Participation will be negotiated with the employee's supervisor. Employees serving in positions that require a fitness rating of moderate or light may be authorized up to three hours per week.

Information on the WCT and the DOI MSP is located in chapter 13.

BLM National Fire Operations Fitness Challenge

The BLM Fire Operations Fitness Challenge encourages and recognizes achievement in physical fitness by BLM firefighters. The fitness challenge provides a common system by which BLM firefighters can measure current fitness, establish fitness goals, track fitness improvement, and receive recognition for their efforts. The fitness challenge is voluntary, but BLM firefighters are strongly encouraged to participate. The BLM Fire Operations Fitness Challenge was updated in 2022.

BLM State offices and BLM districts will recognize achievement in the BLM Fire Operations Fitness Challenge. Nationally, FAD will annually recognize individuals that demonstrate the most improvement and top over-all scores by gender and age group.

Information about the BLM Fire Operations Fitness Challenge is available at: https://www.nifc.gov/about-us/our-partners/blm/training/fitness-challenge.

Interagency Fire Program Management Standards

The BLM follows the *Interagency Fire Program Management Qualifications Standards and Guide*, January 2000. The guide does the following:

- Establishes minimum qualifications standards for 11 key fire management positions. These standards include 1) basic requirements, 2) specialized experience requirements, 3) NWCG incident management qualifications, and 4) additional required training.
- Provides a "complexity rating for program management" table, which is used to determine overall complexity of the unit-level fire program. This is used because qualification standards for some of the 11 identified positions are tied to fire program complexity.

The supplemental qualification standard for professional GS-0401 fire management specialist positions, approved by the Office of Personnel Management, is also included in the guide.

State- and unit-level fire managers should consult HR officials and apply Interagency Fire Program Management (IFPM) standards as appropriate. Information is located at https://www.nifc.gov/programs/interagency-fire-program-management.

BLM Hand Crews

BLM Hand Crew Standards (All Crew Types)

- **Language –** Crew boss (CRWB) and firefighter type 1 (FFT1); must be able to read and interpret the language of the crew as well as English
- **Flight weight** – 5,300 pounds
- **Personal gear –** Sufficient for 14-day assignments
- **Physical fitness –** Arduous; all positions
- **Required equipment and PPE –** Fully equipped as specified in the *Interagency Standards for Fire and Fire Aviation Operations*

1 **BLM Hand Crew Standards by Type**

Crew Details	Type 1 IHC	Type 2 Initial Attack	Type 2	Fire Suppression Module
Crew Size	Minimum 20 Maximum 25 (See table in chapter 13 for "Crew Standards for National Mobilization")	Minimum 18 Maximum 20	Minimum 18 Maximum 20	Minimum 5 Maximum 10
Leadership Qualifications	1 Superintendent 1 Asst. Superintendent 3 Squad leaders 2 Senior FFTs (FFT1) or 1 Superintendent 2 Asst. Superintendent 2 Squad Leaders 2 Senior FFTs (FFT1)	1 CRWB 3 ICT5	1 CRWB 3 FFT1	1 single resource boss (SRB)/ICT5 2 FFT1
Fireline Capability	Initial attack – Can be broken up into squads, fireline construction, complex firing operations (backfire)	Initial attack – Can be broken up into squads, fireline construction	Initial attack – Fireline construction	Operates as a single module with type 5 command capability
Language Requirement	All senior leadership, including squad leaders and higher, must be able to read and interpret the language of the crew as well as English.	Same as type 1	Same as type 1	Same as type 1
Crew Experience	80% of the crewmembers must have at least 1 season experience in fire suppression	60% of the crewmembers must have at least 1 season experience in fire suppression	20% of the crewmembers must have at least 1 season experience in fire suppression	Agency only
Full-Time Organized Crew	Yes (work and train as a unit 40 hours per week)	No	No	No
Crew Utilization	National shared resource	Local unit control	Local unit control	Local unit control

Crew Details	Type 1 IHC	Type 2 Initial Attack	Type 2	Fire Suppression Module
Communication	8 programmable handheld radios 1 programmable mobile radio in each truck	4 programmable handheld radios	4 programmable handheld radios	2 programmable handheld radios
Sawyers	4 faller type 2 (FAL2), 50% of crew FAL3	1 FAL2, 2 FAL3	None	2 FAL3
Training	As required by the *Standards for Interagency Hotshot Crew Operations* or agency policy prior to assignment	Basic firefighter training or once qualified, 4 hours annual fireline refresher training prior to assignment	Basic firefighter training or once qualified, 4 hours annual fireline refresher training prior to assignment	Basic firefighter training or once qualified, 4 hours annual fireline refresher training prior to assignment
Logistics	Squad-level agency purchasing authority	Crew-level agency purchasing authority recommended	No purchasing authority	Self-sufficient for 48 hours; purchasing authority recommended
Maximum Weight	5,300 lbs.	5,300 lbs.	5,300 lbs.	N/A
Dispatch Availability	Available nationally	Available nationally	Variable	Variable
Production Factor	1.0	.8	.8	Variable
Transportation	Own transportation	Need transportation	Need transportation	Own transportation
Tools and Equipment	Fully equipped	Not equipped	Not equipped	Variable
Personal Gear	Arrives with crew first aid kit, personal first aid kit, headlamp, 1-quart canteen, web gear, sleeping bag	Same as type 1	Same as type 1	Same as type 1
PPE	All standard designated fireline PPE	Same as type 1	Same as type 1	Same as type 1

Crew Details	Type 1 IHC	Type 2 Initial Attack	Type 2	Fire Suppression Module
Certification	Must be annually certified by the local host unit AADM or designee prior to being made available for assignment	N/A	N/A	N/A

BLM Interagency Hotshot Crews

BLM IHCs will meet all requirements found in the *Standards for Interagency Hotshot Crew Operations (SIHCO)* and the *Interagency Standards for Fire and Fire Aviation Operations* while providing a safe, professional, mobile, and highly skilled hand crew for all phases of fire management and incident operations.

BLM Interagency Hotshot Crew Locations

State	Crew	Location
AK	Chena	Fairbanks
	Midnight Sun	
AZ	Aravaipa Veteran	Sierra Vista
CA	Diamond Mountain	Susanville
	Kern Valley	Bakersfield
CO	Craig	Craig
ID	Snake River	Pocatello
MS	Jackson	Jackson
NV	Silver State	Carson City
	Ruby Mountain	Elko
OR	Vale	Vale
	Lakeview Veteran	Klamath Falls
UT	Bonneville	Salt Lake City

Annual Interagency Hotshot Crew Mobilization Requirements

Prior to becoming available for mobilization, each BLM IHC will complete the BLM Hotshot Crew Preparedness Review Checklist #16 and the Annual IHC Mobilization Checklist (SIHCO, appendix C). The IHC superintendent, supervising fire management officer, and supervising AADM will complete both checklists and send to the SFMO for concurrence. Upon concurrence, the SFMO will notify the appropriate Geographic Area Coordination Center (GACC) and the Chief, Branch of Preparedness and Suppression Operations (FA-320) of

crew status and provide copies of the BLM Hotshot Crew Preparedness Review Checklist #16 and the Annual IHC Mobilization Checklist (SIHCO, appendix C) to each.

Establishing or Converting BLM Interagency Hotshot Crews

BLM state directors must request approval from the Assistant Director (FAD) prior to beginning the process to establish a new BLM IHC or to convert a current type 2 or type 2 initial attack crew to an IHC. Upon approval from Assistant Director (FAD), BLM states will follow the crew certification process as outlined in the SIHCO, chapter 5. The IHC certification process will be coordinated with FA-300.

BLM Interagency Hotshot Crew Decertification and Recertification

Changes to crew qualifications and capabilities should be closely examined by the superintendent to ensure that all requirements contained in the SIHCO are met. Any BLM IHC that is unable to meet the minimum requirements will be placed in type 2 initial attack status until the requirements can be met. Exceptions to the requirements must be requested by the state fire management officer (for IHCs based in the eastern and southern geographic areas, the request must be made by the State Director, Eastern States), and may be granted on a case-by-case basis by the Fire Operations Division Chief (FA-300).

Short-term inability to meet the requirements may not necessarily require recertification but may require completion of the Annual IHC Mobilization Checklist (SIHCO, appendix C) and concurrence from the Chief, Branch of Preparedness and Suppression Operations (FA-320) before regaining IHC status. Longer-term or more significant failures to meet the requirements may require the full recertification process as stated in the SIHCO, with oversight from the Fire Operations Division.

BLM Interagency Hotshot Crew Size

Standard crew size is 20-22 with a maximum of 25. For national mobilization, BLM IHCs will have a minimum of 18 personnel. BLM IHC superintendents will obtain prior approval from the respective GACC when the assignment requires fixed-wing transport of an IHC with more than 20 personnel.

BLM Interagency Hotshot Crew Training and Qualification Requirements

Position	NWCG Qualification	Fire Training	
Firefighter	FFT2	IS-700 ICS-100 S-130 S-190 L-180	*An Introduction to the NIMS* *Introduction to the ICS* *Firefighter Training* *Introduction to Wildland Fire Behavior* *Human Factors in the Wildland Fire Service*

Position	NWCG Qualification	Fire Training
Senior Firefighter	FFT1	All the above plus: S-211 *Portable Pumps and Water Use* S-212 *NWCG Standards for Wildland Fire Chainsaw Operations* S-131 *Firefighter Type 1* S-270 *Basic Air Operations*
Squad Leader	• ICT5 • CRWB	All the above plus: IS-800 *National Response Framework (NRF): An Introduction* ICS-200 *Basic ICS for Initial Response* S-215 *Fire Operations in the WUI* S-230 *Crew Boss (Single Resource)* S-219 *Firing Operations* S-260 *Interagency Incident Business Management* S-290 *Intermediate Wildland Fire Behavior* L-280 *Followership to Leadership*
Assistant Superintendent or Captain	• Strike team leader crew (STCR) or task force leader (TFLD) • CRWB • ICT4	All the above plus: ICS-300 *Intermediate ICS* S-200 *Initial Attack Incident Commander (IC)* S-330 *Task Force/Strike Team Leader* S-390 *Introduction to Wildland Fire Behavior Calculations* L-380 *Fireline Leadership* M-410 *Facilitative Instructor* or equivalent
Superintendent	• TFLD • ICT4 • Firing boss (FIRB)	All the above

Interagency Hotshot Crew Position Descriptions and Selective Placement Factors

Position Description Number	Title/Series/Grade(s)	NWCG Selective Placement Factor(s)	IHC Position	Firefighter Retirement Coverage
FDI0203	Forestry Aid, Wildland Firefighter GS-0462-03	None	Firefighter/ crewmember	Primary
FDI0204	Forestry Technician, Wildland Firefighter GS-0462-04	None	Firefighter/ crewmember	Primary

Position Description Number	Title/Series/Grade(s)	NWCG Selective Placement Factor(s)	IHC Position	Firefighter Retirement Coverage
FDI0205*	Forestry Technician, Senior Wildland Firefighter GS-0462-05	FFT1 and S-290	Senior (lead) firefighter	Primary
FDI0206*	Forestry Technician (Fire) GS-0462-06	FFT1 and S-290	Senior (lead) firefighter	Primary
FDI207B/A	Forestry Technician (Fire) GS-0462-06/07	CRWB and ICT5	Squad leader	Primary
FDI0217	Forestry Technician (Fire) Assistant IHC Superintendent GS-0462-08	STCR or TFLD and CRWB and ICT4	Assistant superintendent/ captain	Secondary/ administrative
FDI0216*	Forestry Technician (Fire) IHC Superintendent GS-0462-09	TFLD and ICT4 and FIRB	Superintendent	Secondary/ administrative

Position Description Standards for Hand Crew Supervisors (non-Interagency Hotshot Crew)

Department of Interior standard position descriptions (SPDs) FDI0216 and FDI0217, found at https://www.doi.gov/flert/DOI_std_pds, may be utilized for any non-IHC hand crew or module leader, crew boss, or assistant crew boss positions. This includes hand crew leaders on type 2 initial attack and type 2 hand crews, fire suppression modules, wildland fire modules, fuels hand crews, and fuels modules.

- Interagency Fire Program Management (IFPM) requirements will not be applied. Selective factors and Incident Command System (ICS) qualification requirements will be based on hand crew requirements found in the *Interagency Standards for Fire and Fire Aviation Operations* (Red Book), the *NWCG Standards for Wildland Fire Position Qualifications* (PMS 310- 1), and other agency and interagency policy. Selecting officials may also determine selective factors in addition to minimum requirements as appropriate.
- The qualification requirements specified in the *Standards for Interagency Hotshot Crew Operations (SIHCO)* do not apply to these positions and will not be required prior to entrance into these positions as stated in the SPDs unless independently determined by the Selecting Official.
- If utilized for BLM Veteran hand crews, additional standards may apply. These additional standards are found in the *BLM Standards for Veteran Crew Operations*, located at https://www.nifc.gov/about-us/our-partners/blm/blm-crews.
- Servicing human resources offices will consult with fire management officers and utilize the appropriate hand crew leader position naming convention for vacancy announcements and personnel systems.

BLM Veteran Crews

BLM veteran crews are comprised primarily of veterans from the United States Armed Forces. Each veteran crew trains and works as a single unit and mobilizes fully equipped with transportation. The diverse make-up of veteran crewmembers provides a high level of professionalism, leadership, and skills that are transferable to the wildland fire environment. *Standards for Veteran Crew Operations* is available at https://www.nifc.gov/about-us/our-partners/blm/blm-crews.

BLM Veteran Crew Types and Locations

State	Crew	Type	Location
AZ	Aravaipa Veteran	IHC	Sierra Vista
CA	Folsom Lake	Type 2 initial attack	Placerville
MT	Billings	Type 2 initial attack	Billings
NV	Vegas Valley	Type 2 initial attack	Las Vegas
OR	Lakeview Veteran	IHC	Klamath Falls
	Medford[1]	Type 2 initial attack	Medford
WA	Spokane	Fire suppression module	Spokane
WY	Devil's Canyon	Type 2 initial attack	Worland

[1]Not funded with preparedness funding.

BLM Fire Suppression Modules

Fire suppression modules are comprised of 5-10 firefighters and are used primarily for wildfire suppression, fuels reduction, and other fire management duties. Fire suppression modules can perform self-contained, initial attack suppression operations and can generally provide incident management capability at the type 5 level.

BLM Fire Suppression Module Mobilization

Fire suppression modules will be statused, tracked, and mobilized in the Interagency Resource Ordering Capability (IROC) system using the resource identifier "Module, Suppression."

BLM Wildland Fire Modules

Refer to chapter 13.

BLM Engines

Engines carry two to six firefighters and are used primarily for wildfire suppression, fuels reduction, and other fire management duties. Engine personnel can perform self-contained, initial attack suppression operations and can generally provide single resource incident management capability up to the type 4 level.

BLM Engine Ordering

- Engine personnel will status through the local dispatch center in accordance with local policy and procedures.
- Availability of engines for off-unit assignments rests with local unit fire management.
- Units needing engines from another state for support will contact their state operations lead with a request.
- The state operations lead will contact the Fire Operations Division (FA-300) or other state office operations leads with the request.

BLM Engine Typing

Engines are typed according to interagency standards as established by NWCG. See chapter 14 for engine typing standards.

BLM Engine Minimum Staffing Requirements

All engines will meet these minimum staffing requirements on every incident response:

- Minimum staffing for type 6 engines is two personnel: one single resource boss-engine (ENGB) and one firefighter type 2 (FFT2).
- Minimum staffing for type 3, 4, and 5 engines is three personnel: one ENGB and two FFT2s.

When staffing an engine with an employee from another agency on a short-term basis (detail, severity assignment, etc.), the qualification standards of that agency will be accepted. These qualifications must meet PMS 310-1 requirements for the position.

BLM Engine Training and Qualification Requirements

BLM has established additional training and qualification requirements for engine operator (ENOP) and engine boss (ENGB). These additional requirements are as follows:

Fireline Position	Required Qualifications and Training	
Firefighter type 2	IS-700	*An Introduction to the NIMS*
	ICS-100	*Introduction to the ICS*
	L-180	*Human Factors in the Wildland Fire Service*
	S-130	*Firefighter Training*
	S-190	*Introduction to Wildland Fire Behavior*

Fireline Position	Required Qualifications and Training
Engine Operator[1]	Qualified as FFT1 N9018 *BLM Engine Operator Course* L-280 *Followership to Leadership* S-131 *Firefighter Type 1* S-211 *Portable Pumps and Water Use* S-212 *NWCG Standards for Wildland Fire Chainsaw Operations* S-260 *Interagency Incident Business Management* S-290 *Intermediate Wildland Fire Behavior* RT-301 *BLM Fire Vehicle Driver Refresher - Annually*
Engine Boss	Qualified as ENOP and ICT5 ICS-200 *Basic ICS for Initial Response* S-215 *Fire Operations in the Wildland/Urban Interface* S-230 *Crew Boss (Single Resource)* S-290 *Intermediate Wildland Fire Behavior*

[1]The BLM utilizes the ENOP fireline qualification to provide additional expertise in engine maintenance, pump operations, and vehicle operation. ENOP is required prior to qualification as a BLM ENGB.

Engine Crew Position Descriptions and Selective Placement Factors

Guidance for utilization of DOI standard position descriptions and selective placement factors when recruiting and filling position on BLM engine crews can be found at https://doimspp.sharepoint.com/sites/blm-fa/fire-operations/SitePages/Policy-and-References.aspx. The DOI standard position descriptions (SPDs) and the National Wildfire Coordinating Group (NWCG) qualification requirements will be utilized when recruiting and filling positions on engine crews. The NWCG qualifications listed below are minimum required qualifications; higher NWCG qualifications can be substituted and utilized for all positions. Human resources specialists should first consult FMOs for questions on NWCG qualifications or the Interagency Fire Program Management (IFPM) position standards (https://www.nifc.gov/programs/interagency-fire-program-management). The SPDs for DOI wide use can be found at https://www.doi.gov/flert/DOI_std_pds.

Position Description Number	Title/Series/Grade(s)	Minimum Selective Placement Factor(s)	Working Title(s)	Firefighter Retirement Coverage
FDI0203	Forestry Aid, Wildland Firefighter GS-0462-03	None	Firefighter/ crewmember	Primary
FDI0204	Forestry Technician, Wildland Firefighter GS-0462-04	*Temporary:* 90 days prior wildland fire experience	Firefighter/ crewmember	Primary

Position Description Number	Title/Series/Grade(s)	Minimum Selective Placement Factor(s)	Working Title(s)	Firefighter Retirement Coverage
		Permanent: None		
FDI0205*	Forestry Technician, Senior Wildland Firefighter GS-0462-05	FFT1 and S-290	Senior (lead) firefighter	Primary
FDI0206*	Forestry Technician (Fire) GS-0462-06	FFT1 and S-290	Senior (lead) firefighter	Primary
FDI207B/A*	Forestry Technician (Fire) GS-0462-06/07	FFT1 and S-290	Senior (lead) firefighter/ engine operator/ assistant engine boss/ assistant Engine Captain	Primary
FDI236B/A*	Forestry Technician (Fire) Engine Captain GS-0462-07/08	ENGB, ICT5, and S-211**	Engine boss/ engine captain	Primary

*IFPM minimum qualification standards apply.
**Because minimum staffing of BLM engines is two personnel (Type 6 engines) or three personnel (Type 3/4/5 Engines), the *Supervisory Fire Engine Operator (Supervising Three or Fewer Crew Members)* IFPM qualification standard will be applied bureauwide.

BLM Engine Driver Requirements

For engines greater than 26,000 gross vehicle weight rating (GVWR), the driver of the engine is required to possess a commercial driver's license (CDL). Refer to chapter 7 for more information.

WCF class-668 vehicle drivers are required to complete *WCF Class-668 Driver and Maintenance Training* (once). *WCF Class-668 Driver and Maintenance Training* may be conducted at the unit/zone/state level utilizing qualified and experienced class-668 operators. NFEP staff are available as unit instructors; the hosting unit is responsible for course coordination.

All hands-on components of engine driver training courses will be conducted on the specific vehicle or vehicle type the driver will be operating.

Equivalent courses that satisfy driver training requirements, such as the National Safety Council-sanctioned *Emergency Vehicle Operator Course* (EVOC), will

be approved in writing by the Fire Operations Division Chief (FA-300) on a case-by-case basis.

BLM engine driver training satisfies the BLM requirement for 4X4 driver training stated in H-1112-1, chapter 15.

BLM Smokejumpers

Smokejumpers operate in teams of two to eight firefighters and are used primarily for wildfire suppression, fuels reduction, and other fire management duties. Smokejumpers can perform self-contained, initial attack suppression operations, and commonly provide incident management capability at the type 3 level. Smokejumpers provide personnel to type 1 and type 2 incidents as command and general staff or other miscellaneous single resources. BLM smokejumper bases are located in Boise, Idaho, and Fairbanks, Alaska.

BLM Smokejumper (SMKJ) Operations

The *Interagency Smokejumper Operations Guide (ISMOG), BLM Ram-air Training Manual (RATM), Great Basin Smokejumpers User Guide, Alaska Geographic Area Coordination Center Mob Guide,* and other pertinent agreements and operating plans contain smokejumper operational and administrative procedures.

BLM Smokejumper Mission

Smokejumper aircraft are dispatched with a standard load of 8 smokejumpers and equipment to be self-sufficient for 48 hours. A typical smokejumper mission takes 30 minutes over a fire. A spotter (senior smokejumper in charge of smokejumper missions) serves as the mission coordinator on smokejumper missions. This may include coordinating smokejumper operation with on-scene aircraft over a fire until a qualified air tactical group supervisor (ATGS) arrives.

BLM Smokejumper Coordination and Dispatch

Smokejumpers are a national shared resource and are ordered according to geographic area or national mobilization guides. The operational unit for smokejumpers is “one load” (8-12 smokejumpers). Specific information on the coordination, dispatch, ordering, and use of BLM smokejumpers can be found in the *BLM Great Basin Smokejumpers User Guide*, and in the *Alaska Geographic Area Coordination Center Mob Guide.* Contact BLM smokejumpers in Boise at (208) 387-5426 or in Alaska at (907) 356-5540 for these publications.

BLM Ram-Air Parachute System Management

The BLM has exclusive authority for all aspects of BLM Ram-Air parachute system management and operations. This includes:

- **System Changes and Modifications** – All BLM Ram-Air parachute system modifications, research, and development will be documented and approved using the BLM Smokejumper Modification Document (MODOC) System.

- **Ram-Air Training** – All smokejumpers utilizing the BLM Ram-Air parachute system will adhere to the training processes and procedures in the *BLM Ram-Air Training Manual*.
- **Malfunction Abnormality and Reporting System (MARS)** – MARS is a reporting system utilized to report and document malfunctions and abnormalities associated with smokejumper parachute jumping, parachute equipment, and parachute-related aircraft operations. The MARS database is hosted by the USFS and is used by both the BLM and USFS to analyze malfunctions and abnormalities, identify trends, and initiate corrective actions. BLM retains exclusive authority to apply corrective actions to BLM equipment and procedures.
- **BLM-Approved Smokejumper Equipment List** – All smokejumpers using the BLM Ram-Air parachute system will only utilize equipment listed in the BLM-approved smokejumper equipment list unless specific approval is authorized through a MODOC.
- **Incidents, Reviews, and Accident Investigations** – BLM smokejumpers will follow all procedures for accident review and investigation as outlined in the *Interagency Standards for Fire and Fire Aviation Operations*, chapters 2 and 18. The BLM smokejumpers will report incidents/accidents as appropriate, on the National Technology and Development Program (NTDP) formerly known as Missoula Technology and Development Center (MTDC) Injury Reporting Form. A BLM smokejumper subject matter expert will participate in any investigation or review involving the BLM Ram-air parachute system.
- **Adherence to Agency Policies and Manuals** – BLM will adhere to its own policies, guidelines, manuals, handbooks, and other operational documents as they pertain to smokejumper parachuting operations. The smokejumper base managers will work through established command channels to change BLM Ram-air parachute system policies, guidelines, manuals, handbooks, and other operational documents, and/or to request research and development of new products.

BLM Smokejumper Aircraft

Smokejumpers use aircraft approved by the Interagency Smokejumper Aircraft Screening and Evaluation Subcommittee (SASES). All aviation operations will be performed according to agency policies and procedures. Smokejumper-specific aviation standards are identified in the *BLM Smokejumper Air Operations Manual*.

BLM Smokejumper Training

To ensure proficiency and safety, smokejumpers complete annual training in aviation, parachuting, fire suppression, administration, and safety. Experienced smokejumpers receive annual refresher training in these areas. First-year smokejumpers undergo a rigorous 4-to-5-week training program.

Candidates are evaluated to determine:

- Level of physical fitness

- Ability to learn and perform smokejumper skills
- Ability to work as a team member
- Attitude
- Ability to think clearly and remain productive in a stressful environment

BLM Smokejumper Training and Qualification Targets

Position	IQCS Target	Smokejumper Training Target
Department managers	Type 1 and type 2 command and general staff	
Spotter	ICT3, DIVS, ATGS, RXB2, safety officer (SOFR)	
Senior smokejumper	Strike team leader (STLD), TFLD	Senior rigger, field observer (FOBS)
Smokejumper	ICT4, CRWB, FIRB	Fire effects monitor (FEMO)
Rookie smokejumper	ICT5	

BLM Smokejumper Jump Proficiency Guideline

To ensure proficiency and safety, it is the goal of BLM smokejumpers to perform a training or operational jump every 14 days. A longer period between jumps can occur due to fire assignments or other duties. Guidelines for managing gaps between jumps beyond 14 days are included in the BLM Ram-air Training Manual. Funding for currency and/or training jumps are included in the home unit's normal preparedness budgets. Units hosting contingents or spike bases will not be charged for any proficiency jump or related activities.

BLM Smokejumper Physical Fitness Standards

The BLM smokejumper physical fitness standards are mandatory. All BLM smokejumpers must pass the BLM smokejumper physical fitness standards to perform training or operational jumps.

BLM smokejumper chiefs are authorized to allow refresher training jumps for experienced jumpers if course conditions are unsafe for runs or packs.

BLM Smokejumper Physical Fitness Standards
(Two options)*: • 1.5-mile run in 10:47 minutes or less, or • 3-mile backpacking with a 110-pound load within 65 minutes
30 push-ups
6 pull-ups
Arduous WCT

* Successful completion of both elements is required during smokejumper rookie training.

Retesting

Retesting criteria include:

- Returning smokejumpers are allowed three opportunities to pass the BLM smokejumper physical fitness standards. Each retest will occur no sooner than 24 hours after failing the previous test and will consist of all elements of the smokejumper physical fitness test.
- Smokejumper candidates have one opportunity to pass the BLM smokejumper physical fitness standards.
- If an employee sustains an injury (verified by a licensed medical provider) during a test, the test will not count as an attempt. Once an injured employee has been released for full duty, the employee will be given time to prepare for the test (not to exceed 4 weeks).

BLM Exclusive-Use Helitack Crews

The BLM contracts type 1, type 2 or type 3 exclusive use of vendor-supplied and -supported helicopters in BLM districts throughout the United States. Helitack crews are assigned to manage each contracted helicopter and perform suppression and support operations to accomplish fire and resource management objectives.

Each contract specifies a mandatory availability period (MAP) that the aircraft will be assigned for the exclusive use of the BLM. The National Aviation Office provides the funding to pay for the aircraft's availability costs.

The BLM host unit is responsible for providing a helitack crew that meets the minimum experience and qualification requirements specified in the Exclusive-use Fire Helicopter Position Prerequisites table in chapter 16. Each functional or supervisory level must have met the experience and qualification requirements of the next lower functional level. The minimum daily staffing level (seven-day staffing) must meet the level indicated in the *NWCG Standards for Helicopter Operations,* chapter 2. BLM helicopters operated in Alaska need only be staffed with a qualified helicopter manager.

The host unit is also responsible for providing administrative support; equipment, vehicles, and facilities for helitack crews as specified in the *NWCG Standards for Helicopter Operations;* and other associated specialized equipment.

The BLM type 1 helicopter's primary mission is initial attack. While most effective at providing rapid initial response, the crew is well equipped to respond to extended-attack incidents and critical need missions on large fires. Extended attack incidents that utilize the crew to fill critical positions should immediately order replacement personnel for those positions in case the aircraft and crew are reassigned. BLM states may request to preposition the helicopter and crew, either directly to the BLM state DO hosting the crew, or through the national duty officer (208-387-5876) followed by a resource order placed through the established dispatch channels.

BLM Exclusive-Use Helicopter Locations

State	Location	NWCG Type
AK	Fairbanks	2 (4 each), 3 (3 each)
AZ	Wickenburg	3
	St. George	3
CA	Apple Valley	2
	Ravendale	3
CO	Rifle	3
ID	Boise	1
	Twin Falls	2
MT	Lewistown	3
	Miles City	3
NV	Elko	3
	Ely	3
	Las Vegas	3
OR	Burns	2
	Lakeview	2
	Vale	3
UT	Moab	3
	Salt Lake City	3
WY	Rawlins	3

Fire Helicopter Crew Position Descriptions and Selective Placement Factors

The following DOI standard position descriptions, BLM standard position descriptions, and National Wildfire Coordinating Group (NWCG) qualification requirements will be utilized to recruit and fill all BLM exclusive use helitack crews. The NWCG qualifications listed below are minimum required qualifications; higher NWCG qualifications can be substituted and utilized for all positions at the discretion of the selecting official. Human resource specialists should consult with fire management officers for questions on NWCG qualifications. Standard position descriptions can be found at https://www.doi.gov/flert/DOI_std_pds.

Position Description Number	Title/Series/Grade(s)	NWCG Selective Placement Factor(s)	Exclusive-Use Helitack Crew Position	Firefighter Retirement Coverage
FDI0204	Forestry Technician, Wildland Firefighter GS-0462-04	None	Firefighter/ Crewmember	Primary

Position Description Number	Title/Series/Grade(s)	NWCG Selective Placement Factor(s)	Exclusive-Use Helitack Crew Position	Firefighter Retirement Coverage
FDI0205*	Forestry Technician, Senior Wildland Firefighter GS-0462-05	FFT1 and S-290	Senior (Lead) Firefighter	Primary
FDI0206*	Forestry Technician (Fire) GS-0462-06	FFT1 and S-290	Senior (Lead) Firefighter	Primary
FDI207B/A	Forestry Technician (Fire) GS-0462-06/07	FFT1 and ICT5 and HECM	Squad Leader	Primary
F300054	Forestry Technician (Fire) – Assistant Fire Helicopter Crew Supervisor GS-0462-08	ICT4 and HMGB and HEBM(T)	Assistant Fire Helicopter Crew Supervisor	Secondary/ Administrative
F300053*	Forestry Technician (Fire) – Fire Helicopter Crew Supervisor GS-0462-09	ICT4 and HMGB and HEBM	Fire Helicopter Crew Supervisor	Secondary/ Administrative

* Indicates an Interagency Fire Program Management (IFPM) qualification standard applies

Management Actions for Noncompliant Remote Automated Weather Stations

Fire managers must be cognizant that all RAWS will not be 100% compliant with standards established in the *NWCG Standards for Fire Weather Stations* (PMS 426-3) at all times. Furthermore, even when RAWS are fully compliant and operational, RAWS data should be used only in conjunction with other predictive services and fireline data sources in fire management decision making, particularly at the tactical level.

Fire managers must monitor RAWS status and recognize when a station is noncompliant. Noncompliant stations are broadly categorized as follows:

- *Inoperative station.* This station is noncompliant but poses no danger of providing inaccurate weather data because it is not transmitting data.
- *Operating station that has exceeded the required maintenance cycle.* These stations are identified in the weekly "Wildland Fire Management Information (WFMI) Weather Noncompliance Report," which is widely distributed by email and available at https://raws.nifc.gov/standards-guidelines. Although transmitted data may be accurate, noncompliance means the data should not be trusted.
- *Operating station that transmits data outside of PMS 426-3 standards due to faulty sensors or components.* These stations are most easily identified by local users who are familiar with environmental trends and conditions and

can recognize data that seems abnormal or clearly unrepresentative of current conditions. This usually indicates faulty sensors or components.

When noncompliant RAWS are identified or suspected, fire managers should implement the following hazard mitigation actions to expedite RAWS repair and to reduce risk to fire personnel:

- Contact the RAWS Help Desk (208-387-5475 or rawshelp@blm.gov). Identify the station and discuss troubleshooting steps or schedule the necessary repairs. If there are trained personnel in the local area, the Help Desk may be able to ship the required parts and coordinate the repairs via phone. If a professional technician needs to make a site visit, provide a local individual to assist, and use this opportunity to provide training for local personnel.
- Ensure that appropriate personnel and organizations know which stations are out of compliance and which sensors are affected, if possible. Direct personnel to alternative weather data sources if possible.
- Use nearby compliant RAWS if available.
- Based on local knowledge of specific RAWS problems (e.g., which sensor is out of compliance), separate reliable data from unreliable data.
- Consider using data from belt weather kit readings, other portable device observations, predictive services or National Weather Service offices, or non-fire weather sources, such as airports.

Fire managers should ensure that local portable RAWS are compliant prior to use; noncompliant portable RAWS will not be activated for data processing via WFMI weather.

Sagebrush Rangeland and Sage-Grouse Conservation Related to Wildland Fire

Firefighter and public safety has been, and continues to be, the BLM's highest fire management priority. Protecting, conserving, and restoring the sagebrush rangelands and sage-grouse habitat are among BLM fire management's highest natural resource objectives.

The BLM's management responsibilities include taking actions on public lands to control and manage wildfire and invasive plants to protect, conserve, and restore the sagebrush rangelands and sage-grouse habitat. The BLM's goal is to limit acres burned and damaged within and adjacent to sage-grouse habitat. The BLM will meet this goal through the certain management actions, including fuels management, fire operations, and post fire recovery. The following provides guidance to convey leader's intent while recognizing that not all of these actions and activities apply to all affected offices and successful implementation may look different throughout the BLM.

Prior to, during, and following wildfires, BLM field offices will:

- Protect, conserve, and restore sagebrush rangelands and sage-grouse habitat.

- Strive to maintain and enhance resilience of the sagebrush rangelands, including through fuels and vegetation treatments.
- Foster existing relationships with partners and develop new cooperative relationships that will help bolster BLM capacity to protect sagebrush rangelands and sage-grouse habitat.

With regard to fire operations in sagebrush rangelands and sage-grouse habitat, BLM field offices will:

- Prioritize firefighter and public safety, including following our "Standard Firefighting Orders," mitigate any "Watch-Out Situations," and apply the principles of Lookouts, Communications, Escape Routes, and Safety Zones on all fire assignments.
- Maintain a strong and proactive preparedness capability when conditions indicate potential for multiple ignitions and large fire growth.
- Maintain situational awareness during suppression resource drawdown levels under multiple ignition and large fire growth conditions.
- Boost suppression capability in critical sage-grouse habitat when severe fire weather conditions are predicted.
- Generate interest in local residents and public land users becoming a trained and equipped fire response force to work in concert with existing partners.
- Expand the use of Rangeland Fire Protection Association (RFPA) or Rural Fire Department (RFD) suppression resources.
- Continue and expand efforts to train and use local, non-Federal agency individuals as liaisons in wildland fire detection and suppression operations.

The FAD may continue to review wildfires occurring in sagebrush rangelands and sage-grouse habitat as part of the Significant Wildland Fire Review (SWFR) process. A SWFR may be conducted, in part, when there are significant political, social, natural resource, complexity, size, or policy concerns; significant and complicated cost-share or multi-jurisdictional issues; or the affected line officer requests a review.

When sage-grouse habitat is burned or threatened by wildland fires burning on or originating on BLM-managed lands, reporting requirements and documentation in the Incident Status Summary (ICS-209) regarding the impact to sage-grouse habitat should be in accordance with NMAC correspondence #2015-7 dated June 23, 2015, and the OWF Memorandum #2015-007. For additional guidance on sage-grouse inputs to the ICS-209, see the *National Interagency Mobilization Guide*.

Current habitat designations geospatial data layers provided to the WFDSS system and for calculating acres burned are available at https://nifc.maps.arcgis.com/apps/dashboards/ae72e294414f4504be7677c153ad77d5.

BLM Use of the Wildland Fire Decision Support System

BLM follows interagency policy regarding use of the Wildland Fire Decision Support System (WFDSS). Standards for when WFDSS will be used are found in chapter 11.

The following information provides direction for BLM AADM engagement in the WFDSS decision-making and documentation process for published decisions involving multiple jurisdictions (FA-IM-2020-021).

When BLM Initiates a Wildland Fire Decision Support System Decision

The BLM AADM is responsible for ensuring affected Federal agencies are notified as soon as practicable and provided an opportunity to participate in the WFDSS decision process. Documentation of coordination with AADMs from each affected Federal agency within the WFDSS planning area should be included in the decision rationale. Additionally, the AADM should continue to engage affected Federal, Tribal, State, and local agencies as appropriate.

See the following examples of WFDSS decision rationale documentation to be included on multi-jurisdictional fires.

- Documentation of engagement with other agencies:

  "The following jurisdictions were engaged in this decision-making process [identify all jurisdictions] and coordination between agency administrator(s) will be ongoing to ensure Incident objectives and requirements continue to be tied to each agency's strategic objectives and management requirements."

- Other agency declines engagement due to lack of threat:

  "The agency administrator for the [jurisdictional agency] was invited to engage as an approver in this decision but declined because the fire is currently not a threat to the agency's lands at this time. Coordination with the agency administrator will be ongoing to ensure opportunities to engage in the decision process are provided when there is a reasonable expectation that the fire might threaten or impact the [jurisdictional agency] lands or contingency suppression actions may occur on their lands."

- Other agency declines engagement due to no additional impacts to their lands:

  "The agency administrator for the [jurisdictional agency] was invited to engage as an approver in this decision but declined because the fire has burned completely through their agency's lands and no further suppression actions or suppression repair will occur on their lands."

When Other Agency (non-BLM) initiates a WFDSS Decision

When BLM-managed lands are included in a wildfire's planning area for a WFDSS decision initiated by another agency, the BLM AADM must participate

in the WFDSS decision process. If a BLM AADM requests to participate in the decision process for an incident that has BLM-managed lands within the planning area but is denied that opportunity, notify the BLM state fire management officer who will work to rectify the situation.

BLM Global Positioning System Datum and Coordinate Format Standard

To ensure safe and efficient suppression operations, all BLM fire resources will use a standard GPS datum and latitude/longitude (coordinate) format when communicating GPS references. The standard datum is WGS84, and the standard coordinate format is Degrees Decimal Minutes (DDM). For other activities (e.g., mapping, planning), agency standards will apply.

Chapter 3
National Park Service Program Organization and Responsibilities

Introduction

This chapter summarizes specific requirements for National Park Service (NPS) fire management programs. Fire managers should consult DO-18 Wildland Fire and RM-18 Wildland Fire for full guidance and descriptions of requirements summarized in this chapter. If there is a discrepancy between guidance found in this document and Directors Order (DO) or Reference Manual (RM)-18, information contained herein will be considered authoritative as updates occur on a more frequent cycle than either the DO or RM.

Employee Conduct

All employees, cooperators, contractors, and volunteers who participate in wildland fire activities have the duty to treat each other with respect and to maintain a work environment free of harassment and misconduct. This includes conduct broader than the legal definitions of harassment and sexual harassment. Harassment becomes illegal when enduring the offensive conduct becomes a condition of continued employment or the conduct is sufficiently severe or pervasive as to create a work environment that a reasonable person would consider intimidating, hostile, or abusive. Employees are subject to disciplinary action, up to and including removal, for engaging in harassing conduct while in the workplace or in any work-related situation, including while on official travel. Off-duty misconduct (e.g., harassing a co-worker, visitor, contractor, or volunteer during off-duty hours) may subject the employee to potential discipline if the misconduct is likely to have an adverse effect on the NPS More extensive information, including how to report misconduct or harassment, is found in Director's Order 16E.

Office of Wildland Fire (OWF) Policy Memorandum 2018-011, *Implementing Procedures for the Department of the Interior (DOI) Personnel Bulletin 18-01: Prevention and Elimination of Harassing Conduct for DOI employees deployed to fire (or other emergency) incidents* provides clarification for implementing the DOI Personnel Bulletin 18-01, *Prevention and Elimination of Harassing Conduct* policy while employees are deployed on incidents.

- OWF Policy Memorandum 2018-011 can be found at https://www.doi.gov/sites/doi.gov/files/elips/documents/personnel-bulletin-18-01-implementing-procedures-for-employees-deployed-to-fire-or-other-emergency-incidents-approval.pdf.
- DOI Personnel Bulletin 18-01 can be found at https://www.doi.gov/employees/anti-harassment/personnel-bulletin-18-01.

Agency Administrator Roles

Director

The Director of the NPS is responsible to the Secretary of the DOI for fire management programs on public lands administered by the NPS. The Division of Fire and Fire Aviation Management is responsible to the Director for Policy Formulation and Program Oversight.

The Chief, Division of Fire and Aviation Management will meet the required elements outlined in the *Management Performance Requirements for Fire Operations.*

Regional Director

The regional director is responsible to the Director for fire management programs and activities within their region.

The regional director will meet the required elements outlined in the *Management Performance Requirements for Fire Operations* and ensure training is completed to support delegations to line managers and principal actings.

Park Superintendent

The park superintendent is responsible to the regional director for the safe and efficient implementation of fire management activities within their unit, including cooperative activities with other agencies or landowners in accordance with delegations of authorities. The park superintendent or principal acting will meet the required elements outlined in the *Management Performance Requirements for Fire Operations*.

Agency Administrator Management Performance Requirements for Fire Operations

PERFORMANCE REQUIRED	NPS Director	Regional Director	Park Supt.
1. Take necessary and prudent actions to ensure firefighter and public safety.	X	X	X
2. Ensures sufficient qualified fire and non-fire personnel are available each year to support fire operations at a level commensurate with the local and national fire situation. Ensures that all training and certification of fire and non-fire personnel is completed as required to support fire operations at the local and national level.	X	X	X
3. Ensure fire management officers (FMOs) are fully qualified as identified in the *Interagency Fire Program Management Qualification Standards*.	X	X	X

PERFORMANCE REQUIRED	NPS Director	Regional Director	Park Supt.
4. Provide a written delegation of authority on an annual basis to individual(s) responsible for wildland fire management activities to ensure an adequate level of operational authority. Depending on park organizational structure, written delegations may be provided to the chief ranger, natural resource specialist, FMO, designated fire coordinator, park group FMO, or to individuals from neighboring fire management organizations, provided a written agreement or memorandum of understanding is in-place. Where applicable, an inter-park agreement that specifies the reciprocal responsibilities of the superintendent and park group FMO assigned DO, will be prepared. This inter-park agreement will be accompanied by an annual delegation of authority. Both the delegation of authority and inter-park agreement will remain valid until rescinded by either party, updates are needed, or personnel changes necessitate a revision and update. As appropriate, the delegation of authority will specify multi-agency coordination (MAC) group authorities.	**X**	**X**	**X**
5. Park units with burnable vegetation must have an approved Fire Management Plan (FMP). All NPS FMPs must align with the current (2014) DOI Fire Management Plan template by October 1, 2024. For additional FMP agency administrator management performance requirements, refer to RM-18, Wildland Fire Management Chapter 4, Fire Management Plans.			**X**
6. Review and approve wildfire preparedness and fuels management funding based on an accurate and defensible readiness analysis. Ensure use of fire funds is in compliance with DOI and agency policies.	**X**	**X**	**X**

PERFORMANCE REQUIRED	NPS Director	Regional Director	Park Supt.
7. Develop fire management standards and constraints that are in compliance with agency fire policies.		**X**	**X**
8. Ensure compliance with the collection, storing, and aggregation of wildland fire program core geospatial data (http://share.nps.gov/firegis).			**X**
9. Management teams will meet annually to review fire and aviation policies, roles, responsibilities, and delegations of authority. Specifically address oversight and management controls, critical safety issues and high-risk situations, such as team transfers of command, periods of multiple fire activity, and Red Flag Warnings.	**X**	**X**	**X**
10. Review safety policies, procedures, and concerns with field fire and fire aviation personnel. Discussions should include issues that could compromise safety and effectiveness during the upcoming season.			**X**
11. Ensure timely follow-up actions to program reviews, fire preparedness reviews, fire and fire aviation safety reviews, fire critiques and post-season reviews.	**X**	**X**	**X**
12. Ensure fire and fire aviation preparedness reviews are conducted in all units annually. Parks must complete checklists applicable to their specific program scope and complexity and include appropriate program elements, such as prescribed fire. A summary of the preparedness review findings including standards exceeded or needing improvement will be submitted to the regional FMO before the fire season.		**X**	**X**

PERFORMANCE REQUIRED	NPS Director	Regional Director	Park Supt.
13. Ensure an approved burn plan is followed for each prescribed fire project; technical review, *Prescribed Fire Go/No-Go Checklist* (PMS 484-1, Element 2B), and *Agency Administrator Ignition Authorization* (PMS 484-1, Element 2A) are completed; and follow-up monitoring and documentation to ensure management objectives are met.		**X**	**X**
14. Ensure air quality exceedance reviews are completed in cooperation with the NPS Air Resource Division.	**X**	**X**	**X**
15. Meet annually with major cooperators and review interagency agreements to ensure continued effectiveness and efficiency (may be delegated).		**X**	**X**
16. Ensure post fire reviews are conducted on all fires that escape initial attack or are managed as long-term incidents. Participate in all reviews that require management by any type of incident management team (regional director may delegate.)		**X**	**X**
17. Provide management oversight by personally visiting wildland and prescribed fires each year.			**X**
18. Provide incident management objectives, written delegations of authority, and agency administrator (AADM) briefings to IMTs. See chapter 11, Agency Administrator Responsibilities.			**X**
19. Monitor wildfire potential and provide oversight during periods of critical fire activity/situations.	**X**	**X**	**X**
20. Ensure resource advisors are identified, trained, available, and appropriately assigned to wildland fire incidents. Refer to *Resource Advisor Guide for Wildland Fire* (PMS 313), August 2017.			**X**
21. Convene and participate in annual preseason and postseason fire meetings.	**X**	**X**	**X**

PERFORMANCE REQUIRED	NPS Director	Regional Director	Park Supt.
22. Ensure park superintendents who have potential wildland fire response in their park, their designated acting superintendents, and supervisors of fire management officers (FMOs) attain and maintain the AADM qualification in the Incident Qualifications and Certification System (IQCS). The qualification must be attained within two years of appointment.		**X**	**X**
23. Ensure appropriate investigations are conducted for accidents (as defined in chapter 18), entrapments, shelter deployments, and related events.	**X**	**X**	**X**
24. For all unplanned, human-caused fires where liability can be determined, ensure actions are initiated to recover cost of suppression activities, land rehabilitation, and damages to the resource and improvements.		**X**	**X**
25. For all fires identified as requiring a Wildland Fire Decision Support System (WFDSS) decision in chapter 11, ensure local unit staff specialists are involved in the development and that all decisions are consistent with the objectives and requirements contained in the park's Fire Management Plan.			**X**
26. Ensure there is adequate direction in fire management plans to identify fire danger awareness with escalating fire potential.			**X**
27. NPS superintendents or other designated approving officials will maintain WFDSS user profiles (as appropriate), allowing them to approve wildfire decisions in WFDSS.			**X**
28. Ensure compliance with departmental and agency policy, as well as regional office direction for prescribed fire activities and ensure that periodic reviews and inspections of the prescribed fire program are completed.	**X**	**X**	**X**

PERFORMANCE REQUIRED	NPS Director	Regional Director	Park Supt.
29. Review prescribed fire plans and recommend or approve the plans depending upon the delegated authority. Ensure that each prescribed fire plan has been reviewed and recommended by a qualified technical reviewer who was not involved in plan preparation.			**X**
30. Serves as the management official (MO) within the DOI Wildland Firefighter Medical Standards Program.		**X**	**X**

Fire Management Staff Roles

National Office

The Chief, Division of Fire and Aviation (FAM Chief), NPS-NIFC, is responsible and accountable for developing policy, program direction, and international coordination. The FAM Chief, along with the branch chiefs for wildland fire and aviation, work with interagency cooperators to coordinate, reduce duplication, increase efficiencies in wildland fire management and aviation, and provide feedback to regional offices on performance requirements.

Regional Office

The regional fire management officer (RFMO) provides leadership for their fire and fire aviation management program. The RFMO is responsible and accountable for providing planning, coordination, training, technical guidance, and oversight to the park fire management programs. The RFMO also represents the regional director on interagency geographic coordination groups and multi-agency coordination (MAC) groups. The RFMO provides feedback to units on performance requirements.

Park

The fire management officer (FMO) is responsible and accountable for providing leadership for fire and fire aviation management programs at the local level. The FMO determines program requirements to implement land use decisions through the Fire Management Plan (FMP) to meet land management objectives. The FMO negotiates interagency agreements (contracting/agreements officer must review and process agreement) and represents the AADM on local interagency fire and fire aviation groups.

The superintendent shall annually provide and update the expectations of wildland fire program leaders by means of two instruments. One is a limited delegation of authority that encompasses the scope of duties outlined above. The other is an inter-park agreement for those cases where a park group FMO (or designee) handles defined duties on behalf of another NPS unit within the defined park group.

Fire Management Staff Performance Requirements for Fire Operations

PERFORMANCE REQUIRED	FAM CHIEF	RFMO	FMO
1. Maintain safety first as the foundation for all aspects of fire and fire aviation management.	**X**	**X**	**X**
2. Ensure completion of a job hazard analysis (JHA) for fire and fire aviation activities so mitigation measures are taken to reduce risk.			**X**
3. Ensure work/rest and length of assignment guidelines are followed during all fire and fire aviation activities. Deviations must be approved and documented.	**X**	**X**	**X**
4. Ensure that only trained and qualified personnel are assigned to fire and fire aviation duties.	**X**	**X**	**X**
5. Develop, implement, evaluate, and document fire and fire aviation training programs to meet current and anticipated needs.	**X**	**X**	**X**
6. Establish an effective process to gather, evaluate, and communicate information to managers, supervisors, and employees. Ensure clear and concise communications are maintained at all levels.	**X**	**X**	**X**
7. Develop and maintain an open line of communication with the public and cooperators.	**X**	**X**	**X**
8. Ensure that the fire and fire aviation management staff understand their roles, responsibilities, authority, and accountability.	**X**	**X**	**X**
9. Organize, train, equip, and direct a qualified workforce. Establish incident qualification card certification/ qualification process at the local level. Individual development plans (IDP) should be developed for all employees, but special emphasis must be on employees that do not meet standards.	**X**	**X**	**X**

PERFORMANCE REQUIRED	FAM CHIEF	RFMO	FMO
10. Ensure fire and fire aviation policies are understood, followed, and coordinated with other agencies as appropriate.	X	X	X
11. Recognize when complexity levels exceed program capabilities. Increase administrative, managerial, and operational resources to meet the need.	X	X	X
12. Initiate, conduct, and participate in fire-management-related reviews and investigations, including prescribed fires declared wildfires.	X	X	X
13. Provide for and personally participate in periodic site visits to individual incidents and projects.	X	X	X
14. Utilize the incident complexity analysis to ensure the proper level of management is assigned to all incidents.		X	X
15. Review and evaluate performance of the fire management organization and take appropriate actions.	X	X	X
16. Ensure incoming personnel and crews are briefed prior to fire and fire aviation assignments.		X	X
17. For all fires identified as requiring a WFDSS decision in chapter 11, ensure local unit staff specialists are involved in the development and that all decisions are consistent with the objectives and requirements contained in the park's fire management plan.		X	X
18. Monitor fire season severity predictions, fire behavior, and fire activity levels. Take actions to ensure safe, efficient, and effective operations.	X	X	X
19. Provide fire personnel with adequate guidance and decision-making authority to ensure timely decisions.		X	X

PERFORMANCE REQUIRED	FAM CHIEF	RFMO	FMO
20. Ensure a written/approved prescribed fire/ mechanical treatment plan is based on the fire management plan uploaded to the SharePoint site https://doimspp.SharePoint.com/sites/nps-wildlandfireA123 and project level NEPA (Section 106, Section 7 and NHPA) has been completed for each prescribed fire or non-fire treatment.			**X**
21. Ensure effective transfer of command of incident management occurs and oversight is in place.	**X**	**X**	**X**
22. Develop and maintain agreements, operating plans, and contracts on an interagency basis to increase effectiveness and efficiencies.	**X**	**X**	**X**
23. Provide the expertise and skills to fully integrate fire and fire aviation management into interdisciplinary planning efforts.	**X**	**X**	**X**
24. Work with cooperators to identify processes and procedures for providing fire safe communities.	**X**	**X**	**X**
25. Develop, maintain, and annually evaluate the FMP to ensure accuracy and validity by completing a review. Ensure applicable park resource management objectives are included in the Fire Management Plan (FMP).		**X**	**X**
26. Ensure budget requests and allocations reflect analyzed anticipated workload.	**X**	**X**	**X**
27. Develop and maintain current operational plans, e.g., dispatch, preattack, prevention.	**X**	**X**	**X**
28. Ensure that reports and records are properly completed and maintained.	**X**	**X**	**X**
29. Ensure wildland fire program core spatial data is collected, stored, and aggregated based on NPS standards (http://share.nps.gov/firegis).		**X**	**X**

PERFORMANCE REQUIRED	FAM CHIEF	RFMO	FMO
30. Ensure fiscal responsibility and accountability in planning and expenditures.	X	X	X
31. Assess, identify, and implement program actions that effectively reduce unwanted wildland fire ignitions and mitigate risks to life, property, and resources. Utilize safe, effective, and efficient management.		X	X
32. Effectively communicate the role of wildland fire to internal and external agency audiences.	X	X	X
33. Complete trespass actions when unplanned, human-caused ignitions occur.		X	X
34. Ensure compliance with national and regional policy and direction for prescribed fire activities and ensure that periodic reviews and inspections of the Prescribed Fire Program are completed.	X	X	X
35. Ensure all fire management actions and activities are consistent with those contained in the current fire management plan and associated environmental compliance documentation.			X
36. Ensures compliance with DOI Wildland Firefighter Medical Standards processes to include risk mitigation/waiver processes.	X	X	X

Fire Management Leadership Board

The Fire Management Leadership Board (FMLB) is established under the authority of the Chief, Division of Fire and Aviation Management. The purpose of FMLB is to provide leadership for the National Park Service (NPS) Wildland Fire Management Program through strategic planning and coordination to implement a safe and effective fire management program within the NPS. The FMLB will:

- Develop and implement a Wildland Fire Management Strategic Plan and Wildland Fire Policy;
- Facilitate integrating park, regional and national perspectives in support of the Wildland Fire Strategic Plan and Wildland Fire Policy;
- Develop and recommend strategic direction for long-term NPS Wildland Fire Management Program issues, policies, programs and systems, including the role of the interagency community, to meet the NPS mission;

- Develop and recommend budget priorities to the Branch Chief, Wildland Fire;
- Develop budget and financial management guidance and business rules for the NPS Wildland Fire Management Program;
- Communicate with management and leadership regarding wildland fire management program issues and needs;
- Promote/advocate integrating fire programs with other NPS programs; and
- Address recruitment/retention, succession planning, and organizational efficiency.

Requirements for Fire Management Positions

All NPS employees assigned dedicated fire management program responsibilities at the park, regional, or national level shall meet established interagency and NPS competencies (knowledge, skills, and abilities) and associated qualifications.

All NPS employees assigned to wildland fire management incidents will meet the training and qualification standards set by the National Wildfire Coordinating Group (NWCG).

Refer to chapter 13 of the *Interagency Standards for Fire and Fire Aviation Operations* for specific requirements.

All wildland fires will be managed by an individual qualified and certified at the command level appropriate to the complexity level of the incident.

The qualification standards identified in the *Interagency Fire Program Management Qualifications Standards* will be required, in conjunction with specific agency requirements, when filling vacant fire program positions and as an aid in developing individual development plans (IDPs) for employees.

Training

Training for Fire Management Officers

The following training is required for fire management officers (FMO):

- *Fire Program Management, an Overview* (M-581).

NPS Firefighters General Training Requirements

The following training is required for agency permanent, career seasonal and temporary firefighters:

Required Training	Initial Requirement/ Frequency	Completion Tracking Method	Reference
First Aid/ Cardiopulmonary Resuscitation (CPR)	• Upon initial employment • Every 3 years or per certifying authority	• Instructor-led • Unit safety manager	RM-50B, Section 4

Required Training	Initial Requirement/ Frequency	Completion Tracking Method	Reference
HAZMAT - First Responder Awareness Level	• Upon initial employment • Annually • Minimum of one-hour online course initially and annually	• Instructor-led • Unit safety manager • DOI Talent	OSHA Publication 2254
Wildland Fire Safety Training Annual Refresher (RT-130)	• No minimum hourly requirement • Annually	• IQCS	RM-18 Ch. 10
Bloodborne Pathogens	• Annual for employees at increased risk due to assigned duties (e.g., IHC, helitack, wildland fire modules [WFM], engine crews) • Locally taught or DOI Talent	• Instructor • DOI Talent	RM-51 Ch. 5

Structural Fire and Hazardous Materials Response

All fires that are not Wildland are considered structural and are subject to the requirements and standards of Directors Order (DO) and Reference Manual (RM) #58. All employees responding to structural fires must meet or exceed the qualifications, training, standards and regulations identified in DO and RM #58.

Delegation of Authority

Delegation for Regional Fire Management Officers

In order to effectively perform their duties, the RFMO must have certain authorities delegated from the regional director. The delegation of authority should include the following roles and responsibilities:

- Serves as the regional director's authorized representative on geographic area coordination groups, including MAC groups.
- Coordinate and establish priorities on uncommitted fire suppression resources during periods of shortages.
- Coordinate wildland fire planning, response, and evaluation regionwide.
- Relocate agency presuppression/suppression resources within the region based on fire potential/activity.
- Correct unsafe fire suppression activities.
- Direct accelerated, aggressive initial attack when appropriate.
- Develop and maintain agreements to provide for the management, fiscal, and operational functions of combined agency-operated facilities.

- Suspend prescribed fire activities when warranted.
- Give authorization to hire emergency firefighters in accordance with the DOI Administratively Determined (AD) Pay Plan for Emergency Workers.
- Approve emergency fire severity funding expenditures not to exceed the regional annual authority.
- Ensure smoke impacts to the public and fire personnel are addressed through IMTs ordering of air resources advisors (technical specialist [THSP] ARA) on type 1 fires to the maximum extent practicable. Consider ordering ARAs on type 2 fires (as per Public Law 116-9, the Dingell Act 2019).

NPS Duty Officer

All fire management officers are responsible for ensuring duty officer (DO) coverage during any period of predicted incident activities. DO's responsibilities may be performed by any individual with a signed delegation of authority from the local AADM. The DO may be in a location remote from the park, but will be familiar with local incident response procedures, agreements, and resources. The required duties for all DOs are:

- Monitor unit incident activities for compliance with NPS safety policies.
- Coordinate and set priorities for unit suppression actions and resource allocation.
- Keep AADMs, suppression resources, and information officers informed of the current and expected situation.
- Plan for and implement actions required for future needs.
- Document all decisions and actions.

DOs will provide operational oversight of these requirements as well as any specific duties assigned by fire managers through the fire operating plan. DOs will not fill any Incident Command System (ICS) functions connected to any incident. In the event that the DO is required to accept an incident assignment, the FMO will ensure that another authorized DO is in place prior to the departure of the outgoing DO.

Engine Operating Standards

Vehicle Color and Marking

Vehicles dedicated to wildland fire activities shall be white in color and have a single, four-inch-wide, red, reflective stripe placed according to NFPA 1906: Standard for Wildland Fire Apparatus (NFPA 1906 8.8.3, 2006 edition). The word "FIRE" (red with white background color) will be clearly visible on all four sides of the vehicle. The NPS arrowhead logo will be placed on the front doors. The size and placement of the logo will be as specified in RM-9. An identifier will be placed on the vehicle according to local zone or Geographic Area Coordination Center (GACC) directions. Roof numbers will be placed according to local zone procedures.

Engine Module Standards

If no engine boss (ENGB) is assigned, then the apparatus is designated as a patrol or prevention vehicle, not as an engine.

Type	Minimum Personnel	ENGB	FFT2 (Minimum Qualification)
3	3	1	2
4	3	1	2
5	2	1	1
6	2	1	1
7	2*	**	1
Tactical Tender	2	1***	1

* At least one of which is FFT1 and ICT5 qualified.
** An ENGB is required for mobilization.
*** If the water tender is operated without an ENGB then it may only fill non-tactical missions as described in chapter 14.

- Additional personnel may be requested by the ordering unit and/or added by the filling unit for mobilization.

Lights-and-Sirens Response

Responding to wildland fire incidents normally does not warrant the use of emergency lights and siren on public roads by calling for or blocking the right-of-way from other traffic in order to safely and effectively perform the NPS mission. However, there may be rare and extenuating circumstances when limited use of emergency lights and sirens is appropriate and necessary due to an immediate threat to life.

Those units that determine an emergency lights-and-siren response on public roads is necessary to meet mission requirements must develop an operating plan that ensures the following:

1. All vehicles (command, engines, etc.) will be properly marked, equipped, and operated in accordance with State statutes, codes, permits and NPS requirements.
2. Drivers will complete training in the proper use of lights-and-sirens response in accordance with National Fire Protection Association (NFPA) 1451 Standard for a Fire Service Operations Training Program and 1002 Standard for Fire Apparatus Operator/Driver Professional Qualifications, as well as any State requirements.
3. Instructors of lights and sirens training must have successfully completed lights and sirens training as part of a Federal engine academy, and Emergency Vehicle Operators Course (EVOC) and a facilitative instructor course.
4. Lights and sirens will meet NFPA and State code requirements.
5. Posted speed limits will be followed at all times, regardless of response type.

6. Drivers will stop at all controlled intersections (sign, light, traffic officer) before proceeding; drivers will stop or reduce speed as circumstances dictate prior to proceeding through any uncontrolled intersections.
7. Traffic light changing mechanisms (e.g., Opticons) will only be used under formal written agreement with State and local governments. They will be used only when they are necessary to create safe right-of-way through urban high-traffic areas. All pertinent State and local statutes and procedures will be adhered to.

Vehicle Maintenance, Repairs and Replacement

Daily preventative maintenance checks, regular servicing, and prompt repairs, and lifecycle replacement are critical to providing mission readiness, performance, and safe operation.

Annual Safety Inspections, Scheduled Maintenance, and Daily Inspections

It is required to complete and document annual safety inspections, regularly scheduled preventative maintenance and daily (or pretrip) inspections for all NPS wildland fire vehicles. Annual safety inspections must be documented on Form 1520-35. Regularly scheduled preventative maintenance, unscheduled maintenance and repairs for interior owned (I-plate) vehicles is recorded in the Financial and Business Management System (FBMS). Daily inspections must be recorded in the *Fire Engine Maintenance Procedure and Record* (FEMPR).

The cost of all vehicle repairs and maintenance is the responsibility of the individual parks unless the damage is directly attributable to operations on a wildfire. In that case, with approval from the IC, the damages may be paid for under the fire's suppression account.

Wildland fire vehicles that are not operationally sound or have safety deficiencies must not be put into service. In addition, vehicles that suffer from mechanical or safety issues while en route or on assignment must be taken out of service at the earliest opportunity in which it is safe to do so and must not be put back into service until corrective action can be completed.

Fixed Ownership Rates

Fixed ownership rates (FORs) are fees that are paid into the Working Capital Fund (WCF) annually for each vehicle in the program. These fees continue to accumulate over the life of a vehicle and are used to replace the vehicle at the end of its life cycle. The FOR is adjusted annually by the WCF manager to reflect changes in input parameters.

Equipment Bulletins and Equipment Alerts

The NPS mirrors the Bureau of Land Management (BLM) two-level Equipment Bulletin (EB) and Equipment Alert (EA) System. The purpose of the system is to share accurate and timely information regarding potential equipment problems and/or needed repairs. The EB is primarily intended to inform the equipment users of recommendations for repairs, potential hazards, or general information related to the overall maintenance, awareness, and safe operation of

fire equipment. The EA is time sensitive and addresses potentially serious hazards or risks. The alert includes a specific action that the user must act upon.

Unexpected issues involving wildland fire vehicles which do not fall under other types of wildland fire reviews and investigations and/or other applicable Federal, State or specific agency requirements must be reported. If an unexpected vehicle issue warrants an EB or EA it is issued by the National Fire Equipment Program (NFEP) Manager through the Operations Advisory Team and the Capital Equipment Committee. Members of these groups must ensure the information reaches all levels of the organization.

NPS Firefighter Target Physical Fitness Standards

These are voluntary targets. They are not mandatory. These targets are established to provide NPS firefighters a common standard against which to gauge their physical fitness level. NPS firefighters are encouraged to meet or exceed these standards.

Fitness Activity	Age 18-29	Age 30-39	Age 40-49	Age 50 and Up
1.5-mile run	11:58	12:25	13:05	14:43
Sit-ups (1 minute)	40	36	31	26
Push-ups (1 minute)	33	27	21	15

The guide below may be used to adjust the 1.5-mile run times to compensate for altitude differences:

Altitude in Feet	1.5-mile Run Time Adjustment
0 - 5,000	No adjustment
5,000 - 6,000	Deduct 30 seconds
6,000 - 7,000	Deduct 40 seconds
7,000 - 8,000	Deduct 50 seconds

National Fire Operations Fitness Challenge

The National Fire Operations Fitness Challenge encourages and recognizes achievement in physical fitness by NPS firefighters. The fitness challenge provides a common system by which NPS firefighters can measure current fitness, establish fitness goals, and track fitness improvement. The fitness challenge is voluntary, but NPS firefighters are encouraged to participate. The fitness challenge tests participants in four basic exercises: push-ups, pull-ups, sit-ups and a timed run of 1.5 miles. Test results are compiled into a final overall score. Unit and regional offices are encouraged to support and recognize achievement in firefighter fitness. Specific information on the fitness challenge is located at https://www.nifc.gov/about-us/our-partners/blm/training/fitness-challenge.

Wildland Fire Uniform Standards

The Servicewide Uniform Program Guideline (DO-43) sets forth the servicewide policies and associated legal mandates for wearing the NPS uniform and for authorizing allowances to employees.

The guideline states that superintendents administer the uniform program within their areas and are responsible for developing and communicating local uniform and appearance standards in accordance with DO-43, determining who will wear the uniform and what uniform will be worn and enforcing uniform and appearance standards. Three options exist for uniforms for wildland fire personnel:

- Within the context of the uniform standards, if the conventional NPS uniform is identified at the local level as required for specified fire management staff, fire program management funds may be used to support uniform purchases in accordance with allowance limits identified in DO-43.
- While Nomex® outerwear (i.e., shirts, trousers, brush-coats) routinely issued as personal protective equipment (PPE) has become recognized as the uniform of the wildland firefighter as a matter of necessity, this apparel also has justifiable utility as a uniform standard at the park level for certain fire and/or ONPS base-funded wildland fire staff.
- When the conventional NPS uniform or the full Nomex® outerwear is not appropriate or justified, local management with park superintendent approval may establish a predetermined dress code for fire staff. The goals of the NPS Uniform Program can appropriately be applied (with common sense) to this departure from the norm.
- The DOI boot policy is referenced in chapter 7.
- The fire management officer is responsible for establishing a reasonable allotment schedule for new or returning employees, commensurate with supplies provided in previous seasons. A suggested per person issuance is three to four tee shirts, one ball cap, and one sweatshirt (where appropriate).

Where appropriate and justified, fire funds may be applied to the purchase of 100 percent cotton tee shirts, sweatshirts, and ball caps, with appropriate logo and color scheme, to augment the Nomex® outerwear worn in conjunction with project or wildland fire management incidents. Nomex® outerwear will usually be returned to the park's fire cache based on the tour of duty (end of season, transfer to another park, etc.).

Just as with uniform allowance discussed in DO-43, the intent of fire-funded purchases is to defray the cost of the appropriate apparel, not necessarily to cover the cost of all items. This will not only be factored into the quantities deemed necessary for the individual but also preclude fire-funded purchases of fleece jackets, rain gear, and other personal items generally considered the responsibility of those employees not covered by the NPS Uniform Program. Exceptions to this should be well-justified and documented.

NPS Use of Wildland Fire Decision Support System Decision

The internet-based WFDSS will be the primary decision support documentation platform for all NPS wildfires. Refer to chapter 11 of the *Interagency Standards for Fire and Fire Aviation Operations* for further guidance.

National Park Service Specific Qualifications and Qualifications Exceptions

Park superintendents who have potential wildland fire response in their park, their designated acting superintendents, and supervisors of fire management officers (FMOs) must attain and maintain the AADM qualification in IQCS. The qualification must be attained within two years of appointment. Requirements for the AADM qualification may be found in the *Federal Wildland Fire Qualifications Supplement* hosted at https://iqcsweb.nwcg.gov/.

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Chapter 4
U.S. Fish and Wildlife Service Program Organization and Responsibilities

Introduction

This document states, references, or supplements policy for the U.S. Fish and Wildlife Service (Service or FWS) Wildland Fire Management Program. The standards provided in this document are based on current U.S. Department of the Interior (DOI) and bureau policy and are intended to provide fire program guidance. If there is a discrepancy between guidance found in this document and the *Service Manual*, information contained within this document will be considered authoritative as updates occur on a more frequent cycle than the *Service Manual*. The intent is to ensure safe, consistent, efficient, and effective fire and aviation operations. This document will be reviewed and updated annually.

Agency Administrator Roles

Director

The Director of the Fish and Wildlife Service has overall responsibility for the Service's Wildland Fire Management Program. The Director will ensure regional fire management activities are formally evaluated.

Chief, National Wildlife Refuge System

The Chief of the National Wildlife Refuge System (NWRS) provides leadership for the Wildland Fire Management Program. The Chief also formally evaluates all regional fire activities as needed. The Assistant Director of the NWRS has delegated the authority to approve the *Service Fire Management Handbook* and other fire-related handbooks as needed to provide guidance to the Chief, Branch of Fire Management.

Regional Director

Regional directors are responsible to the Director for fire management programs and activities within their region. The regional director will meet the required elements outlined in the *Management Performance Requirements for Fire Operations* and ensure training is completed to support delegations to line managers and principal actings. The regional director ensures that refuge managers/project leaders, and/or field supervisors are qualified to approve prescribed fire plans.

For FWS-declared wildfire reviews, regardless of level, a draft copy of the final report will be submitted to the agency's National Fuels Management Specialist within 45 days of the fire being declared out, prior to signatures. After which, the National Fuels Management Specialist will work with appropriate regional staff to finalize the report for signature. Once finalized, signatures must include, at a minimum: 1) preparer(s), 2) the zone fire management officer (reviewed

by), and 3) appropriate level agency administrator (AADM) (approved by). Additional signatories may be added as desired.

Once signatures are obtained, the National Fuels Management Specialist will submit the final report to the Wildland Fire Lessons Learned Center (LLC) after approved by the Chief, Branch of Fire Management. The Branch of Fire Management will then notify regional fire management coordinators that it is available to facilitate additional learning.

Regional directors will provide a written delegation of authority to the regional fire management coordinator (RFMC) to represent the region on the Geographic Multi-Agency Coordinating Group (GMAC) and perform other duties as described in this chapter under the heading "Delegation of Authority."

Regional Chief and Refuge Supervisors

Regional chiefs and refuge supervisors are delegated specific leadership responsibilities by the regional director. They provide oversight and direction, in coordination with, the Wildland Fire Management Program for the NWRS. These responsibilities occur through established lines of authority as assigned by the regional director.

Project Leader/Refuge Manager

The project leader/refuge manager is responsible for the safe and efficient implementation of fire management activities within their unit, including cooperative activities with other agencies or landowners, in accordance with delegations of authorities. The project leader/refuge manager, or principal acting, will meet required elements outlined in the *Management Performance Requirements for Fire Operations* table below.

- If an AADM is absent during an incident, the refuge supervisor and RFMC will assess of the acting AADM's capabilities and provide appropriate additional support.

Management Performance Requirements for Fire Operations

PERFORMANCE REQUIRED	FWS Director	Regional Director	Regional Chief/ Refuge Supervisor	Project Leader/ Refuge Manager
Policy				
1. Ensure any standards developed are compliant with agency wildland fire policies.			**X**	**X**
2. Ensure use of fire funds is in compliance with department and agency policies.			**X**	**X**

PERFORMANCE REQUIRED	FWS Director	Regional Director	Regional Chief/ Refuge Supervisor	Project Leader/ Refuge Manager
3. Attends the M-581, *Fire Program Management, an Overview* course (offered at the geographic level) or the Agency Administrator Training Workshop hosted by the National Interagency Prescribed Fire Training Center (NIPFTC) within two years of appointment to refuge manager/project leader, unless there have been no wildfire or prescribed fires recorded in the last 10 years within the complex/refuge. Ensures that personnel assigned oversight responsibilities for the fire program have completed the M-581 course.			**X**	**X**
4. Review critical operations and safety policies and procedures, including *Interagency Fire Program Management Qualifications Guide* and *Interagency Standards for Fire and Fire Aviation Operations* with fire and fire aviation personnel.		**X**	**X**	**X**

PERFORMANCE REQUIRED	FWS Director	Regional Director	Regional Chief/ Refuge Supervisor	Project Leader/ Refuge Manager
Program Management				
5. Provide a written delegation of authority to zone fire management officers (ZFMO) giving an adequate level of operational authority. For zoned/area units, ensure all appropriate AADMs have signed the delegation. When applicable, develop an inter-refuge agreement specifying reciprocal responsibilities of the project leader/refuge manager and the zone FMO.				**X**
6. Ensure all fire management activities are supported by a current fire management plan (FMP) with documented annual updates and are integrated with an approved comprehensive conservation plan.		**X**	**X**	**X**
7. Ensure investigations and reviews are conducted for incidents, accidents, escaped prescribed fires, and near misses as described in chapter 17 of *Fire Management Handbook* and chapter 18 of *Interagency Standards for Fire and Fire Aviation Operations*.	**X**	**X**	**X**	**X**
8. Annually update and review the *FWS Line of Duty Death Response Handbook* and the *Agency Administrator's Guide to Critical Incident Management,* or equivalent.		**X**	**X**	**X**

PERFORMANCE REQUIRED	FWS Director	Regional Director	Regional Chief/ Refuge Supervisor	Project Leader/ Refuge Manager
9. Ensure master agreements with cooperators are valid and in compliance with agency policies and operating plans are current.		**X**	**X**	**X**
10. Ensure trespass actions are initiated and documented to recover cost of suppression activities, land rehabilitation, and damages to resources and improvements for all human-caused fires where liability can be determined, as per the Service *Fire Management Handbook*.		**X**	**X**	**X**
11. Ensure Wildland Fire Decision Support System (WFDSS) is used to publish timely decisions and to provide decision support documentation for all fires that escape initial attack or initial response.		**X**	**X**	**X**
12. Convene and participate in annual fire meetings.			**X**	**X**
13. Participate as part of in-briefings and post-fire closeouts on type 1 and type 2 fires and provide a written delegation of authority, WFDSS analysis, and AADM briefings to incident management teams (IMT).				**X**

PERFORMANCE REQUIRED	FWS Director	Regional Director	Regional Chief/ Refuge Supervisor	Project Leader/ Refuge Manager
14. Ensure fire and fire aviation preparedness reviews are conducted annually in all unit offices. Ensure timely follow-up to fire management program reviews.			**X**	**X**
15. Ensure resource advisors are identified, trained, and available for incident assignment. Refer to the *Resource Advisor's Guide for Wildland Fire* (PMS 313).				**X**
16. Personally visit at least one wildland fire each year.				**X**
17. Ensure appropriate management of social/political/media resources and relationships affecting wildland fire.		**X**	**X**	**X**
18. Ensure smoke impacts to the public and fire personnel are addressed through IMTs ordering of technical specialist - air resources advisors (THSP ARA) on type 1 fires to the maximum extent practicable. Consider ordering ARAs on type 2 fire (As per Public Law 116-9, the Dingell Act, 2019).				**X**
19. Provide oversight to emergency stabilization (ES) and burned area rehabilitation (BAR) processes and procedures.				**X**

PERFORMANCE REQUIRED	FWS Director	Regional Director	Regional Chief/ Refuge Supervisor	Project Leader/ Refuge Manager
Training/Certification				
20. Ensure only trained and certified fire and non-fire personnel are available to support fire operations at the local, geographic, and national levels.		**X**	**X**	**X**
21. Fire management leadership, local fire management leadership training and NIPFTC training will be tracked in the Incident Qualifications and Certification System (IQCS).			**X**	**X**
22. Serves as management official (MO) within the DOI Wildland Firefighter Medical Standards Program.			**X**	**X**
Prescribed Fire/Fuels Management				
23. Ensure compliance with national and regional policies for prescribed fire activities. Conduct periodic reviews of the prescribed fire program.		**X**	**X**	**X**
24. Ensure all wildfires resulting from prescribed fire actions are reported to regional director within 24 hours of the wildfire declaration.			**X**	**X**
25. Ensure prescribed fire plans have been reviewed and recommended by a qualified technical reviewer other than the plan author.				**X**
26. Review and approve the Agency Administrator Ignition Authorization.				**X**

Fire Management Staff Roles

National Office

Fire Director

The Fire Director is the Chief of the Fire Management Branch in the NWRS and is the Service representative at the National Interagency Fire Center (NIFC). The Fire Director, through *Service Manual 621 FW 1*, is delegated authority by the Director to represent the Service on the National Multi-agency Coordinating Group (NMAC). The Fire Director is responsible for implementing the decisions of NMAC as they affect FWS areas. The decisions of NMAC include the prioritizing of incidents nationally and the allocation or reallocation of firefighting resources to meet national priorities.

The Fire Management Branch is responsible for providing technical direction and coordination of fire management planning, policy development, and procedures servicewide.

Regional Office

Regional Fire Management Coordinator

The regional fire management coordinator (RFMC) provides leadership, direction, coordination, training, planning, evaluation, and technical guidance for the region and provides assistance for intra-agency and interagency wildland fire management needs. The RFMC will meet qualification requirements established by the *Interagency Fire Program Management Qualifications Standards and Guide* for the position. The RFMC, through written delegation by the regional director, is delegated authority to represent the region on GMAC. The RFMC is responsible for implementing the decisions of the GMAC as they affect FWS areas. The decisions of the GMAC include the prioritizing of incidents, interagency master/statewide agreements and the allocation or reallocation of firefighting resources to meet wildland fire management priorities.

Refuge

Zone Fire Management Officer

The zone FMO (ZFMO) is responsible and accountable for providing leadership for the fire management program. The ZFMO determines program requirements to implement land use decisions through the FMP to meet land management objectives. The ZFMO negotiates interagency agreements and as delegated, represents the AADM on local interagency fire and fire aviation groups. The ZFMO is responsible for coordinating with AADMs to annually review and update (as required) their respective fire management plans to comply with agency policy.

Fire Management Staff Performance Requirements for Fire Operations

PERFORMANCE REQUIRED	Fire Director	RFMC	Zone FMO
Policy			
1. Establishes and manages a safe, effective, and efficient fire program.	**X**	**X**	**X**
2. Ensures that FMPs reflect the agency's commitment to firefighter and public safety while utilizing the full range of fire management activities available for ecosystem sustainability.		**X**	**X**
3. Provides the expertise and skills to fully integrate fire and fire aviation management into interdisciplinary planning efforts.	**X**	**X**	**X**
4. Ensures fire and fire aviation policies are understood, implemented, and coordinated with other agencies as appropriate, including work/rest guidelines.	**X**	**X**	**X**
Program Management			
5. Ensure appropriate risk management, administration, management, and oversight of wildland incidents. Ensure incident business analysts, strategic operational planners, resource advisors, and agency representative positions are utilized as needed.	**X**	**X**	**X**
6. Ensures completion of a job hazard analysis (JHA)/risk assessment for fire and fire aviation activities to mitigate risk.		**X**	**X**
7. Develop, negotiate, and implement cost share, Service First, and reimbursable protection agreements with cooperators.	**X**	**X**	**X**
8. Monitors fire suppression activities to recognize when complexity levels exceed current management capabilities. Increases managerial and operational resources to meet the need.	**X**	**X**	**X**
9. Ensures that agreements with cooperators and operational plans (e.g., operating plans, dispatch, preparedness, prevention) are valid and in compliance with agency policy.	**X**	**X**	**X**

PERFORMANCE REQUIRED	Fire Director	RFMC	Zone FMO
10. Ensures use of fire funds is in compliance with DOI and agency policies.	**X**	**X**	**X**
11. Ensures that fire severity funding is requested, used, and documented in accordance with agency standards.	**X**	**X**	**X**
12. Ensures a process is established to communicate fire information to public, media, and cooperators.	**X**	**X**	**X**
13. Participates in annual fire meetings.	**X**	**X**	**X**
14. Oversees preseason preparedness review of the fire and fire aviation program.		**X**	**X**
15. Initiates, conducts, and/or participates in fire program management reviews and investigations.	**X**	**X**	**X**
16. Personally participates in periodic site visits to individual incidents and projects.		**X**	**X**
17. Ensures that transfer of command occurs as per *Interagency Standards for Fire and Fire Aviation Operations*, appendix G on incidents.		**X**	**X**
18. Ensure the proper level of management complexity is assigned to all incidents.		**X**	**X**
19. Ensures that incoming personnel and crews are briefed prior to fire and fire aviation assignments.		**X**	**X**
20. Ensures a WFDSS analysis is initiated, updated, approved, and published, as necessary.		**X**	**X**
21. Works with cooperators, groups, and individuals to develop and implement processes and procedures for providing fire safe communities within the wildland urban interface.	**X**	**X**	**X**
22. Ensures unit is capable of wildfire cause determination.	**X**	**X**	**X**

PERFORMANCE REQUIRED	Fire Director	RFMC	Zone FMO
23. Annually updates and reviews the FWS *Line of Duty Death Response Handbook* and the *Agency Administrator's Guide to Critical Incident Management,* or equivalent.	**X**	**X**	**X**
24. Ensures that fire season severity predictions, weather forecasts, fire behavior predictors, and fire activity levels are monitored and communicated (hard copy, web page, email, radio, or fax) daily to all employees.	**X**	**X**	**X**
25. Uses current national, geographic, and local mobilization guides, and ensures standards are followed.	**X**	**X**	**X**
26. Ensures that reports and records are properly maintained according to FWS policies.	**X**	**X**	**X**
27. Ensures all job-related accidents/incidents resulting in, or having the potential to cause fatalities, injuries, illnesses, property or environmental damage are reported and/or investigated. All such reports are electronically submitted through the Safety Management Information System (SMIS), SAFENET or SAFECOM, as appropriate.		**X**	**X**
28. Ensures that a current emergency medical response plan is in place and accessible.		**X**	**X**
29. Ensures compliance with the DOI Wildland Firefighter Medical Standards process to include risk mitigation/waiver processes.	**X**	**X**	**X**
Planning			
30. Develops and/or updates fire management plans and associated operational plans for approval by project leaders and regional fire and refuge staff (as determined by the region). Annually review FMPs per Service policy.			**X**
31. Responsible for the coordination of remote automated weather station (RAWS) maintenance, sensor calibration, and oversight of daily inputs.			**X**

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PERFORMANCE REQUIRED	Fire Director	RFMC	Zone FMO
Training			
32. Ensures IQCS accounts are established, and training records are maintained for AADMs.		**X**	**X**
33. Organizes trains, equips, and directs a qualified workforce. Ensures that only trained and qualified personnel are assigned to fire and fire aviation duties. Establishes and implements performance review process(es).		**X**	**X**
Prescribed Fire and Fuels			
34. Ensures compliance with Service, regional, and/or local policies for prescribed fire activities. Provides periodic reviews of the prescribed fire program.	**X**	**X**	**X**
35. Reports all wildfires resulting from prescribed fires to the regional fire management coordinator within 12 hours of the wildfire declaration.			**X**
36. Ensures a draft copy of the declared wildfire final report is submitted to the agency's National Fuels Management Specialist within 45 days of the fire being declared out, prior to signatures.		**X**	

National Fire Leadership Team

The National Fire Leadership Team (NFLT) is established under the guidance and support of the NWRS Leadership Team. The team is established to provide regional input on issues of national importance, to advise the Chief, Fire Management Branch, and provide leadership, coordination, and guidance in the development and implementation of a safe and effective fire management program within the Service. The team serves as a national clearing house, provides discussion of wildland fire management issues, and recommends actions to improve coordination and integration of regional fire management activities into national direction. The team will be responsible for the following:

- Provide leadership, coordination, and guidance for the Wildland Fire Management Program.
- Identify potential fire management issues and recommend strategies that will enhance the Service's ability to safely and effectively manage fire on Service lands.

- Develop and recommend common guidance and business rules as needed to manage fire management activities while recognizing individual regional needs.
- Provide a forum for the exchange of ideas, best management practices, and lessons learned relating to Service fire management activities.
- Provide a forum to discuss budget methodology applications that are consistent with appropriation language authority as well as providing for the collaboration and coordination within FWS and with our interagency partners.
- Form task groups, working teams, or other collections of subject matter experts as needed to deal with specific tasks or long-term issues. These groups or teams will each have a leader who usually works in the subject matter area with members assigned who may have the subject area as a collateral duty. They will have representation from across the Service and will provide guidance or operational recommendations to the NFLT.

Line Officer Team

The line officer team (LOT) consists of representatives from each region and each level of the NWRS with primary responsibilities to advise and promote a safe, effective, and integrated fire management program in the NWRS.

Delegation of Authority

Regional Fire Management Coordinator

In order to effectively perform their duties, the regional director will delegate certain authorities to the Regional Fire Management Coordinator (RFMC). This delegation is normally placed in the regional office supplement to agency manuals. This delegation of authority should include:

- Serve as the regional director's authorized representative on geographic area coordination groups, including MAC groups.
- Coordinate and establish priorities on uncommitted fire suppression resources during periods of shortages.
- Coordinate logistics and suppression operations regionwide.
- Relocate agency wildland fire resources within the region based on relative fire potential/activity.
- Correct unsafe wildland fire activities.
- Enter into agreements to provide for the management, fiscal, and operational functions of combined agency operated facilities.
- Suspend prescribed fire activities when warranted.
- Give authorization to hire emergency firefighters (EFF) in accordance with the DOI Administratively Determined (AD) Pay Plan for Emergency Workers.
- Approve short-term fire severity funding expenditures not to exceed the region's annual authority.

Zone Fire Management Officer

In order to effectively perform their duties, the zone fire management officer (ZFMO) will have the delegated authority outlining the operational and administrative fire management duties. All unit AADMs within a zone will sign a zone and/or refuge fire management delegation. A sample delegation of authority can be found in appendix C.

Inter-Refuge Agreements

Inter-refuge agreements may be used when ZFMOs provide fire management oversight to multiple refuges. This is in addition to the delegation of authority from the project leaders/refuge managers to the ZFMO and further defines the roles and expectations between the ZFMO and refuges. An example can be found on the FWS Fire Operations Policy and Guidance SharePoint site.

Fire Duty Officer

Fire management officers are responsible to provide fire duty officer (FDO) coverage during periods of predicted incident activities. FDO responsibilities may be performed by any individual delegated the authority, either written or verbal, from the ZFMO. The duties for FDOs include:

- Monitor unit incident activities for compliance with FWS safety policies.
- Coordinate and set priorities for unit preparedness activities, incident response, and resource allocation.
- Keep AADMs and resources informed of the current and expected situation.
- Plan for and implement actions required for future needs.
- Document decisions and actions.
- FDOs will not fill Incident Command System (ICS) functions. If the FDO needs to fulfil an ICS function, they must reassign the FDO duties.

Emergency Lighting and Sirens

Fire staff may only use emergency lighting and sirens en route to incidents if their region has an approved regional policy and their unit has an approved refuge/unit emergency lighting and siren plan.

- Use must be limited to imminent threat to life and public property.
- All lighting and siren equipment installed on emergency vehicles must comply with NFPA 1901 and 1906 standards.
- Regional policy must:
  - Address the training requirements in NFPA 1002 and 1451;
  - Establish oversight for emergency lighting and siren use; and
  - Not supersede State and local safety and traffic laws or regulations. Personnel must comply with posted speed limits at all times, regardless of the type of response.

Use of stationary emergency lighting is encouraged and does not require authorization.

Wildland Fire Field Attire

Wildland fire field attire will be worn by primary, preparedness-funded personnel on all duty days during the predetermined "fire season" for the home unit in accordance with their approved step-up plan.

Fire Severity Funding

Service-specific fire severity funding guidance can be found in chapter 10 of this guide; chapter 10 of the Service *Fire Management Handbook;* and the *Fire Business Guide*, Severity Subactivity.

Fire Reporting

Field units will report wildland fire occurrence and fire status to their local dispatch office and regional fire management coordinator or designee.

Individual Fire Report

An individual fire report must be completed in the Fire Management Information System (FMIS) for the following types of fires or treatments within 15 days after the fire is declared out or treatment is complete:

- All wildland fires on Service lands;
- Support actions;
- Fires suppressed on other lands under an agreement;
- All false alarms;
- Natural outs (by natural out definition); and
- Non-fire treatments completed with fuels funding.

Detailed information about a support action is only required from an initial entry into FMIS to establish a work breakdown structure (WBS). Once the WBS has been established, users are not required to establish additional fire reporting information for the same fire.

Reports are required regardless of who takes action, e.g., force account, cooperator, or contractor. When actions are taken on a cooperative fire, the agency having jurisdiction over the land on which the wildfire occurs will file a complete report to record and bill for assistance when necessary.

Fish and Wildlife Service Use of the Wildland Fire Decision Support System

FWS follows interagency policy regarding use of WFDSS. Standards for when WFDSS will be used are found in chapter 11 of this guide.

Documentation of all other wildfires in WFDSS is at the discretion of the regional office or local unit. All fires in Alaska will have WFDSS initiated by the protecting agency.

Final Wildland Fire Record

The final wildland fire or project record may include the following:

- FMIS data entry (required)
- Narrative
- WFDSS analyses and decisions
- Incident action plan(s)
- Daily weather forecasts and spot weather forecasts
- Daily fire progression map
- Total cost summary
- Monitoring data (wildland fire observation records)
- Critique of fire projections on incident action plan

Physical Fitness and Conditioning

Employees serving in wildland fire positions that require a fitness rating of arduous as a condition of employment are authorized one hour of duty time each workday for physical fitness conditioning. Employees not having a fitness rating of arduous as a condition of employment, but who are required by a critical performance element or other written agreement to maintain an arduous level, will be authorized three hours per week of duty time for physical fitness conditioning. All other wildland firefighting personnel holding qualifications requiring ratings of moderate or arduous may be authorized, by their supervisor, up to three hours per week of duty time for fitness conditioning. Prior to any duty time being allowed for physical fitness conditioning, employees and supervisors must agree, in writing, what physical conditioning activities the employee will engage in, and when and where they will occur. Activities outside of the agreement will not be authorized or allowed. A combination of activities designed to increase both physical strength and aerobic fitness, while minimizing the possibility of physical injury, should be utilized.

FWS National Fire Operations Fitness Challenge

The FWS Fire Fitness Challenge encourages and recognizes achievement in physical fitness by FWS firefighters. The fitness challenge provides a common system by which FWS firefighters can measure current fitness, establish fitness goals, track fitness improvement, and receive recognition for their efforts. The fitness challenge is voluntary, but strongly encouraged. Nationally, the Branch of Fire Management will annually recognize individuals that demonstrate the most improvement and top over-all scores by gender and age group. Information about the fitness challenge is available at: https://www.nifc.gov/about-us/our-partners/blm/training/fitness-challenge.

Training

Agency Administrator Training

The qualification standards identified in the *Interagency Fire Program Management Qualifications Standards and Guide* are required, in conjunction

with specific agency requirements, when filling vacant fire program positions, and as an aid in developing individual development plans (IDPs) for employees.

- Refuge managers/project leaders with Service lands under their jurisdiction which require the development and maintenance of a fire management plan must attend *Fire Program Management, an Overview* (M-581), or may upon concurrence of the RFMC, attend the Prescribed Fire Workshop for Agency Administrators offered by NIPFTC.
- Projects leaders/refuge managers who oversee or have the potential to oversee complex fire management programs should consult with their RFMC about attending *Fire Program Management, Leading Complex Fire Programs* (M-582).
- Field supervisors who may approve prescribed fire plans must attend *Fire Program Management, an Overview* (M-581), or may upon concurrence of the RFMC, attend the Prescribed Fire Workshop for Agency Administrators offered by the NIPFTC.
- Regional chiefs, regional refuge supervisors, and refuge managers/project leaders must complete periodic refresher training as determined by their supervisor in consultation with the RFMC. Refresher training options may include attending fire management training/workshops, trainee experiences, or mentoring.
- Guidance for use of the agency qualification for AADMs can be found in the *Federal Wildland Fire Qualifications Supplement*.

Zone Fire Management Officer Training

All ZFMOs are required to attend the M-581, *Fire Program Management, an Overview* course, either as a student or as a member of the instructor cadre. If attending as an instructor, the ZFMO must be present for the entire course. See Interagency Fire Program Management (IFPM) standards.

FWS Firefighter General Training Requirements

For firefighter qualification documentation guidance, reference chapter 13.

Agency Permanent, Career Seasonal, and Temporary Firefighters

Required Training	Initial Requirement/ Frequency	Completion/ Tracking Method	Reference
Hazardous Materials-First Responder Awareness Level	• Upon initial employment • Annual refresher	• Classroom or onsite • Employee personnel file	242 FW 6, Hazardous Waste Operations and Emergency Response, OSHA 29 CFR 1910.120(q)(6)(i); 1910.120(q)(8)(i-ii)

Required Training	Initial Requirement/ Frequency	Completion/ Tracking Method	Reference
Wildland Fire Safety Training Annual Refresher (RT-130)	• Annually	• Classroom • IQCS	621 FW1, Fire Management Program
First Aid/ Cardiopulmonary Resuscitation (CPR)	• Upon initial employment • Every 2 years or per certifying authority	• Classroom • Employee personnel file	240 FW 3, Safety and Health Training
Defensive Driving	• Upon initial employment • Refresher every 3 years or per regional requirements, whichever if most restrictive	• Employee personnel file	321 FW 1, Authorization, Training and Safety Requirements
Do What's Right Prevention of Sexual Harassment (POSH)	• Annually	• Classroom • Employee personnel file	

Administratively Determined (AD) and EFF Required Training

- First aid/CPR (every 2 years)
- Defensive driving (every 3 years)
- Do What's Right (Annually)
- Prevention of Sexual Harassment (POSH) (Annually)

Fish and Wildlife Service Specific Qualifications

Guidance regarding agency-specific qualifications that are not contained in the *National Wildfire Coordinating Group (NWCG) Standards for Wildland Fire Position Qualifications* (PMS 310-1) can be found in the *Federal Wildland Fire Qualifications Supplement.* For qualifications with agency standards which exceed minimums established in the PMS 310-1, refer to the Service *Fire Management Handbook*.

FWS Global Positioning System (GPS) Datum and Coordinate Format Standard

To ensure safe and efficient suppression operations, all FWS fire resources will use a standard global position system (GPS) datum and latitude/longitude (coordinate) format when communicating GPS references. The standard datum is WGS84, and the standard coordinate format is Degrees Decimal Minutes (DDM). For other activities (e.g., mapping, fire reporting, planning), agency standards will apply.

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Chapter 5
USDA Forest Service Program Organization and Responsibilities

Introduction

This document is intended to be a program reference guide that documents the standards for operational procedures and practices for the USDA Forest Service Fire and Aviation Management Program. The standards provided in this document are based on current agency and interagency wildland fire management policy and are intended to provide fire and aviation program guidance and to ensure safe, consistent, efficient, and effective fire and aviation operations. This document will be reviewed and updated annually.

Vision and Objectives for Fire Management

The vision of the Forest Service's Fire and Aviation Management Program is to safely and effectively extinguish fire, when needed; use fire where allowable; manage our natural resources; and as a nation, live with wildland fire. The following objectives support this vision:

- Risk management and risk reduction – Assure management of risk to people, communities, and natural and cultural resources is the fundamental principle used to make informed decisions in all fire management programs. Minimize the risk to people, communities, and natural and cultural resources by assessing the potential benefits of actions, severity of concerns, and probabilities of occurrences to reduce risk.
- Ecological – Meet the Forest Service mission through the use of fire management programs to protect people and communities, conserve natural and cultural resources, and maintain and restore ecological health.
- Collaboration – Implement the wildland fire management program through collaboration and partnerships.
- Learning – Learn from science and ours and our partners' experiences to improve fire management programs.
- Empowerment – Employees are expected and empowered to be creative and decisive, to exercise initiative, and accept responsibility and use their training, experience, and judgement to implement the agency's mission.

Foundational Doctrine

The vision of the Forest Service's Fire and Aviation Management Program is to use a doctrinal approach based on leadership, operations, and risk management. To support this vision, Forest Service policy is to:

- Take all response actions to ensure the safety of firefighters, other personnel, and the public regardless of cost or resource loss; no resource or facility is worth the loss of human life.
- The intent of wildfire response is to protect human life, property, and achieve protection and natural resource management objectives established in L/RMPs.

- Leadership principles are the foundational doctrine (*Leading in the Wildland Fire Service*, PMS 494-2) on which fire and aviation management operations will be based.

A doctrinal approach goes beyond strict compliance with procedural rules and promotes risk-based application of wildland fire management principles to improve decision making and firefighter safety. Foundational doctrine has been codified in Forest Service *Manual 5100* direction and will guide fundamental wildland fire management policy, practices, behaviors, and customs to be mutually understood at every level of command.

Under this doctrinal approach:

- Employees are expected and empowered to be creative and decisive, to exercise initiative and accept responsibility, and to use their training, experience, and judgment in decision-making to carry out their leader's intent.
- Employees are expected and empowered to make reasonable and prudent decisions to accomplish the agency mission while minimizing unnecessary risk.

Mission

- The Forest Service is prepared and organized to support national and international emergencies with trained personnel and other assets when requested.
- Agency employees respond when they come across situations where human life is immediately at risk or there is a clear emergency, and they are capable of assisting without undue risk to themselves or others.
- Support for local fire emergencies takes priority over accomplishment of local resource targets. Support of non-local fire emergencies will be at the discretion of the local line officer, as bounded by agency agreements and regional or national direction.
- A cooperative relationship between the Forest Service and other agencies is essential. The Forest Service is committed to honor its part of the joint responsibility to develop and maintain effective working relationships with its intergovernmental cooperators.

Wildland Fire Response Principles

- Response to wildland fire is based on the ecological, social, and legal consequences of fire. The circumstances under which a fire occurs, and the likely consequences to firefighter and public safety and welfare, natural and cultural resources, and values to be protected dictate the appropriate management response to fire.
- Response to wildfire in the wilderness focuses on the natural ecological role of fire and activities are conducted in a manner compatible with overall wilderness management objectives (see FSM 2320).
- Success is achieving reasonable objectives with the least firefighter risk necessary while enhancing stakeholder support for our management efforts.

Leadership and Accountability

- All levels of leadership must communicate a clear vision of agency goals and management principles, ensuring they are shared and understood by all levels of the organization.
- All levels of leadership must express clear intent concerning roles and responsibilities to ensure wildfire response assignments are appropriate, risk-based, and effective.
- Leaders regularly monitor operations for safety, efficiency, and effectiveness, and take action when there is recognition of exceptional or problematic employee performance.

The Operational Environment

Risk Management

The wildfire response environment is complex and possesses inherent hazards. Even with reasonable risk mitigations, responses can result in harm to firefighters.

The Forest Service is committed to the aggressive management of risk.

- Apply a risk management process to minimize unnecessary risk in wildfire response while maximizing the opportunities to achieve management objectives.
- Maintaining state-of-the-art decision support systems based on the best available science is essential for making sound decisions on how to manage all wildland fire to achieve land and resource management plan (L/RMP) objectives, including public and agency personnel safety.
- The *Forest Service Guide to Risk Management* and other helpful risk management resources can be found on the USDA Forest Service website for risk management at https://www.fs.usda.gov/managing-land/fire/safety.

Operations

Every wildfire response operation is directed toward clearly defined, decisive, and obtainable objectives.

Wildfire Response

- When it is time to engage a wildfire, do so in a manner that is appropriate, risk-based, and effective.
- Command and control will be decentralized to cope with the unpredictable nature of wildfire. To achieve leader's intent and accomplish operational objectives, subordinate commanders must make decisions on their own initiative and coordinate their efforts to maintain unity of effort.
- Judgement in combination with principles and rules will guide wildfire response practices and actions.
- Rapid deployment and appropriate concentration of wildfire response resources at the decisive time and place are essential to successful wildfire response actions.

- Maintaining a high capability to ensure effective initial attack is essential to public and firefighter safety, accomplishment of management objectives, and cost containment.
- The interdependence of wildland fire jurisdictions requires the collaborative, proactive engagement of cooperators, partners, and the public in response activities.

Risk Management Protocol

Forest Service risk management protocol begins with working with partners and stakeholders to identify values affected (positively and negatively) by fire and then forming clear and reasonable objectives around these values. The highest value is human life, and thus the primary objective will always be protection of human life. Other objectives will be weighed against the amount of risk responders and the public must accept in order to accomplish the objectives as well as the likelihood of success. The Forest Service is committed to using a three-phased risk management protocol:

I. Preseason

Preseason preparedness work is critical to success when the fire starts.

- Build decision maker and key stakeholder capacity to manage the uncertainties and inherent risks of fires.
  - Increase understanding of risk management with key stakeholders and partner agencies.
  - Build agency administrator capacity to perform as risk managers.
- Determine what values-related spatial data is missing in Wildland Fire Decision Support System (WFDSS), if any, and develop a plan for incorporating it into the unit's fire planning map layers to ensure its availability to support future decisions.
- Assess risk at a landscape level, looking at National Forest System (NFS) lands and those adjoining lands that may be impacted by a fire leaving NFS land.
  - Develop a common understanding of values to be protected by answering four questions: 1) What is important? 2) Why is it important? 3) Who is it important to? and 4) How important is it?
  - Complete a risk analysis with key stakeholders and partner agencies to predetermine the optimal response strategies for protecting values at risk. Engage key stakeholders and partner agencies in tabletop exercises or other venues to ensure alignment.
  - Initiate dialogue with line officers and stakeholders aimed at understanding, acceptance, and support for alternative risk-based decisions. This is especially important where there is an expectation that a fire will become a long-term event because of an opportunity to use fire to achieve land management objectives, and/or the need to adjust the level of engagement based on risks to responders, lack of available resources, and the level of risk toward values to be protected.

II. During Incident Phase

During incident phase focuses on a seven-step risk management process:

1. Complete a Risk Complexity Assessment.
    - Develop an assessment of what is at risk (from preseason work, WFDSS values inventories, analytical tools and products, and/or input from key stakeholders), and the associated probabilities and potential consequences.
2. Complete a risk analysis.
    - Consider alternatives (objectives, strategies, and tactics) against desired outcomes, risks to human life (responders and the public), probability of success and values to be protected.
3. Complete two-way risk communications.
    - Engage community leaders, local government officials, partners, and other key stakeholders of the incident to share the risk picture and enlist input.
4. Conduct risk-sharing dialogue.
    - Engage appropriate senior line officers and political appointees (as necessary) regarding the potential decision aimed at obtaining understanding, acceptance, and support for the alternatives and likely decision.
5. Make the risk-informed decision.
6. Document the risk through assessment, analysis, communication, sharing and decision in WFDSS.
7. Continue monitoring and adjusting as necessary or as conditions change.

III. Post-Incident Phase

As a learning organization, we should always strive to improve how we conduct our business. We should endeavor to learn from each incident and apply those lessons.

- Complete an incident after action review.
    - Engage key stakeholders of the incident to be involved.
    - Review what worked, what did not work, and suggestions for improvement.
    - If a WFDSS decision was necessary, evaluate decision quality and workflow and determine steps necessary to improve.
- Conduct a peer review after action process.
    - Engage others who have had similar incidents to learn strategies for improvement.
- Implement plans for improvement.
    - Make use of lessons learned in real time, if possible.

The following risk assessment and risk decision questions are designed to inform fire management decisions by stimulating thinking and prompting dialogue, analyzing and assessing risk, recognizing shared risks, and communicating those risks within the agency and with partners and stakeholders.

- Risk Assessment
  1. What are the critical values at risk?
  2. What is the chance the critical values will be impacted; if so, what are the consequences?
  3. What are the opportunities to manage fire to meet land management objectives?
  4. What are the possible low-probability/high-consequence events?
  5. Who are the stakeholders that should be consulted prior to making a decision?
- Risk Decision
  1. What alternatives (objectives, strategies, and tactics) are being considered?
  2. What is the relative exposure of responders (exposure in terms of numbers of responders needed, amount of commitment (time/days) needed to accomplish the objectives, and the amount and types of risks these responders will be asked to accept if the alternative is chosen) for the alternatives being considered?
  3. What is the relative probability of success associated with the alternatives being considered?
  4. What alternative provides for the best balance between the desired outcome and risk to responders?
  5. What are the critical thresholds that will trigger reconsideration of the proposed alternative and how will they be monitored?

Specific Line Officer Responsibilities for Fire and Aviation at the Field Level

The Forest Service has developed core fire management competencies for line officers with oversight responsibilities over fire management programs.

- Knowledge of fire program management, including ability to integrate fire and fuels management across all program areas and functions;
- Ability to implement fire management strategies and integrate natural resource concerns into collaborative community protection and ecosystem restoration strategies;
- Knowledge to oversee a fire management program, including budget, preparedness, prevention, suppression, and hazardous fuels reduction;
- Ability to serve as an agency administrator exercising authority to initiate prescribed fire and other hazardous fuel reduction activities;
- Ability to serve as an agency administrator during an incident on an assigned unit; and
- Ability to provide a fully staffed, highly qualified, and diversified firefighting workforce that exists in a “life first” and “readiness” environment.

Responsibilities

- Line officers are responsible for all aspects of fire management.
- Integrate fire and fuels management across all functional areas.

- Implement fire management strategies and integrate natural resource concerns into collaborative community protection and ecosystem restoration strategies on the unit.
- Manage a budget that includes fire preparedness, prevention, suppression, and hazardous fuels in an annual program of work for the unit.
- Perform duties of agency administrator and maintain those qualifications.
- Provide a fully staffed, highly qualified, and diverse workforce in a "safety first" environment.
- Support and participate in wildfire prevention.
- Ensure operational fire management responsibilities remain separated from agency administrator responsibilities in order to avoid collateral duty conflicts.

These responsibilities are based on current policy and provide program guidance to ensure safe, consistent, efficient, and effective fire and aviation operations.

Preparedness

Preparedness is a continuous process that includes all fire management activities conducted in advance of wildfire ignitions to ensure an appropriate, risk-informed, and effective wildfire response to meet national and agency goals.

- Take all necessary and prudent actions to ensure firefighter and public safety.
- Ensure sufficient qualified fire and non-fire personnel are available to support fire operations at a level commensurate with the local and national fire situation.
- Ensure accurate position descriptions are developed and reflect the complexity of the unit. Individual development plans (IDP) promote and enhance fire management officer (FMO) currency and development.
- Provide a written delegation of authority to FMOs that provides an adequate level of operational authority at the unit level. Include multi-agency coordinating (MAC) group authority, as appropriate.
- Ensure the plans contained in the Fire Management Reference System (FMRS) are based on resource objectives found in the land and resource management plan (L/RMP).
- Ensure budget requests and allocations reflect preparedness requirements from the program of work and support objectives from the L/RMP.
- Develop preparedness standards that are in compliance with agency fire policies.
- Management teams meet once a year to review fire and aviation policies, roles, responsibilities, and delegations of authority. Specifically address oversight and management controls, critical safety issues, and high-risk situations, such as transfers of incident command, periods of multiple fire activity, and Red Flag Warnings.
- Ensure fire and aviation preparedness reviews are conducted each year and include the key components of the record of decision for the nationwide aerial application of fire retardant on NFS land.

- Meet annually with cooperators and review interagency agreements to ensure their continued effectiveness and efficiency.
- Meet annually with local U.S. Fish and Wildlife Service and the National Oceanic and Atmospheric Administration (NOAA) fisheries specialists to ensure the avoidance maps reflect changes during the year on additional species or changes made for designated critical habitat, and reporting and monitoring guidelines are still valid and being applied.

Wildfire Response

- Ensure use of fire funds is in compliance with agency policies.
- The WFFDS will be used to develop, approve, and publish decisions on all fires. As appropriate, use analytical tools and products to inform and support decision-making. See chapter 11 for the fire criteria that require a published decision.
- Personally attend reviews on type 1 and type 2 fires. Ensure agency representatives are assigned and delegated authority when appropriate.
- Provide incident management objectives, written delegations of authority, leader's intent, and a complete agency administrator briefing to incident management teams (IMT).
- Ensure briefings include any applicable information for avoidance areas and waterways per the nationwide aerial application of fire retardant direction, mapping, and cultural resources. Include the reporting requirements in the briefing if a misapplication of fire chemical occurs. Provide resource advisors if the use of aerially applied fire retardant is expected and the unit has mapped avoidance areas (which include waterways and 300' or larger buffers) and otherwise evaluate the need for resource advisors for all other fires and assign, as appropriate.
- For all unplanned, human-caused fires where responsibility can be determined, ensure actions are initiated to recover cost of suppression activities, land rehabilitation, damages to the resource, and improvements.
- Ensure structure exposure protection principles are followed (FSM 5135).
- Ensure that a sufficient number of after action reviews are conducted for type 3, 4, and 5 wildfires to adequately assess the unit's wildfire response capability, performance, procedures and to enhance learning.
- Ensure smoke impacts to the public and fire personnel are addressed through IMTs ordering of air resource advisors (ARA, technical specialist) on type 1 fires to the maximum extent practicable. Consider ordering ARAs to type 2 fires (as per Public Law 116-9, the Dingell Act, 2019).

Wildfire Response Responsibilities and Oversight

- Agency administrators will ensure that all Forest Service employees and employees of interagency partners working on Forest Service jurisdiction wildfires clearly understand direction.
- Agency administrators must approve and publish decisions in WFDSS in a timely manner and issue delegations of authority to the incident commander (IC) in accordance with FSM 5133.3.

- Analytical tools and/or products both within WFDSS and outside of the application should be used to inform and support strategic decision-making and risk assessment inputs.
- Line officers will assign agency administrators to oversee incidents and approve WFDSS decisions based on qualification level according to incident type.

Incident Type	USFS AA Qualification Level to Approve WFDSS Decisions and Provide Incident Oversight[1]
Type 1	Wildfire Agency Administrator Type 1, WFA1
Type 2	Wildfire Agency Administrator Type 2, WFA2
Type 3, 4, 5	Wildfire Agency Administrator Type 3, WFA3

[1]Authority may be retained at the regional forester level.

- Critical long duration wildfire oversight roles include ensuring that:
  - Up-to-date published decisions are completed and documented in WFDSS.
  - Hazards are identified and risk assessments are incorporated into published decisions.
  - Coordination with partners and potentially affected parties (including smoke impacts) is conducted; unified command is implemented early when appropriate.
  - Air resource advisors (ARA, technical specialist) are utilized on type 1 fires to the maximum extent practicable and consideration of ordering for type 2 fires (as per Public Law 116-9, the Dingell Act, 2019).
  - Resource capacity and availability are adequately assessed to meet expectations.
- This oversight role should address concerns of the States, cooperators, and the public, including air quality impacts from multiple wildfires.

Use of Wildfire to Achieve Land Management Objectives During Preparedness Levels 4 and 5

- Wildfire response decisions that include objectives to improve or enhance natural resources must be approved by the Regional Forester at Geographic and/or National Preparedness Levels 4 and 5. Approving officials should consider relative risks vs gains, organizational needs to adequately staff the incident, the duration of those resource commitments, and the extents to which the planned response might add to or relieve the strain on resource availability nationally. Human-caused fires are not eligible for such consideration. Only naturally occurring wildfires in areas where the Land and Resource Management Plan has determined that fire does play a role in managing natural systems are eligible for such consideration.
- The Regional Forester or designee will assume the role of the deciding official for the decision in the WFDSS. This requirement does not apply to long-duration events that are not in pursuit of natural resource objectives such as those instances where it is too dangerous for responders or there are

insufficient resources available to mount an effective response, and a long-term control strategy is adopted out of managerial necessity rather than preference.

- To the extent practical, regions and forests should adopt pre-ignition practices and systems for determining relative risks and opportunities including the short-term (this year) and long-term (future years) implications of these decisions in such a way as to facilitate a meaningful yet timely discussion with the Regional Foresters office shortly after candidate fires are detected.

Safety

- Review safety policies, procedures, and concerns with field fire and aviation personnel.
- Ensure timely follow-up actions to program reviews, fire preparedness reviews, fire and aviation safety reviews, and management reviews.
- Monitor the fire situation and provide oversight during periods of critical fire activity and situations of high risk.
- Ensure there is adequate direction in fire management plans to maintain fire danger awareness.
- Take appropriate actions with escalating fire potential.
- Ensure appropriate investigation or lessons learned analyses are conducted for incidents, entrapments, and serious accidents. See FSM 6730.

Fuels

- Plan and implement a hazardous fuels management and prescribed fire program applying principles and policy elements described in FSM 5100 and 5140 and guided by the goals described in the National Cohesive Wildland Fire Strategy.
- Complete a fuels treatment effectiveness assessment on all wildfires which start in or burn into a fuel treatment area.
- Enter results of the assessment into the Fuels Treatment Effectiveness Monitoring (FTEM) database within 90 days of control of a fire. The FTEM database is located within the Interagency Fuels Treatment Decision Support System (IFTDSS) at the following website: https://iftdss.firenet.gov/landing_page/. Links to optional reporting templates and other information related to the FTEM reporting requirement can be found at https://fsweb.wo.fs.fed.us/fire/fam/fuels/hazardous.html.
- Use the IFTDSS to assist with fuels planning, prescribed burn development, risk analysis, etc.

Prescribed Fire

- Provide program leadership by visiting prescribed fire treatment projects and providing leader's intent to prescribed fire personnel.
- Ensure compliance with national and regional office policy and direction for prescribed fire activities and ensure that periodic reviews and inspections of the prescribed fire program are completed.

- Coordinate prescribed fire program activities with regional air quality specialists and Federal, State, Tribal, air pollution control district or county regulatory authorities to ensure compliance with their regulations supported by the Clean Air Act.
- When multiple wildland fire events are occurring within an airshed, or any airshed is impacted by ongoing wildland fire events, fire managers will consider the cumulative impact to air quality. Initiation of new prescribed fire must be in compliance with air quality regulations and standards.
- All prescribed fires should be conducted using basic smoke management practices. USDA Natural Resources Conservation Service and Forest Service Technical Note (2011); refer to https://www.nrcs.usda.gov/conservation-basics/natural-resource-concerns/air.
- Ensure a prescribed fire plan is written and approved for each project prior to implementation in accordance with the *Interagency Prescribed Fire Planning and Implementation Procedures Guide* (PMS 484) which is available at https://www.nwcg.gov/publications/484.
- Review and approve prescribed fire plans and ignitions.
    - Engage in the development of the complexity analysis; review and approve the final complexity rating.
    - Ensure that the prescribed fire plan has been reviewed and recommended by a qualified technical reviewer.
    - Ensure that prescribed fire plans are designed to achieve desired conditions as described in L/RMPs and project-specific NEPA decision documents.
    - Approve prescribed fire plan amendments and determine the need for additional technical review of proposed plan amendments prior to approval.
    - If more than one year has elapsed since a prescribed fire plan was last approved, the plan will be reviewed, updated as necessary, and re-approved before implementation.
    - Authorize ignition of prescribed fire as delegated and adhere to procedures as described in FSM 5140 for regional- and/or national-level approvals for initiation of new and continued prescribed fire activities at national preparedness levels 4 and 5 or when forecast National Fire Danger Rating System (NFDRS) adjective ratings are at "extreme" category.
- Use analytical tools, such as IFTDSS (Interagency Fuels Treatment Decision Support System), to assist with treatment options, fire behavior potential, prescribed burning prescriptions, and values at risk to help inform fuels planning efforts and implementation options.
- Report all instances of prescribed fires resulting in a wildfire declaration and/or air quality notice-of-violation as required in FSM 5140.

Agency Administrator Training and Qualifications for Wildland Fire Management

There are six separate and distinct qualifications for agency administrators related to fire management—three for wildfire decision making and three for prescribed fire. The training and experience requirements and certification process for both wildfire and prescribed fire are described below.

Agency Administrator Core Competencies

Core competencies that must be demonstrated by agency administrators exercising decision-making authority for wildfires or prescribed fires include:

- Risk-informed decision-making
- Wildfire response and incident management processes
- WFDRS/IFTDSS and other decision support tools
- Fuels management and prescribed fire processes
- Fire prevention, mitigation, and education processes
- Social, political, economic, and environmental impacts of wildland and prescribed fire management activities
- Collaboration with partners and stakeholders
- Fiscal management

These core competencies form the basis for the agency administrator position task book which is used to document that an individual has indeed demonstrated these competencies while working toward certification. For access to the position task book, Wildfire Pathways Diagram, and additional information on the Forest Service agency administrator fire qualification programs, visit the Agency Administrator Toolbox at https://wfmrda.nwcg.gov.

Definitions

Agency administrator (AA): A general term meaning the official with the delegated authority, responsibility, and qualifications for decision-making on incidents or prescribed fires within a particular administrative unit.

Agency representative (AREP): The AREP facilitates coordination, cooperation, and dialogue between the incident management team (IMT) and host agency administrator (AA). The AREP is delegated by the host unit AA or designee and works with the command functional area.

Agency administrator trainee: An AA working on qualification at any given level by performing the role under the supervision and authority of a fully qualified AA.

Coach: An AA qualified at a level commensurate with the incident or project being managed (e.g., WFA2 or WFA1 for wildfire and RXA2 or RXA1 for prescribed fire). The role of the coach is to advise and support the agency administrator trainee through various aspects of a wildfire incident, prescribed fire, or all-hazards incident.

Incident or Project Type	Minimum Qualification Level to Serve as Agency Administrator Coach/Evaluator
Wildfire – type 1	Wildfire Agency Administrator Type 1, WFA1
Wildfire – type 2	Wildfire Agency Administrator Type 2, WFA2
Wildfire – type 3, 4, 5	Wildfire Agency Administrator Type 2, WFA2
Prescribed Fire – High Complexity	Prescribed Fire Agency Administrator Type 1, RXA1
Prescribed Fire – Moderate Complexity	Prescribed Fire Agency Administrator Type 2, RXA2
Prescribed Fire – Low Complexity	Prescribed Fire Agency Administrator Type 2, RXA2

Coach/shadow team: A team comprised of a qualified coach and group of shadows who may travel to multiple incidents and support sites to increase their level of understanding.

Line officer: A Forest Service official who serves in a direct line of command from the chief and has been delegated authority to make and execute decisions for their administrative unit(s). Examples are the deputy chiefs, director of law enforcement and investigations, regional foresters, station directors, forest supervisors, deputy forest supervisors, district rangers, and deputy district rangers. Line officers have authority to issue direction within delegated levels.

Shadow: A learning opportunity to observe various elements of a fire program. This position does not perform the duties of an AA but observes a qualified AA during an incident for the purpose of increasing understanding of the duties. The shadow may participate as an individual or part of a group of trainees. These opportunities are observational learning assignments; task book recommendations should be reserved for active trainee assignments where tasks are being performed; however certain aspects of the position task book may be accomplished during the assignment.

Agency Administrator Wildfire Qualification Program

The following principles will guide qualification of AAs in wildfire management:

- Regional foresters are accountable for certification of AA qualifications by a review process established by regional forester, such as regional line officer team;
- AA evaluation includes standards for training, background and experience, demonstrated ability, and utilizing the position task book and Wildfire Pathways Diagram which will result in a qualitative evaluation of readiness by the regional forester;
- When the complexity level of a wildfire exceeds an AA's qualification, a coach will be assigned;
- Care should be taken when assigning acting AAs to ensure operational fire management responsibilities remain separated from AA responsibilities in order to avoid collateral-duty conflicts. Consider delegating authority in writing to ensure expectations and responsibilities are clearly delineated;

- Agency administrator competencies (aka, qualification level) supersedes position (e.g., a district ranger qualified as a WFA1 may be the AA for a type 1 incident);
- Assistance with decision documentation and analysis can be requested through the Wildland Fire Management Research, Development and Application – National Fire Decision Support Center (NFDSC); and
- The coaching/shadowing functions, to be administered by each region, is an integral part of this qualification program.

AAs will be evaluated in three basic areas:

- Training;
- Experience; and
- Demonstrated understanding of concepts and principles as outlined in the position task book.

This qualification program is a multi-level process where AAs demonstrate competence in one of three levels of managing wildfires: WFA3, WFA2, and WFA1.

Guidelines

In consideration of the appropriate level (WFA3, WFA2, and WFA1) to assign an AA, the regional forester should consider the following guideline:

- For individuals that do not meet at least the working level, a coach will be assigned to support that agency administrator in managing type 3 or higher wildfire incidents.

Wildfire Agency Administrator Type 3 (WFA3)

The WFA3 could manage a type 3, 4 or 5 wildfire or similar complexity incident. The WFA3 must meet the following in order to be certified at the working level:

  - **Required training and experience:** Refer to the Federal Wildland Fire Qualifications Supplement at https://iqcsweb.nwcg.gov/.
- **Other background, experience, and training that supports:**
  - Applicable experience in prescribed fire, wildfire, all-hazards, or other incident oversight may also be considered in addition to other guidelines.
  - Management oversight of a moderate-high complexity fire program as defined by Interagency Fire Program Management (IFPM) standards.
- **Demonstrated ability:** Successful evaluation by a coach (including feedback from IC or area commanders [AC]) and Regional Line Officer Team and subsequent certification by the Regional Forester that the candidate has demonstrated understanding and application of the responsibilities of an WFA3 trainee. Use the WFA3 position task book to document.

Wildfire Agency Administrator Type 2 (WFA2)

The WFA2 could manage type 2 or lower complexity fires or similar incidents.

- **Required training and experience:** Refer to the Federal Wildland Fire Qualifications Supplement at https://iqcsweb.nwcg.gov/.
- **Other background, experience, and training that supports:**
  - Applicable experience in prescribed fire, wildfire, all-hazards, or other incident oversight may also be considered in addition to other guidelines.
  - Management oversight of a moderate-high complexity fire program as defined by IFPM standards.
- **Demonstrated ability:** Successful evaluation by a coach (including feedback from ICs or ACs) that the candidate has demonstrated understanding and application of the responsibilities of an WFA2. Use the WFA2 position task book to document.

Wildfire Agency Administrator Type 1 (WFA1)

The WFA1 could manage one or more type 1 wildfire or similar complexity incidents.

Required training and experience: Refer to the Federal Wildland Fire Qualifications Supplement at https://iqcsweb.nwcg.gov/.

- **Other background, experience, and training that supports:**
  - Applicable experience in prescribed fire, wildfire, all-hazards, or other incident oversight may also be considered in addition to other guidelines.
  - Management oversight of a moderate to high-complexity fire program as defined by IFPM standards.
- **Demonstrated ability:** Successful evaluation by a coach (including feedback from ICs or ACs) and Regional Line Officer Team and subsequent certification by the Regional Forester that the candidate has demonstrated understanding and application of the responsibilities of an WFA1 on large complex fires. Use the WFA1 position task book to document.

Evaluation Process

- Every trainee will receive an evaluation from a qualified AA/AREP or coach using the AA position task book identified in the *Line Officer/Agency Administrator Desk Reference for Fire Program Management*.
- Individuals involved in a shadow assignment should receive creditable experience through documentation.
- The purpose of the position task book is to provide consistency for the AA coach/evaluator to evaluate trainees and document their demonstrated abilities to achieve the core competencies, which will be used as a component to achieve next-level qualification.
- Every trainee will complete a position task book for evaluation from an AA.

Training opportunities and work experiences to achieve and maintain core competencies:

- Refer to the Wildfire Pathways Diagram found in the Agency Administrator Toolbox at https://wfmrda.nwcg.gov.

Currency

The requirement to perform satisfactorily in a specified position within the last five years in order to maintain qualification for the position.

Certifying Official

The certifying official for all Agency Administrator qualifications will be at the Regional Forester level and shall not be delegated to Forest Supervisors or Regional Fire Directors.

Incident Qualification Card

Incident qualification cards for any responder with Agency Administrator qualifications will be signed by the Regional Forester and shall not be delegated to Forest Supervisors or Regional Fire Directors regardless of other qualifications. An electronic incident qualification card utilizing the IQCS portable document format (PDF) is authorized.

Agency Administrator Prescribed Fire Qualification

The following principles will guide qualification of AAs for prescribed fire:

- Regional foresters are accountable for annual certification of AAs to approve and authorize prescribed fire.
- AA evaluation includes standards for training, background and experience, and demonstrated ability, which will result in a qualitative evaluation of readiness by the regional forester.
- When the complexity level of a prescribed fire exceeds an AA's qualification, an appropriately qualified AA will be assigned and must approve the complexity analysis and the burn plan along with the AA being mentored/coached.
- The authorization to ignite a prescribed fire must be approved by an appropriately qualified AA; however, the line officer with authority over their assigned unit will also retain authority to prohibit the ignition based on their judgement regardless of their qualification level.
- Care should be taken when assigning acting AAs to ensure operational fire management responsibilities remain separate from agency administrator responsibilities in order to avoid collateral-duty conflicts.
- The coach/shadow functions, to be administered by each region, is an integral part of this qualification program.

AAs will be evaluated in three basic areas:

- Training;
- Experience; and
- Demonstrated understanding of concepts and principles.

This qualification program is a multi-level process where AAs demonstrate competence in one of three levels of prescribed fire qualifications: RXA3, RXA2, RXA1.

Guidelines

In consideration of the appropriate qualification level (low, moderate, or high) to certify qualifications of an AA, the regional forester should consider the following guidelines:

Prescribed Fire Agency Administrator Type 3 (RXA3)

The RXA3 can review, approve, authorize, and provide oversight for the management of low-complexity prescribed fires. The RXA3 trainee must meet the following in order to be qualified as an RXA3:

- **Required training and experience:** Refer to the Federal Wildland Fire Qualifications Supplement at https://iqcsweb.nwcg.gov/.
- **Other background, experience, and training that supports:**
  - Applicable experience in prescribed fire, wildfire, all-hazards, or other incident or project oversight may also be considered in addition to other guidelines.
  - Management oversight of a low-complexity fire program.
- **Demonstrated ability:** Successful evaluation by a coach (including feedback from FMO/fire staff/director) that the candidate has demonstrated understanding and application of the responsibilities of an RXA3 on smaller, low-complexity prescribed fires with a basic understanding of the elements of the core competencies. Use the RXA3 position task book to document.

Prescribed Fire Agency Administrator Type 2 (RXA2)

The RXA2 can review, approve, authorize, and provide oversight for the management of moderate-complexity prescribed fires.

- **Required training and experience:** Refer to the Federal Wildland Fire Qualifications Supplement at https://iqcsweb.nwcg.gov/.
- **Other background, experience, and training that supports:**
  - Applicable experience in wildfire, all-hazards, or other incident oversight may also be considered in lieu of other guidelines.
  - Management oversight of a moderately-complex prescribed fire program, providing for a workforce with appropriate training and equipment, NEPA compliance and project planning, social/political considerations, smoke management, public information, etc.
- **Demonstrated ability:** Successful evaluation by a supervisor or coach (including feedback from FMO/fire staff/director) that the candidate has demonstrated understanding and application of the responsibilities of an RXA2 on moderate-complexity prescribed fires with an understanding of the core competencies and other elements that may be relevant. Use the RXA2 position task book to document.

Prescribed Fire Agency Administrator Type 1 (RXA1)

The RXA1 can review, approve, authorize, and provide oversight for the management of high-complexity prescribed fires.

- **Required training and experience:** Refer to the Federal Wildland Fire Qualifications Supplement at https://iqcsweb.nwcg.gov/.

- **Other background, experience, and training that supports:**
  - Applicable experience in prescribed fire, wildfire, all-hazards, or other incident oversight may also be considered in lieu of other guidelines.
  - Management oversight of a moderate- to high-complexity prescribed fire program, providing for a workforce with appropriate training and equipment, NEPA compliance and project planning, social/political considerations, smoke management, public information, etc.
- **Demonstrated ability:** Successful evaluation by an RXA1 or coach (including feedback from FMO/fire staff/director) that the candidate has demonstrated understanding and application of the responsibilities of an RXA1 on large complex fires in the core competencies, and other elements that may be relevant. Use the agency administrator position task book to document.

Evaluation Process

- Every trainee will receive an evaluation from a qualified AA or coach using the AA position task book.
- Individuals involved in a shadow assignment should receive creditable experience through documentation.

Refer to the Prescribed Fire Pathways Diagram found in the Agency Administrator Toolbox at https://wfmrda.nwcg.gov.

Training opportunities to achieve and maintain core competencies:

- Upper levels of fire leadership and fire management courses;
- Function as the agency administrator during sand table exercises and training simulations;
- Participate in prescribed fire and fire management training, such as RX-410 and RX-510;
- Act as a member or leader for a team assigned to review a declared wildfire or violation of air quality standards;
- Attendance/participation in *Prescribed Fire Burn Boss Refresher* training, RT-300;
- Participate in prescribed fires and/or attend prescribed fire training; and
- Participate in other leadership and/or decision-making training.

Currency

The requirement to perform satisfactorily in a specified position within the last five years in order to maintain qualification for the position.

Certifying Officials

The certifying official for all Agency Administrator qualifications will be at the Regional Forester level and shall not be delegated to Forest Supervisors or Regional Fire Directors.

Incident Qualification Card

Incident qualification cards for any responder with Agency Administrator qualifications will be signed by the Regional Forester and shall not be delegated

to Forest Supervisors or Regional Fire Directors regardless if they have other qualifications or not. An electronic incident qualification card utilizing the IQCS portable document format (PDF) is authorized.

Specific Fire Management Staff Responsibilities for Fire Operations at the Field Level

Preparedness

- Use sound risk management practices as the foundation for all aspects of fire and aviation management.
- Ensure that only trained and qualified personnel are assigned to fire and aviation duties.
- Develop, implement, evaluate, and document fire and aviation training program to meet current and anticipated needs.
- Establish an effective process to gather, evaluate, and communicate information to managers, supervisors, and employees. Ensure clear, concise communications are maintained at all levels.
- Ensure fire and aviation management staffs understand their roles, responsibilities, authority, and accountability.
- Develop and maintain effective communication with the public and cooperators.
- Regardless of funding level, provide a safe, effective, and efficient fire management program.
- Organize, train, equip, and direct a qualified workforce. An individual development plan (IDP) must be provided for incumbents who do not meet new standards. Establish qualification review process.
- Take appropriate action when performance is exceptional or deficient.
- Ensure fire and aviation policies are understood, followed, and coordinated with other agencies as appropriate.
- Ensure that adequate resources are available to implement fire management operations.
- Provide fire personnel with adequate guidance, training, and decision-making authority to ensure timely decisions.
- Develop and maintain agreements, operating plans, and contracts on an interagency basis to increase effectiveness and efficiencies.
- Develop, maintain, and annually evaluate both the FMRS and spatial fire planning in WFDSS to ensure accuracy and validity.
- Ensure budget requests and allocations reflect preparedness requirements from the program of work and support objectives from the L/RMP.
- Develop and maintain current operational plans (e.g., dispatch, preattack, prevention).
- Ensure that reports and records are properly completed and maintained.
- Ensure fiscal responsibility and accountability in planning and expenditures.

- Assess, identify, and implement program actions that effectively reduce unwanted wildland fire ignitions and mitigate risks to life, property, and resources.
- Work with cooperators to identify processes and procedures for providing fire-adapted communities within the wildland urban interface.

Wildfire Response

- Provide for and personally participate in periodic site visits to individual incidents and projects.
- Utilize the Risk Complexity Assessment to ensure the proper level of management is assigned to all incidents.
- Ensure incoming personnel and crews are briefed prior to fire and aviation assignments.
- Coordinate the development of published decisions within WFDSS with local unit staff specialists for all fires that escape initial attack.
- Ensure effective transfer of command of incident management occurs and safety is considered in all functional areas.
- Monitor fire activity to anticipate and recognize when complexity levels exceed program capabilities. Increase managerial and operational resources to meet needs.
- Complete cost recovery actions when unplanned human-caused fires occur.
- Ensure structure exposure protection principles are followed.
- Ensure all misapplications of wildland fire chemicals are reported and appropriate consultation conducted as needed (see chapter 12).
- Ensure 5% assessment of fires less than 300 acres that had aerial fire retardant used and have avoidance areas as a result of the record of decision for the nationwide aerial application of fire retardant on NFS land is completed and documented for misapplication reporting.
- Ensure all assessments of impacts to threatened and endangered species or cultural resources are conducted by trained and qualified resource personnel.

Safety

- Ensure completion of a job hazard analysis (JHA) or risk assessment (RA) for fire and fire aviation activities and implement applicable risk mitigation measures.
- Ensure work/rest and length-of-assignment guidelines are followed during all fire and aviation activities. Deviations are approved and documented.
- Initiate, conduct, and/or participate in fire-management-related reviews and investigations.
- Monitor fire season severity predictions, fire behavior, and fire activity levels. Take appropriate actions to ensure safe, efficient, and effective operations.

Prescribed Fire

- Ensure a written, approved burn plan exists for each prescribed fire project.

- Prepare and implement all prescribed fire plans in accordance with the *Interagency Prescribed Fire Planning and Implementation Procedures Guide* (PMS 484) available at https://www.nwcg.gov/publications/484.
- Ensure that the prescribed fire burn boss assigned to each project is qualified at the appropriate level as determined by project complexity (see the *Interagency Prescribed Fire Planning and Implementation Procedures Guide* at https://www.nwcg.gov/publications/484 for specific guidance).
- Responsibility for prescribed fires in patrol/mop-up status may be assigned to the unit duty officer (see below) until declared "out." The duty officer (DO) may assign either a burn boss or IC at a level commensurate with expected activities to coordinate onsite actions (e.g., ICT5 for one engine to patrol). In the event that elements of the burn plan other than patrol/mop-up (e.g., holding or contingency) become necessary, then an appropriately qualified burn boss will be assigned to continue implementation of the approved burn plan.
- Review and update all prescribed fire plans as necessary to comply with policy or procedures and submit to agency administrator for review and approval.
- Submit amendments to prescribed fire plans to the agency administrator for approval.
- If more than one year has elapsed since approval, a prescribed fire plan will be reviewed to ensure assumptions are still valid and conditions have not changed, updated as necessary, and resubmitted to the agency administrator for approval.

Fire and Aviation Management Duty Officer

Each forest or grassland fire management officer or assistant fire management officer will perform the duties of a Fire and Aviation (FAM) duty officer (DO) for their unit, or will provide a delegated DO, during any periods of predicted or actual incident activity. Individuals performing as DO must have the approval of the unit's agency administrator and meet the minimum NWCG qualifications as identified in the *Forest Service Fire and Aviation Qualifications Guide* (FSFAQG), chapter 4, at https://www.fs.usda.gov/managing-land/fire/publications.

The required duties for all DOs are:

- Serve as the unit's primary contact with dispatch for both on and off-unit assignments.
- Monitor unit incident activity for compliance with Forest Service risk management practices.
- Coordinate and set priorities for unit suppression actions and resource allocation.
- Keep agency administrators, suppression resources, and information officers informed of the current and expected situation.
- Plan for and implement actions required for future needs.
- Document key decisions and actions.

DOs will perform the above duties in addition to any unit specific duties assigned by the unit's agency administrators or fire managers through a delegation of authority or unit operating plan.

In the event that the DO is required to accept an incident assignment, the outgoing DO must transition with another qualified and approved DO.

Use of district/zone DOs is intended to manage span of control. When assigned to the DO role, DOs will not concurrently perform any Incident Command System (ICS) command or operational functions directly connected to an incident.

DO staffing levels may vary based on locally determined metrics, such as fire danger, local area planning level, predicted incident activity, prescribed fire implementation, and/or span of control.

Fire Management Position Requirements

The *Interagency Fire Program Management Qualifications Standards and Guide* and *Forest Service Fire Program Management Standard* (*FS-FPM*) will be used in conjunction with specific agency requirements when filling vacant fire program positions and as an aid in developing individual development plans (IDPs) for employees.

Structure Exposure Protection Principles

Mission and Role

A significant role of the Forest Service is to manage natural resources on public land; management of wildfire is a primary mission in that role. Wildland firefighter training, tools, and personal protective equipment are based on the wildland environment. This does not prevent using wildland tactics in the wildland urban interface (WUI) when risks are mitigated. Wildland firefighter training for the WUI, however, is centered on the concepts of preventing wildfire from reaching areas of structures and/or reducing the intensity of fire that does reach structures. Fire suppression actions on structures that are outside Federal jurisdiction, outside the scope of wildland firefighting training, or beyond the capability of wildland firefighting resources are not appropriate roles for the Forest Service.

Forest Service leadership will express clear and concise leader's intent to ensure structure protection assignments are managed safely, effectively, and efficiently. Leaders are expected to operate under existing policies and doctrine under normal conditions. Where conflicts occur, employees will be expected to weigh the risk versus gain and operate within the intent of agency policy and doctrine.

Strategic Principles

- The Forest Service actively supports creation of Firewise and fire-adapted communities and structures that can survive wildfire without intervention. We support the concept that property owners have primary responsibility for reducing wildfire risks to their lands and assets.

- The Forest Service will actively work toward applying Firewise concepts to all Forest-Service-owned structures, facilities, and permitted use to serve as a model to publics and communities.
- The Forest Service will apply strategy and tactics to keep wildfires from reaching structures, as prudent to do so, considering risk to firefighters and publics, fire behavior, values at risk including natural resources, availability of firefighting resources, and jurisdictional authorities.
- The use of wildland tactics in the WUI, when risks are mitigated, will be based on the objectives of preventing wildfire from reaching areas of structures and/or reducing the intensity of fire that does reach structures.
- Structure protection will be limited to the use of standard wildfire response tactics, including the use of standard equipment, fire control lines, and the extinguishment of spot fires near or on the structure when safe and practical.
- The Forest Service will be proactive in developing agreements with interagency partners to clarify its structure protection policy.
- The Forest Service structure protection role is based on the assumption that other departments and agencies will fulfill their primary roles and responsibilities. The Forest Service will not usurp individual, local, or State responsibility for structure protection.
- Prior to task implementation, a specific structure protection role briefing will be accomplished.

Tactical Applications

Structure Protection Definition

Actions taken in advance of a fire reaching structures or other improvements are intended to safely prevent the fire from damaging or destroying these values at risk. For the Forest Service, structure protection involves the use of standard wildland fire suppression tactics and control methods, including the use of standard equipment, fire control lines, and the extinguishing of spot fires near or on the structure when safe and practical.

USFS Role

As documented in a Forest Service doctrinal principle, “Agency employees respond when they come across situations where human life is immediately at risk or there is a clear emergency, and they are capable of assisting without undue risk to themselves or others.” This principle serves as a foundational basis for the roles employees play in structure protection.

Pursuant to this “structure protection” policy provided above, Forest Service personnel may engage support from other cooperators in structure protection activities when 1) requested by local government under terms of an approved cooperative agreement or 2) when operating within a unified command. The agency is permitted, without agreement, to render emergency assistance to a local government in suppressing wildland fires, and in preserving life and property from the threat of fire, when properly trained and equipped agency resources are the closest to the need, and there is adequate leadership to do so

safely. The agency will not routinely provide primary emergency response (medical aids, fire suppression, HAZMAT, etc., as identified on "run cards" or preplanned dispatch scenarios) nor will the agency supplant the local government responsibility to do so.

The contents of a cooperative agreement will clearly define the responsibilities of partners. Regarding structural fire protection, typical Forest Service responsibilities in the case of mutual aid, initial attack, extended attack, or large fire support include:

- To provide initial attack through extended-attack actions consistent with application of wildland fire strategy and tactics.
- To supply water in support of Tribal, State, or local agencies having jurisdictional responsibility for the fire. This would include the use of water tenders, portable pumps, hose, tanks, and supporting draft sites.
- To assist or supply foam or chemical suppressant capability with engines or aerial application.
- To assist local authorities in the event of evacuations.
- To assist local authorities by assessing (triaging) structures for defensibility from wildfire.
- To coordinate with local authorities on actions taken by private structure protection companies.

As such, there should not be an expectation that the Forest Service will:

- "Wrap" or set up and administer sprinklers around privately owned structures.
- Remove fuels immediately surrounding a structure, such as brush, landscaping, or firewood.

As addressed above, the Forest Service will apply strategy and tactics to keep wildfires from reaching structures, as prudent to do so, considering risk management for firefighters and publics, fire behavior, values at risk including natural resources, availability of firefighting resources, and jurisdictional authorities.

The Forest Service shall not:

- Take direct suppression actions on structures other than those that tactically reduce the threat of fire spread to them.
- Enter structures or work on roofs of structures for the purpose of direct suppression actions.

In consideration of Forest-Service-owned or leased structures outside of structure fire protection areas these same policies apply. The use of Firewise principles and aggressive fire prevention measures will be employed for Forest Service structures at every opportunity.

If a Forest Service structure is determined to be at risk, "wrapping" or other indirect protection methods for the structure can be authorized by the agency administrator. Documentation of these decisions needs to be placed in the fire

documentation package and the unit files. Any employee engaged in "wrapping" or other indirect methods of protection operations will be thoroughly briefed and trained in correct safety and personal protection equipment procedures, especially if the use of ladders or climbing on the structure is necessary. In any case, the Forest Service holds that no structure is worth the risk of serious injury to an employee in an attempt to protect that structure or facility from fire.

Local Government Role

Local government has the responsibility for emergency response, including structure protection, within their jurisdiction. This responsibility is usually found within the fire agencies' charter and is substantiated by tax dollar revenue (sales and/or property tax).

Cost

Local governments assume the financial responsibility for emergency response activities, including structure protection, within their jurisdictions. Local government will order resources deemed necessary to protect structures within their jurisdiction. Local agencies will not be reimbursed for performing their responsibilities within their jurisdiction.

Tactical Operating Principles

When engaging in structure protection activities, as defined above, Forest Service personnel will apply the following principles:

- The first priority for all risk decisions is human survival, both of firefighters and the public.
- Incident containment strategies specifically address and integrate protection of defendable improved property and wildland values.
- Direct protection of improved property is undertaken when it is safe to do so, when there are sufficient time and appropriate resources available, and when the action directly contributes to achieving overall incident objectives.
- Firefighter decision to accept direction to engage in structure protection actions is based on the determination that the property is defendable and the risk to firefighters can be safely mitigated under the current or potential fire conditions.
- A decision to delay or withdraw from structure protection operations is the appropriate course of action when made in consideration of firefighter safety, current or potential fire behavior, or defensibility of the structure or groups of structures.
- Firefighters at all levels are responsible to make risk decisions appropriate to their individual knowledge, experience, training, and situational awareness.
- Every firefighter is responsible to be aware of the factors that affect their judgment and the decision-making process, including a realistic perception of their own knowledge, skills, and abilities; the presence of life threat or structures; fire behavior; availability of resources; social/political pressures; mission focus; and personal distractions, such as home, work, health, and fatigue.

- An individual's ability to assimilate all available factors affecting situational awareness is limited in a dynamic wildland urban interface fire environment. Every firefighter is responsible to understand and recognize these limitations, and to apply experience, training, and personal judgment to observe, orient, decide, and act in preparation for the "worst case."
- Every firefighter is responsible for participating in the flow of information with supervisors, subordinates, and peers. Clear and concise communication is essential to overcome limitations in situational awareness.

Chapter 6
BIA Program Organization and Responsibilities

Bureau of Indian Affairs Fire Management Policy

Policy and responsibility for the Bureau of Indian Affairs (BIA) Wildland Fire Management (WFM) Program is documented in Part 90 Indian Affairs Manual (IAM), chapters 1-8 and can be found at https://www.bia.gov/policy-forms/manual. This part identifies the authorities, standards, and procedures that have general and continuing applicability to wildland fire activities under the jurisdiction of the Assistant Secretary – Indian Affairs.

BIA Mission

The BIA mission is to enhance the quality of life, to promote economic opportunity, and to carry out responsibility to protect and improve the trust assets of American Indians, Indian Tribes, and Alaska Natives. Our mission is to execute our fiduciary trust responsibility by protecting lives, property, and resources while restoring and maintaining healthy ecosystems through cost-effective and creative fire management programs, collaboration, and promoting Indian self-determination.

BIA Fire Operations Website

BIA Fire Operations maintains a website that hosts operational, informational, and policy-related documents. The website also contains information about job recruitment, BIA training, Pathways Internship Program, fuels management, aviation safety and wildland fire prevention. Visit the BIA WFM website at https://www.bia.gov/bia/ots/dwfm.

Agency Administrator Responsibilities

Bureau of Indian Affairs administrators have many responsibilities relating to Wildland Fire Management activities which are provided in part 90 (Wildland Fire Management), IAM, chapters 1-8, subchapter 1.5 (Responsibilities). These also include such activities when contracted for, in whole or in part, with other agencies or Tribes under the statutes cited in 620 DM 1, appendix 1.

These BIA administrators also share three additional common responsibilities not listed in the 90 IAM. These are:

- Responsible for the implementation of an effective WFM program;
- Responsible for implementation of policies and recommendations in the Federal Wildland Fire Management Policy; and
- Integrates wildland fire management into natural resource management.

Additionally, the following responsibilities are applicable and will ultimately reside in 90 IAM 7 (Wildfire Response) once this chapter is published.

Director, Bureau of Indian Affairs

- Reference part 90 (Wildland Fire Management), IAM, chapters 1-8, subchapter 1.5 Responsibilities; and
- Responsible for implementation of policies and recommendations in the Federal Wildland Fire Management Policy.

Deputy Bureau Director, Office of Trust Services

- Provides for the coordination of wildland fire management activities with other Federal, State, and non-government fire protection agencies.
- Reference part 90 (Wildland Fire Management), IAM, chapters 1-8, subchapter 1.5 (Responsibilities).

Chief, Division of Forestry and Wildland Fire Management

- Reference part 90 (Wildland Fire Management), IAM, chapters 1-8, subchapter 1.5 (Responsibilities).

Chief, Division of Wildland Fire Management

- Reference part 90 (Wildland Fire Management), IAM, chapters 1-8, subchapter 1.5 (Responsibilities);
- In conjunction with other Federal fire directors, establishes priorities for assignment of critical resources during wildland fire emergencies;
- Initiates or participates in boards of review concerning actions taken on selected wildland fires; and
- Oversees the national casual and vendor payment programs for emergency incident payments.

Regional Directors

- Reference part 90 (Wildland Fire Management), IAM, chapters 1-8, subchapter 1.5 Responsibilities;
- Oversees allocation model implementation, preparedness, fuels management, community assistance, prevention, emergency wildland fire operations, post-fire activities, medical standards, and Interagency Fire Program Management (IFPM) standards;
- Determines when a critical fire situation has exceeded agency capability and ensures that qualified personnel take immediate charge of fire suppression activities; requests assistance when the wildfire situation exceeds the capability of the region's resources; and
- Assigns boards of review on selected individual wildland fires which presented unusual problems or situations.

Agency Superintendent (unless excepted in regional directives)

- Protects Indian trust and restricted lands from wildfire by taking appropriate action as specified in the approved fire management plan to meet Indian landowner objectives or in the absence of an approved plan, takes immediate suppression action, consistent with other standards.
- Ensures agency fire management personnel develop and maintain fire management job qualifications and meet physical fitness standards in

accordance with policy and assign personnel to fire suppression, prescribed fire, wildland fire use activities according to qualifications and demonstrated ability.

- Manages personnel to ensure that prevention goals and objectives are being achieved.
- Develops, updates, and maintains the local fire preparedness planning activities, wildland fire prevention plan, annual mobilization plans, and ensures initial attack capability and management personnel availability to provide for an adequate level of protection from wildfire.
- Develops, updates, and maintains agency fire management plans.
- Negotiates cooperative agreements with adjacent protection organizations as needed.
- Negotiates reimbursable agreements with Tribal, local, state, and other federal agencies for wildland fire management activities as needed.
- Recommends a board of review be established to review actions taken on selected individual fires.
- Ensures that all escaped prescribed fire or any prescribed fire that results in resource or property damage are reviewed or investigated.
- Requests assistance through appropriate interagency channels when the fire situation exceeds the capabilities of the agency's resources.
- Initiates investigation of trespass from wildfires to determine cause and origin and if fire trespass has occurred.
- Ensures established wildfire investigation procedures and guidance are followed.
- Coordinates with appropriate law enforcement agency when wildfire crimes are suspected and/or detected.
- Enters and maintains employee fire qualifications in the Incident Qualification Certification System (IQCS) and enters and maintains fire occurrence in the Bureau fire reporting system.
- Coordinate the development of published decisions within the WFDSS for all fires identified as requiring a decision and consistent with authority identified in Chapter 11.
- Reference part 90 (Wildland Fire Management), IAM, chapters 1-8, subchapter 1.5 Responsibilities.

National Fire Leadership Team

The National Fire Leadership Team (NFLT) provides national leadership to ensure we are creating an open forum for discussions, collaboration, and coordination in BIA wildland fire management by:

- Providing a forum for open communication, collaboration, and consensus among the members of the NFLT
- Addressing BIA and interagency wildland fire program issues brought forward to the NFLT, subgroups, Regions, Tribes, and the Division of Wildland Fire Management Membership

The NFLT consists of:

- Division Chief of Wildland Fire Management
- Assistant Division Chief of Wildland Fire Management
- Regional Fire Management Officers (RFMO)

Fuels, Aviation, Operations, Budget, Admin, and Public Affairs Officer and other Central Office Managers

Tribal Contracts/Compacts

The Tribes have three options to manage fire protection services. Tribes may use direct services, self-determination contracts, or self-governance compacts to manage either a portion or all of a BIA program.

Public Law 93-638 (The Indian Self-Determination and Education Assistance Act of 1975, as amended; Title I and V) provides maximum Indian participation in the governance and education of the Indian people; to provide for the full participation of Indian Tribes in programs and services conducted by the Federal Government for Indians and to encourage the development of human resources of the Indian people; to establish a program of assistance to upgrade Indian education; to support the right of Indian citizens to control their own educational activities; and for other purposes.

Fire Management Administration

These guidelines are intended to be used by the BIA and Indian Tribes when negotiating annual funding agreements, whether Public Law 93-638 contracts (Title I) or self-governance compacts (Title V).

Guiding Principles

- Indian Tribal fire management programs are held to the same standards as BIA fire management programs. Both BIA and Indian Tribal programs will strive to achieve excellence.
- Indian Tribal and BIA WFM programs receive equal consideration for available budget and resources.
- The BIA is committed to working with Indian Tribes to ensure the success of their WFM programs.
- Indian Tribes who desire to compact or contract national, regional or agency fire program functions or services provided by the BIA, to benefit more than one Indian Tribe, must have a plan to provide comparable functionality or services and agreement of other affected Indian Tribes.

Inherently Federal Activities

- Hiring, termination and paying Federal employees, including administratively determined (AD) emergency workers (Casuals).
- The AD hiring authority is an inherently Federal activity and requires Federal Government supervision. The AD hiring authority is granted through the Department of the Interior (DOI) to the BIA and cannot be delegated to a Tribally contracted or compacted program. However, Tribal programs can gather documentation to assist in meeting the requirements of

the AD Pay Plan for Emergency Workers (casuals) and specific national guidance.

- Approval, consolidation, and submission of budget requests.
- Obligating Federal funds.
- Approval of resource management or land use plans, fire management plans (FMPs), NEPA documents, Wildland Fire Decision Support System (WFDSS) documents, post-wildland fire activity (ES/burned area emergency response [BAER]) plans, and delegations of authority to incident management and post-fire activity teams. The BIA must approve the documents in the preceding sentence to fulfill its trust responsibility in resource protection.

Program Operational Standards

- Unless waivers to the following standards are explicitly approved and identified in Tribal annual funding agreements, the following standards will apply to Tribal fire management programs (See Personnel Qualifications, 90 IAM:
  - Adherence to the *National Wildfire Coordinating Group (NWCG) Standards for Wildland Fire Position Qualifications* (PMS 310-1) is mandatory for all firefighters fighting wildfires on and off their respective jurisdictions.
  - Adherence to the IFPM standards are mandatory for fire program management officers, fire specialists and fire project leaders.
  - Self-governance compact standards for qualification, physical fitness, and safety will be those established by the parties to the agreement but will not be less than NWCG and IFPM standards when mobilized off their Tribal lands.
  - Agency Superintendent or delegate are responsible for certifying Tribal program employee qualifications and maintaining records of their employee qualifications. All BIA/Tribal units with fire management programs are required to use the Incident Qualifications and Certification System (IQCS) to track all Federal emergency responders.
  - Wildfires that burn Indian trust lands under a Tribe's protection must be reported and certified in the Interagency Fire Occurrence Reporting Modules (InFORM) promptly after being declared out. Obligating Government funds is an inherently Federal function and fire reports are an essential element in accounting for the obligation of Federal funds.
  - Placing resource orders for incident management teams (IMT) to manage extended, large fire operations or for post-wildland-fire-activity teams requires the involvement of the BIA. All actions require that the BIA approve delegations of authority to teams.

Program Planning

Strategic planning for BIA field-level units relies primarily on two required documents, FMPs (including spatial fire management plans) and fire danger operating plans, per the interagency guidance in chapters 9 and 10, respectively.

Such plans rely on historical weather and fire occurrence data to depict the range of conditions in burning environment, define the fire season, and quantify the unit's workload.

Fire Occurrence Data and Reporting

Consistent with the *Guidance for Implementation of Federal Wildland Fire Management Policy* (February 13, 2009), the BIA recognizes two types of wildland fires when collecting and recording fire occurrence data, planned ignitions (i.e., prescribed fires) and unplanned ignitions (e.g., including escaped prescribed fires).

Specific guidance regarding prescribed fire data and reporting is provided in the *BIA Fuels Management Program Planning and Implementation Guide*. All wildfires that burn on Indian trust lands must be documented with a single, certified individual final fire report in the InFORM application. For large or otherwise significant wildfires involving Indian trust lands, approved Incident Status Summary (ICS-209) reports, including a designated final report, must also be submitted per the requirements and guidance in chapter 11.

Records Management for Fire Reports

Individual final fire reports and final ICS-209 reports are official records for wildfires that burn on Indian trust lands. Accordingly, the BIA administrative unit overseeing the affected land is responsible for adhering to *Indian Affairs Records Management Manual* (https://www.bia.gov/policy-forms/manual) and the local *File Maintenance and Disposition Plan* concerning management and archiving these records.

Additional guidance regarding wildland fire incident records can be found on the NWCG Incident Records Management website at https://www.nwcg.gov/committees/incident-planning-subcommittee.

Fire Weather/Remote Automated Weather System (RAWS)

The fire weather program is managed and coordinated by the WFM Fuels Management Section, which has one staff member designated as the BIA National RAWS Coordinator (405-206-1854). This program provides funding and technical support for the maintenance/emergency repairs of station sensors and the accuracy of station data for the wildland fire program.

All field-level units will identify at least one permanent, National Fire Danger Rating System (NFDRS) fire weather station for fire planning purposes. A listing of these designated weather stations is maintained by the WFM Fuels Management staff and is updated annually.

Each region must identify a regional point of contact (RPOC), and each agency/Tribe must identify a local point of contact (LPOC) for fire weather and weather stations. These contacts must be updated immediately upon reassignment to a new POC and provided to the BIA National RAWS Coordinator.

BIA and Tribal NFDRS Weather Stations

The BIA Central Office, Division of Wildland Fire Management (DWFM) maintains a national contract with Forest Technology Systems, Ltd., (FTS) to provide annual maintenance, factory exchange service, and emergency repair to 81 permanent NFDRS weather stations. When noncompliant or malfunctioning RAWS are identified or suspected, fire managers should implement the following hazard mitigation actions to expedite RAWS repair and to reduce risk to fire personnel: Contact a technical support specialist at FTS and the BIA National RAWS Coordinator to resolve the noncompliance or emergency repair issue.

Non-NFDRS Weather Stations

The BIA has 19 non-NFDRS weather stations, which are mostly portables and are mainly used for large wildfires and prescribed fires. These stations are also covered under the BIA's national contract with FTS to provide annual maintenance, factory exchange service, and emergency repair.

- Non-NFDRS stations do not have to have a NWS station number or a station catalog in Weather Information Management System (WIMS), but units may establish them as needed.
- Non-NFDRS weather stations, such as portable or research stations that support fire operations are required to receive annual calibration and certification. The equipment will meet the requirements of the Annual Rehabilitation Maintenance Section of the *NWCG Standards for Fire Weather Stations* (PMS 426-3) publication.
- Document maintenance in the WFMI weather module.

Weather Station Naming Conventions

To ensure the continuity with historic records, the names of existing stations should not be changed without a good justification. Proposed name changes must have the concurrence of the BIA National Fire Weather Program Manager.

- New weather stations should be named after the nearest local geographic feature.
- The naming convention for portable RAWS stations will be the unit identifier and the word "Port" followed by a sequential number. For example, the portable RAWS at Crow Agency is named MTCRA_Port1, where "MTCRA" represents Crow Agency in Montana and "Port1" represents a unique number to identify the station. If another portable RAWS was deployed at Crow Agency, the name of that station would then be MTCRA_Port2. Portable stations should not be renamed when relocated on the unit or temporarily assigned to another unit.
- For weather data collection and archiving standards for NFDRS, refer to the *NWCG Standards for Fire Weather Stations* (PMS 426-3) publication and the *WIMS Web Application User Guide*.

Adhere to the *NWCG Standards for Fire Weather Stations* (PMS 426-3) when moving a station—including portable stations—to a different location.

The LPOC must first notify the BIA National RAWS Coordinator before notifying the BLM RAWS Depot Help Desk (208-387-5475) to make notification that the station is to be shut down. Following the relocation, the LPOC must again first notify the BIA National RAWS Coordinator before informing the RAWS Depot Help Desk with the new location information and the time of reactivation.

Station Identifiers

When a station identifier is needed, contact the contact the BIA National RAWS Coordinator (405-206-1854), who will coordinate the request with the appropriate entities, including the GACC Predictive Services staff.

Weather Module in Wildland Fire Management Information

Weather Module Access

- The Wildland Fire Management Information (WFMI) weather module provides access to the weather data that is transmitted from the more than 2,500 RAWS located throughout the U.S.
- Individuals who desire access to the WFMI weather module must complete and submit only sections I and II of the "Weather Module – User Access Request" form to the BIA National RAWS Coordinator. Due to the terms of the BIA's national RAWS contract, individuals may only request "view-only" access to the weather module. Edit access is restricted to prevent possible contractual issues.

Program Preparedness

The Wildland Fire Management Program employees should reference the following agreements, contracts, and operating plans as identified in the Program Planning section above.

Preseason Agreements, Contracts and Operating Plans

The authority to enter into interagency agreements, cooperative agreements, memorandum of understanding, mutual-aid agreements and contracts is cited in *Departmental Manual, Part 620* and respective statues; *Indian Affairs Manual (IAM) 90; the Reciprocal Fire Protection Act 42 U.S.C. 1856*; and is referenced in the *Federal Wildland Fire Management Policy and Program Review*. See chapter 8 for additional guidance.

Tribal Disaster Assistance

On January 29, 2013, the President signed the Sandy Recovery Improvement Act of 2013, which amended the Stafford Act. The Act included a provision to provide Federally recognized Indian Tribal governments the option to request a Presidential emergency or major disaster declaration independent of a State. Tribal governments may still choose to seek assistance under a State declaration request.

BIA Office of Emergency Management

BIA Office of Emergency Management Part 92 IAM outlines BIA Office of Emergency Management's (OEM) purpose, scope, policy, authorities,

responsibilities, definitions, standards and requirements, reports and forms, and training requirements. The OEM is an office within the Office of the Director, BIA (DBIA) and serves Indian Affairs by promoting self-sufficiency among Tribes in managing emergency preparedness and response activities. The OEM supports the BIA and Tribes with coordinating response, recovery, and hazard mitigation activities when requested. OEM also supports the Federal Emergency Management Agency (FEMA) and other Federal agencies with prompt cooperation, coordination, resources, and capabilities for emergency incidents that impact Tribal communities, lands, and resources, and the nation as a whole. As the 92 IAM 2 outlines OEM is responsible for maintaining bureau wide situational awareness of incident response operations and developing a common operating picture for Indian Affairs senior leaders. This applies to all incidents and events that impact Indian Affairs personnel, lands, facilities, infrastructure, or resources; Tribal lands or insular areas; or incidents and events for which assistance is provided to other units of government under Federal laws, executive orders, interagency plans, or other agreements that requires coordination and communication of emergency situations to Indian Affairs senior leaders and to the DOI, OEM, Interior Operations Center (IOC).

Tribal Support for Emergency Support Function (ESF)

BIA is an Emergency Support Function (ESF) support agency under the USDA-FS and USFA ESF #4 and #5 Annexes. Tribes may provide support through this mechanism; however, they must follow their designated reimbursement process to participate under an ESF.

National Program Preparedness/Readiness Reviews

Division of Wildland Fire Management (DWFM) will conduct regularly scheduled fire preparedness review of regional offices. Each review will include fiscal and budget reviews of standard operating procedures (SOP) and administrative activities. A schedule will be developed by DWFM, with input from the regions, to coordinate review scheduling. At least one review every five years will be conducted in each region, though more frequent reviews would be preferable. DWFM implementation intentions are to administer one preparedness review and one fiscal accountability review in two separate regions every year. Additionally, local unit preseason fire preparedness/readiness reviews will be conducted.

Standards for preparedness reviews are documented in the *Interagency Fire Preparedness Review Guide* at https://www.bia.gov/bia/ots/dwfm.

FireCode Business Rules

The BIA developed business rules and procedures to implement the FireCode System. The FireCode System User Guide and Business Procedures can be accessed through the BIA-NIFC office.

Wildfires on BIA Trust Land

BIA/Tribal Unit is the Host Unit

Wildfires on BIA Trust land (BIA/Tribal unit is the host unit) will have an assigned FireCode.

- BIA/Tribe host unit dispatcher will ensure that a unique FireCode is associated with every wildfire. The recommended workflow is to acquire the FireCode via the computer-aided dispatch application or InFORM (instead of creating a record directly in the FireCode application).
- The FireCode will be used by the BIA when entering an obligation to the Financial and Business Management System (FBMS). Contract/compact Tribes will use this code to identify all costs associated with an incident.
- Compact/contract Tribes will use the FireCode to identify costs for wildfires when reporting to the BIA regional office.
- BIA-NIFC will generate one false alarm FireCode for each region which will be used for each false alarm fire report.

BIA/Tribal Resources Are Ordered from Another BIA/Tribal Unit(s)

- All BIA/Tribal resources responding will use the hosting BIA/Tribal unit's FireCode to charge all financial obligations related to that wildfire.
- Compact/contract Tribes will use the FireCode to identify their respective costs for assistance to other BIA/Tribal units when reporting to the regional office.

Wildfires on Another Agency's Land Where BIA/Tribe is Ordered

Another Federal Agency is the Host Unit

- All BIA/Tribal resources responding to other Federal agency fires will use a FireCode created by the host Federal agency.
- Compact/contract Tribes will use the FireCode to identify their respective costs for assistance to other Federal agencies when reporting to the regional office.

State Agency is the Host Unit

- All BIA/Tribal resources responding to State agency wildfires will create a FireCode for each fire if a FireCode has not already been created by another Federal agency. If a FireCode has been created, the BIA/Tribal unit(s) will use that FireCode as the charge code (project code) for all financial obligations related to that wildfire.
- BIA/Tribal units will document their action via a formal resource order and/or a fire report in InFORM that is categorized as an "out-of-area response" when responding to another unit's wildfire.
- Compact/contract Tribes will use the FireCode to identify their respective costs for assistance to State agencies when reporting to the regional office.

Short-Term Severity

Short-term severity actions where additional local resources are employed under operations to supplement readiness capability as a direct result of short-duration, high fire danger on BIA Trust lands.

- DWFM will generate one short-term severity FireCode for each region.
- Each region will use the short-term severity FireCode to cover local short-term severity needs relating to employing additional personnel.
- Request to use the short-term severity FireCode must be made to the regional FMO, or their acting, and approval given before the FireCode is to be used.

Long-Term Severity

Long-term severity FireCodes will be used by BIA resources to identify all costs related to approve BIA wildfire severity actions.

- All severity requests will be submitted to the DWFM for approval. Upon approval, the DWFM will generate a FireCode and notify the region of the FireCode and authorized funding level.
- The FireCode will be used to charge all authorized financial obligations for readiness under the severity request.
- If a BIA agency/Tribe responds to another BIA agency/Tribe's severity request, the responding BIA agency/Tribe will use the hosting agency/Tribal unit's FireCode to charge all financial obligations.
- Compact/contract Tribes will use the FireCode to identify their respective severity costs when reporting to the regional office.

Casual Training

A FireCode established by the DWFM will be used by all BIA units to charge obligations related to administratively determined (AD) or casual workers during training. BIA units must use a FireCode with their organizational code to charge obligations for casual field exercises.

Wildland Fire Severity Support to Other Agencies

To account for resource usage and costs incurred when BIA provides severity support to other agencies, the DWFM will generate a separate FireCode for each agency (USFS, BLM, FWS, NPS, and State/local). In lieu of using the requesting agency's own FireCode (if any), the BIA-issued FireCode will be used by BIA units to charge all authorized financial obligations for readiness related to their support of another agency's severity actions.

Wildland Fire Management Funding

Preparedness Activity

This activity consists of all the actions needed to prepare for the response to wildland fire ignitions. Preparedness funds provide support to the overall management and planning of BIA and Indian Tribal fire management programs. Preparedness includes but is not limited to readiness and capability to provide safe, cost-effective fire management programs in support of L/RMPs. This activity includes the hiring and training of fire personnel, purchasing/contracting of equipment and supplies, support, planning and coordination, policy development, oversight, and research. Interagency coordination and direction includes establishment and funding of interagency agreements and interagency-fair-share contributions.

- Indian Tribes are eligible for indirect costs from the wildland fire appropriation for preparedness.
- Wildland Fire Management funding and indirect costs may be included in the Indian Tribal annual funding agreements (AFA). For compact wildland fire preparedness, wildland fire prevention, and interagency hotshot programs, funding shall be transferred to the Office of Self-Governance (OSG) by the DWFM budget.
- One-time funding or one-time project funding will be applied for annually and distributed to the region for distribution to agencies/Tribes. Funding shall be transferred to the OSG by the DWFM. These are project-based, one-time transfers of funds. Indirect costs on non-recurring or one-time wildland fire preparedness funds are not authorized. Indian Tribal and BIA programs will be given equal consideration for non-recurring preparedness funding and will be coordinated at the regional office level.

Suppression Activity

This activity provides for the development and implementation of three operation components: suppression, post-wildland-fire activities, and severity.

- Funding is obtained by Indian Tribes through agreements established by BIA regional offices or other Federal agencies to reimburse Indian Tribes for fire costs on a fire-by-fire basis (per FireCode). Indirect costs for fire suppression are not authorized.
- Severity (short- and long-term) authority and funding for activities necessary to augment initial attack capability when abnormal fire conditions occur throughout a region resulting in the fire season starting earlier than normal, or exceeding average high fire danger ratings for periods. Funding is obtained by Tribes through agreements established by BIA regional offices or other Federal agencies to reimburse Indian Tribes for severity costs incurred under an approved, fire severity cost request. Indirect costs for severity funds are not authorized.
- Post wildland fire activities include all post-fire, burned-area activities covered by approved plans. Funding is obtained by Indian Tribes through agreements established by BIA regional offices or other Federal agencies to reimburse Indian Tribes for costs on a project-by-project basis (per FireCode). Indirect costs for emergency stabilization projects are not authorized, however reasonable administrative and overhead costs incurred by Indian Tribes in such projects may be authorized within stabilization plans and should be built into the project and treated as a direct cost.

Interagency Severity Funding Request Procedures

Qualification of Need

Severity funds and project approval will be identified by a severity FireCode generated by DWFM. Requests for special projects must be evaluated and approved by the respective regional office and forwarded to DWFM for approval and execution. All costs associated with a severity request must include the severity FireCode when procuring and/or encoding to FBMS. Fire danger

models or analysis software (FireFamily Plus) graphically contrasts the current seasonal trend for energy release component (ERC) and/or but burning index (BI), with all-time worst and historical average ERC and/or BI, based on an analysis of year-round data.

To adequately quantify the need for severity funding, at least one of the criteria listed below should demonstrate that abnormal conditions exist.

- Palmer Index or standardized precipitation indices that specify the departure from normal.
- Fuel loading quantitative information comparing current to the average.
- Current local fuel moisture compared to average trend and all-time worst provided by the Normalized Differences Vegetative Index (NDVI) and/or Live Fuel Moisture Project reports. *Note*: Data from NDVI and Live Fuel Moisture Project may be a week old or older.
- NWS 30-day weather outlook.
- Weather station NFDRS number and name.

Narrative Statement

Provide a brief statement of the interagency situation (local and geographic). Each agency should request funds only for their respective needs, not for needs of another agency. Sharing resources when all parties have needs is desirable.

When requesting prevention or investigation resources, the following information must be included:

- Human-caused fire activity; number of human-caused fires to date as compared to previous years (include leading fire cause category);
- Description of how the prevention and/or investigation team will be utilized (i.e., shared resource covering multiple agencies/tribes implementing prevention campaigns, etc.);
- Any significant upcoming events or activities); and
- Justification for additional funds for prevention materials or supplies.

Severity requests for prevention/investigation resources are to be reviewed by the regional WUI/prevention specialist.

Requested Resources

Requested resources should be identified by type, quantity, and cost using the severity cost estimation worksheet. Utilize the “Prevention" tab for requesting prevention/investigation resources.

Budget Management

This section governs use of the BIA’s WFM appropriation account structure, procedures, cost accounting, and one-time funding procedures. Personnel at all levels within the BIA need to be aware of the responsibilities and limitations on the use of these funds, which this chapter and other financial and budget handbooks address.

Program Budget Annual Appropriations

Annual appropriations are made available for the WFM, pursuant to the passage of the annual appropriation act for the DOI and related agencies. The WFM appropriation is a no-year appropriation.

Funded Program Procedures

WFM funds, excluding emergency suppression funding (unless under a continuing resolution), will be distributed to the DWFM Budget Management office, which distributes funds to WFM regional office programs. The exception to the allocation is compacted programs which will be disbursed directly from WFM-NIFC to OSG. Instructions documented on a financial allocation form (i.e., funding entry document or FED) detail how distributions are to be made from regions to agencies/Tribes for preparedness programs.

One-Time Funding/Critical Needs

The One-Time Funding Program provides mechanisms to request funding for special projects or needs that exceed an agency's regular budgeted funds. Funds used in this program are non-recurring in nature and are based on either available prior year unobligated balances or unused indirect costs.

DWFM staff will issue a memorandum annually during the second quarter with a standard form that will identify timelines for current year. The individual plans are required to be submitted to regional offices for review, changes or rejection. Once approved at the regional level, the requests will be forwarded to DWFM. Critical needs projects are high priority or an activity ready for implementation and require immediate funding at the start of the FY, before appropriations bills are signed. Critical needs should only cover three months of project needs but will continue under CRs until an appropriations bill is passed.

One-time funding for preparedness (signed by the appropriate regional director) will be submitted to WFM Budget Officer no later than May 15th for the upcoming fiscal year for current year needs. Requests received after deadlines will be given lower priority. DWFM staff will evaluate all requests based on the region's prioritization and the availability of funds.

Procedures for One-Time Funding Submission

One-time funding requests must be submitted using the following process:

- Requests are submitted to the regional office for approval. The process verifies the request meets the intent and fire policy of DOI appropriation act language.
- The regional office then submits prioritized funding requests to the DWFM Budget office.
- Work breakdown structure (WBS) to be assigned by DWFM Budget or the DC Central Office.

BIA National Wildland Fire Fleet Engine Program

The BIA National Wildland Fire Fleet Engine Program was created by the BIA in 1996. The objective of the program is to provide a centralized process for

replacement parts and training of BIA fleet engine pumping systems. Detailed information on the program can be found in the *BIA National Fleet Wildland Engine Program Operations Guide*.

Mission/Policy

- Provide a standardized BIA fleet engine for the participating agency or Tribal organization.
- Provide an opportunity to supply trucks for BIA fleet engine pumping systems.
- Provide repair support services to agency-/tribally owned apparatus for approved number of engines.
- Provide training in the use and maintenance of the BIA fleet engine pumping systems.
- Evaluate new equipment and BIA fleet engine center improvements to meet the wildland fire program needs.
- Provide emergency repair or replacement for BIA fleet engine pumping systems.
- No aftermarket parts of any kind are to be placed on any BIA fleet engine equipment without prior approval from the Deputy, Fire Operations and concurrence from the program center managers.

Vehicle Maintenance, Replacement and Repairs

Daily preventative maintenance checks, regular servicing, prompt repairs, and lifecycle replacement are critical to providing mission readiness, performance, and safe operation.

Annual Safety Inspections, Scheduled Maintenance, and Daily Inspections

Fire personnel are required to complete and document annual safety inspections, regularly scheduled preventative maintenance, and daily (or pretrip) inspections for all BIA wildland fire vehicles. Annual safety inspections must be documented on Form 1520-35 or designated local form. Regularly scheduled preventative maintenance, unscheduled maintenance, and repairs for DOI-owned (I-plate) vehicles are recorded in FBMS. Daily inspections must be kept with the vehicle records for the life of that vehicle.

The cost of all vehicle repairs and maintenance is the responsibility of the individual region, agency, or Tribe unless the damage is directly attributable to operations on a wildfire. In that case, with approval from the incident commander (IC), the damages may be paid for under the fire's suppression account.

Wildland fire vehicles that are not operationally sound or have safety deficiencies must not be put into service. In addition, vehicles that suffer from mechanical or safety issues while enroute or on assignment must be taken out of service at the earliest opportunity in which it is safe to do so and must not be put back into service until corrective action can be completed.

Replacement Guidelines

BIA fleet engine standards updated replacement schedule is set as follows:

BIA fleet engine type 6	8 years	100,000 miles
BIA fleet engine type 4	10 years	250,000 miles

Organization

The program is organized into three geographical areas:

- Missoula, MT, services the Northwest, Rocky Mountain, and north half of the Pacific Region.
- Eagle Butte, SD, services the Great Plains, Midwest, and Eastern Regions.
- Dulce, NM, services the Southwest, Western, Navajo, Eastern Oklahoma, Southern Plains, and south half of the Pacific Region.

Emergency Repairs

Emergency fire-related repairs to a BIA fleet engine pumping package will be requested through the assigned user area BIA Fleet Engine Center. The request will be reviewed and approved by the center manager before a service truck is dispatched or replacement parts are sent to the requesting agency.

Non-Emergency/Non-Suppression Repairs

Non-emergency repairs shall be charged to the identified agency account. The account will be approved by an agency official (e.g., FMO, forest manager, superintendent) before the requested action is taken.

Authorization of account will be sent by email or signed fax identifying account, name, and title of authorizing official. Initial requests for all non-emergency repairs will be requested through the assigned user area BIA Fleet Engine Center. The request will be reviewed and approved by the BIA Fleet Engine Center manager before a service truck is dispatched or replacement part is mailed to the requesting agency.

All emergency and non-emergency repair expenditures shall be charged to an appropriate account.

Administration

The program is administered through DWFM Fire Operations. A BIA Fleet Engine Oversight Group has been established to plan, develop, and budget for the annual operations of the program. The group is comprised of the BIA Fleet Engine Program leads at each center and the Deputy, Fire Operations. Trucks and fabrication orders for the BIA fleet engines are procured nationally through the DWFM office.

Fire Facility Construction and Maintenance Activity

The fire facility construction and maintenance activity provides for the maintenance and construction of fire facilities for line items funded within the DOI wildland fire appropriation only. All projects are approved through a consolidated DOI process and entered into the DOI's five-year plan. The 5-year plan is a fiscal-year-based plan and is part of the overall budget process. The

plan requires annual updating so that the budget request continues to reflect a 5-year picture of the actual need. As a result, the schedule of activities is based on the fiscal year, not the calendar year. The annual update presents the opportunity for the fire bureaus to adjust project priorities based on newly identified needs or previously identified needs that have become more critical during the past year. Projects in the out-years may also be removed become more critical during the past year. Projects in the out-year may also be removed because they were addressed through other means. The Bureau's five-year plan submissions are completed at least a year before Congress enacts the annual appropriation.

Submissions must consist of the following:

- Projects for construction of fire facilities must be included in the five-year DOI Facilities Construction Plan and identified as part of the Wildland Fire Annual Budget Appropriation.
- Funding is obtained by Indian Tribes through BIA regional offices via cooperative agreements, contracts, or through agreements with other Federal agencies to reimburse Indian Tribes for fire facilities construction costs on a project-by-project basis.
- Indirect costs for fire facilities and deferred maintenance construction projects are not authorized. Administrative fees are authorized when requests have them built into the total cost of the construction project as a direct cost.

National Aviation Program

The BIA Wildland Fire and Aviation Management Program staff recommends BIA policy, procedures, and standards; and maintains functional oversight and interagency coordination for all aviation activities. The DWFM established two interregional aviation management offices to provide technical aviation expertise support for regional, agency, and field offices. Each of these offices supports BIA regions across geographic boundaries. Each of the interregional offices is staffed by an IRAM and an AOS, both of which are available to provide support for any region.

Aviation Program Goals

The primary goals of each of these positions are to promote aviation safety and cost effectiveness. The DWFM Director, Aviation and Safety supports BIA aviation activities and missions, which includes fire suppression, through strategic program guidance, managing aviation programs of national scope, coordination with Office of Aviation Services (OAS) and interagency partners.

The DWFM Director, Aviation and Safety has the responsibility and authority, after consultation with regional FMOs, for funding and acquisition of all fire aircraft, prioritizing the allocation of BIA aircraft on a bureauwide basis, and approving regional office requests to acquire supplemental aircraft resources.

Refer to *Indian Affairs Manual; Part 57* for information on BIA aviation policy and procedures. Refer to *112 DM 12* for a list of responsibilities.

Regional Office Level

Regional FMOs are responsible for providing oversight for aircraft hosted in their region and have the authority and responsibility to approve, with WFM Branch Chief concurrence, acquisition of supplemental aircraft resources within their region.

- Regional FMOs have the authority to prioritize the allocation, prepositioning, and movement of all aircraft assigned to the BIA within their region.
- Regional offices will coordinate with the DWFM on movement of their aircraft outside of their region.

Regional aviation managers (RAM) are assigned to every BIA region. They implement aviation program objectives and directives to support the BIA mission and each region's goals. Some regions may have additional support staff assigned to support aircraft operations and to provide technical expertise. A regional aviation management plan is required to outline goals of the region's aviation program and to identify policy and procedures specific to that region.

Important Note: A region is not generally authorized to supplement this policy with more restrictive policy or procedures than the national policy, unless the policy or procedure is approved by the Director, Aviation and Safety.

Agency/Field Office Level

Agency, field managers, and staff manage their programs as necessary to conduct their aviation operations safely. Agency aviation managers (AAMs) serve as the focal point for the agency aviation program by providing technical expertise and management of aviation resources to support agency programs.

Many agencies have aviation management as a collateral duty; therefore, during periods of intense aviation activity (e.g., wildland fire support), ensure aviation oversight is maintained.

When other duties interfere or compete with effective aviation management, request assistance from the regional office. Agencies are responsible for hosting, supporting, providing daily management, and dispatching all aircraft assigned to their unit. Agencies have the authority to request additional resources, establish priorities, and make assignments for all aircraft assigned to the BIA within their agency.

- AAMs have the responsibility for aviation activities at the local level, including aviation mission planning, risk management and safety, supervision, and evaluation. AAMs assist line officers with risk assessment/management and cost analysis.

All Tribal and agency offices utilizing aircraft should have a current and approved aviation management plan on file.

Aviation Safety

The BIA and the interagency partners have adopted Safety Management Systems (SMS) as the foundation to our aviation safety program. For further information, reference chapter 16.

Flight Request and Approval

Individuals will document (e.g., Aircraft Flight Request/Schedule [9400-1a]) all flight requests via the process defined in the regional and agency aviation plans and follow the *National Interagency Mobilization Guide,* chapter 80, Flight Management Procedures.

Safety and Risk Management

Motor Vehicle Operation Policy

The BIA requires supervisors to ensure all wildland fire personnel who operate Government-owned and/or -leased vehicles have the proper licensure and operators need to abide by the rules of the State in which operating. This includes ensuring employees have the appropriate commercial driver's license, tank endorsements, air brake endorsements, and other applicable certifications. Additional resources regarding BIA driving requirements can be found under "Motor Vehicle Information" on the DWFM Fire Safety web page at https://www.bia.gov/bia/ots/dfwfm/bwfm/safety.

Fire Vehicle Driver Orientation (BL-300) course and the Wildland Fire Safety Training Annual Refresher (RT-301) are mandatory for all BIA wildland fire management and support personnel who operate vehicles. This includes all general schedule (GS), administratively determined (AD), and Tribal personnel performing wildland fire and prescribed fire operations. Course material is accessible at https://www.nifc.gov/fire-vehicle-training.

Lights-and-Sirens Response

Responding to BIA wildfire incidents normally does not warrant the use of emergency lights and sirens to safely and effectively perform the BIA mission. However, there may be rare or extenuating circumstances when limited use of lights and sirens are appropriate and necessary due to an immediate threat to life.

Those BIA regions that determine a lights-and-sirens response is necessary to meet mission requirements must develop an operating plan that is signed and approved by the regional director and forwarded to the Chief, Division of Fire Operations, BIA. The operating plan must ensure the following:

1. All vehicles (command, engines, etc.) will be properly marked, equipped, and operated in accordance with State statutes, codes, permits, and BIA unit requirements.
2. Drivers will complete training in the proper use of lights-and-sirens response in accordance with National Fire Protection Association (NFPA) 1451 and 1002 standards, as well as any State requirements.
3. Engine drivers responding with lights and sirens will be minimally qualified as engine operator with a qualified engine boss in the engine; otherwise, the

driver must be engine-boss qualified. Command vehicle drivers will be minimally qualified as single resource boss.
4. Lights and sirens will meet NFPA and State code requirements.
5. Posted speed limits will be followed at all times, regardless of response type.
6. Operators will stop or reduce speed as circumstances dictate prior to proceeding through all intersections.
7. Traffic light changing mechanisms (e.g., Opticons) will only be used under formal written agreement with State and local governments and only when necessary to create safe right-of-way through urban high-traffic areas. All pertinent State and local statutes and procedures will be adhered to.
8. Authorization to respond with lights and sirens does not cross State lines. No driver will be authorized by one State to operate with lights and sirens in another State.

Physical Fitness and Conditioning

The *NWCG Standards for Wildland Fire Position Qualifications* (PMS 310-1) establishes physical fitness standards for NWCG-sanctioned firefighters. These standards are assessed using the work capacity tests (WCT). Prior to attempting the WCT, all permanent, career-seasonal, temporary, and AD/EFF employees who participate in wildland fire activities requiring a fitness level of arduous must participate in the DOI Medical Qualification Standards Program (DOI MSP).

Employees serving in wildland fire line-going positions that require a fitness rating of arduous, moderate, or light are *authorized* to perform physical fitness conditioning for up to five hours per week, not to exceed more than two hours per day.

Units will maintain a fitness program that ensures BIA firefighters will possess the physical ability to perform the duties of their positions safely and effectively while ensuring compliance with the requirements of the WCT.

Information on the WCT and the DOI MSP is located in chapter 13.

Business Management and Administration

The BIA follows the uniform application (IAM Part 90, 1.2, [18]) of the interagency policies and guidelines as developed in the *NWCG Standards for Interagency Incident Business Management*. BIA will follow the direction set forth in the *NWCG Standards for Interagency Incident Business Management* in all incident business management functions except where specific to agency legal mandates, policies, rules, or regulations.

Casuals Hired as Drivers When Employed by BIA

In accordance with the BIA motor vehicle policy, casuals hired as drivers are required to possess a valid driver's license in order to operate a motor vehicle and have a safe driving record.

Agencies should recruit a pool of drivers prior to fire season. Applicants must submit GSA Form 3607, Government Motor Vehicle Operator's License and Driving Record, in advance verifying a favorable driving record.

- Form 3607 will be processed through regional channels to retrieve the driving record of the application with the State, or National Driver Registry and applicable Tribe.
- Regional directors can contact the Division of Safety and Risk Management for information on completing and submitting Form 3607.
- Meeting the qualification requirements for a motor vehicle license is a condition of employment within BIA for those individuals whose duties require the operation of a motor vehicle for official wildland fire operations business. Failure to adhere to the policy will result in automatic termination of the casual.

Request for Funding Authorization

The authorization and procedure for use of the operations "suppression" program account (AF2001010), for emergency workers field activities is as follows:

- A regional funding request plan must be completed that identifies the program need for casual funding for field activities only;
- The request must be submitted through the regional FMO by January 1st of each year; and
- The requests will be reviewed and authorized in writing to the respective agency.

Acquisitions

Per 90 IAM, the WFM program requires adherence to the *NWCG Standards for Interagency Incident Business Management* in conducting wildland fire business.

The BIA DWFM's waiver for fire/emergency personnel purchases are cited in National Policy Memoranda Expanded Government Charge Card Purchase Authority During Emergency Wildland Fire Operations, dated 6/12/03, at https://www.bia.gov/policy-forms/memoranda.

The exceptions are:

- Meals, beverages, and lodging – This exception will be used to lodge and feed employees without credit cards or to support mixed charge card/non-charge card crews.
- Personal gear – This exception will be used to purchase personal items if destroyed, lost, or stolen while serving on the fire crew/emergency incident (e.g., clothing, footwear and/or toiletries).
- Payment of medical treatment for casuals and overhead when authorized for incident agency-provided medical care (APMC).

Emergency Equipment Rental Agreements

The Emergency Equipment Payment Operating Guidelines provides procedure, guidance, and instructions to BIA WFM Programs, regional fire management

offices, agency offices, Office of Financial Management, and Office of Acquisition and Property for implementation of the emergency equipment rental agreements (EERA) payment process. Refer to the *NWCG Standards for Interagency Incident Business Management*, chapter 20, for EERA administration.

Wildland Fire Decision Support System

The BIA follows interagency policy regarding use of the Wildland Fire Decision Support System (WFDSS) found in chapter 11.

Fuels Management, Planning and Implementation

The national and interagency policy guides for fuels management programs are contained in the following guides and handbooks:

- 90IAM 4 Fuels Management
- *Interagency Prescribed Fire Planning and Implementation Procedures Reference Guide* (PMS 484), May 2022 (https://www.nwcg.gov/publications/484)
- *BIA Fuels Management Program Supplement to the Interagency Prescribed Fire Planning and Implementation Procedures Reference Guide,* 2008.
- *BIA Fuels Program Business Management Handbook*, February 2008.
- *Interagency Standards for Fire and Fire Aviation Operations,* chapter 17, NFES 2724.

Exclusive use of these handbooks and guides enhances intra- and interagency program continuity, avoids duplication, reduces the chances to misinterpret policy, and provides one location for the fuels programs policy in a fire management and political environment where changes occur frequently. Please call the Director of Fuels Management (DWFM) for more information.

Prescribed Fire Review

The goal of a prescribed fire review is to provide recommendations and identify deficiencies and specific corrective actions. Reviews do not have to be associated with a specific incident.

Any prescribed-fire-related incident that has resource or property damage that may result in a claim for compensation shall initiate a review.

The review team and their expertise should be commensurate with the scope and focus of the review. Interagency participation is encouraged with team selection.

Fire Communications and Education

Early Alert Notification Process

Early Alerts will be made via phone call and a written Early Alert Notification. All units (Federal and Tribal) will provide information to the regional fire management office and the DWFM duty officer (DO) within six hours of the incident.

- Crew supervisor notifies the unit fire management officer (FMO).

- Unit FMO notifies regional fire management officer (RFMO) and dispatch center.
  - Dispatch center: If 4th tier, notifies 3rd tier dispatch center who then notifies the GACC.
- Regional fire management officer (RFMO) will immediately notify the DWFM duty officer at: **208-387-5080** AND within six hours, email to: EarlyAlert@bia.gov.

Situations Requiring an Early Alert Notification

- Fatality
- Injury requiring transports to medical facility
- Significant property damage to equipment
- Serious wildland fire accident
- Wildland fire accident
- Entrapment/burnover
- Shelter deployment
- Near-miss
- Aviation accident
- Evacuations
- Highway and interstate closures
- Structure loss
- Escape prescribed fire
- Fire approaching large fire thresholds (100 acres in timber; 300 acres in grass)
- Any wildland fire management delegation of authority issued by a line officer

The Early Alert Notification Communication Process, Template and PMS 405-1 are accessible online at https://www.bia.gov/bia/ots/dfwfm/bwfm/safety.

Notification Requirements for Entrapments or Fatalities

If a wildland fire entrapment or fatality occurs, immediate notification to the National lnteragency Coordination Center (NICC) is required using the *Wildland Fire Fatality and Entrapment Initial Report* (PMS 405-1). Following the issuance of an Early Alert, the local unit will provide the PMS 405-1 to the 3rd tier dispatch center which will then provide it to the GACC electronically within 24 hours. The GACC immediately notifies the NICC coordinator on duty (COD) and within 24 hours, submits the PMS 405-1 to NICC COD.

Wildland Fire Media Relations Guidance

During dynamic events such as wildland fire, providing accurate information is critical for public safety. To be effective, communication must be timely, if not immediate. For this reason, news bulletins and routine fire information pertaining to the topics listed below are authorized for media release on behalf of the BIA, Branch of Wildland Fire Management (DFWFM). For cases that may include multiple agency jurisdictions, these releases are also approved for

use. The DFWFM media release template and approved supporting fire messages can be found online at https://www.bia.gov/bia/ots/dwfm/media.

Wildland Fire Prevention	Fire Operations, Fire Use, and Fuels Management	Burned Area Emergency Response	Training
• Fire danger alerts • Fire restrictions/ burn bans • Burn permits • Fire preparedness activities • WeTip • FIREWISE • Arson prevention • Juvenile fire setter prevention • Seasonal and holiday wildfire precautions • Outdoor cooking • Debris burning • Campfire safety • Fireworks safety • Equipment/vehicle safety • Other wildland fire prevention message specific to a home unit that may target a cause of wildland fire starts	• Evacuations • Road closures • Smoke in area • Fire equipment use • IMT mobilizations/ status updates • Multiple objectives being met using natural wildfires. • Prescribed fire planned/completed • Mechanical treatment planned/completed • Annual refresher announcements	• BAER status updates • Closures • Treatment planned/ completed	• Training season • Administratively -determined-firefighter announcements • Special training sessions • Indian Country Fitness Challenge

Chapter 7
Safety and Risk Management

Introduction

The primary means by which we prevent accidents in wildland fire operations is through aggressive risk management. Our safety philosophy acknowledges that while the ideal level of risk may be zero, a hazard-free work environment is not a reasonable or achievable goal in fire operations. Through organized, comprehensive, and systematic risk management, we will determine the acceptable level of risk that allows us to provide for safety yet still achieve fire operations objectives. Risk management is intended to minimize the number of injuries or fatalities experienced by wildland firefighters.

Policy

Firefighter and public safety is our first priority. All fire management plans and activities must reflect this commitment. The commitment to and accountability for safety is a joint responsibility of all firefighters, managers, and administrators. Every supervisor, employee, and volunteer is responsible for following safe work practices and procedures, as well as identifying and reporting unsafe conditions.

Agency-specific safety policy documents:

- ***BLM*** *– BLM Handbook 1112-1, DOI Occupational Safety and Health Program – Field Manual*
- ***NPS –*** *DO-50 and RM-50 Loss Control Management Guideline*
- ***FWS –*** *Service Manual 240 FW 1 Safety Program Management, 241 FW7, Firefighting, 241 FW 4, Risk Management*
- ***FS –*** *FSM 5100 and chapters, FSH-6709.11 Health and Safety Code Handbook*

For additional safety guidance, refer to:

- *Incident Response Pocket Guide* (IRPG) (PMS 461, NFES 1077)
    - ***FS –*** *USDA Forest Service website for Risk Management at https://www.fs.usda.gov/managing-land/fire/safety.*

Guiding Principles

The primary means by which we implement command decisions and maintain unity of action is through the use of common principles of operations. These principles guide our fundamental wildland fire management practices, behaviors, and customs, and are mutually understood at every level of command. They include Risk Management, Standard Firefighting Orders and Watch Out Situations, LCES and the Downhill Line Construction Checklist. These principles are fundamental to how we perform fire operations and are intended to improve decision making and firefighter safety. They are not absolute rules. They require judgment in application.

Goal

The goal of the fire safety program is to provide direction and guidance for safe and effective management in all activities. Safety is the responsibility of everyone assigned to wildland fire and must be practiced at all operational levels from the national fire director, state/regional director, and unit manager to employees in the field. Agency administrators need to stress that firefighter and public safety always takes precedence over property and resource loss. Coordination between the fire management staff and unit safety officer(s) is essential in achieving this objective.

Definitions

Safety: A measure of the degree of freedom from risk or conditions that can cause death, physical harm, or equipment or property damage.

Hazard: A condition or situation that exists within the working environment capable of causing physical harm, injury, or damage.

Risk: The likelihood or possibility of hazardous consequences in terms of severity or probability.

Risk management: The process whereby management decisions are made and actions taken concerning control of hazards and acceptance of remaining risk.

Risk Management Process

Fire operations risk management is outlined in the *IRPG*. The five-step process provides firefighters and fire managers a simple, universal, and consistent way to practice risk management by:

- Establishing situation awareness by identifying hazards.
- Assessing hazard potential.
- Developing hazard controls and making risk management decisions.
- Implementing hazard controls.
- Supervising implementation and evaluating effectiveness.

Job Hazard Analysis/Risk Assessment

A completed job hazard analysis (JHA)/risk assessment (RA) is required for:

- "High-risk" work activities, projects, or tasks where unintended outcomes could result in serious injuries, illnesses, fatalities, or significant property damage.
- Jobs that may require the employee to use non-standard personal protective equipment (PPE).
- Changes in equipment, work environment, conditions, policies, or materials.

Supervisors and appropriate line managers must ensure that established JHAs/RAs are reviewed and signed prior to any non-routine task or at the beginning of the fire season.

- ***BLM –*** *Additional RA information can be obtained at https://doimspp.sharepoint.com/sites/blm-wo-700/safetyhealthandemergency/SitePages/Risk%20Management.aspx.*
- ***FWS –*** *See also 240 FW 1, Exhibit 1, Job Hazard Assessment.*
- ***FS –*** *JHAs must include a description of the emergency medical procedures, identification of key individuals, and actions that will be taken to ensure prompt and effective medical care and evacuation. See FSH 6709.11, section 21.1 for more information. The FS Operational Risk Management Guide, process, and forms for conducting an RA can be found on the USDA Forest Service website for risk management at https://www.fs.usda.gov/managing-land/fire/safety.*

Work/Rest

To mitigate fatigue, agency administrators, fire managers, supervisors, incident commanders (IC), and individual firefighters should plan for and ensure that all personnel are provided a minimum 2:1 work/rest ratio (for every 2 hours of work or travel, provide 1 hour of sleep and/or rest). Work shifts that exceed 16 hours and/or consecutive days that do not meet the 2:1 work/rest ratio should be the exception. When this occurs, the following actions are required:

- Personnel will resume 2:1 work/rest ratio as quickly as possible.
- The IC or agency administrator will justify work shifts that exceed 16 hours and/or consecutive days that do not meet 2:1 work to rest ratio. Justification will be documented in the daily incident records, made available to the employee by the finance section/local unit, and must include mitigation measures used to reduce fatigue.
- The time officer's/unit leader's approval of the Emergency Firefighter Time Report (OF-288), or other agency pay document, certifies that the required documentation is on file and no further documentation is required for pay purposes.

The work/rest guidelines do not apply to aircraft pilots assigned to an incident. Pilots must abide by applicable Federal Aviation Administration (FAA) guidelines, or agency policy if more restrictive.

Length of Assignment

Assignment Definition

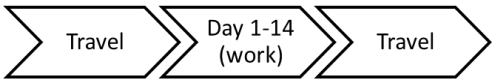
An assignment is defined as the time period (days) between the first full operational period at the first incident or reporting location on the original resource order and the last day worked prior to commencement of return travel to the home unit.

Length of Assignment

Standard assignment length is 14 days, exclusive of travel from and to the home unit, with possible extensions identified below. Time spent in staging and preposition status counts toward the 14-day limit, regardless of pay status, for all personnel, including incident management teams (IMT). Contracted aircraft are

not restricted by length of assignment. In order to limit disruption to operations, reduce strain on the ordering system and reduce unnecessary mobilization and demobilization of these high-cost resources, exclusive-use aviation personnel are encouraged to utilize a personnel rotation schedule that meets staffing criteria required of the resource.

14-day Scenario



Days Off

To assist in mitigating fatigue, days off are allowed during and after assignments. Agency administrators (incident host or home unit) may authorize time off supplementary to mandatory days off requirements.

The authority to grant a day off with pay lies within 5 U.S.C. 6104, 5 CFR 610.301-306, and 56 Comp. Gen. Decision 393 (1977).

After completion of a 14-day assignment and return to the home unit, two mandatory days off will be provided (also referred to as "2 after 14"). Days off must occur on the calendar days immediately following the return travel in order to be charged to the incident (See Section 12.1-2.) (5 U.S.C. 6104, 5 CFR 610.301-306, and 56 Comp. Gen. Decision 393 (1977). If the next day(s) upon return from an incident is/are a regular workday(s), a paid day(s) off will be authorized. Regulations may preclude authorizing this for non-National Wildfire Coordinating Group (NWCG) and State/local employees.

- ***FS –*** *After completion of a 14-day assignment and return to the home unit, three mandatory days off will be provided (also referred to as "3 after 14").*

Pay entitlement, including administrative leave for a paid day(s) off, cannot be authorized on the individual's regular day(s) off at their home unit. Agencies will apply holiday pay regulations, as appropriate. A paid day off is recorded on home unit time records according to agency requirements. Administratively Determined (AD) personnel are not entitled to paid day(s) off upon release from the incident or at their point of hire.

Contract resources are not entitled to paid day(s) off upon release from the incident or at their point of hire.

- ***DOI –*** *After completion of a 14-day assignment and return travel, the mandatory days off will be charged to administrative leave (code 061, Weather and Safety) if they fall on a regularly scheduled workday.*

Home unit agency administrators may authorize additional day(s) off with compensation to further mitigate fatigue. If authorized, home unit program funds will be used.

Assignment Extension

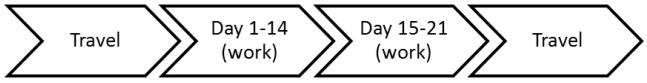
Extensions beyond 14-day assignments should be made sparingly. Consider the health, readiness, and capability of incident personnel prior to authorizing back-to-back assignments. The health and safety of incident personnel and resources will not be compromised under any circumstance.

Assignments may be extended when:

- Life and property are imminently threatened.
- Suppression objectives are close to being met.
- A military battalion is assigned.
- Replacement resources are unavailable or have not yet arrived.

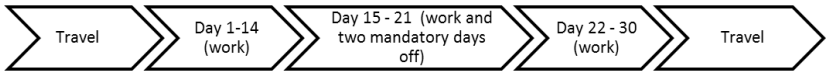
Upon completion of the standard 14-day assignment, an extension of up to an additional 14 days may be allowed (for a total of up to 30 days, inclusive of mandatory days off, and exclusive of travel).

21-day Scenario



A 21-day assignment is exclusive of travel from and to home unit. Time spent in staging and preposition status counts toward the 21-day assignment, regardless of pay status, for all personnel, including IMTs.

30-day Scenario



An assignment longer than 22 days is exclusive of travel from and to home unit. Time spent in staging and preposition status counts toward the assignment, regardless of pay status, for all personnel, including IMTs. For an assignment exceeding 21 days, two mandatory days off will be provided prior to the 22nd day of the assignment.

- ***FS –*** *For an assignment exceeding 21 days, two mandatory days off will be provided prior to the 22nd day of the assignment. Upon completion of the assignment and return to the home unit, three mandatory days off will be provided.*

Contracts, incident blanket purchase agreements (I-BPA), and emergency equipment rental agreements (EERA) should be reviewed for appropriate pay requirements and length of assignment. If the contract, I-BPA, or EERA do not address this, the incident Finance/Administration Section chief or the procurement official should be consulted as to whether compensation for a day off is appropriate.

Single Resource/Kind Extensions

The section chief or IC will identify the need for assignment extension and will obtain the affected resource's concurrence. The section chief and affected resource will acquire and document the home unit supervisor's approval.

The IC approves the extension. If a convened Geographic Multi-Agency Coordinating Group (GMAC) or the National Multi-Agency Coordinating Group (NMAC) directs, the IC approves only after GMAC/NMAC concurrence.

If the potential exists for reassignment to another incident during the extension, the home unit supervisor and the affected resource will be advised and must concur prior to reassignment.

Incident Management Team Extensions

Incident management team extensions are to be negotiated between the incident agency administrator, the IC, and the GMAC/NMAC, if directed.

Maximum Consecutive Days Worked – Home Unit

During extended periods of activity at the home unit, personnel will have a minimum of 1 day off in any 21-day period.

- ***FS –*** *During extended periods of activity in support of local fire management, personnel will have a minimum of 2 days off in any 14-day period.*

Driving Standard

Employees driving motor vehicles are responsible for the proper care, operation, maintenance, and protection of the vehicle, as well as obeying all Federal and State laws.

The use of Government-owned, -rented, or -leased motor vehicles is for official business only. Unauthorized use is prohibited.

General Driving Policy

- Employees must have a valid State driver's license in their possession for the appropriate vehicle class before operating the vehicle. Operating a Government-owned or -rental vehicle without a valid State driver's license is prohibited.
- All drivers whose job duties require the use of a motor vehicle will receive initial defensive driver training within three months of entering on duty and refresher driver training every three years thereafter.
  - ***BLM/FS –*** *Driver training is required prior to operating a vehicle for official purposes.*
- All traffic violations or parking tickets will be the operator's responsibility.
- All driving requiring a commercial driver's license (CDL) will be performed in accordance with applicable Department of Transportation regulations.
- Drivers and all passengers are required to use seat belts at all times when the motor vehicle is in motion.

- ***BLM –*** *BLM Form 1112-11 will be used to document every BLM fire and fire aviation employee's authorization to drive Government vehicles or to drive private or rental vehicles for Government business. Employees are required to self-certify their physical ability to operate vehicles which they are authorized to use. Drivers of vehicles that require a CDL may be required to have additional driver, medical, and fitness testing as required by local and/or State laws. Employees will immediately inform their supervisor and update BLM Form 1112-11 if a change in medical condition impedes their driving ability or if a State driving privilege is restricted for any reason. Supervisors will review the updated form and take appropriate action as necessary. BLM Form 1112-11 is available at https://doimspp.sharepoint.com/sites/blm-oc/dbs/eForms%20Library/Forms/Safety.aspx.*
- ***BLM –*** *Employees, volunteers, contractors, and cooperators are prohibited from using any mobile voice/data communication or electronic data retrieval device while operating a government owned, leased, or rented vehicle or while operating a personally-owned vehicle for official government business, and are further prohibited from using any government-owned mobile communication or data retrieval device while operating a personally-owned vehicle, except where permitted by state law and in hands-free mode. Government purchased two-way radios are exempt from this requirement. The use of any of these devices during an emergency situation (immediate threat to life) is limited to the extent necessary to convey vital information. When there is a passenger in the vehicle and the vehicle is in motion, the passenger shall manage communications to prevent driver distraction.*
- ***FWS –*** *The safest way to use a cell phone or other electronic device while driving is to pull over and stop the vehicle or use a passenger to manage communications. When this is not possible, all operators acting on behalf of the FWS may use cell phones or other electronic devices while operating vehicles ONLY in hands-free mode and as allowed by their State or local authority. Operators must not text while operating vehicles and pre-program electronic devices, such as Global Positioning System (GPS) units, before moving the vehicle. Emergency communications using a two-way radio is exempt.*
- ***NPS –*** *The safest way to use a cellular telephone while driving is to pull over and stop the vehicle. When this is not possible, all employees, volunteers, youth program enrollees or any individual acting on behalf of the National Park Service are prohibited from using a cellular or car telephone unless they can be operated in a hands-free operation mode. In addition, Executive Order 13513 of October 1, 2009 states, "Federal employees shall not engage in text messaging (a) when driving GOV, or when driving POV while on official Government business, or (b) when using electronic equipment supplied by the Government while driving."*

- ***NPS –*** *For NPS employees engaged in activities other than wildfire or prescribed fire, refer to the current NPS Official Travel Driving Policy for restrictions.*
- ***FS –*** *Policy requires all operators of Government-owned, or -leased vehicles to have a Forest Service issued Operator's Identification Card (OF-346) indicating the type of vehicles or equipment the holder is authorized and qualified to operate.*
- ***FS –*** *Drivers shall not engage in cellular phone or mobile radio communications while the vehicle is in motion unless actively engaged in an emergency such as wildland firefighting. During non-emergency situations, the driver shall identify a safe location to stop the vehicle and then engage in cellular phone or mobile radio communications. These restrictions apply whether or not hands-free technology is available.*

Employees operating a motor vehicle that meets any of the following criteria must possess a valid CDL with all applicable endorsements:

- Has a gross combination weight rating or gross combination weight of 26,001 pounds or more, whichever is greater, inclusive of a towed unit(s) with a gross vehicle weight rating or gross vehicle weight of more than 10,000 pounds, whichever is greater; or
- Has a gross vehicle weight rating or gross vehicle weight of 26,001 pounds or more, whichever is greater; or
- Is designed to transport 16 or more passengers, including the driver; or
- Is of any size and is used in the transportation of hazardous materials. Hazardous materials means any material that has been designated as hazardous under 49 U.S.C. 5103 and is required to be placarded under subpart F of 49 CFR part 172 or any quantity of a material listed as a select agent or toxin in 42 CFR part 73.
- ***DOI*** *– Employees under the age of 21 that possess a CDL may operate commercial motor vehicles (CMV) across State lines for interstate commerce purposes under the following conditions:*
  - *Drivers with a CDL may operate a CMV in accordance with the issuing authority (i.e., the State) that issued the CDL and must comply with the issuing authority's CMV operational requirements and any special requirements and endorsements applicable to the CMV license classification of the CDL holder; and*
  - *Supervisors must annually establish and document that those drivers have a valid driver's license (i.e., that the license has not been suspended, revoked, canceled, or that he/she has not been otherwise disqualified from holding a license – 485 DM 16.3D (1)), have the ability to operate the vehicle(s) safely in the operational environment assigned (485 DM 16.3B (2)), and review and validate the employee's driving record (485 DM 16.3D (4)).*

Non-Incident Operations Driving

Refer to the current driving standards for each individual agency.

- ***BIA –*** *Per Indian Affairs Manual (IAM), part 25, chapter 4: employees will not exceed 8 hours of driving time (behind the wheel), to include use of specialized equipment, during a 16-hour duty day.*

Mobilization and Demobilization

To manage fatigue, every effort should be made to avoid off-unit mobilization (excluding initial attack response) and demobilization travel between 2200 hours and 0500 hours.

Incident Operations Driving

This policy addresses driving by personnel actively engaged in wildland fire or all-hazards activities, including driving while in support, mobilization, and demobilization to an assigned incident; or during initial attack fire response (includes time required to control the fire and travel to a rest location).

- Agency resources assigned to an incident or engaged in initial attack fire response will adhere to the current agency work/rest policy for determining length of duty day.
- No driver will drive (behind the wheel) more than 10 hours within any duty-day.
- Multiple drivers in a single vehicle may drive up to the duty-day limitation provided no driver exceeds the individual driving (behind the wheel) time limitation of 10 hours.
- A driver shall drive only if they have had at least 8 consecutive hours off duty before beginning a shift. Exception to the minimum off-duty hour requirement is allowed when essential to:
  - Accomplish immediate and critical suppression objectives.
  - Address immediate and critical firefighter or public safety issues.
- As stated in the current agency work/rest policy, documentation of mitigation measures used to reduce fatigue is required for drivers who exceed 16-hour work shifts. This is required regardless of whether the driver was still compliant with the 10-hour individual (behind-the-wheel) driving time limitations.

Fire Vehicle Operation Standards

Operators of all vehicles must abide by State traffic regulations and agency policy, and must operate within the limits specified by the vehicle manufacturer such as tire maximum speed ratings and gross vehicle weight ratings.

Management Controls to Mitigate Risks to Responders

Management controls, engineering controls, equipment guards, and administrative procedures are the first line of defense against exposing an employee to a hazard. Personal protective equipment will be used to protect employees against hazards that exist after all management controls are exhausted.

Wildland Fire Field Attire

Polyester, polypropylene, and nylon materials are not to be worn, because most synthetic fibers melt when exposed to flame or extreme radiant heat. Personnel should wear only undergarments made of 100 percent or the highest possible content of natural fibers, aramid, or other flame-resistant materials.

Personal Protective Equipment

All personnel are required to use personal protective equipment (PPE) appropriate for their duties and/or as identified in JHAs/RAs. Employees must be trained to use safety equipment effectively.

Flame-resistant clothing should be cleaned or replaced whenever soiled, especially when soiled with petroleum products. Flame-resistant clothing will be replaced when the fabric is so worn as to reduce the protection capability of the garment or is so faded as to significantly reduce the desired visibility qualities.

Any modification to PPE that reduces its protection capability, such as iron-on logos, and stagging of pants, is an unacceptable practice and will not be allowed.

Required Fireline PPE

- Wildland fire boots
- Fire shelter M-2002, Forest Service specification 5100-60
- Helmet with chinstrap; must comply with NFPA 1977
- Goggles/safety glasses (as identified by JHAs/RAs)
- Ear plugs/hearing protection
- Long-sleeved, flame-resistant shirt (yellow recommended); must comply with NFPA 1977
    - ***NPS/FS –*** *Shirt used by USFS personnel must meet Forest Service Specification 5100-91 or comply with NFPA 1977.*
- Flame-resistant trousers; must comply with NFPA 1977
    - ***NPS/FS –*** *Trousers used by USFS personnel must meet Forest Service Specification 5100-92 or comply with NFPA 1977.*
- Leather or leather/flame-resistant combination gloves. Flame-resistant flight gloves or NFPA-1977-compliant driving gloves can be used by heavy equipment operators, drivers, and fireline supervisors when not using fireline hand tools.
    - ***NPS/FS –*** *Gloves used by USFS personnel must meet Forest Service Specification 6170-5 or comply with NFPA 1977.*
- Additional PPE as identified by local conditions, Safety Data Sheet (SDS), or JHA/RA.

Wildland Fire Boot Standard

Personnel assigned to wildland fires must wear a minimum of 8-inch-high, lace-type, exterior-leather work boots with melt-resistant, lug soles. The 8-inch height requirement is measured from the bottom of the boot heel to the top of the boot. Alaska is exempt from the lug sole requirement.

All boots that meet the wildland fire boot standard as described above are required for firefighting and fireline visits, considered non-specialized PPE, and will be purchased by the employee (including AD/EFF) prior to employment.

The agencies have authorized payment of a boot stipend. See agency specific guidance for implementation.

Fire Shelters

Fire shelter M-2002, Forest Service specification 5100-606 is required for all wildland firefighters. For more information, refer to https://www.nwcg.gov/committees/fire-shelter-and-personal-protective-equipment-subcommittee.

Training in inspection and deployment of fire shelters will be provided prior to issuance. Fire shelters do not have a shelf life; serviceability depends on the shelter's condition. Firefighters will inspect their shelter at the beginning of each fire season and periodically throughout the year to ensure serviceability. Inspection criteria can be found at https://www.fs.usda.gov/t-d/php/library_card.php?p_num=1151%202301P.

Regular sized fire shelters manufactured prior to 2006 should be removed from service. Fire shelters manufactured prior to 2006 are identified as having a white or pink paper insert label. If replacement fire shelters are not readily available, replacement fire shelters should be ordered immediately and pre-2006 shelters removed from service when replacements are available. Pre-2006 fire shelters should be destroyed, or clearly marked as non-operational shelters, if retained.

Training shelters will be deployed at required Wildland Fire Safety Training Annual Refresher (RT-130). No live fire exercises for the purpose of fire shelter deployment training will be conducted.

Fire shelters will be carried in a readily accessible manner by all line personnel. The deployment of shelters will not be used as a tactical tool. Supervisors and firefighters must never rely on fire shelters instead of using well-defined escape routes and safety zones. When deployed on a fire, fire shelters will be left in place if it is safe to do so and not be removed pending approval of authorized investigators. Firefighters must report the shelter deployment incident to their supervisor as soon as possible.

Head Protection

All personal in the fire area will wear helmets at all times. Helmets must be equipped with a chinstrap which must be fastened while riding in, or in the vicinity of, helicopters. Acceptable helmets for fireline use must meet NFPA 1977.

- ***BLM –*** *Helmets and hats used for protection from impact of falling and flying objects and from limited electric shock and burn must meet the specifications of American National Standards Institute (ANSI) Z89.1. Equivalent helmet meeting ANSI Z89.1 type 1, class G or NFPA 1977.*

Helmets consist of the shell and the suspension, which work together as a system. Both components require frequent inspection and maintenance. Detailed helmet inspection procedures can be found at https://www.nwcg.gov/committees/fire-shelter-and-personal-protective-equipment-subcommittee.

Eye and Face Protection

The following positions require the wearing of eye protection (meets ANSI Z87.1 standards):

- Nozzle operator
- Chainsaw operator/faller
  - Eye or face protection meeting ANSI Z87.1 must be worn during all chainsaw operations including cleaning and fueling.
- Helibase and ramp personnel
- Wildland fire chemical mixing personnel
- Other positions identified within JHAs/RAs

Full-face protection in the form of a face shield in compliance with *ANSI Z87.1* shall be worn when working in any position where face protection has been identified as required in the job-specific JHA/RA (batch mixing for Terra-Torch®, power sharpener operators, etc.)

Hearing Protection

Personnel exposed to noise levels in excess of 85 dB must wear agency-provided hearing protection. Personnel include, but are not limited to:

- Chainsaw operators/fallers
- Pump operators
- Helibase and aircraft ramp personnel
- Wildland fire chemical mixing personnel

Other duties may require hearing protection as identified in a specific JHA/RA.

The *Code of Federal Regulations* (29 CFR 1910.95) requires employers to administer a continuing, effective hearing conservation program. Consult with local safety and health personnel for specifics regarding unit hearing conservation programs.

Neck Protection

Face and neck shrouds are not required PPE. The use of shrouds is not required and should be as a result of onsite risk analysis. If used, face and neck shrouds shall meet the requirements of FS Specification 5100-601 or *NFPA 1977.*

Shrouds should be positioned in a manner that allows for immediate use. For additional information see MTDC Tech Tip *Improved Face and Neck Shroud for Wildland Firefighters, 2004* (0451-2323-MTDC) at https://www.fs.usda.gov/t-d/php/library_card.php?p_num=0451%202323.

Leg Protection

All chainsaw operators will wear chainsaw chaps meeting the United States Forest Service Specification 6170-4F, 4G, or newer. Swampers should wear chaps when the need is demonstrated by a risk analysis considering proximity to the sawyer, slope, fuel type, etc. All other chainsaw chaps must be removed from service. Chainsaw chaps shall be maintained in accordance with MTDC Publication, *Inspecting and Repairing Your Chainsaw Chaps – User Instructions* (0567-2816-MTDC) available at https://www.fs.usda.gov/t-d/php/library_card.php?p_num=0451%202324P.

Respiratory Protection

Respiratory protection should only be implemented once engineering and administrative controls are exhausted. The need for respiratory protection during wildland fire operations must be determined by each agency. The requirements for respirator use are found in *29 CFR Part 1910.134*.

Only NIOSH-approved respirators shall be used.

Managers and supervisors will not knowingly place wildland firefighters in positions where exposure to toxic gases or chemicals that cannot be mitigated and would require the use of self-contained breathing apparatus.

Managers will not sign cooperative fire protection agreements that would commit wildland firefighters to situations where exposure to toxic gases or chemicals would require the use of self-contained breathing apparatus.

- ***FS –*** *FSM 5130, Self-Contained Breathing Apparatus: Wildland firefighters may use only SCBA which are compliant with NFPA 1981, Standard on Open-Circuit Self-Contained Breathing Apparatus (SCBA) for Emergency Services. SCBA may only be used when contaminants from vehicle, dump, structure, or other non-wildland fuel fire cannot be avoided while meeting wildland fire suppression objectives (29 CFR 1910.134, Respiratory Protection). If such an apparatus is not available, avoid exposure to smoke from these sources. The acquisition, training, proper use, employee health surveillance programs, inspection, storage, and maintenance of respiratory protection equipment must comply with applicable NFPA standards and 29 CFR 1910.134 and be justified by a JHA or RA. Where the acquisition and use of an SCBA is approved, it may be carried only on a fire engine; and its use must be consistent with FSM 5130.*

Specialized or Non-Standard Personal Protective Equipment

Specialized PPE not routinely supplied by the agency (e.g., prescription safety glasses; static-resistant clothing; cold-weather, flame-resistant outerwear, etc.) required to perform a task safely must be procured in accordance with agency direction and supported by a JHA/RA.

A JHA/RA must be completed and reviewed by the unit safety officer; supervisor approval is required. Items must meet agency and industry standards for the intended use. Cold-weather, flame-resistant outerwear shall be in compliance with NFPA 1977. All cold-weather innerwear should be composed

of 100 percent—or the highest possible content of—natural fibers (cotton, wool or silk) or other flame-resistant material, such as aramid.

High-Visibility Safety Apparel

In order to meet *23 CFR 634*, high-visibility apparel should be worn whenever a firefighter is working on or in the public roadway right-of-way.

Employees must wear high-visibility safety apparel that meets ANSI/ISEA 107, class 2 or 3, or ANSI/ISEA 207.

Exceptions

The high-visibility safety apparel should not be worn if:

- There is a reasonable chance that the employee may be exposed to flames, high heat, or hazardous materials.
- The high-visibility garment hinders an employee's ability to do their job because it prevents necessary motion or because it limits access to necessary equipment, such as radios or fire shelters.

Additional information is available in the National Technology and Development Program (NTDP) formerly known as Missoula Technology and Development Center (MTDC) report, *High-Visibility Garments and Worker Safety on Roadways* (1251-2818P-MTDC) at https://www.fs.usda.gov/t-d/php/library_card.php?p_num=1251%202818P.

Fireline Safety

Incident Briefings

Fire managers must ensure that safety briefings are occurring throughout the fire organization, and that safety factors are addressed through the IC or their designee and communicated to all incident personnel at operational briefings. The identification and location of escape routes and safety zones must be stressed. A briefing checklist can be found in the *Incident Response Pocket Guide (IRPG).*

LCES – A System for Operational Safety

LCES will be used in all operational briefings and tactical operations as per the *Incident Response Pocket Guide (IRPG).*

- L – Lookout(s)
- C – Communication(s)
- E – Escape Route(s)
- S – Safety Zone(s)

Right to Refuse Risk

Every individual has the right to turn down unsafe assignments. When an individual feels an assignment is unsafe, they also have the obligation to identify, to the degree possible, safety alternatives for completing that assignment. The *IRPG* contains a process for properly refusing risk.

Aerial Drop Safety Considerations

- Maintain prompt communications with aerial resources. Prioritize air-to-ground as appropriate.
- Establish a designated monitor for air-to-ground communications. Specific drops may not be accomplished unless communications are maintained and clearance is assured. Keep informed of the aerial firefighting objectives, tempo, and aircraft type.
- Anticipate when line clearance may be requested. Tempo can change very quickly as aerial resources become available. Anticipate the clearance requirement based on the volume of delivery.
- Evaluate the environment for gravity hazards (tree limbs, rocks, logs, and dispensed retardant/water). Broken trees and tree limbs, rolling rocks, and logs all move with gravity. If clearance is downhill of the drop, heightened awareness is warranted.
- If clearance is impractical, where fuels and/or terrain obstruct lateral clearance, notify aerial supervisor or the initial attack resource immediately.
- If escape is not possible, lie face-down with head toward incoming aircraft with hardhat in place. Hold hand tool away from your body, and if possible, grasp something firm to prevent being carried or rolled about by the dropped liquid.

Smoke and Carbon Monoxide

Smoke is one of the potential risks faced by wildland firefighters. Identify and document site-specific hazards and mitigations to reduce firefighter exposure to smoke and potential carbon monoxide in the JHA/RA. Evaluate and balance all risks associated with the operational objectives.

From an incident management perspective, smoke impacts need to be analyzed and an RA completed using the Incident Action Plan (IAP) Safety Analysis (ICS-215A) worksheet. For additional information, reference NWCG Memorandum EB-M-12-006, *Monitoring and Mitigating Exposure to Carbon Monoxide and Particulates at Incident Base Camps* at https://www.nwcg.gov/executive-board/correspondence. Consider ordering air resource advisors (ARA, technical specialist) when smoke impacts are of concern in the ICS-215A. Ordering ARAs to the maximum extent practicable as identified by the 2019 Dingell Act on all type 1 fires; consider assigning ARAs on type 2 fires.

Location of Fire Camps and Plans to Remain in Place

Fire camps should be located in areas that will service the incident for the long term without having to relocate. Due to such factors as extreme fire behavior, fire camp locations might be compromised. ICs are to be especially vigilant to quickly identify situations that may put their fire camp(s) or any other adjacent fire camps in jeopardy. As such, planning for evacuation and/or remain in place actions should be considered. Evacuation plans at a minimum shall include:

- Documented risk assessment
- Trigger points

- Egress routes
- Transportation for all personnel
- Accountability for all personnel
- Individuals not meeting *NWCG Standards for Wildland Fire Position Qualifications* (PMS 310-1) qualifications are considered escorted visitors.
    - ***FS –*** *At a minimum, plans shall also include:*
        - *ICP protection strategy referenced in the IAP.*
        - *Livability considerations, including air quality index guidelines, functionality of location and facilities, and safety factors for post-burn conditions.*

Standard Safety Flagging

The following flagging is recommended for wildland fire activities:

- Escape routes - hot-pink flagging marked "Escape Route" (NFES 0566). Crews with colorblind members may wish to carry and utilize fluorescent chartreuse flagging (NFES 2396).
- Hazards – yellow with black diagonal stripes, 1-inch wide (NFES 0267).

If the above recommendations are not utilized on an incident, the incident will need to identify the selected color and make it known to all firefighters.

Emergency Medical Planning and Services

To provide for quick and effective response, all units (including dispatch centers) will develop and implement plans that specify emergency procedures, actions, and roles/responsibilities to ensure injured personnel are provided prompt and effective medical care and evacuation.

Incident Medical Emergency Management Planning

In 2010, NWCG approved the standardized incident emergency protocol developed by the Dutch Creek Serious Accident Task Team and issued direction that these emergency medical procedures be adopted by all IMTs during daily operations.

- Although some of the procedures are specific to larger type 1 and type 2 incidents when key unit leader positions are filled, these same procedures and protocols can be adapted for local unit use when managing type 5, 4, and 3 incidents, as well as during normal field operations. Local unit emergency medical plans must take into account all types and management levels of incidents.
- All IMTs will use the standard Medical Incident Report (MIR) in their medical plan and communication protocols. The MIR is found in the *IRPG* under Emergency Medical Care Guidelines (red pages) and with the medical plan (ICS-206-WF) form available at https://www.nwcg.gov/publications/ics-forms.

To achieve successful medical response, agency administrators will ensure that their units have completed the following items prior to each field season:

- A medical emergency plan that identifies medical evacuation options, local/county/State/Federal resource capabilities, capacities, ordering

procedures, cooperative agreements, role of dispatch centers, and key contacts or liaisons.

- Standardized incident and communication center protocols identified in the Medical Incident Report in the *IRPG*.
- For incidents that require the preparation of an IAP, ICS-206-WF will be used. This form is available at https://www.nwcg.gov/publications/ics-forms.

Air Ambulance Coordination

Unit- and state-/regional-level fire program managers should ensure that procedures, processes, and/or agreements for use of local and regional air ambulance services are stated in writing and effectively coordinated between the fire programs, the dispatch/logistics centers, and the service providers. These procedures, processes, and/or agreements should address contact frequencies, coordinate format requirements, and identify capabilities/limitations of the air ambulance (e.g., night flying, unimproved helispots, and weather restrictions).

Incident Emergency Medical Services

Incident medical information can be found on the NWCG Emergency Medical Committee website at https://www.nwcg.gov/committees/emergency-medical-committee.

NWCG has published *Clinical Treatment Guidelines for Wildland Fire Medical Units* (PMS 551). These guidelines establish a national approach for medical care during large incidents that expand the typical emergency management services (EMS) scope of practice to include the mission of managing and maintaining the health and wellness of wildland fire personnel. These guidelines are available at https://www.nwcg.gov/publications/551.

Home units that choose to utilize and support higher-level medical responders to provide medical support for internal agency medical emergencies (beyond basic first aid/CPR) may do so; however, certification and credentialing must follow respective State laws and protocols unless there is other agency direction.

Burn Treatment Guidelines

The following standards will be used when any firefighter sustains burn injuries, regardless of agency jurisdiction.

All significant burns should be treated as a medical emergency and after on-site medical response, the patient should be transferred to a higher level of care. In most cases, this will be the nearest emergency department (e.g., hospital emergency room) receive an initial evaluation. After initial medical stabilization, and evaluation are completed, the agency administrator or designee having jurisdiction for the incident and/or firefighter representative (e.g., crew boss, medical unit leader, compensations for injury specialist, etc.) should discuss and coordinate with the attending physician to ensure that the injured firefighter understands the plan of care.

The spectrum of burn care treatment is complex and can include only wound care and local follow up, to consultation by phone or with videos to a burn center, or even immediate transfer to a burn center.

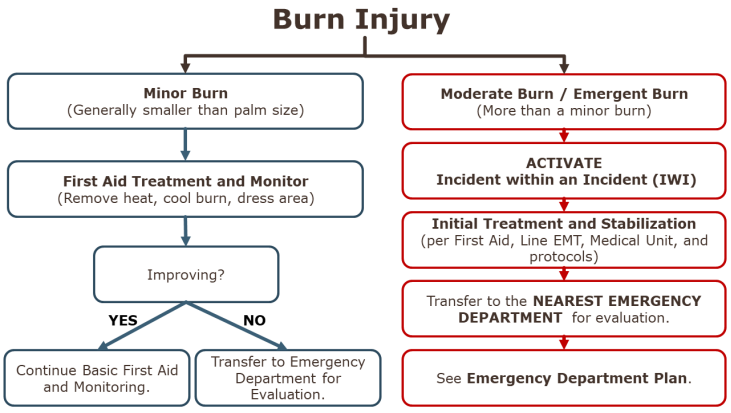
Burn centers are specialized hospitals that provide surgical and other interventions to burn patients. The American Burn Association has created certain transfer criteria that are to be used by referring physicians and can be found at https://ameriburn.org/resources/.

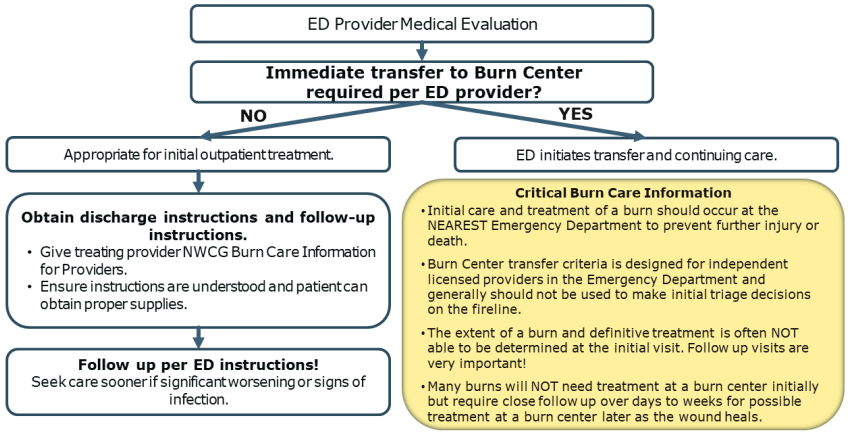
Agency administrators and the patient should understand that burns develop over days and the full extent or exact definitive treatment that will eventually be required may not be able to be determined on the initial emergency department visit. If a patient is discharged from the emergency department, the patient needs to understand when to follow up to have the burn reevaluated.

This referral or follow-up care recommendation is very important for OWCP and should be specified in the discharge documentation. Furthermore, this documentation must be signed by a PHYSICIAN. Workers' compensation benefits may be denied in the event the employee seeks follow-up without a referral from the attending physician after already being seen by a medical provider. A report prepared by a Physicians' Assistant or Nurse Practitioner must be countersigned by a physician to be accepted as medical evidence. A definition of "physician" can be found at https://www.dol.gov/owcp/dfec/regs/compliance/DFECfolio/FECA-PT3/#30100.

The agency administrator or designee for the incident will coordinate with the employee's home unit to identify a workers' compensation liaison to assist the injured employee with workers' compensation claims and procedures.

The flowsheet below and emergency department information for attendings can be used as well. See https://www.nwcg.gov/committees/emergency-medical-committee for additional information.





Burn Injury Care Guidelines

Thank you for taking care of our wildland firefighters! The information below is provided to help clinicians provide the best care possible for this unique work force.

Demographics for Wildland Firefighters

- Wildland firefighters are a diverse group, but generally are under 35 years of age.
- They LOVE their job and want to return from an injury as soon as possible.
- They tend to be very stoic individuals that are accustomed to physical labor.
- They are away from home most of the fire season and are often stationed in another state.

Occupational Hazards which could result in Impaired Burn Wound Healing and Potential Infection

- Dirty, dusty, smoky work environment.
- Lack of a clean environment to change dressings.
- Living in a tent and large communal camp settings.
- Extreme heat and sometimes cold environments.
- Lifting and carrying heavy loads (up to 85 lbs.) long distances.
- Working in remote and isolated sites.
- Extensive walking and hiking with significant exertional stress.
- Long hours with limited and disrupted sleep.
- Hunger and irregular meals, dehydration.
- Extreme stress in rapid pull-out emergency situations whether fire, falling rocks, or falling trees.

Important Information for Emergency Department Providers

- Most wildland firefighters do not have a Primary Care Provider (PCP) at home and are working remote from where they live.
- A referral paper trail is important for our-workmen's compensation claims. If they are discharged, please include where and approximately when to follow up. Most EMR discharge instructions will suffice so long as it includes the service (e.g., wound care, surgery, burn center). A specific physician name is not needed but please do not put "PRN." Without this referral, significant delays can occur.
- If local follow-up for a minor injury is needed, please provide specific instructions as transport and/or alternative living conditions may need to be arranged by the fire personnel.
- If the injured firefighter is not told specifically that they cannot return to the fireline, they will do so. Please List any specific instructions you feel are indicated (e.g., daily dressing changes, do not use right hand until seen at wound care, etc.). Please Do not just state "light duty."
- Wildland firefighters may be accompanied by an agency representative to help them with transport/instructions and act as a liaison with the fire, home unit, and family for the patient.
- The fire may have a medical unit that can help with some minor care. These units consist of EMTs in a remote area who only have access to basic over-the-counter medications.
- Telehealth burn follow up or follow up with a burn center is preferred if available.
    - ***BLM –*** *For emergency assistance with burn injuries, contact the BLM duty officer at 208-387-5876.*

Explosives, Munitions, and Unexploded Ordnance

When encountering explosives, munitions, unexploded ordnance (UXO), or suspected UXO, never pick up, handle, uncover, or touch suspected explosives or military munitions. Retreat and secure the area from entry. Immediately notify the local dispatch office and gather as much information as possible from a safe distance. Never compromise safety to collect information.

- Location of the explosive/munitions using a map, GPS coordinates, or landmarks (use of a GPS receiver is acceptable because it is a receive-only device).
- Picture of the explosive if it can be obtained from a safe distance.
- Name and contact information of person discovering the explosive/munitions.
- Condition of the explosive/munitions (e.g., buried, partially exposed, fully exposed, deteriorated, or punctured).
- Number and type of visible explosive/munitions (e.g., blasting caps, dynamite, bomb, grenade, etc.).
- Estimated size (e.g., length and diameter) of explosive/munitions.

- Distinctive features (e.g., shape, color, markings) of explosive/munitions.
- Nearby structures, if any (so inhabitants can be contacted and evacuated if necessary).
- Public access (i.e., open or closed to motor vehicles) to the vicinity.

Notifications

Local dispatch centers are responsible for notifying:

- Agency law enforcement;
- Unit safety officer;
- agency administrator; and
- Local law enforcement.

Discovery of Explosives, Munitions, Unexploded Ordnance Associated with Former Defense Sites

The military retains liability and responsibility for munitions removal and for remedial actions on all lands transferred (or transferring) from the military to the land management agencies and is responsible for explosives safety at former defense sites. The military must be notified for all UXO on these lands.

Local law enforcement is responsible for contacting the appropriate military authority. If the responsible military unit is unknown, then local law enforcement should contact the U.S. Army Forces Command (FORSCOM), 52nd Ordnance Group (EOD), at its 24-hour emergency response number, (931) 431-3824.

For additional UXO safety information, see the *IRPG*.

Industrial and Naturally Occurring Hazardous Materials Exposure

Firefighters can potentially be exposed to hazards in the wildland fire environment. Encountered hazards can be both human and environmentally borne.

This section provides information and mitigations for most encountered industrial and naturally occurring potential exposures. Recognizing there may be unique/area specific hazardous exposures (e.g., fungus causing valley fever, erionite, coal seams), the following standards apply to all hazards:

- Identifying unit-specific environmental hazards;
- Develop JHAs/Ras for those hazards;
- Develop and provide specific training and SOPs;
- Provide briefings/training for those who may be exposed;
- If exposure is suspected, immediately disengage, and leave the area; and
- Seek immediate medical attention if exposure symptoms occur.

Hazardous Materials Response

Hazardous materials response or control is not a functional responsibility of wildland fire suppression resources. These incidents have tremendous potential to cause significant health and life safety issues. In order to protect the health and safety of agency personnel, no employee shall be directed or dispatched

(including self-dispatching) to an incident involving hazardous materials unless they are provided with the required PPE and the appropriate certification level. Agency personnel on incidents involving hazardous material will limit their actions to those emergency services necessary for the immediate protection of themselves and the public and the prompt notification of appropriate public safety agencies. All wildland firefighters who are likely to witness or discover hazardous substances are required to complete their agency's First Responder Awareness (Level I) program.

Dump and Spill Sites

Employees that discover any unauthorized waste dump or spill site that contains indicators of potential hazardous substances (e.g., containers of unknown substances, pools of unidentifiable liquids, piles of unknown solid materials, unusual odors, or any materials out of place or not associated with an authorized activity) should take the following precautions:

- Follow the procedures in the *IRPG*;
- Treat each site as if it contains harmful materials;
- Do not handle, move, or open any container, breathe vapors, or make contact with the material;
- Move a safe distance upwind from the site;
- Contact appropriate personnel. Generally, this is the hazardous materials coordinator for the local office; and
- Firefighters need to immediately report hydrogen sulfide (H_2S) or potential exposure and seek immediate medical care.
    - ***BLM/NPS/FWS –*** *Agencies require that all field personnel complete First Responder Awareness training. Firefighters are required to take an annual refresher for hazardous material protocol.*

The following general safety rules shall be observed when working with chemicals:

- Read and understand the SDSs.
- Keep the work area clean and orderly.
- Use the necessary safety equipment.
- Label every container with the identity of its contents and appropriate hazard warnings.
- Store incompatible chemicals in separate areas.
- Substitute less toxic materials whenever possible.
- Limit the volume of volatile or flammable material to the minimum needed for short operation periods.
- Provide means of containing the material if equipment or containers should break or spill their contents.

Wildland Fires Within or Near Oil/Gas Operations

For units with oil and gas operations within their jurisdiction, the following are the minimum standard operating procedures to help ensure the health and safety of wildland firefighters:

- Firefighters shall receive annual oil and gas hazard recognition and mitigation training;
- Local unit shall complete a JHA/RA for wildland fire activities in oil and gas areas and provide a copy with a briefing to all local and incoming resources;
- Establish response protocols and proper decontamination procedures to minimize exposure to additional employees, equipment, and facilities. Protocols will include notification procedures to respective oil and gas company(s);
- Ensure oil and gas resource advisors are consulted;
- Ensure that at least one member of each squad or engine crew is knowledgeable in the use and data interpretation of the hydrogen sulfide gas monitor. Training on the device will include at a minimum:
  - Equipment charging and maintenance of sensors;
  - Startup, zeroing, calibration, and bump testing procedures as recommended by the manufacturer; and
  - How the monitor elicits a warning alarm (visual, auditory, vibration).
- Understand peak reading, short-term exposure limits (STEL), and time weighted averages;
  - Understand how to set the monitors alarm threshold.
- The monitor's alarm shall be set at the current American Conference on Governmental Industrial Hygienists (ACGIH) Threshold Limit Value (10 PPM 2008) and STEL (15 PPM 2008);
- If hydrogen sulfide gas is encountered, immediately disengage and leave area; and
- Do not establish incident base camps or staging areas in or near oil and gas operations.

The following websites provide additional information and training resources:

- https://www.wildfirelessons.net/irdb
- https://www.nfpa.org/
- A template for briefing IMTs is available in the "Additional Resources" section of the NIFC Safety website at https://www.nifc.gov/programs/safety.

Wildland Fires Within or Near Radioactive Locations

Abandoned uranium mines and other potential radioactive sites exist in many areas of public lands. When these areas are identified, local management should provide information and direction on operations to be used. General knowledge and understanding of potential radiation exposure is necessary for wildland fire program management to make valid risk management decisions in these areas.

Wildland Fires Within or Near Coal Seams

Coal is naturally occurring black or brownish rock usually located in rock strata in layers or veins, coal beds, or coal seams (smoldering exposed/underground

coal deposit). Exposed coal seams are abundant through southeast and central Montana, western North Dakota, South Dakota, and Alaska.

Risks

Coal seam fires pose a serious problem that can be a hazard to firefighter's health and safety. Coal seam fires can emit highly toxic gases~~,~~ including carbon monoxide (colorless, odorless, and tasteless), sulfur dioxide (colorless with an irritating, pungent odor), and other potentially hazardous gases.

Some symptoms of exposure to these gases may include headaches, nausea, dizziness, fatigue, shortness of breath, coughing, and eye irritation. Because of the variances in symptoms and exposure levels, seek medical attention for a complete diagnosis if firefighters have been exposed to toxic gases from coal seam fires and symptoms persist.

Firefighters exposed to coal ash, smoke, or vapor should trade in their PPE for fresh PPE. Individually bag PPE that has been contaminated.

Required Actions/Precautions

Firefighters are typically not equipped or trained for coal seam fires and should not attempt to extinguish such fires with hand tools and engines.

Putting water on coal seam fires is normally useless. Mitigation crews will need to excavate the burning coal seam and mix the hot material with soil and water to cool. The area can be reclaimed by backfilling the seam and re-vegetating the disturbed area.

Signs of a coal seam fire may include a rotten egg smell, smoking white ash, and continuous or non-continuous lines of what appears to be smoldering black rock (coal) where the flame may or may not be visible. Avoid low-lying terrain in known coal seam fire areas especially early morning when air temperatures are cool. Gas tends to sink when air is cool and will accumulate in low-lying areas.

Do not depend on sense of smell to detect coal seam fires. At high concentrations, the sense of smell will be almost immediately overwhelmed or become numb. At lower levels, the sense of smell will slowly deteriorate as levels build in the blood stream. Do not stand downwind of coal smoke under any conditions especially during suppression operations.

Report the location of all coal seam fires to the IC or supervisor. ICs should notify agency representatives of locations of coal seam fires. Agencies should have resource advisors notify incoming incident command teams and firefighting resources of known locations of exposed coal seams, coal mines, or abandoned coal mines adjacent to ongoing incidents and the risks and precautions to take when working around coal seam fires.

Hazardous Water Sources

Many water sources used during wildland fire operations may appear harmless, but contain hazardous materials (e.g., hydraulic fracturing fluid, cyanide, sewage, corrosives). These hazardous water sources may pose threats to

personnel health and firefighting equipment. Indicators that a water source may be hazardous include proximity to active or inactive mining operations, gas/oil wells, water treatment facilities, or other industrial operations. In many cases, these hazardous water sources may not be fenced, and no warning signs may be present.

Fire personnel should evaluate water sources to ensure they do not contain potentially hazardous materials. If unsure of the contents of a water source, personnel should not utilize the water source until its contents can be verified. Dispatch centers, resource advisors, or on-scene personnel can assist with verification of safe water sources. Information about known hazardous water sources should be included in operational briefings.

Hydrogen Cyanide Exposure

Synthetic materials (plastics, nylon, Styrofoam®, and polyurethane) routinely dumped on the wildland can produce hydrogen cyanide (HCN) when burned. HCN exposure can disrupt the body's ability to use oxygen and can cause asphyxia and/or carbon monoxide poisoning.

Symptoms of HCN poisoning include bitter almond odor on breath, burning taste in mouth, stiffness of lower jaw, feeling of numbness or constriction in throat, weakness, and headache.

Follow hazardous materials protocols contained in the *IRPG* to mitigate exposure to HCN. Immediately refer all personnel potentially exposed to HCN to a health care facility capable of toxicology testing and treatment.

Safety for Personnel Visiting Fires

A wide variety of personnel (agency administrators, other agency personnel, dignitaries, members of the news media, etc.) may visit incidents. The following standards apply to all visitors.

Visits to Incident Base Camps or Non-Fireline Field Locations

Recommended field attire includes:

- Lace-up, closed toe shoes/boots with traction soles and ankle support
- Trousers
- Long-sleeved shirt
- Field uniform (agency personnel)

Fireline Logistical Support

Personnel performing fireline logistical support duties (e.g., bus drivers, supply delivery/retrieval, incident drivers, non-tactical water delivery, etc.) must meet the following requirements:

- Successfully complete fire shelter training.
- Wear the required fireline PPE ("See Required Fireline PPE").
- Receive an incident briefing.
- Ensure adequate communications are established.

- Provide proof of a current WCT, as the position requires.
- Other requirements as established by the IC.

Minimum Requirements for Visits to the Fireline/Prescribed Fire Burns

Visits (e.g., media visits or political/administrative tours) to hazardous areas of the fire or areas that pose a fire behavior threat will be managed by meeting the requirements below:

- Visits to the fireline must have the approval of the IC/burn boss.
- Visitors must maintain communications with the division supervisor or appropriate fireline supervisor of the area to be visited.
- Visitors must wear the required fireline PPE (see "Required Fireline PPE).
- Required field attire includes undergarments made of 100 percent or the highest possible content of natural fibers or flame-resistant materials.
- Required equipment/supplies include:
  - Hand tool
  - Water canteen

Visitors to the fireline/prescribed fire burns may be "non-escorted" or "escorted" depending on the following requirements:

Non-escorted Visits

Unescorted visitors to the fireline must have:

- An incident qualification with a minimum physical fitness level of "light"
- Adequate communications and radio training
- Completed the following training:
  - *Introduction to Fire Behavior* (S-190)
  - *Firefighter Training* (S-130)
  - Wildland Fire Safety Training Annual Refresher (RT-130), including fire shelter training

Deviation from these requirements must be approved by the IC or burn boss.

Escorted Visits

All visitors lacking the requirements of a non-escorted visit must be escorted while on the fireline.

- Visitors must receive training in the proper use of fireline PPE.
- Escorts will determine hand tool and water requirements.
- Visitors must be able to walk in mountainous terrain and be in good physical condition with no known limiting conditions.
- Escorts must be minimally qualified as single resource boss.

Deviation from these requirements must be approved by the IC or burn boss.

Helicopter Observation Flights

Visitors who take helicopter flights to observe fires must receive approval from the IC, a passenger briefing, and meet the following requirements:

- Required PPE:
  - Flight helmet

- Leather boots
- Flame-resistant clothing
- Flight gloves (type GS/FRP-2) constructed of a soft leather palm and stretchable Nomex® fabric for the back are preferred. These gloves have a long cuff extending several inches above the wrist providing total coverage when the flight suit sleeve is properly worn. Gloves should fit snugly to provide maximum finger dexterity for the wearer. All-leather gloves (without synthetic liners) are acceptable if they provide the wearer with wrist coverage and finger dexterity. Gloves that meet the flame-resistant Nomex® and leather design (conforms to Military Specification MIL-DTL-81188C) are available that are compatible with modern touchscreen devices. These are preferred when touchscreen devices are mission essential.

Occasional passengers/visitors have no training requirement; however, a qualified flight manager must supervise loading and unloading of passengers.

Fixed-Wing Observation Flights

No PPE is required for visitors and agency personnel who take fixed-wing flights to observe fires. However, a passenger briefing is required, and the flight level must not drop below 500 feet AGL.

6 Minutes for Safety Training

Daily 6 Minutes for Safety training should be conducted to focus on high-risk, low-frequency activities that fire personnel may encounter during a fire season. A daily national 6 Minutes for Safety briefing can be found at https://www.nwcg.gov/committees/6-minutes-for-safety or within the National Incident Management Situation Report.

SAFENET

SAFENET is a form, process, and method for reporting and resolving safety concerns encountered in any aspect (e.g., preparedness, training, etc.) of wildland fire, prescribed fire, or all-hazards incident management. The information provided on the form provides important, safety-related data to the National Interagency Fire Center (NIFC) for determining long-term trends and problem areas.

The objectives of the form and process are:

- To provide immediate reporting and correction of unsafe situations or close calls in wildland fire.
- To provide a means of sharing safety information throughout the fire community.
- To provide long-term data that will assist in identifying trends.

Individuals who observe or who are involved in an unsafe situation shall initiate corrective actions if possible, and then report the occurrence using SAFENET. Originators are encouraged, but not required, to put their name on the report.

Prompt replies to the originator (if name provided), timely action to correct the problem, and discussion of filed SAFENETs at local-level meetings encourage program participation and active reporting.

SAFENET submission does not replace accident reporting or any other valid agency reporting method; however, SAFENETs are an efficient way to report a safety concern and involves front line firefighters in the daily job of being safe and keeping others safe by documenting and helping to resolve safety issues.

SAFENETs may be filed:

- Electronically at https://safenet.nifc.gov
- Verbally by telephone at 1-888-670-3938
- By the SAFENET Field Card

The SAFENET Field Card can be used by wildland fire personnel to immediately identify and report unsafe situations or close calls that should receive immediate resolution/mitigation. If the situation cannot be resolved at the local/incident level, the reporting individual is encouraged to follow the formal SAFENET submission process stated above. SAFENET Field Cards are available at https://safenet.nifc.gov.

Alert System

The Alert System is intended as another mechanism to provide safety-related information to the field. The expectation is that the messages will be forwarded throughout the wildland fire community in a relatively short period of time. There are three types of safety alert:

- Safety Warning – A time-sensitive alert to the wildland fire community addressing wildland fire safety hazards that pose an imminent threat, or have potential to pose a threat, to life or property. Red hash-marked bordered stationary will be associated with this type of alert.
- Advisory – A time-sensitive alert from an NWCG committee to the wildland fire community regarding procedural changes, equipment information and/or use updates, potential safety hazards, etc. Yellow hash-marked bordered stationary will be associated with this type of alert.
- Bulletin – A general alert from an NWCG committee to the wildland fire community regarding the release of subject-specific information such as technical information, equipment updates, accident reports, etc. Depending on the origin and/or the subject content, a green hash-marked bordered stationary may be associated with this type of alert.

A database of all alerts can be found at https://www.nwcg.gov/alerts.

Accident/Injury Reporting

The Occupational Safety and Health Administration (OSHA) mandates that all accidents and injuries be reported in a timely manner. Accident and injury reporting is important for the following reasons:

- To protect and compensate employees for on-the-job incidents.

- To assist supervisors and safety managers in taking corrective actions and establish safer work procedures.
- To determine if administrative controls or PPE are needed to prevent a future incident of the same or similar type.
- To provide a means for trend analysis.

Agency Reporting Requirements

Employees are required to immediately report every job-related accident to their supervisor. Managers and supervisors shall ensure that an appropriate level of investigation is conducted for each accident and record all personal injuries and property damage. Coordinate with your Human Resources office or administrative personnel to complete appropriate Office of Workers' Compensation (OWCP) forms. Reporting is the responsibility of the injured employee's home unit regardless of where the accident or injury occurred.

- ***BLM/NPS/FWS –*** *Employees will report accidents using the Safety Management Information System (SMIS) at https://smis.doi.net. Supervisors shall complete the SMIS report within six working days after the accident/injury.*
- ***FS –*** *Employees will use the eSafety system through the Forest Service Dashboard at https://fsweb.wo.fs.fed.us/hrm/workers-compensation/index.php#esafety.*
- ***BIA –*** *In addition to reporting accidents using SMIS, fire management officers will complete the Early Alert at https://www.bia.gov/bia/ots/dfwfm/bwfm/safety, and submit to regional fire management officers within 24 hours after the accident/injury.*

OSHA Reporting Requirements

For accidents/injuries meeting the "serious accident criteria (found in chapter 18), OSHA must be notified within 8 hours.

For other work-related accidents/injuries requiring in-patient hospitalizations, amputations, or loss of an eye, OSHA must be notified within 24 hours. In-patient hospitalization is defined as formal admission to the in-patient service of a hospital or clinic for care or treatment (does not include admission for observation or diagnostic testing only).

Supervisors will coordinate with the unit safety manager where the accident/injury occurred to ensure notifications are made to the appropriate OSHA regional office.

OSHA reporting information is available at https://www.osha.gov/recordkeeping/2014.

Critical Incident Management

The NWCG Agency Administrator's Guide to Critical Incident Management (PMS 926) is designed to assist agency administrators with the chronological steps in managing a critical incident through a series of checklists outlining functional area oversight and responsibilities.

The guide is not intended to replace local emergency plans or other specific guidance that may be available but should be used in conjunction with existing agency policy, line-of-duty-death (LODD)/loss-of-human-life (LOHL) handbooks, or other critical incident guidance. Local units should complete the guide or equivalent, and review and update at least annually.

Critical Incident Stress Management

Critical Incident Stress Management (CISM) is a comprehensive, integrated, systematic, and multicomponent crisis intervention program that was developed to manage traumatic experiences. CISM is a package of tactics that are designed to mitigate the impact of a traumatic event, facilitate normal recovery processes, restore adaptive function, and identify people who would benefit from additional support services. CISM intervention services can be applied to wildland fire, law enforcement, or other emergency responses. CISM interventions should never be used for grief counseling, mediation, or a replacement for mental health care professionals.

The agency administrator is responsible for identifying an event as a critical incident.

Critical Incident Peer Support

Critical Incident Peer Support (CIPS) is an intervention tactic designed for colleagues or people of "mutual respect" to help each other through difficult situations. CIPS is the foundation of the interagency wildland fire CISM program since peers understand the unique traumas, fears, job-related stresses, and offer instant trust, respect, credibility, and empathy. Camaraderie among peers has credibility that academic training cannot create.

Critical Incident Peer Support Groups

CIPS groups are assembled at the time of request and can be ordered through the dispatch/coordination system. For more information go to https://gacc.nifc.gov/cism/.

Chapter 8
Interagency Coordination and Cooperation

Introduction

Fire management planning, preparedness, prevention, suppression, restoration and rehabilitation, monitoring, research, and education will be conducted on an interagency basis with the involvement of cooperators and partners. The same capabilities used in wildland fire management will also be used, when appropriate and authorized, on non-fire incidents in the United States, and on both wildland fires and non-fire incidents internationally.

National Wildland Fire Management Structure

Wildland Fire Leadership Council

The Wildland Fire Leadership Council (WFLC) is a cooperative, interagency body dedicated to achieving consistent implementation of the goals, actions, and policies in the National Fire Plan and the Federal Wildland Fire Management Policy. WFLC provides a forum for high-level dialogues between Federal and non-Federal entities to set strategic direction for national fire management.

The Council consists of the Department of Agriculture's Undersecretary for Natural Resources and Environment, the Deputy Undersecretary for Natural Resources and Environment, and the Chief of the U.S. Forest Service; the Department of the Interior's (DOI) Assistant Secretary for Policy, Management and Budget, the Directors of the National Park Service, Bureau of Indian Affairs, Bureau of Land Management, Fish and Wildlife Service, and U.S. Geological Survey; the Department of Homeland Security's U.S. Fire Administration Administrator; the president of the intertribal timber council; two State governors selected from the National Governors Association; a county commissioner serving as a member of the National Association of Counties; a mayor serving as a member of the National League of Cities; a State forester serving at the request of a senior State-elected official; and a fire chief serving at the request of a senior local government-elected official.

The Council is coordinated by the Department of Agriculture's Deputy Undersecretary for Natural Resources and Environment and DOI's Assistant Secretary for Policy, Management and Budget.

Federal Fire Policy Council

The Federal Fire Policy Council (FFPC) provides a common national Federal agency approach to wildland fire management. The FFPC ensures that wildland fire management policies, programs, activities, and budgets are coordinated and consistent among and between the member agencies and strives for coordinated and consistent policies and programs with non-Federal partner and cooperator agencies. The FFPC sets strategic policy and program direction, provides coordinated recommendations to the Secretaries of Agriculture, the Interior, and Homeland Security and resolves inconsistencies among and between Federal wildland fire programs.

The FFPC is accountable and has the authority to:

- Set the vision and provide leadership for the Federal wildland fire program.
- Set national Federal strategic wildland fire program goals and priorities.
- Establish the Fire Executive Council (FEC).

The FFPC is responsible to:

- Provide coordinated Federal wildland fire management policy direction.
- Resolve policy and program management inconsistencies.
- Set strategic budget priorities for wildland fire management.
- Coordinate and communicate with non-Federal entities.

The FFPC is composed of the USDA Deputy Under Secretary for National Resources and Environment; the Chief of the Forest Service and the Deputy Chief of State and Private Forestry; and for DOI the Assistant Secretaries for Policy, Management and Budget, Fish and Wildlife and Parks, Indian Affairs, Land and Minerals Management, and Water and Science; the bureau directors of the Bureau of Land Management, the Fish and Wildlife Service, the National Park Service, the Bureau of Indian Affairs, and the US Geological Survey; the Deputy Assistant Secretary – Law Enforcement, Security and Emergency Management; the Assistant Administrator of DHS-US Fire Administration; and the Environmental Protection Agency (EPA) representative.

Fire Executive Council (FEC)

The Fire Executive Council (FEC) provides a common, integrated, and coordinated Federal agency approach to wildland fire policy, leadership, budget, and program oversight. Within the broad strategic direction and vision set by the FFPC, the FEC ensures that the wildland fire management policies, programs, activities, and budgets are coordinated and consistent among and between the member agencies. FEC sets policy and program direction for Federal wildland fire program implementation, provides coordinated recommendations to the FFPC, and resolves inconsistencies among and between Federal wildland fire programs. FEC ensures policy and program coordination and integration with non-fire management programs and activities as well as non-Federal partners and cooperators.

The FEC is accountable and has the authority to:

- Establish strategic Federal fire program budget direction and priorities.
- Ensure coordinated Federal policy development.
- Develop Federal business requirements and priorities.

The FEC is responsible and has the authority to:

- Provide coordinated Federal interagency executive level wildland fire policy leadership, direction, and program oversight.
- Provide coordinated recommendations and advice to the FFPC.
- Provide wildland fire policy and program direction to the Fire Management Board (FMB).

- Provide strategic policy and program integration with resource management, aviation, and other related program areas.
- Coordinate and communicate with other non-Federal entities.
- Set strategic budget direction and recommendations.
- Establish strategic direction and requirements for wildland fire information and technology, wildland fire administrative/business support, scientific and research support, and other program areas.
- Approve wildland fire policy, as appropriate.
- Resolve policy and program management inconsistencies and differences.
- Oversee compliance with policy, budget, and program direction.
- Charter the FMB.
- Charter the National Wildfire Coordinating Group (NWCG) along with the Intertribal Timber Council, and the National Association of State Foresters.

The FEC is composed of the Director and deputy directors, USFS Fire and Aviation Management (USDA); the Director, OWF; Director, Office of Aviation Services; fire executives from BLM, NPS, BIA, and FWS (DOI); and the US Fire Administration Chief, Emergency Support Branch, National Fire Programs (USDHS-FEMA).

Fire Management Board

The Fire Management Board (FMB) provides a mechanism for coordinated and integrated Federal wildland fire program management and implementation. The FMB, taking strategic policy and program direction from the FEC, directs, coordinates, and oversees the development and implementation of Federal wildland fire policy and programs to provide consistent and cost-effective program management.

The FMB is accountable and has the authority to:

- Coordinate Federal program management and oversight.

The FMB is responsible for and has the authority to:

- Provide common, integrated implementation strategies, approaches, programs, and oversight for implementing Federal wildland fire policies.
- Provide Federal wildland fire program strategy, policy, budget, and program recommendations to the FEC.
- Provide recommendations on information and technology requirements, priorities, and investments to the Wildland Fire Information and Technology Executive Board.
- Provide recommendations on science and research requirements and priorities necessary to support wildland fire program management activities.
- Identify requirements and recommend priorities for standards necessary to ensure interoperability of intergovernmental wildland fire activities and operations.
- Consult with our non-Federal partners.
- Develop recommendations for interagency wildland fire administrative/business support needs.

The FMB is composed of the USFS Fire and Aviation Management Assistant Directors (USDA); the Deputy Director, Office of Wildland Fire (OWF); the Deputy Director, Office of Aviation Services; the fire directors for BIA, BLM, FWS, and NPS (DOI); and the Wildfire Program Manager, US Fire Administration (USDHS-FEMA).

National Wildfire Coordinating Group

The National Wildfire Coordinating Group (NWCG) is made up of the USFS, BIA, BLM, FWS, and NPS; Intertribal Timber Council; U.S. Fire Administration (USFA); State forestry agencies through the National Association of State Foresters (NASF); and the International Association of Fire Chiefs. The mission of the NWCG is to provide leadership in establishing, maintaining, and communicating consistent interagency standards, guidelines, and qualifications for wildland fire management. Its goal is to provide more effective execution of each agency's fire management program. The group provides a formalized system to agree upon standards of training, equipment, qualifications, and other operational functions.

Interior Fire Executive Council

The Interior Fire Executive Council (IFEC) provides interagency coordination and interagency executive-level wildland fire policy leadership, direction, and program oversight. IFEC is the focal point for discussing wildland fire policy issues that affect the DOI and provides a forum for gathering the interests of the DOI bureaus to formulate a DOI recommendation and/or position.

The IFEC is composed of the Director, Office of Wildland Fire (OWF) and the four DOI fire directors and their respective senior executives, as well as the Director, Aviation Management Directorate, and a representative from United States Geological Survey (USGS).

Office of Wildland Fire

The Office of Wildland Fire (OWF) is a DOI organization responsible for managing and overseeing all wildland fire management activities executed by the bureaus. OWF coordinates the DOI's wildland fire programs and with other Federal and non-Federal partners, to establish legally and scientifically based department-wide policies and budgets, and to provide strategic leadership and oversight, that result in safe, comprehensive, cohesive, efficient, and effective wildland fire programs for the nation consistent with the bureaus' statutory authorities and constraints.

Information about the OWF and the Federal wildland fire management organization can be found at https://www.doi.gov/wildlandfire.

Multi-Agency Management and Coordination

National Multi-agency Coordinating Group

National multi-agency coordination is overseen by the National Multi-agency Coordinating Group (NMAC), which consists of one representative each from the BLM, FWS, NPS, BIA, FS, NASF, and the USFA, who have been delegated

authority by their respective agency directors to manage wildland fire operations on a national scale when fire management resource shortages are probable. The delegated authorities include:

- Provide oversight of general business practices between NMAC and geographic area multi-agency coordination groups (GMAC).
- Establish priorities among geographic areas.
- Activate and maintain a ready reserve of national resources for assignment directly by NMAC as needed.
- Implement decisions of the NMAC.

The NMAC Operating Plan, NMAC correspondence, and other resources and references are at https://www.nifc.gov/nicc/administrative/nmac/index.html.

Geographic Area Multi-Agency Coordinating Groups

Geographic area multi-agency coordination is overseen by geographic area (state, region) lead administrators or fire managers from agencies that have jurisdictional or support responsibilities, or that may be significantly impacted by resource commitments. GMAC responsibilities include:

- Establish priorities for the geographic area.
- Acquire, allocate, and reallocate resources.
- Provide NMAC with National Ready Reserve (NRR) resources as required.
- Issue coordinated and collective situation status reports.

NWCG Standards for Interagency Incident Business Management

All Federal agencies have adopted the *NWCG Standards for Interagency Incident Business Management* as the official guide to provide execution of each agency's incident business management program. Unit offices, geographic areas, or NWCG may issue supplements as long as policy or conceptual data is not changed.

Since consistent application of interagency policies and guidelines is essential, procedures in the *NWCG Standards for Interagency Incident Business Management* will be followed. Agency manuals provide a bridge between manual sections and the *NWCG Standards for Interagency Incident Business Management* so that continuity of agency manual systems is maintained and all additions, changes, and supplements are filed in a uniform manner.

- ***DOI –*** *The Department of the Interior All Hazards-Supplement to the NWCG Standards for Interagency Incident Business Management establishes business management guidelines for the DOI's all-hazards incidents. The DOI Supplement is under revision.*
- ***BLM –*** *The NWCG Standards for Interagency Incident Business Management replaces BLM Manual Section 1111.*
- ***NPS –*** *Refer to RM-18.*
- ***FWS –*** *Refer to Service Manual 621 FW 1, Wildland Fire Management.*
- ***FS –*** *Refer to FSH 5109.34.*

Standards for Cooperative Agreements

Agreement Standards

Agreements will be comprised of two components: the actual agreement and an operations plan. The agreement will outline the authority and general responsibilities of each party, and the operations plan will define the specific operating procedures.

Any agreement which obligates Federal funds or commits anything of value must be signed by the appropriate warranted contracting officer, certified agreement specialist, and/or delegated signatory official (USFS). Specifications for funding responsibilities should include billing procedures and schedules for payment.

Any agreement that extends beyond a fiscal year must be made subject to the availability of funds. Any transfer of Federal property must be in accordance with Federal property management regulations.

All agreements must undergo periodic joint review; and, as appropriate, revision. Assistance in preparing agreements can be obtained from local or state office fire and/or procurement staff.

All appropriate agreements and operating plans will be provided to the servicing dispatch center. The authority to enter into interagency agreements is extensive.

- ***BLM –*** *BLM Manual 9200, Departmental Manual 620 DM, the Reciprocal Fire Protection Act, 42 U.S.C. 1856, and the Federal Wildland Fire Management Policy and Program Review.*
- ***NPS –*** *Chapter 2, Federal Assistance and Interagency Agreements Guideline (DO-20), and the Departmental Manual 620 (DM-620). NPS-RM-18, Interagency Agreements, Release Number 1, 02/22/99.*
- ***FWS –*** *Service Manual, Departmental Manual 620 DM, and Reciprocal Fire Protection Act, 42U.S.C. 1856.*
- ***FS –*** *FSM 1580 and 5106.2, and FSH 1509.11.*

Types of Agreements

Interagency Agreements

Interagency Agreements are used when one Federal agency is in a position to provide materials, supplies, equipment, work, or service of any kind that another Federal agency needs to accomplish its mission.

Regional/State Cooperative Agreements

Regional and State cooperative agreements shall be developed for mutual assistance. These agreements are essential to the fire management program. Concerns for areawide scope should be addressed through these agreements.

Local Cooperative Agreements

Local units are responsible for developing agreements with local agencies and fire departments to meet mutual needs for suppression and/or prescribed fire services.

Emergency Assistance

Approved reimbursable agreements are the appropriate and recommended way to provide emergency assistance. If no agreements are established, refer to your agency administrator (agency administrator) to determine the authorities delegated to your agency to provide emergency assistance.

Contracts

Contracts may be used where they are the most cost-effective means of providing for protection commensurate with established standards. A contract, however, does not absolve an agency administrator of the responsibility for managing a fire program.

Contracts should be developed and administered in accordance with Federal acquisition regulations. In particular, a contract should specify conditions for abandonment of a fire in order to respond to a new call elsewhere.

National Agreements for Wildland Fire Management

USDOI and USDA National Agreement for Fire Management

The objectives of the *National Agreement for Fire Management Between the Bureau of Land Management (BLM), Bureau of Indian Affairs (BIA), National Park Service (NPS), Fish and Wildlife Service (FWS) of the United States Department of the Interior (DOI) and the Forest Service (FS) of the United States Department of Agriculture* are:

- To provide a basis for cooperation among the agencies on all aspects of wildland fire management and as authorized in non-fire emergencies.
- To facilitate the exchange of personnel, equipment (including aircraft), supplies, services, and funds among the agencies.

DOI, USDA, and DOD Interagency Agreement

The purpose of the *Interagency Agreement for the Provision of Temporary Support During Wildland Firefighting Operations among the United States Department of the Interior, the United States Department of Agriculture, and the United States Department of Defense* is:

- To establish the general guidelines, terms, and conditions under which the National Interagency Fire Center (NIFC) will request, and Department of Defense (DOD) will provide, temporary support to NIFC in wildfire emergencies occurring within all 50 States, the District of Columbia, and all U.S. territories and possessions, including fires on State and private lands. This agreement provides the basis for reimbursement of DOD under the Economy Act.

These and other agreements pertinent to interagency wildland fire management can be found at https://www.nifc.gov/nicc/logistics/references.htm.

Elements of an Agreement

The following elements should be addressed in each agreement:

- The authorities appropriate for each party to enter in an agreement. Specifically, 42 USC 1856 "incurred cost."
- The roles and responsibilities of each agency signing the agreement.
- An element addressing the cooperative roles of each participant in prevention, presuppression, suppression, fuels, and prescribed fire management operations.
- All mutually approved operations that require reimbursement will be identified and agreed to by an agreement which is required if participating parties have a cost-share. The mechanism and timing of the funding exchanges will be identified and agreed upon.
- Appropriation limitations – Parties to this agreement are not obligated to make expenditures of funds or reimbursements of expenditures under terms of this agreement unless the Congress of the United States of America appropriates such funds for that purpose by the Counties of _____, by the Cities of _____, and/or the Governing Board of Fire Commissioners of_____.
- Liabilities/waivers – Each party waives all claims against every other party for compensation for any loss, damage, personal injury, or death occurring as a consequence of the performance of this agreement unless gross negligence on any part of any party is determined.
- Termination procedure – The agreement shall identify the duration of the agreement and cancellation procedures.
- A signature page identifying the names of the responsible officials shall be included in the agreement.
    - ***BLM –*** *Refer to chapter 2, Agreements with Cooperators (Rangeland Fire Protection Association (RFPA) and Local Fire Department).*
    - ***NPS –*** *Refer to DO-20 for detailed instructions and format for developing agreements.*
    - ***FS –*** *FSM 1580; FSH 1509.11, Chapter 30; FSH 1509.11 Chapter 90; FSH 6509.11g, Chapter 50.*
    - ***BIA –*** *Refer to Notification of Required Use of Cooperative Agreement Template in response to Office of Inspector General's Independent Report on the "Bureau of Indian Affairs Wildland Fire Suppression" (Memorandum dated September 06, 2013) and Clarification of Authorities on Implementation of the Wildland Fire Cooperative Agreement Template (Memorandum dated May 28, 2014).*

Operating Plans

Operating plans (OP) are a subsidiary document to an agreement and shall be reviewed, updated, and approved prior to the fire season. The plan may be amended after a major incident as part of a joint debriefing and review. The plan shall contain detailed, specific procedures which will provide for safe, efficient, and effective operations.

General Elements of an Operating Plan

The following items should be addressed in the OP:

- **Mutual Aid**
  The OP should address that there may be times when cooperators are involved in emergency operations and unable to provide mutual aid. In this case, other cooperators may be contacted for assistance.
- **Command Structure**
  The Incident Command System (ICS) will be used to manage all fires under Federal jurisdiction. Unified command should be used, as appropriate, whenever multiple jurisdictions are involved, unless one or more parties request a single agency incident commander (IC). If there is a question about jurisdiction, fire managers should mutually decide and agree on the command structure as soon as they arrive on the fire; agency administrators should confirm this decision as soon as possible. Once this decision has been made, the incident organization in use should be relayed to all units on the incident as well as dispatch centers. In all cases, the identity of the IC must be made known to all fireline and support personnel.
- **Communications**
  In mutual aid situations, a common designated radio frequency identified in the OP should be used for incident communications. All incident resources should utilize and monitor this frequency for incident information, tactical use, and changes in weather conditions or other emergency situations. In some cases, because of equipment availability/capabilities, departments/agencies may have to use their own frequencies for tactical operations, allowing the "common" frequency to be the link between departments. All department/agencies must change to a single frequency or establish a common communications link as soon as feasible. Clear text should be used. Avoid personal identifiers such as names. The "Communications" paragraph in the OP shall meet Federal Communications Commission (FCC) requirements for documenting shared use of radio frequencies.
- **Distance/Boundaries**
  Responding and requesting parties should identify any mileage limitations from mutual boundaries where "mutual aid" is reimbursable or non-reimbursable. Also, for some fire departments, the mileage issue may not be one of initial attack "mutual aid" or "reimbursable assistance," but of mutual assistance. In this situation, you may have the option to make it part of this agreement or identify it as a situation where the request would be made to the agency having jurisdiction, which would then dispatch the fire department.
  - ***BLM*** *– Agreements/OPs with DOD, best practices (including UXO protocols) are located on the BLM Fire Operations website https://doimspp.sharepoint.com/sites/blm-fa/fire-operations/SitePages/Miscellaneous.aspx?web=1.*

- **Time/Duration**
  Responding and requesting parties should identify time limitations (usually 24 hours) for resources in a non-reimbursable status and reimbursable rates when the resources are in a reimbursable status.
- **Qualifications/Minimum Requirements**
  NWCG Standards for Wildland Fire Position Qualifications (PMS 310-1), outlines the minimum requirements for training, experience, physical fitness level, and currency standards for wildland fire positions, which all participating agencies have agreed to meet for national mobilization.
  - During initial action, all agencies (Federal, State, local and Tribal) accept each other's standards. Once jurisdiction is clearly established, then the standards of the agency(s) with jurisdiction prevail.
    - ***BLM/BIA –*** *BLM/BIA may accept the standards of any local cooperator through the duration of an incident when the cooperator has a current cooperative fire response agreement with BLM/BIA, and the cooperator is in compliance with the agreement. Personnel from agencies that do not subscribe to the NWCG qualification standards may be used on agency-managed fires and must only be assigned to duties commensurate with their competencies, qualifications, and equipment capabilities.*
  - Prior to the fire season, Federal agencies should meet with their State, local, and Tribal agency partners and communicate the qualification/ certification standards that will apply to the use of local, non-Federal firefighters during initial action on fires on lands under the jurisdiction of a Federal agency.
  - The Geographic Area Coordinating Group (GACG) should determine the application of PMS 310-1 qualification/certification standards for mobilization within the geographic area.
  - On a fire where a non-Federal agency is also an agency with legal jurisdiction, the standards of that agency apply.
  - The OP should address qualification and certification standards applicable to the involved parties.
- **Reimbursement**
  Reimbursement will be based on actual expenditures. If suppression tactics cross jurisdictional boundaries, refer to the cost share agreement (must be an agreement between participating parties) for reimbursement methods. Vehicles and equipment operated under the Federal excess property system will only be reimbursed for maintenance and operating costs.
- **Cooperation**
  The OP will be used to identify how the cooperators will share expertise, training, and information on items such as prevention, investigation, communication plans, safety, training, ICS, and the integration of resources.

- **Agency Reviews and Investigations**
  OPs should describe processes for conducting agency specific reviews and investigations as well as describe processes for accident notifications to the appropriate fire managers, line officers, and dispatch/coordination centers.
- **Dispatch Centers**
  Dispatch centers will ensure all resources know the name of the assigned IC and announce all changes in incident command. Geographic area mobilization guides, zone mobilization guides, and local mobilization guides should include this procedure as they are revised for each fire season.

Fiscal Responsibility Elements of an Operating Plan

OPs should address the following:

- The level of communication required with neighboring jurisdictions regarding the management of all wildland fires.
- The level of communication required with neighboring jurisdictions regarding suppression resource availability and allocation, especially for wildland fires with objectives that include benefit.
- Identify how to involve all parties in developing the strategy and tactics to be used in preventing wildland fire from crossing the jurisdictional boundary, and how all parties will be involved in developing mitigations which would be used if a wildland fire does cross jurisdictional boundaries.
- Jurisdictions, which may include State and private lands, should identify the conditions under which wildland fire may be managed to achieve benefit, and the information or criteria that will be used to make that determination (e.g., critical habitat, hazardous fuels, and land management planning documents).
- Jurisdictions will identify conditions under which cost efficiency may dictate where suppression strategies and tactical actions (e.g., it may be more cost effective to put the containment line along an open grassland than along a mid-slope in timber) are taken. Points to consider include loss and benefit to land, resource, social and political values, and existing legal statutes.
- The cost-sharing methodologies that will be utilized should wildfire spread to a neighboring jurisdiction in a location where fire is not wanted.
- The cost-share methodologies that will be used should a jurisdiction accept or receive a wildland fire and manage it to create benefit.
- Any distinctions in what cost-share methodology will be used if the reason the fire spreads to another jurisdiction is attributed to a strategic decision, versus environmental conditions (weather, fuels, and fire behavior), or tactical considerations (firefighter safety, resource availability) that preclude stopping the fire at jurisdictional boundaries. Examples of cost-sharing methodologies may include but are not limited to the following:
  - When a wildland fire that is being managed for benefit spreads to a neighboring jurisdiction because of strategic decisions, and in a

location where fire is not wanted, the managing jurisdiction shall be responsible for wildfire suppression costs.

- In those situations where weather, fuels, or fire behavior of the wildland fire precludes stopping at jurisdiction boundaries cost-share methodologies may include but are not limited to:
  a) Each jurisdiction pays for its own resources – fire suppression efforts are primarily on jurisdictional responsibility lands.
  b) Each jurisdiction pays for its own resources – services rendered approximate the percentage of jurisdictional responsibility, but not necessarily performed on those lands.
  c) Cost share by percentage of ownership.
  d) Cost is apportioned by geographic division. Examples of geographic divisions are divisions A and B (using a map as an attachment); privately owned property with structures; or specific locations, such as campgrounds.
  e) Reconciliation of daily estimates (for larger, multi-day incidents) – this method relies upon daily, agreed-to, cost estimates, using incident action plans or other means to determine multi-agency contributions. Reimbursements can be made upon actuals.

The percentage for how to apply actuals can be based on estimates, but actuals must be used when final settlement is completed.

All-Hazards Coordination and Cooperation

All-hazards is defined by NWCG as an incident, natural or manmade, that warrants action to protect life, property, environment, and public health or safety, and to minimize disruptions of government, social, or economic activities. Wildland fire is one type of all-hazards incident. All-hazards incidents are managed using a standardized national incident management system and response framework.

Stafford Act Disaster Relief and Emergency Assistance

The Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288, as amended) establishes the programs and processes for the Federal Government to provide disaster and emergency assistance to States, local governments, Tribal nations, individuals, and qualified private non-profit organizations. The provisions of the Stafford Act cover all hazards, including natural disasters and terrorist events. In response to, or in anticipation of, a major disaster or emergency as defined by the act, the President "may direct any Federal agency, with or without reimbursement, to utilize its authorities and the resources granted to it under Federal law (including personnel, equipment, supplies, facilities, managerial, technical, and advisory services) in support of State and local assistance efforts."

- ***BIA –*** *Refer to chapter 6 for the Stafford Act Amendment Tribal Disaster Assistance.*

Homeland Security Act

The *Homeland Security Act of 2002 (Public Law 107-296)* established the Department of Homeland Security (DHS) with the mandate and legal authority to protect the American people from the continuing threat of terrorism. In the act, Congress also assigned DHS as the primary focal point regarding natural and manmade crises and emergency planning.

Homeland Security Presidential Directive-5

Homeland Security Presidential Directive (HSPD-5), Management of Domestic Incidents, February 28, 2003, is intended to enhance the ability of the United States to manage domestic incidents by establishing a single, comprehensive national incident management system. HSPD-5 designates the Secretary of Homeland Security as the Principal Federal Official (PFO) for domestic incident management and empowers the Secretary to coordinate Federal resources used in response to or recovery from terrorist attacks, major disasters, or other emergencies in specific cases.

National Response Framework

Federal disaster relief and emergency assistance are coordinated by the Federal Emergency Management Agency (FEMA) using the National Response Framework (NRF). The NRF, using the National Incident Management System (NIMS), establishes a single, comprehensive framework for the management of domestic incidents. The NRF provides the structure and mechanisms for the coordination of Federal support to State, local, and Tribal incident managers; and for exercising direct Federal authorities and responsibilities.

National Incident Management System

HSPD-5 directed that the DHS Secretary develop and administer a National Incident Management System (NIMS) to provide a consistent, nationwide approach for Federal, State, and local governments to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among Federal, State, and local capabilities, NIMS will include a core set of concepts, principles, terminology, and technologies covering ICS; multi-agency coordination systems; unified command; training; identification and management of resources (including systems for classifying types of resources); qualifications and certification; and the collection, tracking, and reporting of incident information and incident resources.

Emergency Support Function Annexes

Emergency Support Function (ESF) Annexes are the components of the NRF that detail the mission, policies, structures, and responsibilities of Federal agencies. They are utilized for coordinating resource and programmatic support to the States, Tribes, and other Federal agencies or other jurisdictions and entities during incidents of national significance. Each ESF Annex identifies the ESF coordinator and the primary and support agencies pertinent to the ESF. USDA-FS and USFA are the co-coordinators of ESF #4 – Firefighting. USDA-

FS coordinates at the national and regional levels with FEMA, State agencies, and cooperating agencies on all issues related to response activities. USFA coordinates with appropriate State agencies and local fire departments to expand structural firefighting resource capacity in the existing national firefighting mobilization system and provides information on protection of emergency services sector critical infrastructure.

The ESF primary agency serves as a Federal executive agent under the federal coordinating officer to accomplish the ESF mission. The ESF support agencies, when requested by the designated ESF primary agency, are responsible for conducting operations using their own authorities, subject-matter experts, capabilities, or resources. USDA-FS is the primary agency for ESF #4 – Firefighting.

- ***FS –*** *Reference FSM 1594*

Other NRF USDA-FS and DOI responsibilities are:

ESF Support Annex	USDA-FS Role	DOI Role
#01 Transportation	Support	Support
#02 Communications	Support	Support
#03 Public Works and Engineering	Support	Support
#04 Firefighting	Coordinator and Primary	Support
#05 Emergency Management	Support	Support
#06 Mass Care, Emergency Assistance, Housing, and Human Services	Support	Support
#07 Logistics Management and Resources Support	Support	Support
#08 Public Health and Medical Services	Support	Support
#09 Search and Rescue	Support	Primary
#10 Oil and Hazardous Materials Response	Support	Support
#11 Agriculture and Natural Resources	Primary	Primary
#12 Energy		Support
#13 Public Safety and Security	Support	Support
#14 Cross-Sector Business and Infrastructure	Support	
#15 External Affairs	Support	Support

National Oil and Hazardous Substances Pollution Contingency Plan

The National Oil and Hazardous Substances Pollution Contingency Plan (NCP, 40 CFR 300) provides the organizational structure and procedures for preparing for and responding to discharges of oil and releases of hazardous substances, pollutants, and contaminants. The NCP is required by section 105 of the Comprehensive Environmental Response, Compensation, and Liability Act of

1980 (CERCLA), 42 U.S.C. 9605, as amended by the Superfund Amendments and Reauthorization Act of 1986 (SARA), P.L. 99–499, and by section 311(d) of the Clean Water Act (CWA), 33 U.S.C. 1321(d), as amended by the Oil Pollution Act of 1990 (OPA), P.L. 101–380. The NCP identifies the national response organization that may be activated in response actions to discharges of oil and releases of hazardous substances, pollutants, and contaminants in accordance with the authorities of CERCLA and the CWA. The NCP specifies responsibilities among the Federal, State, and local governments and describes resources that are available for response and provides procedures for involving State governments in the initiation, development, selection, and implementation of response actions, pursuant to CERCLA. The NCP works in conjunction with the NRF through Emergency Support Function 10 – Oil and Hazardous Material Response.

Post-Katrina Emergency Management Reform Act

The *Post-Katrina Emergency Reform Act of 2006 (Public Law 109-295)* amended the Homeland Security Act. This law established the FEMA Administrator as responsible for managing the Federal response to emergencies and disasters, and for reporting directly to the President. The Secretary of Homeland Security is the principal Federal official but has no direct authority for response or coordination. This law also amends the Stafford Act to allow FEMA, in the absence of a specific request or Presidential declaration, to direct other Federal agencies to provide resources and support where necessary to save lives, prevent human suffering, or mitigate severe damage.

Presidential Policy Directive-8

Presidential Policy Directive-8 (PPD-8), National Preparedness, March 30, 2011, is intended to strengthen all-of-nation preparedness. PPD-8 directs the Secretary of Homeland Security to develop a national preparedness goal and a national preparedness system in coordination and consultation with other Federal departments and agencies, State, local, Tribal, and territorial governments, private and non-profit sectors, and the public. The national preparedness system is comprised of:

- National planning frameworks for the prevention, protection, mitigation, response to, and recovery from national threats. These frameworks are similar and complementary to the NRF.
- Corresponding Federal interagency operational plans.
- Guidance for the national interoperability of personnel and equipment.
- Guidance for business, community, family, and individual preparedness.

All-Hazards Coordination and Cooperation

In an actual or potential incident of national significance that is not encompassed by the Stafford Act, the President may instruct a Federal department or agency, subject to any statutory limitations on the department or agency, to utilize the authorities and resources granted to it by Congress. In accordance with Homeland Security Presidential Directive-5, Federal departments and agencies are expected to provide their full and prompt support, cooperation, available

resources, consistent with their own responsibilities for protecting national security. Personnel assigned to all-hazards incidents may only perform duties within agency policy, training, and capability.

NWCG Role in Support, Coordination, and All-Hazards Response by Wildland Fire Agencies

NWCG has established guidelines to define NWCG's role in the preparedness for, coordination of, and support to all-hazards incidents.

General All-Hazards Guidelines for NWCG

- NIMS is the foundation of all response. NWCG principles, procedures, and publications will comply with and support NIMS. NWCG expects that all local, State, and Federal response agencies and organizations will comply with NIMS.
- NWCG uses the NIMS definition of "all-hazards" (includes wildland fire): Describing an incident, natural or manmade, that warrants action to protect life, property, environment, and public health or safety, and to minimize disruptions of government, social, or economic activities.
- NWCG recognizes FEMA's role in overseeing the development, implementation, and maintenance of NIMS, which includes ICS and its components (forms, core competencies, training, qualifications, standards, etc.).
- NWCG accepts the components of NIMS and will develop an endorsement process and additional qualifications requirements for positions having specific wildland fire application.
- NWCG recognizes and supports the use of position-specific qualifications from other NIMS-compliant disciplines (law enforcement, structure fire, hazmat, etc.).
- NWCG supports the ongoing development and maintenance of wildland fire systems to be adaptable for all-hazards response.
- NWCG expects that all wildland fire personnel engaged in all-hazards response, whether at the national, regional, or local level, will base actions on both NWCG and agency policies, standards, doctrine, and procedures.
- NWCG member agencies ensure all personnel responding to all-hazards incidents are properly trained, equipped, and qualified for their assigned position.
- NWCG encourages all wildland fire agencies and personnel to receive appropriate preparedness training, focusing on general knowledge of all-hazards response, disaster characteristics, and the effects from these events on citizens and responders.
- NWCG encourages all wildland fire agencies and personnel to consider appropriate risk mitigation measures (e.g., vaccinations, personal protective equipment [PPE], etc.) prior to responding to all-hazards incidents.
- NWCG coordinates with member agencies to ensure accountability of wildland fire personnel during all-hazards response.

USFS All-Hazards Guiding Principles and Doctrine

The Forest Service has developed doctrine, known as the *Foundational Doctrine for All-Hazard Response*, outlining the guiding principles, roles, and responsibilities of the agency during all-hazards response. Forest Service responders and leadership are expected to follow this doctrine, established to help ensure the safest response conditions possible.

The following principles encompass the guidelines, roles, and responsibilities established in this doctrine:

- The intent of Forest Service all-hazards response and support is to protect human life, property, and at-risk lands and resources *while imminent threats exist*.
- Personnel should be prepared and organized to support all-hazards responses by providing trained personnel to utilize their inherent skills, capabilities, and assets, without requiring significant advanced training and preparation. Support to cooperators requiring wildland resources will be consistent with employee core skills, capabilities, and training.
- As incidents move from the *response phase* to the *recovery phase*, there should be a shift to demobilizing agency resources.
- Within all-hazards response environments, agency personnel may encounter situations in which there is an imminent threat to life and property outside of their agency's jurisdiction. These environments include scenarios ranging from being first on scene at a vehicle accident to committing agency resources to protect a local community. Leaders are therefore expected to use their judgment and respond appropriately.
- Wildland resources deployed to all-hazards responses will understand the dynamic and complex environment and utilize their leadership, training, and skills to adapt, innovate, and bring order to chaos.
- Leaders are expected to operate within the incident organizational structure encountered on all-hazards responses. When such structure is absent, leaders will utilize NIMS principles to assure safe and effective utilization of agency resources.
- Leaders are expected to operate under existing policies and doctrine under normal conditions. On all-hazards responses, fire and aviation business and safety standards may have to be adapted to the situation to successfully accomplish the mission. When conflicts occur, employees will use their judgment, weigh the risk versus gain, and operate within the intent of agency policy and doctrine.
- All-hazards response will be focused on missions that we perform consistently and successfully. Workforce assignments will be directed toward the core skills developed through our existing training and curriculum.
- Agency employees will be trained to operate safely and successfully in the all-hazards environment. Preparedness training will focus on gaining general knowledge of all-hazards response, disaster characteristics, as well as the effects from these events on citizens and responders.

- Specific operational skills will be facilitated through NIMS, working with the responsible agencies who supply the technical specialists who, in turn, provide the specific skill sets. The Forest Service will not train or equip to meet every hazard.
- Wildland employees are expected to perform all-hazards support as directed within their qualifications and physical capabilities. All employees have the right to a safe assignment. The employee may suspend his or her work whenever any environmental condition—or combination of condition—become so extreme than an immediate danger is posed to employee health and safety that cannot be readily mitigated by the use of appropriate, approved protective equipment or technology.
- Acceptable risk is risk mitigated to a level that provides for reasonable assurances that the all-hazards task can be accomplished without serious injury to life or damage to property.
- All-hazards, incident-specific briefing and training will be accomplished prior to task implementation. This preparation will usually occur prior to mobilization where incident description, mission requirements, and known hazards are addressed. Key protective equipment and associated needs for these all-hazards tasks that wildland employees do not routinely encounter or perform will be identified. This will be done—and be in place—prior to task implementation.
- Agency employees will be provided with appropriate vaccinations, credentials, and PPE to operate in the all-hazards environment to which they are assigned.
- Additional information can be found in the Forest Service *Foundational Doctrine for All-Hazard Response* at https://www.fs.usda.gov/managing-land/fire/ibp/all-hazard.

Incident Management Teams – All-Hazards and Other Non-Wildland

Different entities have developed incident management teams (IMT) based on ICS core competencies under NIMS. Federal agencies with IMTs include the U.S. Coast Guard, the EPA, USDA's Animal and Plant Health Inspection Service (APHIS), DOI's NPA and FWS, and others. In addition, many States and metropolitan areas have developed all-hazards IMTs (AHIMT). AHIMT consists of personnel from various disciplines (fire, rescue, emergency medical, hazardous materials, law enforcement, public works, public health, and others) trained to perform the functions of the command and general staff at the type 3 level. AHIMTs are often sponsored or administered by a State or local emergency management agency and may be type 2 or type 3 level (based on the FEMA National Qualification System or other recognized qualification system). All-hazards IMTs have been used to support wildland fire operations in different ways, including: 1) managing a fire incident with the support of key wildland fire positions supporting command and general staff; 2) independently supporting activities under direction of a wildland fire IMT (e.g., coordinating evacuation/re-entry of a jurisdictional area); and 3) supporting a Geographic

Area Coordination Center (GACC) or other entity (e.g., managing a mobilization center).

Many different entities that sponsor an AHIMT or other non-wildland fire IMT have requested that their personnel be allowed to "shadow" (sometimes referred to as "field training" or "field mentoring") wildland fire IMT positions during incidents. The primary purpose of shadowing is to gain insight to complex incident management. All shadowing events should be coordinated with the receiving GACCs and the IC at an incident.

- ***DOI –*** refer to *https://www.doi.gov/emergency/plans-and-policies*

International Wildland Fire Coordination and Cooperation

U.S. – Mexico Cross Border Cooperation on Wildland Fires

In April 2015, the DOI and USDA signed a wildfire protection agreement with Mexico. The agreement has two purposes:

- To enable wildfire protection resources originating in the territory of one country to cross the United States-Mexico border in order to suppress wildfires on the other side of the border within the zone of mutual assistance (10 miles/16 kilometers) in appropriate circumstances.
- To give authority for Mexican and U.S. fire management organizations to cooperate on other fire management activities outside the zone of mutual assistance.

National operational guidelines for this agreement are located at https://www.nifc.gov/nicc/logistics/references.htm. These guidelines cover issues at the national level and also provide a template for those issues that need to be addressed in local operating plans. The local operating plans identify how the agreement will be implemented by the GACCs (and zone coordination centers) that have dispatching responsibility on the border. The local operating plans will provide the standard operational procedures for wildfire suppression resources that could potentially cross the U.S. border into Mexico.

U.S. – Canada, Reciprocal Forest Firefighting Arrangement

Information about United States – Canada cross border support is located at https://www.nifc.gov/nicc/logistics/references.htm. This policy guidance was determined by an exchange of diplomatic notes between the U.S. and Canada in 1982 and provides operational guidelines for the Canada – U.S. Reciprocal Forest Fire Fighting Arrangement. These guidelines are updated yearly.

U.S. – Australia/New Zealand Wildland Fire Arrangement

Information about United States – Australia and United States – New Zealand support is located at https://www.nifc.gov/nicc/logistics/references.htm. This link provides a copy of the arrangements signed between the U.S. and the states of Australia, and between the U.S. and the country of New Zealand for support during severe fire seasons. It also contains the annual operating plans (AOPs) that provides more detail on the procedures, responsibilities, and requirements used during activation.

International Non-wildland Fire Coordination and Cooperation

International Disasters Support

Federal wildland fire employees may be requested through the FS to support the U.S. Government's (USG) response to international disasters by serving on Disaster Assistance Response Teams (DARTs). A DART is the operational equivalent of an ICS team used by the U.S. Agency for International Development's Office of Foreign Disaster Assistance (OFDA) to provide an on-the-ground operational capability at the site of an international disaster. Prior to being requested for a DART assignment, employees will have completed a weeklong DART training course covering information about:

- USG agencies charged with the responsibility to coordinate USG responses to international disaster.
- The purpose, organizational structure, and operational procedures of a DART.
- How the DART relates to other international organizations and countries during an assignment. Requests for these assignments are coordinated through the FS International Programs, Disaster Assistance Support Program (DASP).
- DART assignments should not be confused with technical exchange activities, which do not require DART training.

More information about DARTs can be obtained at the FS International Program's website, https://www.fs.usda.gov/about-agency/international-programs.

Chapter 9
Fire Management Planning

Purpose

The purpose of fire management planning is to provide for firefighter and public safety, and outline fire management strategies and tactics that, when implemented, protect values, and meet resource goals and objectives of the land and resource management plan (L/RMP). Planning strategically allows for responses to fire commensurate with risk and movement towards desired conditions.

Fire planning products include a concise summary of information organized by fire management unit (FMU) or by other geospatially explicit representations of the landscape. These products should be updated as new information becomes available, as conditions on the ground necessitate updates, or when changes are made to the L/RMP.

Products may address response to wildfire, hazardous fuels and vegetation management, burned area emergency stabilization and rehabilitation, prevention, community interactions and collaborative partnerships roles, and monitoring and evaluation of programs.

Fire management planning efforts should address the vision and goals of the National Cohesive Wildland Fire Management Strategy (2014) (Cohesive Strategy).

The Cohesive Strategy vision is "To safely and effectively extinguish fire, when needed; use fire where allowable; manage our natural resources; and as a Nation, live with wildland fire."

The Cohesive Strategy goals are:

- Restore and maintain landscapes
- Fire-adapted communities
- Wildfire response

Policy

"Fire, as a critical natural process, will be integrated into land and resource management plans (L/RMP) and activities on a landscape scale and across agency boundaries" (*Review and Update of the Federal Wildland Fire Management Policy,* January 2001).

Fire management plans should be developed collaboratively between Federal agencies and Tribal, local, and State agencies to accomplish resource and protection objectives.

Every area with burnable vegetation must have an approved fire management plan (FMP). FMPs are strategic plans that define a program to manage wildland fires based on the area's approved land management plan. When practical, fire

management plans should contain mutually developed objectives for managing fires that cross jurisdictional boundaries.

FMPs must provide for firefighter and public safety; include fire management strategies, tactics, and alternatives; address values to be protected and values at risk; address the location and conditions under which resource and protection objectives can be met; consider public health issues; and be consistent with resource management objectives, activities of the area, and environmental laws and regulations. FMPs should be based upon the best available science.

Agency Planning Guidance

Department of Interior

FMPs must be consistent with the Department of the Interior (DOI) Interagency Fire Management Plan Framework and subsequent bureau direction. FMP content may be represented in spatial, text-based and/or digital formats.

- The DOI framework is available at: https://www.nwcg.gov/committees/interagency-fire-planning-committee/resources
  - ***BLM – FMP Template*** *is available at http://web.blm.gov/internal/fire/fpfm/planning.html.*
  - ***NPS – FMP Template*** *and information is available at http://famshare.inside.nps.gov/wildlandfire/budgetandplanning/firemanagementplanning/firemanagementplans/default.aspx.*

U.S. Forest Service

Forest Service (FS) FMPs are a combination of enhanced spatial planning contained in the Wildland Fire Decision Support System (WFDSS) and the Fire Management Reference System (FMRS)—a collection of plans required for fire program management, such as aviation, operations, dispatch, and fire danger operating plan products. Fire management planning will be a continuing effort to ensure that guidance represented spatially in WFDSS and the FMRS are consistent with L/RMP direction, reflecting available fire response options to move from current to desired conditions.

A *Fire Management Planning Guide* describes spatial fire planning and the FMRS. As allowed in L/RMPs, fire response strategies should be consistent with the cohesive strategy and developed in collaboration with adjoining land managers. The *Fire Management Planning Guide* is available at https://fsweb.wo.fs.fed.us/fire/fmp/.

Other Resources

For information on utilizing the spatial fire planning method in WFDSS, see the *WFDSS Spatial Fire Planning Guide* located on the WFDSS training page at https://wfdss.usgs.gov/wfdss/WFDSS_Training.shtml.

Concepts and Definitions

For further clarification of concepts and definitions that follow, refer to *Terminology Updates Resulting from Release of the Guidance for the Implementation of Federal Wildland Fire Management Policy (2009);* FMB Memorandum 19-004*, Federal Wildland Fire Management Policy Terminology* and the *Guidance for Implementation of Federal Wildland Fire Management Policy,* February 13, 2009.

Land and Resource Management Plan

The L/RMP is a document prepared with public participation and approved by the agency administrator that provides guidance and direction for land and resource management activities for an administrative area. The L/RMP may identify fire's role in a particular area and for a specific benefit or may contain general statements regarding the role of fire across the land management unit. Guidance contained in the L/RMP provides the basis for the development of strategic fire management objectives and the fire management program in the designated area.

Fire Management Plan

A fire management plan (FMP) that identifies and integrates all wildland fire management and related activities within the context of approved land/resource management plans. The FMP defines a program to manage wildland fires (wildfire and prescribed fire). The plan is supplemented by operational plans, including but not limited to preparedness plans, preplanned dispatch plans, prescribed fire burn plans, and prevention plans. FMPs assure that wildland fire management goals and components are coordinated.

Compliance

Compliance generally includes the full range of considerations and procedures defined by each agency to comply with laws, such as the National Environmental Planning Act (NEPA), Section 106 of the Archeological Resources Protection Act, Section 7 of the Endangered Species Act, Clean Air Act, Wilderness Act, Executive Orders.

Spatial Fire Management Plan

A spatial fire management plan (SFMP) is a strategic plan that contains text based and spatially represented information that guides a full range of fire management activities and is supported by a L/RMP.

Spatial Fire Management Plan Mapsheet

A spatial FMP mapsheet is a collection of one or more tables, graphics, maps, or other information on a single page or poster.

Spatial Fire Management Plan Map Set

A spatial FMP map set is a compilation of all the mapsheets that make up a SFMP.

Connection to Other Plans

FMPs (DOI) and/or spatial fire planning in WFDSS (FS) capture fire related direction and decisions from L/RMPs. If fire management direction and decisions were not adequately integrated into the existing L/RMP, additional NEPA may be necessary.

Air Quality and Smoke Management

Clean air is a primary natural resource value in all Federal units. Fire management activities which result in the discharge of air pollutants (e.g., particulates, carbon monoxide, and other pollutants from fires) are subject to, and must comply with, all applicable Federal, State, interstate, and local air pollution control requirements, as specified by Section 118 of the Clean Air Act, as amended (42 USC 7418). These requirements are the same substantive, procedural, and administrative requirements that apply to a private person or other non-governmental entity. The protection of these resources must be given full consideration in fire management planning and operations.

Coordination with a State or State air regulatory office is required during the development of LMRPs and FMPs in order to determine procedures for compliance with State air quality regulations. Each agency should consult with their fire management unit the proper procedures for obtaining coordination with the State or States in which the unit is located, or when notified by the State that an air pollution violation has occurred.

The *National Wildfire Coordinating Group (NWCG) Smoke Management Guide for Prescribed Fire* 2020 Edition (PMS 420-3), is the primary technical reference and should be referenced when developing and implementing wildland fire management plans.

Additional information can be found on the NIFC smoke management website: at https://www.nifc.gov/standards.

The 2019 Dingell Act requires type 1 fires to assign air resource advisors (ARA, technical specialist) to the maximum extent practicable and consideration of assigning ARAs for type 2 fires (site location of the statement in the act). This will provide smoke projections and provide capability for coordination with State, Tribal and local air regulatory and public health agencies.

Air Quality Definitions

National Ambient Air Quality Standards

The National Ambient Air Quality Standards (NAAQS) are uniform air quality goals established by the Environmental Protection Agency (EPA). The EPA designated two types of national air quality standards, primary which provides public health protection and secondary which provides public welfare protection.

Criteria Pollutants
The EPA has designated and established primary and secondary NAAQS for six common air pollutants: sulfur dioxide (SO2), nitrogen oxides (NOX), carbon monoxide (CO), particulate matter (PM10 and PM2.5), ground-level ozone (O3), and lead (Pb).

State Implementation Plan
Section 110 of the Clean Air Act requires each State to adopt and submit to the EPA a state implementation plan (SIP) that provides for the implementation, maintenance, and enforcement of NAAQS in each Air Quality Control Region.

Federal Implementation Plan
A federal implementation plan (FIP) is used by the EPA to ensure air quality is maintained and enforced in accordance with established NAAQS. This plan is used when a State's SIP is found unacceptable.

Attainment Area
An attainment area is a geographic area that meets the primary NAAQS established by the EPA.

Note: An area may meet the established NAAQS for one criteria pollutant but have unacceptable levels for another. An area could be in attainment for one criteria pollutant and simultaneously in nonattainment for another.

Nonattainment Area
A nonattainment area is a geographic area that does not meet the primary NAAQS limits established by the EPA to protect public health and the environment.

Note: The EPA establishes time limits for nonattainment areas to achieve specified air quality goals and may further designate nonattainment areas as extreme, severe, serious, moderate, or marginal.

Maintenance Area
A maintenance area is a geographic area previously designated nonattainment and subsequently redesignated to attainment, for a probationary period, due to achieving the NAAQS.

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Chapter 10
Preparedness

Preparedness Overview

Fire preparedness is the state of being ready to respond to wildfires based on identified objectives and is the result of activities that are planned and implemented prior to fire ignitions.

Preparedness requires:

- Identifying necessary firefighting capabilities;
- Implementing coordinated programs to develop those capabilities;
- A continuous process of developing and maintaining firefighting infrastructure;
- Predicting fire activity;
- Implementing prevention activities;
- Identifying values to be protected;
- Hiring, training, equipping, prepositioning, and deploying firefighters and equipment;
- Evaluating performance;
- Correcting deficiencies; and
- Improving operations.

Preparedness activities should focus on developing interagency response capabilities that will result in safe, effective, and efficient fire operations aligned with risk-based fire management decisions.

Preparedness activities will be consistent with direction in the approved land and resource management plans (L/RMP) and fire management plans (FMP).

Preparedness Planning

At the local level, preparedness planning and the resultant activities begin with a Fire Danger Operating Plan (FDOP), which includes a number of other plans that result in coordinated actions based on the fire situation.

- ***BLM –*** *Districts can use an FDOP, Fire Danger Analysis Document (FDAD), or Fire Weather and Fire Occurrence Analysis Document (FWOAD), depending on which format best meets their needs.*

References, templates, and other supporting materials pertaining to the FDOP process and related operationally focused preparedness plans can be found at https://www.nwcg.gov/committees/fire-danger-subcommittee (see sections for Useful Resources and NFDRS2016 Rollout Information) and https://www.wfas.net/nfdrs2016.

- ***BLM –*** *References, templates, and other supporting materials pertaining to the FDAD/FWOAD process can be found in FA-IM-2019-004, change 1.*

Outputs from an FDOP process are used to support decisions found in many components of preparedness plans. These actions will ensure a unit is appropriately prepared to react to new and emerging wildfire incidents.

Preparedness plans should include but are not limited to:

- Fire Danger Operating Plan (as specified by agency requirements)
- Preparedness Level Plan
- Initial Response/Preplanned Dispatch Plan
- Step-up/Staffing Plan
- Fire Prevention/Mitigation Plan (as specified by agency requirements)
- Closure/Restriction Plan (as specified by agency requirements)
- Geographic Area Mobilization Guide (updated annually)
- Geographic Area Draw-Down Guidance (updated annually)

Fire Danger Rating

The National Fire Danger Rating System (NFDRS) and the Weather Information Management System (WIMS) are the principal applications used by the Federal land management agencies to assess fire danger. At every scale, fire danger rating is a key consideration for staffing and prepositioning preparedness resources, regulating industrial activity, or placing restrictions on public lands. Because these assessments are used by and affect a wide variety of stakeholders, including Federal and State agencies, local governments, industrial, and other private entities, as well as the general public, participation in a recognized fire danger system and careful management of weather and fire data is vital to ensure accurate assessments and the consistent application of fire danger rating, especially for broader scale assessments.

The following requirements apply to all NFDRS-compliant weather stations managed in WIMS:

- For the primary fuel model (i.e., the first model listed in the WIMS station catalog):
  - Identify an appropriate staffing index;
  - Identify the staffing index breakpoints (i.e., the two highest breakpoint values and their associated percentiles*); and
  - Identify the number of decision classes (i.e., the number of staffing levels).
    - ** For units that have not performed detailed analysis to identify fire business thresholds or climatological breakpoints, it is recommended to use the 90th and 97th percentiles as default values for these critical percentiles.*
    - ***BLM** – 80th and 95th percentiles*
- To support Predictive Services products, include "16Y" as an "active" fuel model in the WIMS station catalog for every station.

Communication of Fire Danger

Daily observed and forecasted fire danger outputs will be:

- Communicated daily to local fire personnel to aid in situational awareness; and
- Should include the staffing index and/or index/component used.

Fire danger will be conveyed to the public using the five Adjective Fire Danger Rating classes: low, moderate, high, very high, and extreme.

Fire Danger Operating Plan

- ***BLM –*** *Districts can use an FDOP, FDAD, or FWOAD depending on which format best meets their needs.*

Ideally developed for interagency field-level operations (e.g., corresponding to the area within the jurisdiction of a third-tier dispatch center), an FDOP is an integral component of local fire management planning. An FDOP documents the analysis process and the development of decision points to be used for future weather and fire occurrence situations based on an analysis of local conditions, historical weather, and historical fire occurrence. The analysis and decision points are developed using decision support tools such as the NFDRS, the Canadian Forest Fire Danger Rating System (CFFDRS), the Palmer Drought Index, live fuel moisture data, monthly or seasonal wildland fire outlooks, seasonal climate forecasts, and wildland fire risk analyses. The analysis of historical weather and fire occurrence is conducted utilizing a statistical software program, such as but not exclusive to FireFamily Plus (FFP), which calculates fire danger indices and can correlate them to historical fire occurrence. An FDOP process blends science, historical data, established processes, and local knowledge to provide a unified framework for local interagency unit managers/administrators to make informed decisions that result in safe, efficient, and effective responses to fire situations.

Every field-level unit with a fire program should be covered by an FDOP and should participate in the planning process. FDOP developers should attend Intermediate NFDRS (S-491) and preferably, Advanced NFDRS (S-591) courses. Units are encouraged to seek the participation of and review by NFDRS or CFFDRS subject matter experts when developing an FDOP. Established FDOPs should be monitored, reviewed annually, and updated as necessary to ensure they continue to meet the preparedness needs of the local units.

- ***BLM –*** *BLM offices are required to have an FDOP, FDAD, or an FWOAD. BLM offices are required to complete and document their review every other year and updated every five years.*

In conjunction with the analysis noted above, an FDOP also describes:

- Processes, such as daily input and output monitoring of WIMS at https://famit.nwcg.gov/;
- Tools that will be utilized to communicate fire danger information, such as Fire Danger PocketCards (PocketCards), or seasonal trends analysis; and
- Related products, such as staffing, dispatch, and preparedness level plans (which can be included as components of an FDOP or linked, if presented as separate plans).

An FDOP template can be found at https://www.nwcg.gov/committees/fire-danger-subcommittee/nfdrs/rollout-workshop/library.

- *BLM – Reference templates and other supporting materials pertaining to the FDAD/FWOAD process can be found in FA-IM-2019-004, change 1.*

Required minimum content for an FDOP includes the following components:

- **Roles and Responsibilities**
  This section of an FDOP defines the roles and responsibilities for those responsible for the development, maintenance, and daily implementation of the plan, program management related to the plan, and associated training.
- **Fire Danger Area Inventory**
  This section of an FDOP presents the inventory of the basic components of an FDOP area, which will describe the general area, including the administrative units involved in the planning process. The fire danger area inventory will include:
  - Fire history, as well as identification of fire/ignition issues specific to the area;
  - Description of vegetation/fuels, topography, and weather/climatology, resulting in the delineation of specific FDRAs, which are broad landscapes (typically, on the scale of tens or hundreds of thousands of acres each) that are considered to have relatively homogeneous fire danger;
  - The existing weather station network and identification of any additional weather station system needs; and
  - Validation that each remote automated weather station (RAWS) meets the requirements of the *National Wildfire Coordinating Group (NWCG) Standards for Fire Weather Stations* (PMS 426-3).
- **Operational Procedures**
  This section of an FDOP establishes the procedures used to gather and process data in order to integrate fire danger rating information into decision processes. The network of fire weather stations whose observations are used to determine fire danger ratings is identified. Station maintenance responsibilities and schedules are defined. Include the following information:
  - Daily weather processing schedule and procedures;
  - Daily communication schedule and modes;
  - Seasonal station catalog adjustment schedule and responsible personnel;
  - Annual review of decision points and responsible personnel; and
  - Periodic review of PocketCards or other communication methodology and responsible personnel.
- **Decision Point Analysis**
  This section of an FDOP describes the analysis of climatological breakpoints and fire business thresholds that trigger changes in fire-danger-related decisions within an FDRA. Decision points are identified using statistical analysis software such as but not limited to FFP. Distinct selections of fuel

model and fire danger index/component (NFDRS or CFFDRS) are appropriate for different management decisions (such as staffing, initial response, or industrial and public restrictions). Because fire business thresholds correlate periods of historical fire danger and fire occurrence, they generally provide the best decision support and are appropriate for identifying staffing levels, dispatch levels, fire restrictions, preparedness levels, fire prevention activities, and other specific readiness actions. Climatological breakpoints, which are expressed as percentiles, may be appropriate as decision points for long-term decisions and general preparedness activities such as seasonal staffing start/end dates or contract aircraft availability periods.

Note: *WIMS relies exclusively on climatological breakpoints to compute staffing level and adjective rating. If fire business thresholds are used as decision points, staffing level and adjective rating must be computed outside of WIMS.*

- **Fire-danger-based Decisions**
  This section of an FDOP describes the decision points used in step-up/staffing plans, initial response/preplanned dispatch plans, preparedness level plans, prevention plans (which include how Adjective Fire Danger Ratings are determined and will be applied), closure/restriction plans, etc. This section should include the rationale for the fuel model and index/component selection and the corresponding decision points for each of those plans. The plans may be included in an FDOP or be stand-alone plans.

Preparedness Level Plans

Preparedness level plans are required at the national, state/regional, and local levels. These plans address the five preparedness levels (1-5) and provide management direction based on identified levels of burning conditions (fire danger), fire activity, resource commitment/availability, such as incident management teams (IMT) assigned, and other considerations (in contrast to staffing levels, which typically only consider fire danger, as described below). Preparedness level plans may be developed by a state/regional office for agency-specific use.

Supplemental preparedness actions to consider include but are not limited to the following items:

- Management briefings, direction, and considerations;
- Support function – consideration given to expanded dispatch activation and other support needs (procurement, supply, ground support, and communication);
- Support staff availability outside of fire organization;
- Fire danger/behavior assessment;
- Fire information – internal and external;
- Multi-agency coordination group/area command activation; and
- Prescribed fire direction and considerations.

Refer to the *National Interagency Mobilization Guide* and Geographic Area Coordination Center (GACC) mobilization guides for more information on preparedness level plans.

Step-up/Staffing Plans

Step-up/staffing plans are designed to direct incremental preparedness actions at the local level in response to changing fire danger. Each plan should address the unit's chosen number of staffing levels, and the corresponding actions to consider for those changing fire danger conditions, as reviewed annually. The step-up/staffing plan should be based on analysis completed as part of the unit's FDOP and the analysis rationale, if not the entire plan, should be included as part of an FDOP.

Staffing Level

The staffing level should be used to guide daily internal fire operational decisions at the local level. The staffing level specifies appropriate daily staffing for initial response resources, such as when to implement seven-day coverage and adjusted work schedules, and the number of personnel committed to initial attack resources (in contrast to the Initial Response/Preplanned Dispatch Plan – described below – that specifies the number of resources dispatched to an incident). Staffing level helps define daily readiness. A unit can operate with three to nine levels of staffing. Most units typically use five (1, 2, 3, 4, 5) or six (1, 2, 3L, 3H, 4, 5) levels. The use of fire business thresholds to determine staffing levels is encouraged; however, they must be computed outside of the WIMS.

The step-up/staffing plan describes preidentified escalating responses at fire business or climatological thresholds analyzed in an FDOP and FMP. A step-up/staffing plan should also include recurring supplemental preparedness actions designed to enhance the unit's fire management capability during short periods (Fourth of July, or other preidentified events) where staffing normally needs to be increased to meet initial attack, prevention, or detection needs.

The staffing plan should also consider supplemental staffing actions such as the following items:

- Fire prevention actions, including closures/restrictions, media messages, signing, and patrolling;
- Prepositioning or augmentation of suppression resources;
- Cooperator discussion and/or involvement;
- Safety considerations: safety messages, safety officer;
- Increased initial attack dispatch staffing; and
- Increased detection activities.

In contrast to staffing actions established for the normal range of conditions, severity is a longer duration condition that cannot be adequately dealt with under normal staffing, such as a killing frost converting live fuel to dead fuel or drought conditions. Severity is discussed later in this chapter.

Initial Response/Preplanned Dispatch Plans

Local-level, initial response/preplanned dispatch plans, also referred to as run cards, specify the fire management response (e.g., number and type of suppression assets to dispatch) within a defined geographic area to an unplanned ignition, based on fire weather, fuel conditions, fire management objectives, and resource availability.

Fire management officers (FMOs) will ensure that initial response/preplanned dispatch plans are in place, utilized, and provide for initial response commensurate with guidance provided in the FMP and/or L/RMP. Initial response/preplanned dispatch plans will reflect agreements and operating plans and will be reviewed annually prior to fire season. These plans may be modified as needed during fire season to reflect the availability of national, prepositioned, and/or severity resources.

Fire Prevention/Mitigation Plans

Unit-level fire prevention/mitigation plans may be required and completed by conducting a wildland fire prevention/mitigation assessment. The purpose of the plan is to develop a strategy that will identify actions to reduce unwanted human-caused ignitions, thereby reducing wildland fire damages and losses, unnecessary risks to firefighters, and suppression costs. As fire danger moves from low to extreme, as defined in an FDOP, and/or human activity increases, prevention and mitigation activities must be increased to maintain effectiveness.

The prevention/mitigation plan outlines how the Adjective Fire Danger Ratings are communicated to the public, and applied, in terms of responsible personnel and assigned activities. Prevention activities are intended to reduce the occurrence of unwanted human-caused fires and include but are not limited to:

- Education (signage, school programs, radio and news releases, recreation contacts, local business contacts, exhibits);
- Engineering (public utility company, government agency/cooperator coordination);
- Enforcement/industrial program monitoring (patrol, permitting, inspections, including firewood cutting, logging, mining, power line maintenance, and area closures); and
- Administration (patrol, communication, FDOP, sign and other plans and planning activities).
    - ***BLM –*** *Refer to BLM MS-9212 – Fire Prevention.*
    - ***NPS –*** *Refer to NPS RM-18 Chapter 6 Prevention and Mitigation.*
    - ***FWS –*** *Prevention assessment determines the requirement for a prevention plan. Refer to Fire Management Handbook, chapter 10.*
    - ***FS –*** *Refer to FSM 5110.*
    - ***BIA –*** *Refer to 90IAM 5-H, BIA Wildfire Prevention Program Handbook; available at https://www.bia.gov/sites/default/files/dup/assets/public/raca/handbook/*

pdf/90%20IAM%205-H_RACA_final_signed%203.19.21_w.footer_508.pdf.

National Fire Prevention Education Teams

National fire prevention and education teams (NFPETs) provide unit and agency managers with skilled and mobile personnel who have the ability to supplement or enhance ongoing local wildfire prevention and education 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 onsite prevention assessments and plans, initiate implementation of such plans, and to begin immediate prevention and education activities.

A basic team is composed of three personnel with these minimum qualifications:

- 1 PETL – Prevention and education team leader;
- 1 PETM – Prevention and education team member; and
- 1 PIO2 – Public information officer type 2.

Actual team composition may include additional support positions, as determined jointly by the team leader and the ordering unit, on a case-by-case basis, based on the team's anticipated tasking. The use of trainees is encouraged.

NFPETs can assist the local unit in preventing unwanted human-caused wildfires in several ways. They can assist the local unit to:

- Complete fire risk assessments;
- Determine the severity of the situation;
- Facilitate community awareness and education in fire prevention, including prescribed burning;
- Coordinate announcement of interagency restrictions and closures;
- Coordinate fire prevention efforts with the public, special target groups, State and local agencies, and elected officials;
- Promote public and personal responsibility regarding fire prevention in the wildland/urban interface; and
- Assist IMTs in accomplishing their objectives in working with the public to develop fire protection plans.

To order an NFPET, place the order with the regional GACCs. See the *National Interagency Mobilization Guide* for additional information on ordering and using NFPETs.

Fire Danger PocketCards for Firefighter Safety

Fire Danger PocketCards provide, through a graphical interpretation of historic fire danger, a means for firefighters to understand the fire potential for a given local area during any day of the fire season. PocketCards apply to areas of uniform fire danger rating, known as FDRAs, which should be developed through an interagency FDOP process. (If FDRAs are not defined, PocketCards

may be developed based on other areas of like fire danger.) The PocketCard can also be an ideal tool for local seasonal tracking of fire season severity with the addition of daily indices (see "Local Unit Seasonal Tracking" section). The PocketCards must adhere to the NWCG standard located at https://famit.nwcg.gov/applications/WIMS/PocketCards.

PocketCards should be updated following a significant fire season, but otherwise, based on the length of the station or Special Interest Group (SIG) dataset:

- 10 years or less of historic weather data, update PocketCard annually;
- 11-14 years, update every other year;
- 15 years or more, update every 3 years.

In all cases, a high-quality database should be used (5 years of poor data and 10 years of good data does not equal 15 years of quality data).

Compliance with the standard, including quality, currency, and application of the PocketCards, is the responsibility of the local fire management unit.

- ***BLM –*** *Seasonal trend analysis (updated and posted at least every two weeks) is the only requirement for communication of fire danger; however, offices may use PocketCards in addition to a seasonal trend analysis. Seasonal trend analyses will be prepared at the Predictive Service Area (PSA) scale or smaller. PSA scale analyses are typically developed and posted online by the Geographic Area Coordination Center (GACC) while smaller scales are typically developed by the local unit. Hard copies should be made available in areas with limited internet connectivity. FMOs should ensure incoming and local resources are briefed on the seasonal trend analysis for their area (See FA IM-2018-022). Final approval for seasonal trend analyses and PocketCards will be obtained from the BLM representative to the NWCG Fire Danger Subcommittee (https://www.nwcg.gov/committees/fire-danger-subcommittee/roster).*
- ***FS –*** *Obtain regional certification for PocketCards. Distribute PocketCards to each fireline supervisor on type 3, 4, and 5 wildfires. Units have the option to do more frequent updates if they choose to do so.*
- ***BIA –*** *Field-level units will identify the NWCG-compliant Fire Danger PocketCard(s) that represent their lands and ensure they are available to all firefighters and fire management personnel.*

The NWCG standards for updating and posting the cards can be found at https://famit.nwcg.gov/applications/WIMS/PocketCards.

Managing Weather Data in the Weather Information Management System

Fire danger requires continual management in order to produce accurate results that are applied in a timely manner. Daily observation variables are processed and calculated automatically in WIMS but need to be verified regularly to ensure the systems are working correctly. Weather observations should be

reviewed at least weekly to catch errors in the data that may indicate a bad RAWS sensor or missing data.

Certain RAWS station settings should be adjusted in WIMS to match locally determined values, such as:

- Fuel Model Parameters (e.g., perennial vs annual, humid vs moist, etc.)
- Growing Season Index Settings

Decision points should be reviewed annually and adjusted, as appropriate, based on statistical analysis. If decision points are adjusted, PocketCards should also be validated and updated as necessary.

Management Actions for Remote Automated Weather Stations

Noncompliance Report

A weekly report from Wildland Fire Management Information (WFMI) weather module displays RAWS that are more than 1 year and 45 days past their annual maintenance date. Fire weather stations are to be maintained annually per *NWCG Standards for Fire Weather Stations* (PMS 426-3). The report is widely distributed by email and available at https://raws.nifc.gov/standards-guidelines. If a RAWS is on the report, it has either not had annual maintenance, or the documentation for annual maintenance has not been completed in WFMI. Data from these RAWS should not be used or used with caution.

Portable RAWS

Fire managers should ensure that locally held portable RAWS are maintained prior to use. Non-maintained portable RAWS will not be activated for data processing through WFMI weather.

- ***BLM –*** *Refer to chapter 2 for more guidance.*

Predictive Service Areas

Predictive Service Areas (PSA) are sub-geographic areas of similar climate, fuels and topography defined by GACC meteorologists generally for forecasting purposes. The PSAs are also used to display current and forecasted conditions at the national and geographic area level, such as maps showing 7-Day Significant Fire Potential and statistics graphs of select indices and fuel moistures. While PSAs are defined using similar criteria as Fire Danger Rating Areas (FDRAs), the PSA-based products are intended for longer range prediction purposes and strategic planning at the sub-geographic scale, and FDRA-based products are intended to guide daily operational decisions at the unit level.

National Predictive Services Fire Potential Outlooks and Advisories

National Significant Wildland Fire Potential Outlook

The National Significant Wildland Fire Potential Outlook (Outlook) is prepared and distributed by NICC Predictive Services on the first day of each month. The Outlook is a composite of outlooks prepared by the individual Geographic Area Predictive Services units and national discussions prepared by NICC Predictive Services. The report provides fire managers at all levels with the information

needed to make long-range decisions concerning resource staffing and allocation. The Outlook identifies areas where significant wildland fire activity is expected to be above or below normal levels.

The Outlook covers a four-month period. Maps for each period display areas of below normal, normal, and above normal significant wildland fire potential. A brief synopsis of the current and predicted national and GACC situation is included in the report. Specific guidance on issuance and requirements for the Outlook can be found in the *National Interagency Mobilization Guide* at https://www.nifc.gov/nicc/mobguide/index.html.

National 7-Day Significant Fire Potential Outlook

The National 7-Day Significant Fire Potential Outlook (7-Day) is a composite of outlooks produced by each of the Geographic Area Predictive Services units. The 7-Day provides a week-long projection of fuel dryness, weather, and fire potential. The 7-Day depicts a nationwide view of the significant fire potential for the next seven days with links to the individual geographic area 7-Day outlooks. The system is database-driven and is updated periodically as each Geographic Area Predictive Services unit posts its outlook. Each Geographic Area Predictive Services unit will determine whether to routinely produce a morning or afternoon product. Issuance times for each area's outlook can be found in the *Geographic Area Mobilization Guide* and/or in its National Weather Service/Predictive Services Operating Plan. Guidance on issuance and requirements for the 7-Day can be found in the *National Interagency Mobilization Guide* at https://www.nifc.gov/nicc/mobguide/index.html.

Fuels and Fire Behavior Advisories

Fuels and Fire Behavior Advisories (Advisory) alerts issued as needed to address an exceptional or extreme circumstance that could threaten firefighter or public safety. Conditions that could be reasonably expected normally do not warrant an Advisory. Advisories will focus on fuel conditions and fire behavior that have long-term impacts, not atmospheric conditions that can be found in other predictive services products. Advisories will highlight and give specific examples of conditions that are currently ongoing and have been experienced in the field. Advisories should be tailored so that firefighters at all experience levels can recognize the situation and act accordingly. Advisories should be coordinated with neighboring administrative units to ensure that all areas with similar conditions are being addressed. All Advisories that extend beyond a single local administrative unit or that will be posted on the national Advisory map must be coordinated with the NICC and GACC Predictive Service units. Each Advisory must include a map of the affected area. Only one Advisory may be active at any time over any area. If multiple Advisory conditions are present incorporate them into one Advisory. Advisories will remain in effect for 14 days from issuance. If the Advisory conditions continue beyond the 14 days a new Advisory will need to be issued to update conditions and circumstances with more timely information. At the request of the issuer, Advisories may be lifted before the 14 days has passed. For the Fuels and Fire Behavior Advisory

template and protocols, see https://www.predictiveservices.nifc.gov/fuels_fire-danger/fuels_fire-danger.htm.

National Intelligence Products

See the *National Interagency Mobilization Guide*, chapter 60.

Local Unit Seasonal Tracking

- ***BLM –*** *Districts can use an FDOP, FDAD, or FWOAD depending on which format best meets their needs.*

As identified in the FMP and/or FDOP, each unit selects and compares to normal, the current value and seasonal trend of one (or more) of the following indicators which are most useful in predicting fire season severity and duration in its area. By downloading daily weather observations and adding them to the database, FFP or similar statistical analysis software can be used to produce the current NFDRS, CFFDRS, and fuel moisture products, including statistical graphs of various indices and components such as:

- NFDRS (or CFFDRS) index and/or component values;
- Palmer Drought or Keetch-Byram Drought Index;
- 1000-hour fuel moisture;
- 100-hour fuel moisture;
- Live fuel moisture; and/or
- Growing Season Index.

The seasonal trend of each selected indicator is graphically compared to normal and all-time worst (for the historical period analyzed). This comparison is updated regularly and posted in dispatch and crew areas. To compare and display comparisons, use a PocketCard and/or fire danger seasonal graphs, which have been developed and used at the local unit to inform and educate firefighters on local conditions. PocketCards and seasonal fire danger graphs should use the same index and fuel model to display information so that the two can be easily compared.

Any local seasonal trends of indices/components or fuel moisture values should be communicated to the GACC Predictive Services unit to augment their assessments. Trends should be monitored throughout the fire season and communication should be on-going, particularly when significant changes in key indicators occur.

Fire Severity Funding

Fire severity funding is the authorized use of suppression operations funds (normally used exclusively for suppression operations and distinct from preparedness funds) for extraordinary preparedness activities that are required due to:

- FMP, FDOP, or operating plan criteria that indicate the need for additional preparedness/suppression resources. The plan(s) should identify thresholds for severity needs.
- Anticipated fire activity will exceed the capabilities of local resources.
- Fire seasons that either start earlier or last longer than identified in an FDOP.
- An abnormal increase in fire potential or danger not planned for in existing preparedness plans.

Agency established decision points or thresholds will be used to determine severity funding needs.

The objective of fire severity funding is to appropriately manage risk and adjust planned actions and staffing in excess of the budgeted program to improve initial response capabilities and wildfire prevention activities when extraordinary weather and fire conditions may result in the occurrence, or substantial threat of occurrence, of wildfires with significant damage potential.

Fire severity funding is not intended to:

- Raise preparedness funding levels to cover differences that may exist between funds actually appropriated and those identified in the fire planning process.
  - ***BLM –*** *Refer to chapter 2 for more guidance.*
  - ***NPS/FWS/FS –*** *Mitigate threats to Threatened and Endangered Species habitat, wildland/urban interface, or other values identified in L/RMPs.*

Typical Uses

Fire severity funds are typically used to:

- Increase prevention activities;
- Temporarily increase firefighting staffing;
- Pay for standby;
- Preposition initial attack suppression forces;
- Provide additional aerial reconnaissance; and
- Provide for standby aircraft availability.

Authorization

Authorization to use severity funding is provided in writing based on a written request with supporting documentation. Authorization is on a line-item basis and comes with a severity cost code. Agencies will follow their administrative procedures for issuing severity cost codes. Authorization is provided for a maximum of 30 days per request; however, regardless of the length of the authorization, use of severity funding must be terminated when abnormal conditions no longer exist. If the fire severity situation extends beyond the 30-day authorization, the unit/state/region/agencies/Tribes must prepare a new severity request.

State/Regional-Level Fire Severity Funding

Each fiscal year the national office will provide each state/region with funding and a severity cost code for state/regional short-term severity needs (e.g., wind events, cold dry front passage, lightning events, and unexpected events such as off-road rallies, cultural events) that are expected to last less than one week. Expenditure of these funds is authorized by the state/regional directors at the written request of the agency administrator. State/regional directors are responsible and accountable for ensuring that these funds are used only to meet severity funding objectives and that amounts are not exceeded. The national office will notify the state/regional director, state/regional budget officer, and the state/regional FMO when the severity cost code is provided.

- ***BLM –*** *Refer to chapter 2 and the BLM Fire Operations website (https://doimspp.sharepoint.com/sites/blm-fa/fire-operations/SitePages/Fire-Severity-Preposition.aspx).*
- ***NPS –*** *Parks have the authority to approve "Step-up" actions only, as defined in their FMP. Regional offices approve severity.*
- ***FWS –*** *Refer to the Fire Management Handbook, chapter 10 for additional short-term severity guidance.*
- ***FS –*** *Severity funding direction is found in FSM 5130 and current fiscal year program direction.*
- ***BIA –*** *Regional offices will establish procedures for approval and monitoring short-term severity usage/funds within their respective regions.*

National-Level Fire Severity Funding

National agency fire directors or their delegates are authorized to allocate fire severity funding under specific conditions stated or referenced in this chapter. Expenditure of these funds is authorized by the appropriate approving official at the written request of the state/regional director. Approved severity funding will be used only for the preparedness activities and timeframes specifically outlined in the authorization, and only for the objectives stated above.

- ***BLM –*** *Refer to chapter 2 and the BLM Fire Operations website for additional national severity guidance.*
- ***NPS –*** *Regional offices approve all severity requests.*
- ***FWS –*** *Additional information may be found on the FWS SharePoint site or the current US Fish and Wildlife Service Fire Business Guide.*
- ***FS –*** *Regional offices approve all severity requests.*
- ***BIA –*** *Refer to chapter 6 for additional guidance.*

Appropriate Fire Severity Funding Charges and Activities

Severity-funded personnel and resources will not use a severity cost code while assigned to wildfires. The wildfire FireCode number will be used.

Labor

Appropriate labor charges include:

- Regular pay for non-fire personnel;

- Regular pay for seasonal/temporary fire personnel outside their normal fire-funded activation period; and
- Overtime pay for all fire and non-fire personnel.

Severity-funded personnel and resources must be available for immediate initial attack regardless of the daily task assignment.

Vehicles and Equipment

Appropriate vehicle and equipment charges include:

- GSA lease rate and mileage;
- Hourly rate or mileage for agency-owned vehicles; and
- Commercial rentals and contracts.

Aviation

Appropriate aviation charges include:

- Contract extensions;
- The daily minimum cost for call-when-needed (CWN) aircraft;
- Preposition flight time; and
- Support expenses necessary for severity funded aircraft (facility rentals, utilities, telephones, etc.).

Travel and Per Diem

Severity-funded personnel in travel status are fully subsisted by the Government in accordance with their agency regulations. Costs covered include:

- Lodging;
- Government-provided meals (in lieu of per diem);
- Airfare (including returning to their home base);
- Privately owned vehicle mileage (with prior approval); and
- Other miscellaneous travel and per diem expenses associated with the assignment.

Prevention Activities

Appropriate prevention activities include:

- Funding prevention teams (Prevention teams will be mobilized as referenced in the *National Interagency Mobilization Guide*, chapter 20.)
- Implementing local prevention campaigns, to include community risk assessments, mitigation planning, enforcement, outreach, and education
- Augmenting patrols

Note: Non-fire funded prevention team members should charge Base 8 and overtime to the severity cost code for the length of the prevention activities assignment. Fire-funded personnel should charge overtime only to the severity cost code for the length of the prevention activities assignment.

Inappropriate Fire Severity Funding Charges

The following charges should not be charged to fire severity:

- Shortages between funds actually appropriated (including rescissions) and those identified in the fire planning process
- Administrative surcharges, indirect costs, fringe benefits
- Equipment purchases
- Purchase, maintenance, repair, or upgrade of vehicles
  - ***NPS/FWS/BIA –*** *Severity-related repair and maintenance of agency vehicles and equipment may be funded by severity because they do not have a use rate covering these charges. These charges must be approved by the national office.*
- Purchase of radios
- Purchase of telephones
- Purchase of pumps, saws, and similar suppression equipment
- Aircraft availability during contract period
- Cache supplies that are normally available in fire caches

Interagency Severity Requests

Agencies working cooperatively in the same geographic area must work together to generate and submit joint requests, to minimize duplication of required resources, to reduce interagency costs, and to utilize severity-funded resources in an interagency manner. However, each agency should request funds only for its fair-share contributions or offsets for pooled, interagency resources/activities. The joint request should be routed simultaneously through each agency's approval system, and the respective approving official will issue an authorization that specifies allocations by agency.

Requesting Fire Severity Funding

Each agency has established severity funding request protocols. The completed and signed request is submitted from the state/regional director to the appropriate approving official as per the sequence of action outlined below. Authorizations will be returned in writing.

Sequence of Action and Responsible Parties for Severity Funding Requests

Action	Responsible Party
In collaboration with interagency partners, as appropriate, identify and develop severity funding request.	Unit FMO
Review, modify, and approve (or reject) request. Forward to state/regional office.	Unit agency administrator
Review, modify, and recommend for approval/rejection unit request. Add state/regional needs and consolidate. Forward to state/regional director for approval within 48 hours.	State/regional FMO
Review, modify, and approve/reject request. Forward to the appropriate national fire director/approving official within 48 hours. Notify the fire budget staff.	State/regional director

Action	Responsible Party
Review, modify, and approve/reject the request within 48 hours. Issue written authorization with a severity cost code.	Appropriate national fire director/approving official
Establish severity cost code in the appropriate finance system within 24 hours.	Applicable national finance system
Notify unit office(s) and state/regional budget lead upon receipt of authorization.	State/regional FMO
Utilize severity cost code. Ensure that project expenditures are only used for authorized purposes. Continually assess needs and submit new requests/extensions as required.	Unit FMO
Maintain severity files, including requests, authorizations, and summary of expenditures and activities.	Unit/state/regional/ national offices

- ***NPS*** *– All approved severity requests must be uploaded to the shared OneDrive folder per the Fiscal Year 2021 Wildland Fire Severity Program Oversight Memorandum.*
- ***FS –*** *Severity codes are preestablished at the beginning of the fiscal year. Requests are approved at the regional office with a copy to the national office for those exceeding $250,000 or including national shared resources.*

Labor Cost Coding for Fire Severity Funded Personnel

Fire preparedness personnel outside their normal activation period, employees whose regular salary is not fire funded, and administratively determined (AD) employees hired under an approved severity request should charge regular time and approved non-fire overtime to the severity suppression operations subactivity and the requesting office's severity cost code.

Fire preparedness personnel should charge their regular planned salary (Base-8) to their budgeted subactivity using their home unit's location code. Follow individual agency coding guidance when responding to another agency's severity request.

Regular hours worked in suppression operations will require the use of the appropriate fire subactivity with the appropriate FireCode number. Overtime in fire suppression operations will be charged to the suppression operations subactivity with the appropriate FireCode number.

Employees from non-Federal agencies should charge their time in accordance with the approved severity request and the appropriate local and statewide agreements. An interagency agreement for reimbursement must be established. The Interagency Agreement for Fire Management can be used as a template.

- ***FS*** *– Firefighters under a severity order will continue to charge base salary to a B-code and overtime to the severity S-code, even if it is outside their*

funded tour. If called out to an incident, these resources will be under the same rules of charging base salary to a B-code and overtime to the P-code. Regions must manage funding of tours within allocations provided. Firefighters working on an incident beyond their planned and funded tour will continue to charge their Base-8 hours to a B-code (Wildland Fire Preparedness Program [WFPR]). Regions must contact WO FAM if they believe they might exceed their allocations. All firefighters charge their Base-8 hours to preparedness job codes—either WFPR or a B-code—unless they are working on other non-fire project work outside of fire season. These situations are accounted for in the allocations by basing the allocations on the last three years of salary expenditures.

Documentation

The unit/state/regional and national office will document and file accurate records of severity funding activity. This will include complete severity funding requests, written authorizations, and expenditure records.

Severity Funding Reviews

State/regional and national offices should ensure appropriate usage of severity funding and expenditures. This may be done as part of the normal agency fire program review cycle.

Qualification for Professional Liability Insurance Reimbursement

Public Law 110-161 provides for reimbursement for up to one half of the cost incurred for professional liability insurance (including any administrative processing cost charged by the insurance company) for temporary fire line managers, management officials, and law enforcement officers.

To qualify for reimbursement, "temporary fire line managers" must meet one of the following three criteria:

- Provide temporary supervision or management of personnel engaged in wildland fire activities;
- Provide analysis or information that affects a supervisor's or manager's decision about a wildland fire;
- Direct the deployment of equipment for a wildland fire, such as a base camp manager, an equipment manager, a helicopter coordinator, or an initial attack dispatcher.
    - ***DOI –*** *See Personnel Bulletin No. 08-07, March 20, 2008.*
    - ***FS –*** *Refer to https://usdagcc.sharepoint.com/sites/fs-cfo-bfp/MiscPay/SitePages/Home.aspx.*

Chapter 11
Incident Management and Response

National Response Framework

The National Response Framework (NRF) presents the guiding principles that enable all response partners to prepare for and provide a unified national response to disasters and emergencies—from the smallest incident to the largest catastrophe.

The NRF establishes a comprehensive, national, all-hazards approach to domestic incident response.

National Incident Management System

The National Wildfire Coordinating Group (NWCG) follows the National Incident Management System (NIMS). NIMS provides a universal set of structures, procedures, and standards for agencies to respond to all types of emergencies. NIMS will be used to complete tasks assigned to the interagency wildland fire community under the NRF.

Incident Management and Coordination Components of the National Incident Management System

Effective incident management requires:

- Command organizations to manage onsite incident operations.
- Coordination and support organizations to provide direction and supply resources to the onsite organization.

Incident Command System

The Incident Command System (ICS) is the onsite management system used in NIMS. The ICS is a standardized emergency management system specifically designed to provide for an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, communications, and procedures operating within a common organizational structure to manage incidents. ICS will be used by the agencies to manage wildland fire operations and all-hazards incidents.

Wildfire Complexity

Wildfires are typed by complexity, from type 5 (least complex) to type 1 (most complex). The ICS organizational structure develops in a modular fashion based on the complexity of the incident. Complexity is determined by completing a risk and complexity assessment (RCA). (Refer to samples in appendix E and F.)

Incidents not meeting the recommended incident typing characteristics in this chapter should have a documented RCA (appendix E) verifying the command organization is appropriate.

Wildfire Risk and Complexity Assessment

NWCG has adopted the RCA form as a replacement for the Incident Complexity Analysis form and the Organizational Needs Assessment form. The RCA assists personnel with evaluating the situation, objectives, risks, and management considerations of an incident and recommends the appropriate organization necessary to manage the incident. The RCA form is found in appendix E.

The RCA also includes common indicators of incident complexity to assist firefighters and managers with determining incident management organizational needs. These common indicators are found in appendix F.

The RCA can be used to populate the "Relative Risk Assessment" and "Organization Assessment" portions of the Wildland Fire Decision Support System (WFDSS).

Command Organizations

Incident Command

All wildfires, regardless of complexity, will have an incident commander (IC). The IC is a single individual responsible to the agency administrator(s) for all incident activities. ICs are qualified according to the *NWCG Standards for Wildland Fire Position Qualifications* (PMS 310-1) and any additional agency requirements. The IC may assign personnel to any combination of ICS functional area duties in order to operate safely and effectively. ICS functional area duties should be assigned to the most qualified or competent individuals available.

ICs are responsible for:

- Obtaining a delegation of authority and/or expectations to manage the incident from the agency administrator. For type 3, 4, or 5 incidents, delegations/expectations may be written or oral;
  - ***BLM –*** *BLM district managers will provide a written delegation of authority and expectations to the unit's type 3, 4, and 5 ICs annually prior to fire season.*
- Ensuring that safety receives priority consideration in all incident activities, and that the safety and welfare of all incident personnel and the public is maintained. Ensure standardized incident and communication center protocols identified in the "Medical Incident Report" (MIR) section of the *Incident Response Pocket Guide (IRPG)* are utilized. The MIR is found in the Medical Plan (ICS-206-WF) form available at https://www.nwcg.gov/publications/ics-forms;
- Assessing the incident situation, both immediate and potential;
- Maintaining command and control of the incident management organization;
- Ensuring transfer of command is communicated to host unit dispatch and to all incident personnel;

- Assisting with WFDSS documentation and support in close coordination with the local office(s), if requested by the delegating agency administrator(s);
- Developing incident objectives, strategies, and tactics, consistent with the delegation of authority and latest published decision(s) in WFDSS;
- Developing the organizational structure necessary to manage the incident;
- Approving and implementing the incident action plan (IAP), as needed;
- Ordering, deploying, and releasing resources;
- Ensuring incident financial accountability and expenditures meet agency policy and standards; and
- Ensuring incident documentation is complete.

For purposes of initial attack, the first IC on scene qualified at any level will assume the duties of initial attack IC. The initial attack IC will assume the duties and have responsibility for all suppression efforts on the incident up to his/her level of qualification until relieved by an IC qualified at a level commensurate with incident complexity.

As an incident escalates and de-escalates, a continuing reassessment of complexity should be completed to validate the current command organization or identify the need for a different level of incident management.

An IC is expected to establish the appropriate organizational structure for each incident and manage the incident based on his/her qualifications, incident complexity, and span of control. If the incident complexity exceeds the qualifications of the current IC, the IC must continue to manage the incident within his/her capability and span of control until replaced.

Onsite Command Organizations

Command organizations responsible for incident management include:

- Type 5 incident command
- Type 4 incident command
- Type 3 incident command
- Type 2 incident command
- Type 1 incident command
- Complex Incident Management Team (CIMT)
- National Incident Management Organization (NIMO)
- Area command
- Unified command

Incident Characteristics

Type 5 Incident Characteristics

- Ad hoc organization managed by a type 5 IC.
- Primarily local resources used.
- ICS command and general staff positions are not activated.
- Resources vary from two to six firefighters.

- Incident is generally contained within the first burning period and often within a few hours after resources arrive on scene.
- Additional firefighting resources or logistical support are not usually required.
- May require a published decision in WFDSS.

Type 4 Incident Characteristics

- Ad hoc organization managed by a type 4 IC.
- Primarily local resources used.
- ICS command and general staff positions are not activated.
- Resources vary from a single resource to multiple resource task forces or strike teams.
- Incident is usually limited to one operational period. However, incidents may extend into multiple operational periods.
- Written IAP is not required. A documented operational briefing will be completed for all incoming resources. Refer to the *IRPG* for a briefing checklist.
- May require a published decision in WFDSS or other decision support document.

Type 3 Incident Characteristics

- Ad hoc or preestablished type 3 organization managed by a type 3 IC.
- The IC develops the organizational structure necessary to manage the incident. Some or all of ICS functional areas are activated, usually at the division/group supervisor and/or unit leader level.
- The incident complexity analysis process is formalized and certified daily with the jurisdictional agency. The IC is responsible for continually reassessing the complexity level of the incident. When the assessment of complexity indicates a higher complexity level, the IC must ensure that suppression operations remain within the scope and capability of the existing organization and that span of control is consistent with established ICS standards.
- Local and non-local resources used.
- Resources vary from several resources to several task forces/strike teams.
- May be divided into divisions.
- May require staging areas and incident base.
- May involve low-complexity aviation operations.
- May involve multiple operational periods prior to control, which may require a written IAP.
- Documented operational briefings will occur for all incoming resources and before each operational period. Refer to the *IRPG* for a briefing checklist.
- May require a published decision in WFDSS.
- May require a written delegation of authority.

Type 3 Incident Command

ICT3s will not serve concurrently as a single resource boss or have any non-incident-related responsibilities.

PMS 310-1 qualifications as operations section chief type 3 (OPS3), planning section chief type 3 (PSC3), logistics section chief type 3 (LSC3), and finance section chief type 3 (FSC3) are required for national mobilization.

The following position standards can be used for local incidents:

Type 3 Functional Responsibility	Minimum Qualification Standards for Local Incidents
Safety	Line safety officer (SOFR)
Division	Single resource boss – Operational qualification must be commensurate with resources assigned (i.e., more than one resource assigned requires a higher level of qualification).
Information	Local entities can establish level of skill to perform function.

Type 2 Incident Characteristics

- Preestablished incident management team (IMT) managed by type 2 IC or complex IC.
- ICS command and general staff positions activated.
- Many ICS functional units required and staffed.
- Geographic and/or functional area divisions established.
- Complex aviation operations.
- Incident command post, base camps, staging areas established.
- Incident extends into multiple operational periods.
- Written IAP required for each operational period.
- Operations personnel often exceed 200 per operational period and total personnel may exceed 500.
- Requires a published decision in WFDSS or other decision support document.
- Requires a written delegation of authority to the IC.

Type 2 Incident Command

These ICs command preestablished IMTs that are configured with ICS command and general staff and other leadership and support positions. Personnel performing specific type 2 command and general staff duties must be qualified at the complex, type 1 or type 2 level according to the PMS 310-1 standards and any additional agency requirements.

Type 1 Incident Characteristics

- Preestablished IMT managed by type 1 or complex IC.
- ICS command and general staff positions activated.
- Most ICS functional units required and staffed.

- Geographic and functional area divisions established.
- May require branching to maintain adequate span of control.
- Complex aviation operations.
- Incident command post, incident camps, staging areas established.
- Incident extends into multiple operational periods.
- Written IAP required for each operational period.
- Operations personnel often exceed 500 per operational period and total personnel may exceed 1000.
- Requires a published decision in WFDSS or other decision support document.
- Requires a written delegation of authority to the IC.

Type 1 Incident Command

These ICs command preestablished IMTs that are configured with ICS command and general staff and other leadership and support positions. Personnel performing specific type 1 command and general staff duties must be qualified at the type 1 or complex level according to the PMS 310-1 standards and any additional agency requirements.

Incident Management Teams

Area Command

Area command is an ICS organization established to:

- Oversee the management of large or multiple incidents to which several IMTs have been assigned. Area command may become unified area command when incidents are multi-jurisdictional; or
- Provide strategic support and coordination services to decision makers such as geographic area multi-agency coordination (MAC) groups, sub-geographic area MAC groups (GMAC), agency administrators, Geographic Area Coordination Centers (GACC), emergency operations centers, agency operations centers, or FEMA joint field offices.

The primary determining factor for establishing area command is the span of control of the agency administrator.

Area command may be ordered when needed and composed of the positions necessary to achieve the desired objectives. Area command qualifications are found in the PMS 310-1.

Area command functions typically include:

- Establishing overall strategy, objectives, and priorities for the incident(s) under its command;
- Allocating critical resources according to agency priorities (e.g., aircraft, IHCs, incident support needs such as medical services, communication and internet operability equipment);
- Ensuring that incidents are properly managed;
- Coordinating mobilization, team transitions, and demobilization;
- Supervising, managing, and evaluating IMTs under its command; and

- Minimizing duplication of effort and effectiveness by combining multiple agency efforts under a single area or geographic theater plan.

See appendix M for the Area Command (AC) Complexity Assessment template.

Complex Incident Management Teams (CIMTs)

Complex incident management teams are managed by the geographic area (GAC) with direct guidance from NMAC which prioritizes and directs the use of IMTs. They are mobilized to Type 1 and Type 2 incidents by the geographic area coordination centers (GACCs) and will scale up or down as appropriate to meet the needs of the incident. At national preparedness levels 4 and 5, these teams are managed by NMAC. Depending on the complexity of the interface between the incidents, other specialists may also be assigned in areas such as aviation safety, information, long-term fire planning, and risk assessment and analysis.

Type 1 Incident Management Teams

Type 1 IMTs are managed by GMACs and are mobilized by the GACCs. At national preparedness levels 4 and 5, these teams are managed by NMAC.

National Incident Management Organization

National Incident Management Organization (NIMO) teams are managed by the Forest Service Fire and Aviation's Washington Office and are ordered through the National Interagency Coordination Center (NICC). The mission of NIMO is to promote continuous improvement by introducing innovative concepts, approaches, and technologies while providing adaptive and agile incident management.

NIMO's standard configuration consists of seven command and general staff positions qualified at the type 1 level. If needed, NIMO can expand to meet various complexity levels.

Types of NIMO assignments include:

- National or geographic area/regional support to provide strategic planning assistance.
- Work with less qualified or experienced Command and General Staff on incidents for successional planning.
- Serve as mentors, trainers, and evaluators on a type 2 or type 3 incident or designated projects.
- Manage multiple type 3 ignitions within an area (e.g., GACC, forest, zone).
- Support and mentor agency administrators with a complex fire situations.
- International assignments.
- All-hazards incidents.
- Mission-specific assignments – NIMO will continue to assist Forest Service units and other agencies with special missions (e.g., R2 Bark Beetle, R5 marijuana eradication, or regional support during higher planning/activity levels.)

Type 2 Incident Management Teams

Most type 2 IMTs are managed by GMACs and are coordinated by the GACCs. Some type 2 IMTs are managed by non-Federal agencies (e.g., State or local governments) and availability of these teams is determined on a case-by-case basis.

Unified Command

Unified command is an application of ICS used when there is more than one agency with incident jurisdiction or when incidents cross political jurisdictions. Under unified command, agencies work together through their designated ICs at a single incident command post to establish common objectives and issue a single IAP. Unified command may be established at any level of incident management or area command. Under unified command, all agencies with jurisdictional responsibility at the incident contribute to the process of:

- Determining overall strategies;
- Selecting alternatives;
- Ensuring that joint planning for tactical activities is accomplished; and
- Maximizing use of all assigned resources.

Advantages of unified command are:

- A single set of objectives is developed for the entire incident;
- A collective approach is used to develop strategies to achieve incident objectives;
- Information flow and coordination is improved between all jurisdictions and agencies involved in the incident;
- All involved agencies have an understanding of joint priorities and restrictions; and
- No agency's legal authorities will be compromised or neglected.

All-Hazards and Other Non-Wildland Fire

Many different entities have developed IMTs based on ICS core competencies under NIMS. See chapter 8 for more information.

Coordination and Support Organizations

Organizations that provide coordination and support to onsite command organizations include:

- Initial attack dispatch
- Expanded dispatch
- Buying/payment teams
- NICC and GACCs (refer to chapter 8)
- Local, geographic area, and national multi-agency coordinating (MAC) groups

Refer to chapter 19 for initial attack and expanded dispatch information.

Buying/Payment Teams

Buying/payment teams support incidents by procuring services, supplies, and renting land, facilities, and equipment. These teams may be ordered when incident support requirements exceed local unit capacity. These teams report to the agency administrator or the local unit administrative officer. See the *NWCG Standards for Interagency Incident Business Management* for more information.

Multi-Agency Coordination

Multi-agency coordination (MAC) groups are part of NIMS and are an expansion of the off-site coordination and support system. MAC groups are activated by the agency administrator(s) when the character and intensity of the emergency situation significantly impacts or involves other agencies. A MAC group may be activated to provide support when only one agency has incident(s). The MAC group is made up of agency representatives who are delegated authority by their respective agency administrators to make agency decisions and to commit agency resources and funds. The MAC group relieves the incident support organization (dispatch, expanded dispatch) of the responsibility for making key decisions regarding prioritization of objectives and allocation of critical resources. The MAC group makes coordinated agency administrator-level decisions on issues that affect multiple agencies. The MAC group is supported by situation, resource status, and intelligence units who collect and assemble data through normal coordination channels.

MAC group direction is carried out through dispatch and coordination center organizations. When expanded dispatch is activated, the MAC group direction is carried out through the expanded dispatch organization. The MAC group organization does not operate directly with IMTs or with area command teams, which are responsible for onsite management of the incident.

MAC groups may be activated at the local, geographic, or national level. National-level and geographic-area-level MAC groups should be activated in accordance with the preparedness levels criteria established in national and geographic area mobilization guides.

The MAC group coordinator facilitates organizing and accomplishing the mission, goals, and direction of the MAC group. The MAC group coordinator:

- Provides expertise on the functions of the MAC group and on the proper relationships with dispatch centers and incident managers
- Fills and supervises necessary unit and support positions as needed, in accordance with coordination complexity
- Arranges for and manages facilities and equipment necessary to carry out the MAC group functions
- Facilitates the MAC group decision process
- Implements decisions made by the MAC group

Activation of a MAC group improves interagency coordination and provides for allocation and timely commitment of multi-agency emergency resources. Participation by multiple agencies in the MAC effort will improve:

- Overall situation status information;
- Incident priority determination;
- Resource acquisition and allocation;
- State and Federal disaster coordination;
- Political interfaces;
- Consistency and quality of information provided to the media and involved agencies; and
- Anticipation of future conditions and resource needs.

Wildland Fire Decision Support System

The Wildland Fire Decision Support System (WFDSS) is a web-based decision support system that provides a single dynamic documentation system for use beginning at the time of discovery and concluding when the fire is declared out. WFDSS is the decision support documentation platform for all Federal wildfires. WFDSS allows the agency administrator to describe and assess the fire situation, review completed fire behavior analysis products, develop incident objectives and requirements, develop a course of action, evaluate relative risk, complete an organization assessment, document the rationale, and publish a decision.

Units are encouraged to engage in preseason planning that familiarizes staff with fire-related guidance and direction from land/resource management plans (L/RMP) and/or fire management plans (FMPs), facilitates cooperation among resource areas and with neighboring units, and establishes protection priorities proactively ahead of fire season. Annual WFDSS refreshers, preferably with agency administrator attendance, are encouraged but are only one component of a unit's overall preseason planning strategy.

For detailed information on the tools and capabilities in WFDSS, how managers may use the tools, and suggested WFDSS refresher training items, refer to appendix N and https://wfdss.usgs.gov/wfdss/WFDSS_Home.shtml.

The Integrated Reporting of Wildfire Information (IRWIN) data exchange system automatically populates some fields on the WFDSS information tab (e.g., incident name, point of origin) for those using a computer-aided dispatch (CAD) or the Interagency Fire Occurrence Reporting Modules (InFORM) system. Once a record is created in CAD, FireCode, Interagency Resource Ordering Capability (IROC) system, ICS-209, or InFORM, those fires will automatically have a record created in WFDSS. For more information on the IRWIN project see https://www.forestsandrangelands.gov/WFIT/applications/IRWIN/index.shtml.

In order to publish a decision consistent with the L/RMP, applicable fire-related protection and resource management objectives and requirements from L/RMP and/or FMPs must be incorporated preseason into the WFDSS via the "Data Management" tab.

- ***NPS –*** *NPS recommends preloading management direction into WFDSS during preseason.*
- ***FWS/BIA –*** *FWS and BIA units are not required to preload management direction into WFDSS.*

A published decision documents:

- Strategic direction from L/RMP and/or FMPs;
- Incident objectives and requirements;
- Incident management strategies and courses of action;
- Estimated costs for the duration of the incident;
- All affected jurisdictions that participated in the decision process and concurred with the strategies selected;
- agency administrator(s) has reviewed and approved the decision; and
- The framework for the actions to be performed under the delegation of authority which authorizes an IC to operate on a specific unit(s). See "Agency Administrator Responsibilities" under "Managing the Incident" heading and appendix G for delegation of authority specifics.

The level of documentation in a decision should be commensurate with incident complexity, cost, and/or potential duration and spread. As incident complexity changes, additional analysis may be necessary to inform decision making.

Initial Decision

All fires will have a published decision within WFDSS when they:

- Escape initial attack; or
- Exceed initial response; or
- Include objectives with both protection and resource benefit elements consistent with land management planning documents.

Agency-specific direction established in memorandums or other policy documents may further define WFDSS documentation requirements. agency administrator roles and responsibilities are addressed in agency chapters 2-6.

Additional considerations for determining that a decision may be needed include:

- The fire affects or is likely to affect more than one agency or more than one administrative unit within a single agency (for example more than one national forest);
- The fire is burning into or expected to burn into the wildland urban interface;
- Significant safety or other concerns such as air quality are present or anticipated; and
- The relative risk assessment indicates the need for additional evaluation and development of best management practices for achieving land and resource objectives.

New Decision

A new decision is required when:

- The periodic assessment indicates the course of action is no longer valid; or
- The fire moves beyond the planning area; or
- The incident exceeds an established agency threshold (cost or complexity) for approval authority; or
- The risk and complexity assessment indicates that the incident exceeds existing management capability.

Considerations for determining when a new decision may be needed:

- Costs are expected to exceed the estimated final costs in the current decision; or
- Management action points have changed since the current decision was published.

Additional information about WFDSS can be found in appendix N. User support information, training materials, and other resources can be found at https://wfdss.usgs.gov/wfdss/WFDSS_Home.shtml.

Wildland Fire Decision Support System Decision Approval and Publication

All agencies having jurisdiction within a WFDSS planning area must be provided the opportunity to participate as soon as possible in the decision-making process. In situations where one agency provides fire protection under agreement or contract to a jurisdictional agency, both jurisdictional and protecting agencies should be involved in the process. In order for one Federal agency administrator to be delegated authority as an "Approver" for another agency, a preseason agreement describing those authorities may be needed; see your agency's delegation of authority policies for additional guidance.

Every wildfire decision will consider the development of protection objectives which also provide for safety of firefighter and the public and minimize the loss of, and damage to, property, cultural and natural resources.

- ***FS –*** *Decisions are required to include protection objectives. Regional foresters must approve WFDSS decisions that include objectives to pursue resource benefits at Geographic and/or National PL 4/5. See chapter 5 for more information.*

Units considering developing a decision for a group of fires, merged fires, or a complex should reference NWCG Memorandum EB-M-16-024, *NWCG Data Management Standards for Incidents Complexes and Merged Wildfires* at https://www.nwcg.gov/executive-board/correspondence for considerations until functionality is updated within the system.

The cost estimate shown in the WFDSS "Cost" tab will represent estimated final cost for the incident and should be developed based on historic fire costs, estimation spreadsheets, or other sources. If to-date incident expenditures exceed WFDSS estimated fire costs, the final cost estimate must be updated and validated through a periodic assessment or a new decision. For DOI bureaus, to-

date agency costs that exceed the decision authority of the agency administrator require the publication of a new decision and/or notification as described in the Approval Authorities table. Approval of WFDSS wildfire decisions by agency administrators constitutes awareness of estimated final fire costs for the incident.

Decisions in WFDSS are approved and published by the appropriate line officer(s) and/or authorized agency administrator(s) for the agency(s) participating in the decision. Agency administrator authority is defined in the tables below but may be subject to re-delegation or reservation of authority.

As approvers of WFDSS decisions, agency administrator s will ensure that periodic assessments are completed until the fire is declared out.

Wildland Fire Decision Support System Decision Approval Authorities by Agency

DOI WFDSS Approval Authorities

Cost Estimate[1]	WFDSS Approval[2]
Less Than $5 Million	BLM district manager[3] NPS park superintendent FWS refuge manager BIA agency superintendent
$5 Million - $10 Million	BLM district manager[3] NPS park superintendent[4] FWS/BIA regional director[5]
Greater Than $10 Million	BLM district manager[3] NPS park superintendent[4] FWS National Director[5] BIA Bureau Director[5]

[1]***NPS/FWS/BIA –*** *Cost estimate should be based on estimated final cost of the incident.*

[2]***Alaska –*** *Alaska WFDSS decisions require an additional approval from the protecting agency fire management officer as per the Alaska Statewide Annual Operating Plan. In addition, Alaska WFDSS decisions affecting Alaska Native Claims Settlement Act (ANCSA) Corporation lands and DOI lands not managed by BLM require an additional approval from the Alaska Fire Service (AFS) as the fiscally responsible agent. Fiscal approvals for these wildfires with costs less than $5 million are delegated to AFS zone FMOs. Fiscal approvals for these wildfires with costs of $5 million and above are delegated to the Alaska Fire Service Manager.*

[2]***FWS Alaska –*** *FWS WFDSS approval authority has been delegated to refuge managers for all fires since suppression funding flows through BLM Alaska Fire Service instead of FWS. When an incident meets or exceeds Federal combined expenditures of $5 million and more than 50% of the burned acres are managed by the FWS, the Alaska Fire Service manager will ensure that written notification is provided to the regional chief of refuges and the Branch of*

Wildland Fire Chief. When an incident meets or exceeds Federal combined expenditures of $10 million and more than 50% of the burned acres are managed by the FWS, the Alaska Fire Service Manager will ensure that written notification is provided to the FWS National Director, the Regional Chief of Refuges, and the Branch of Wildland Fire Chief.

*[3]**BLM** – Approvals may be redelegated to the field or national conservation lands manager per agency policy. See chapter 2 for fire cost notification requirements.*

*[4]**NPS** – Park superintendents will provide written notification to the regional and/or agency director when an incident meets or exceeds Federal combined expenditures of $5 million and/or $10 million in suppression costs, and more than 50% of the burned acres are managed by the NPS. Written notifications should be emailed with a copy to the Chief, Branch of Wildland Fire.*

*[5]**FWS** – Regional directors and National Director may delegate WFDSS approval authority as per agency policy.*

*[6] **BIA** – Current policy requiring the Bureau Director to approve decisions over 10 million dollars is delegated to BIA regional directors per agency memorandum.*

Incident Type	FS Agency Administrator Qualification Level[1]
Type 1	Wildfire Agency Administrator Type 1 (WFA1)
Type 2	Wildfire Agency Administrator Type 2 (WFA2)
Type 3, 4, 5	Wildfire Agency Administrator Type 3 (WFA3)

[1]*Authority may be retained at the regional forester level.*

If internet connections or servers are unavailable, WFDSS documentation will be completed using the "temporary WFDSS paper form" and entered into the web-based application as soon as it becomes available.

Wildland Fire Decision Support System Decision Support

The Wildland Fire Management Research Development and Application (WFM RD&A) group provides the national infrastructure for wildland fire decision making and WFDSS support. Field users should contact their WFDSS geographic area editor for assistance prior to contacting WFM RD&A staff. Information for requesting assistance from WFM RD&A can be found on the WFDSS homepage at https://wfdss.usgs.gov/.

Managing the Incident

Agency Administrator Definition

An agency administrator is the official responsible for the management of a geographic unit or functional area. Agency administrators are the managing officer of an agency, division thereof, or jurisdiction having statutory responsibility for incident mitigation and management. Some examples include NPS park superintendent, BIA agency superintendent, USFS forest supervisor,

BLM district manager, FWS refuge manager, State forester, Tribal chairperson, fire chief, police chief.

Agency Administrator Responsibilities

The agency administrator manages the land and resources on their organizational unit according to the established land management plan. Fire management is part of that responsibility.

Agency administrators are responsible for safety oversight and may request additional safety oversight as needed.

Situations that may require additional safety oversight:

- A fire escapes initial attack or when extended attack is probable;
- There is complex or critical fire behavior;
- There is a complex air operation;
- The fire is in an urban intermix/interface; and
- Other extraordinary circumstances.

The agency administrator establishes specific performance objectives for the IC and delegates the authority to the IC to take specific actions to meet those objectives. Agency administrator responsibilities to an IMT include:

- Conduct an initial briefing to the IMT (appendix D).
- Provide an approved WFDSS published decision.
  - ***FS –*** *Ensure that significant decisions related to strategy and costs are included in WFDSS.*
- Complete an RCA (appendix E and F) to accompany the WFDSS published decision.
  - ***BLM –*** *Completion of the Relative Risk and Organization Assessment within WFDSS satisfies the need for an RCA.*
  - ***FS –*** *Complete an RCA for type 1, 2, and 3 incidents within WFDSS.*
- Coordinate with neighboring agencies on multi-jurisdiction fires to issue a joint delegation of authority and develop a single published decision in WFDSS for the management of unplanned ignitions.
- Issue a written delegation of authority to the IC (appendix G) and to other appropriate officials, agency administrator representative, resource advisor (READ), and incident business advisor. The delegation should:
  - State specific and measurable objectives, priorities, expectations, agency administrator's intent, constraints, and other required direction;
  - Establish the specific time for transfer of command;
  - Assign clear responsibilities for initial attack;
  - Define your role in the management of the incident;
  - Describe procedures for conducting action reviews with the IC;
  - Assign a READ(s) to the IMT;
  - Define public information responsibilities;
  - Address accident investigation procedures and notification requirements for fire managers, line officer(s), and dispatch/coordination centers;

- Assign a local government liaison to the IMT (if necessary);
- Assign a local fire management liaison to the IMT (if necessary);
- Assign an incident business advisor (INBA) to provide incident business management oversight commensurate with complexity; and
- Direct the IMT to address rehabilitation of areas affected by suppression activities.

- Coordinate mobilization with the IC.
  - Negotiate filling of mobilization order with the IC;
  - Establish time and location of agency administrator briefing;
  - Consider approving support staff additional to the IMT as requested by the IC; and
  - Consider authorizing transportation needs as requested by the IC.
- Provide pertinent support materials and documents (L/RMP, FMP, GIS data, local unit SOPs, maps, service and supply plan, etc.) to the IMT.

In situations where one agency provides fire protection under agreement to the jurisdictional agency, both jurisdictional and protecting agencies will be involved in the development of the delegation of authorities to the IMTs and the published decision in WFDSS.

Agency Administrator Representative Responsibilities

The agency administrator representative (the on-scene representative for the agency administrator) is responsible for representing the political, social, and economic issues of the agency administrator to the IC. This is accomplished by participating in the agency administrator briefing, in the IMT planning and strategy meetings, and in the operational briefings.

Responsibilities include representing the agency administrator to the IMT regarding:

- Compliance with the delegation of authority and the published decision in WFDSS
- Public concerns (air quality, road or trail closures, smoke management, threats)
- Public safety (evacuations, access/use restrictions, temporary closures)
- Public information (fire size, resources assigned, threats, concerns, appeals for assistance)
- Socioeconomic, political, or Tribal concerns
- Land and property ownership concerns
- Interagency and intergovernmental issues
- Wildland urban interface impacts
- Media contacts

Resource Advisor Responsibilities

The READ is responsible for anticipating the impacts of fire operations on natural and cultural resources and for communicating protection requirements for those resources to the IC. The READ should ensure IMT compliance with

the L/RMP and FMP. The READ should provide the IC with information, analysis, and advice on these areas:

- Rehabilitation requirements and standards;
- Land ownership;
- Hazardous materials;
- Fuel breaks (locations and specifications);
- Water sources and ownership;
- Critical watersheds;
- Critical wildlife habitat;
- Noxious weeds/aquatic invasive species;
- Special status species (threatened, endangered, proposed, sensitive);
- Fisheries;
- Poisonous plants, insects and snakes;
- Mineral resources (oil, gas, mining activities);
- Archeological site, historic trails, paleontological sites;
- Riparian areas;
- Military issues;
- Utility rights-of-way (power, communication sites);
- Native allotments;
- Grazing allotments;
- Recreational areas; and
- Special management areas (wilderness areas, wilderness study areas, recommended wilderness, national monuments, national conservation areas, national historic landmarks, areas of critical environmental concern, research natural areas, wild and scenic rivers).

The READ and agency administrator representative positions are generally filled by local unit personnel. These positions may be combined and performed by one individual. Duties are stated in the *Resource Advisor's Guide for Wildland Fire* (PMS 313).

Use of Trainees

Use of trainees is encouraged. On wildland fire incidents, trainees may supervise trainees. However, when assigning trainees to positions where critical life-safety decisions are affected, trainees must be directly supervised by a fully qualified individual. For example:

- A division/group supervisor (DIVS) trainee may not work directly for an operations section chief without additional field supervision. The potential for high-hazard work with high-risk outcomes calls for a fully qualified DIVS to be assigned supervision of the DIVS trainee.
- A supply unit leader (SPUL) trainee may supervise a receiving/distribution manager (RCDM) trainee. In this case, supervision may be successfully provided in a lower-hazard environment with appropriate risk mitigation.

Incident Record Creation

Local dispatch centers have the responsibility and authority to create incident records, process requests, coordinate response, and track resources and information under the delegation of the benefiting agency. Business rules regarding creation of incidents within an integrated system are located in chapter 19 under subheading "Initial Attack Dispatching."

Incident Action Plan

When a written IAP is required, suggested components may include objectives, organization, weather forecast, fire behavior forecast, division assignments, air operations summary, safety message, communications plan, and incident map. An incident medical plan is required in all written IAPs.

Incident Status Reporting

The Incident Status Summary (ICS-209), submitted to the GACC, is used to report large wildland fires and any other significant events on lands under Federal protection or Federal ownership. Lands administered by States and other Federal cooperators may also report in this manner.

Large fires are classified as 100 acres or larger in timber fuel types, 300 acres or larger in grass fuel types, or when a NIMO, complex, type 1 or 2 IMT is assigned, regardless of the size of the incident or the suppression management strategy. An ICS-209 should be submitted daily for all uncontained full-suppression wildfires that meet large fire criteria. An ICS-209 should be submitted weekly (Thursday evening) for all wildfires meeting large fire criteria that are being managed under strategies that are less than full suppression. The agency administrator may require additional reporting times. Refer to local, zone, and/or GACC guidance for additional reporting requirements.

Incident History and Financial Records

Wildfire incidents on Federal lands managed by the FS and DOI (except BIA) require creation of an incident history file (IHF) to document significant events, actions taken, lessons learned, and other information with long-term value for managing natural resources. IHF contents, instructions, and tools for creating the IHF are found at https://www.nwcg.gov/committees/incident-planning-subcommittee.

The host unit will be responsible for retaining the incident documentation package including the IHF and financial records.

Document and Computer Security

Precautions must be taken to secure incident information in its various formats. All forms of information shall be treated as Controlled Unclassified Information (CUI) and care must be exercised when handling the data to prevent the inadvertent viewing or unauthorized disclosure of information. CUI paper copies that compromise privacy and security shall be shredded before disposal when no longer needed. All computers used at the incident must be patched and have anti-virus software installed with recently updated definition files. All media used to transfer information into the incident (for example, USB flash drives,

portable hard drives and CD/DVDs) must be scanned prior to use. Autorun capabilities must be disabled to prevent the spread of malware. All computers and storage devices shall be physically secured at all times.

Transfer of Command

The following guidelines will assist in the transfer of incident command responsibilities from the local unit to incoming IMT and back to the local unit.

- The local team or organization already in place remains in charge until the local representatives brief their counterparts on the incoming team, a delegation of authority has been signed, and a mutually agreed time for transfer of command has been established.
- The ordering unit will specify times of arrival and transfer of command and discuss these timeframes with both the incoming and outgoing command structures.
- Clear lines of authority must be maintained in order to minimize confusion and maintain operational control.
- Transfers of command should occur at the beginning of an operational period, whenever possible.
- All operational personnel will be notified on incident command frequencies when transfer of command occurs.

Release of Incident Management Teams

The release of an IMT should follow an approved transfer of command process. The agency administrator must approve the date and time of the transfer of command. The transfer of command plan should include the following elements:

- Remaining organizational needs and structure;
- Tasks or work to be accomplished;
- Communication systems and radio frequencies;
- Local safety hazards and considerations;
- IAP, including remaining resources and weather forecast;
- Facilities, equipment, and supply status;
- Arrangement for feeding remaining personnel;
- Financial and payment processes needing follow-up; and
- Risk and Complexity Assessment.

Team Evaluation

At completion of assignment, ICs will receive a written performance evaluation from the agency administrator(s) prior to the team's release from the incident. Certain elements of this evaluation may not be able to be completed at the closeout review. These include accountability and property control, completeness of claims investigation/documentation, and completeness of financial and payment documentation.

The final evaluation incorporating all of the above elements should be sent to the IC and the respective GACC within 60 days. See appendix I for the IMT evaluation form.

The delegation of authority, the published decision in WFDSS, and other documented agency administrator's direction will serve as the primary standards against which the IMT is evaluated.

The agency administrator will provide a copy of the evaluation to the IC and the state/regional FMO and retain a copy for the final fire package.

The state/regional FMO will review all evaluations and will be responsible for providing a copy of evaluations documenting performance to the Geographic Area Coordinating Group or agency managing the IMT.

Unit/Area Closures

Threats to public safety may require temporary closure of a unit/area or a portion of it. When a fire threatens escape from the unit/area, adjacent authorities must be given as much advance notice as possible in order to achieve orderly evacuation.

Incident Emergency Management Planning and Services

Refer to chapter 7 for further guidance.

Fire Management in Wilderness

Actions taken in wilderness will be conducted to protect life and safety, to meet natural and cultural resource objectives, and to minimize negative impacts of the fire management actions and the fires themselves. In evaluating fire management actions, the preservation of wilderness character will be considered before, and given significantly more weight than, economic efficiency and convenience. Unless human life or private property is immediately threatened, only those actions that preserve wilderness character and/or have localized, short-term adverse impacts to wilderness character will be acceptable. Any delegation of authority to IMTs will convey appropriate emphasis on the preservation of wilderness character and resources and will ensure interaction with local wilderness READs.

- ***BLM –*** *BLM Manual 6340—Management of BLM Wilderness (2012), Section 1.6.C.7 states that to the greatest extent possible, the Bureau will manage all wildfires in wilderness: 1) using Minimum Impact Strategies Tactics (MIST) wherever possible; 2) if feasible, without equipment that would ordinarily be prohibited under Section 4(c) of the Wilderness Act; and 3) by assigning a resource advisor (READ) with expertise in wilderness stewardship. To assist in documenting any decision involving uses generally prohibited by the Wilderness Act (e.g., heavy equipment, chainsaws, and the landing of aircraft, among other examples), the BLM normally uses a tool known as the Minimum Requirements Decision Guide (MRDG). Under the Wilderness Act, however, control of fire is an exception to the prohibited uses, so the MRDG is not necessary at the time of response to an emergency. Nevertheless, the minimum requirements concept should be incorporated into emergency planning so that the minimum necessary*

methods and tools can be used to resolve emergencies while preserving wilderness character to the greatest extent practicable. Responses involving prohibited uses will be approved by the state director, though approval can be delegated through the BLM MS-1203 – DELEGATION OF AUTHORITY to the district or field office manager if he/she has been through the National or Regional Wilderness Stewardship Training offered by the Arthur Carhart National Wilderness Training Center. In emergency situations, the decision on authorization of normally prohibited uses should always err on the side of protecting human life.

- ***NPS –*** *For all wilderness fire management actions proposing the use of any of the Wilderness Act Section 4(c) prohibitions, a minimum requirements analysis (MRA) will be completed. To ensure adequate consideration of wilderness resources, a programmatic MRA must be completed as part of the development of a park's FMP and companion environmental compliance document.*
- ***FWS –*** *For all wilderness fire management actions proposing the use of any of the Wilderness Act 4(c) prohibitions, a minimum requirements analysis will be completed.*
- ***FS –*** *For all wilderness fire management actions proposing the use of any Wilderness Act 4(c) prohibitions, a minimum requirements analysis is recommended.*
- ***BLM/NPS/FWS/FS –*** *Section 4(d)(1) of the Wilderness Act of 1964 allows all agencies to control fire, in wilderness areas, subject to such conditions as the Secretary deems desirable.*
- ***BIA –*** *For all wilderness fire management actions refer to L/RMPs.*

Operational Guidelines for Aquatic Invasive Species

In order to prevent the spread of aquatic invasive species, fire personnel must recognize how our fire operations can prevent the transport of these species. The NWCG Invasive Species Subcommittee provides up-to-date operational guidelines, best management practices, and equipment cleaning guidance to minimize the spread of aquatic invasive species. Consult the NWCG website (https://www.nwcg.gov/committees/invasive-species-subcommittee) to obtain these protocols. Local area or agency guidelines may also be available and useful and local biologists, READs and fire personnel should consult with each other during the preseason regarding known aquatic invasive species locations to facilitate incident avoidance when possible. To minimize potential transmission of aquatic invasive species, it is recommended that personnel:

- Consult with local biologists, READs and fire personnel for known aquatic invasive species locations in the area and avoid them when possible.
- Avoid entering (driving through) water bodies or wet areas when possible.
- Avoid transferring water between drainages or between unconnected waters within the same drainage when possible.
- Avoid sucking organic and bottom material into water intakes when drafting from a natural water body.

- Avoid obtaining water from multiple sources during a single operational period when possible.
- Remove all plant parts and mud from external surfaces of gear and equipment after an operational period.
- If gear contacts untreated water, consider decontaminating before moving to new drainages. Applicable gear includes helicopter buckets, snorkel ends, foot valves, and draft hoses. Water delivery equipment and accessories (e.g., fireline hoses, wye valves, nozzles) that do not transfer tank water to waterbodies do not need to be disinfected.
- For decontamination and cleaning protocols, refer to NWCG Invasive Species Subcommittee guidance (https://www.nwcg.gov/committees/invasive-species-subcommittee) or local area or agency direction. NWCG protocols emphasize hot water, power washing, or drying over the use of chemicals.
- Carry spare, clean, dry helicopter buckets, draft hoses, and foot valves to switch out with used ones when moving to a new water source. Decontaminate the wet gear while spares are being used.
- Prime engine pumps with water from the drafting source (e.g., streams, lake) rather than using water from the engine tank. This minimizes the leakage of possibly contaminated engine tank water through the foot valve. Ensure foot valves are operating and not leaking. Decontamination of engine or water tender tanks with hot water or chemicals is not recommended.

Operational Guidelines for Invasive Species

Suppression and support vehicles, tools, and machinery should be cleaned at a designated area prior to arriving and leaving the incident. Onsite fire equipment, including the undercarriage, fender wells, tires, radiator, and exterior of the vehicle, should be thoroughly cleaned. Firefighter personnel should clean items such as personal equipment, boots, clothing of weed or other invasive species materials, including visible plant parts, soil, and other materials as identified by the READ. The cleaning area should also be clearly marked to identify the area for post-fire control treatments, as needed.

Ensure that seed mixes and mulch used in suppression repair contain no federally or State-designated noxious weeds by using seed mixes and mulches that have been examined by a laboratory or have current weed-free certification from a State seed laboratory or equivalent qualified testing agent.

Responding to Non-Wildland Fire Incidents

Managers will avoid giving the appearance that their wildland fire resources are trained and equipped to perform structure, vehicle, and dump fire suppression, to respond to hazardous materials releases, or to perform emergency medical response for the public.

Wildland Urban Interface

The operational roles of the Federal agencies as partners in the wildland urban interface are wildfire suppression, structure protection (not structural fire suppression), prescribed fire, hazard reduction, cooperative prevention and education, and technical assistance.

Structural fire suppression is the responsibility of Tribal, State, or local governments. Federal agencies may assist with exterior structural fire protection activities under formal fire protection agreements that specify the mutual responsibilities of the partners, including funding (some Federal agencies have full structural protection authority for their facilities on lands they administer and may also enter into formal agreements to assist State and local governments with structural protection).

– Review and Update of the 1995 Federal Wildland Fire Management Policy, January 2001, page 23

Funding is not provided to prepare for or respond to emergency non-wildland fire response activities such as structure fires, vehicle fires, dump fires, hazardous materials releases, and emergency medical responses. Managers must ensure that FMPs, interagency agreements, and operating plans clearly state agency and cooperator roles and responsibilities for non-wildland fire response activities that agency personnel are exposed to as a result of working in the interagency fire environment. Managers will also ensure that Federal wildland fire resources are not identified on run cards or in dispatch plans for non-wildland fire responses.

Structure, Vehicle, Dumpster, Trash, and Landfill Fires

Wildland firefighters will not take direct suppression action on structure, vehicle, dumpster, trash, or landfill fires. Structure, vehicle, and landfill fire suppression is not a functional responsibility of wildland fire resources. These fires have the potential to emit high levels of toxic gases. This policy will be reflected in suppression response plans.

Wildland firefighters who encounter structure, vehicle, or landfill fires, or who are dispatched to such fires due to significant threat to adjacent agency-protected lands/resources, will not engage in direct suppression action. Structure protection (not suppression) activities will be limited to exterior efforts, and only when such actions can be accomplished safely and in accordance with established wildland fire operations standards.

- ***NPS –*** *For structural fire (including vehicle, trash and dumpster fires) response, training, medical examination, and physical fitness requirements, and hazardous material response or control guidance, refer to chapter 3.*
- ***FS –*** *Wildfires other than vegetation (such as dumpster, trash, landfill, or vehicle) as the primary fuel present hazards that are outside of the basic wildland firefighters training and protective equipment. Response actions will be limited to protection of life, property, and resources when they can be safely undertaken with proper risk assessment and mitigation. When*

agency employees are trained, qualified, and equipped to take action on other than vegetation fires, they may do so with proper risk assessment and mitigation (Incident Response Pocket Guide, PMS 461).

Public Emergency Medical Response

Public emergency medical response is not a functional responsibility of wildland fire resources and should not be part of a preplanned response that requires these duties. When wildland firefighters encounter emergency medical response situations, their efforts should be limited to immediate care (e.g., first aid, first responder) actions that they are trained and qualified to perform.

- ***NPS –*** *NPS employees who provide emergency medical services will adhere to the requirements contained in Director's Order and Reference Manual #51, Emergency Medical Services.*

Post-Wildfire Activities

Each wildland fire management agency is responsible for taking prompt action to determine the need for, and to prescribe and implement, emergency treatments to minimize threats to life or property or to stabilize and prevent unacceptable degradation to natural and cultural resources resulting from the effects of a fire on the lands they manage.

Post-wildfire activities references can be found in *Interagency Burned Area Emergency Response Guidebook – Interpretation of Department of the Interior 620 DM 7 and USDA Forest Service Manual 2523, For the Emergency Stabilization of Federal and Tribal Trust Lands* (version 4.0, February 2006) and *Interagency Burned Area Rehabilitation Guidebook – Interpretation of Department of the Interior 620 DM 7, For the Burned Area Rehabilitation of Federal and Tribal Trust Lands* (version 1.3*,* October 2006).

Suppression Repair

Planned actions taken to repair the damages to resources, lands, and facilities resulting from wildfire suppression actions and documented in the IAP. These actions are usually implemented prior to, or immediately after containment of the wildfire by the incident management organization. Repairs under this activity may be completed to return the value to pre-wildfire management activity condition as practical but may not improve the condition beyond what was existing prior to the incident.

Emergency Stabilization

Planned actions to stabilize and prevent unacceptable degradation to natural and cultural resources, to minimize threats to life or property resulting from the effects of a wildfire, or to repair/replace/construct physical improvements necessary to prevent degradation of land or resources. Emergency stabilization actions must be taken per agency policy.

- ***DOI –*** *Within 1 year plus 21 days after the ignition date of a wildfire and documented in a Burned Area Response Plan or an agency specific plan. The bureau director may approve an extension beyond the 1 year plus 21*

days to accommodate circumstances related to climatic conditions or other significant events.

- ***FS –*** *No later than 1 year after the containment of the fire.*

Rehabilitation

Efforts taken within 5 years following 21 days after the ignition date of a wildfire to repair or improve wildfire-damaged lands unlikely to recover naturally to management-approved conditions or to repair/replace minor assets damaged by wildfire.

- ***DOI –*** *A separate Burned Area Rehabilitation Plan (BAR) or in combination with Burned Area Emergency Response Plan (BAER).*
- ***FS –*** *A Burned Area Emergency Response Plan (BAER).*

Restoration

Continuing the rehabilitation beyond the initial five years or the repair or replacement of major assets damaged by the wildfire.

Post-Wildfire Activities

	Suppression Repair	Emergency Stabilization	Rehabilitation	Restoration
Objective	Repair suppression damages	Protect life and property	Repair damages	Long term Ecosystem Restoration
Damage due to	Suppression activities	Post-wildfire events and fire	Fire	Fire
Urgency	Immediately after containment	1-12 months	1-5 years	5+ years
Responsibility	IC/ agency administrator	agency administrator	agency administrator	agency administrator
Funding type	Suppression (fire)	Suppression (emergency stabilization)	Rehabilitation or regular program	Regular program

Emergency Stabilization Approval Authorities

Level	BIA	BLM	FWS	NPS	FS
Local Approval Level	<$250,000 Agency superintendent	$0 Field/ district manager	$0 Refuge manager	$0 Park superintendent	$0 District ranger $0 Forest supervisor

Level	BIA	BLM	FWS	NPS	FS
Regional/ State Approval Level	$250,000-$500,000 Regional director	<$100,000 State director	<$500,000 Regional director with regional fire management coordinator concurrence	<$500,000 Regional director	$500,000 Western regional foresters $100,000 Eastern Regional Foresters
National Approval Level	>$500,000 Director of Fire Management	>$100,000 Director	>$500,000 Chief, Branch of Fire Management	>$500,000 Chief, Division of Fire and Aviation	>$100,000 or $500,000 Director, Watershed and Wildlife Management

Burned Area Emergency Response Teams

BAER teams are a standing or ad hoc group of technical specialists (e.g., hydrologists, biologists, soil scientists) that develop and may implement portions of the BAER plans. These teams will meet the requirements for unescorted personnel found in chapter 7 under "Visitors to the Fireline" when working within the perimeter of an uncontrolled wildfire. The team's skills and size should be commensurate with the size and complexity of the wildfire.

The agency administrator is responsible for designating an interdisciplinary BAER team. However, BAER teams must coordinate closely with IC and IMT to work safely and efficiently. The agency administrator is responsible for submitting the Emergency Stabilization BAER Plan to the regional office for review and approval within the timeframes established by each agency. Coordination should occur with the regional BAER coordinator. If needed, extensions can be negotiated with those having the appropriate level of approval authority.

- ***DOI –*** *The Department of Interior maintains a roster of national BAER team personnel to assist field units in planning for complex post-fire emergency stabilization. The national BAER team is scalable in long and short configurations. BAER teams may be ordered as command and general staff or ordered as individual resources. The full national BAER team is dispatched to more difficult incidents involving extreme risks to human life and critical Federal assets. Potential floods, mud and debris flows, watershed/municipal water supplies, urban interface, and complex and multiple jurisdictions are the dispatch prioritization criteria issues factored into the mobilization decision. Less complex incidents will use local, regional, interagency, and contracted ad hoc BAER teams that may be supplemented with national BAER team personnel. Bureau coordinators maintain rosters of BAER personnel for less complex incidents.*

- ***DOI –*** *The DOI national BAER team resources should be requested within 21 days from the discovery date of the fire and ordered as per the National Interagency Mobilization Guide.*
- ***FS –*** *Each Forest Service unit identifies a core BAER team prior to fire season. Regional coordinators maintain rosters of experienced BAER personnel in the region. When needed, specific BAER personnel representing needed specialties from other units can either be contacted directly or through dispatch. See FSM 2523 and FSH 2509.13 for agency-specific policy and direction for BAER teams.*

Interagency Final Fire Reports and Datasets

The final fire report, also referred to as the individual fire report, serves as the official record for a wildfire occurrence and its related outcomes. While there are other types of fire reports, including the ICS-209 and other situational (e.g. daily) and ad-hoc reports, datasets compiled from individual final fire reports provide the official statistics for every agency and the interagency wildland fire management organization as a whole. These datasets also provide vital information regarding the frequency, location, and size of historical fires, which are used for decision support, budget formulation, occurrence modeling, research, analysis, and other planning applications. For these reasons, final fire reports must be completed promptly and accurately once a wildfire is declared "out" and its outcomes are known. To ensure that the wildfire occurrence and workload is fully represented, every wildfire, regardless of size, should be documented with a final fire report.

InFORM is a suite of applications used by multiple fire management agencies for final fire reporting. By replacing multiple agency-specific fire reporting applications, InFORM strives to fulfill the goal of having "one fire, one report, one authoritative data source." A single corresponding record must exist in the InFORM dataset for any wildfire that originates on or otherwise burns onto federally owned or protected lands. Because the Federal wildland fire management agencies use IRWIN-integrated, computer-aided dispatch (CAD) applications and issue FireCodes for wildfires, most records will be automatically established in InFORM, where they will be available for review, editing, and certifying once the fire is declared "out" and reporting ceases in other applications.

- The Federal wildland fire management agency with jurisdiction at a fire's point of origin is responsible for ensuring that the fire is reported and certified in InFORM; however, this responsibility can be conveyed to another agency via agreement. Certification is a process in InFORM whereby the final fire report is declared complete and suitable for use in official statistics.
    - ***BLM/NPS/USFS/BIA/BOR –*** *Final fire reports for wildfires that originate on agency lands, or lands formally protected by these agencies, shall be certified in InFORM.*

- ***FWS –*** *For wildfires that originate on FWS lands, or lands formally protected by FWS, final fire reports shall be submitted via the Fire Management Information System (FMIS), as noted in chapter 4.*
- ***Other agencies –*** *Several State agencies and certain other Federal agencies, such as those under Department of Defense, have lands where wildfires occur, but do not use InFORM for fire reporting.*

- For a fire that originates on land that is under the jurisdiction of an agency that does not use InFORM, but subsequently burns onto lands owned or protected by one or more Federal agency that does use InFORM for reporting, any one of these affected Federal agencies shall ensure that the fire is reported and certified in InFORM.

For more information about interagency fire reporting and InFORM, go to https://www.nwcg.gov/committees/fire-reporting-subcommittee.

Incident Business Management

Specific incident business management guidance is contained in the *NWCG Standards for Interagency Incident Business Management* (PMS 902). This handbook assists participating agencies of the NWCG to constructively work together to provide effective execution of each agency's incident management program by establishing procedures for:

- Uniform application of regulations on the use of human resources, including classification, payroll, commissary, injury compensation, and travel;
- Acquisition of necessary equipment and supplies from appropriate sources in accordance with applicable procurement regulations;
- Managing and tracking Government property;
- Financial coordination with the protection agency and maintenance of finance, property, procurement, and personnel records and forms;
- Use and coordination of incident business management functions as they relate to sharing of resources among Federal, State, and local agencies, including the military;
- Investigation and reporting of accidents;
- Investigating, documenting, and reporting claims;
- Documenting costs and implementing cost-effective criteria for managing incident resources; and
- Non-fire incidents administrative processes.
  - ***DOI –*** *The Department of the Interior All Hazards-Supplement to the NWCG Standards for Interagency Incident Business Management establishes business management guidelines for the Department of the Interior's (DOI) all-hazards incidents. The DOI Supplement is under review.*

Cost Management

An incident business advisor (INBA) must be assigned to any wildfire with costs of $5 million or more. If a qualified INBA is not available, the approving official will appoint a financial advisor to monitor expenditures.

Incident cost objectives will be included as a performance measure in IMT evaluations.

Fire Reviews – Wildland Fire Management Annual Report and Large Fire Review (FS)

See chapter 18.

Significant Wildland Fire Review (DOI)

See chapter 18.

Cache Management

Agencies often serve as interagency partners in national support caches and local area support caches and may operate single agency initial attack caches. All caches will maintain established stocking levels, receive and process orders from participating agencies and follow ordering and fire replenishment procedures as outlined by the national and geographic area cache management plans and mobilization guides.

- ***FS –*** *Refer to FSM 5160 for specific requirements.*

Type 1 and 2 National Interagency Support Caches

There are fifteen national interagency support caches (NISC); eleven are managed by the Forest Service, three are managed by the BLM, and one is managed by the State of Idaho. The fifteen national caches are part of the National Fire Equipment System (NFES). Each of these caches provides incident support in the form of equipment and supplies to units within their respective geographic areas. The NFES cache system may support other emergency, disaster, fire-related or land management activities, provided that such support is permitted by agency policies and does not adversely affect the primary mission. These national caches do not provide supplies and equipment to restock local caches for non-incident requests. Non-emergency (routine) orders should be directed to the source of supply, e.g., Defense Logistics Agency (DLA) or private vendors.

The Great Basin Area Incident Support Cache at NIFC provides publications management support to the National Wildfire Coordinating Group (NWCG). Reference the *NWCG NFES Catalog Part 2: Publications* at https://www.nwcg.gov/publications/449-2 for more detailed information.

Forest Service National Symbols Program distribution is through the Eastern Area Incident Support Cache (NEK). This material is coordinated by the USDA Forest Service, under advisement of the National Association of State Foresters (NASF) Cooperative Forest Fire Prevention Committee (CFFP). Materials

include Smokey Bear/Junior Forest Ranger prevention items and Woodsy Owl environmental educational materials.

NEK also distributes DOI fire education materials. The website contains the catalog of materials, information about these programs, and online ordering instructions. Refer to https://www.fs.usda.gov/main/conservationeducation/about/education-themes/wildland-fire.

Type 3 Support Caches

These caches directly support more than one agency and generally cover more than one administrative unit. Type 3 support caches will maintain stocking levels to meet the identified needs of the multiple agencies for whom service is provided.

Type 4 Local Caches

Numerous type 4 local caches are maintained by each agency. These caches will establish and maintain stocking levels to meet the initial response needs of the local unit(s).

Inventory Management

System Implementation

Each fire cache, regardless of size, should initiate and maintain a cache inventory management system. Agency management systems provide a check out/return concept that incorporates a debit/crediting for all items leaving the cache. This system is strictly followed in the type 1 and 2 NISCs. Inventory management processes should be implemented for all type 3 support and type 4 local caches.

Accountability

Fire loss/use rate is defined as all property and supplies lost, damaged, or consumed on an incident. Fire/loss use rates are reported as a percentage that is calculated in dollars of items issued compared to items returned. Consumable items are not included in this total. All items stocked in agency fire caches will be categorized for return (loss tolerance/use rate) and accountability purposes.

Trackable Items

Trackable items include items that a cache may track due to dollar value, sensitive property classification, or limited quantities. Available items that are considered trackable are usually engraved or tagged with a cache trackable identification number. These items must be returned to the issuing cache at the end of the incident use, or documentation must be provided to the issuing cache as to why it was not returned. All trackable items are also considered durable. Accountability for trackable items is expected to be 100 percent.

Durable Items

Durable items include cache items considered to have a useful life expectancy greater than one incident. High percentages of return for these items are expected. These items are not specifically cache identified/tagged/engraved.

Durable items include water handling accessories, helicopter accessories, tents and camp items such as heaters, lights, lanterns, tables, chairs, hose, tools, backpack pumps, sleeping bags, pads, cots, and personal protective equipment. A 90% level of return is the expected threshold for durable items.

Consumable Items

Consumable items include items normally expected to be consumed during incident use. Consumable items returned in unused condition are credited to the incident. Examples of consumable items are batteries, plastic canteens, cubitainers, forms, MREs, fusees, hot food containers, petroleum products, and medical supplies.

Incident Management and Environmental Sustainability

Every incident should seek opportunities to reduce unnecessary waste and limit impacts associated with management actions. This can be accomplished, for example, by implementing "greening fire" sustainability best management practices (e.g., energy and water conservation, alternative energy, sustainable acquisition, and waste prevention and recycling) as long as such efforts do not compromise operational or safety objectives. To the degree possible, prioritize the procurement of sustainable products and services whenever lifecycle cost-effective.

Incident-to-Incident Transfer of Supplies and Equipment

Transfer of supplies and equipment between incidents is not encouraged, due to the increased possibility of accountability errors. In instances when it is determined to be economically feasible and operationally advantageous, the supply unit leader from the incident that is releasing the items will complete the *Interagency Incident Waybill* (NFES 1472), including:

- NFES number
- Quantity
- Unit of issue
- Description
- Trackable ID number, if item is trackable
- Receiving incident name, incident number, and resource request number

The supply unit leader will send the waybill transfer information to the servicing NISC to maintain proper accountability recording.

Upon request, the servicing NISC can provide the supply unit leader with an Outstanding Items Report or Incident Summary Report to facilitate accurate waybill documentation.

Fire Loss Tolerance Reporting for Type 1 and 2 Incidents

In order to help managers keep incident-related equipment and supply loss to a minimum, IMTs are required to maintain accountability and tracking of these items. Guidelines and procedures to assist with this accountability are provided in chapter 30 of the *NWCG Standards for Interagency Incident Business Management*. To further facilitate these procedures and provide oversight, a fire

loss report has been developed that provides detailed information regarding used and trackable item use. This report has been accepted by NWCG for all wildland fire agencies and will be compiled for all type 1 and type 2 incidents. Investigations may be conducted in those cases where thresholds may have been exceeded.

These reports are compiled by the NISC servicing the incident. Reports will then be forwarded to the responsible local office, with a copy to the state/regional FMO. The following steps must be followed to ensure accurate reports:

- At the close of each incident, all property must be returned to the servicing NFES cache;
- If accountable/trackable property has been destroyed or lost, appropriate documentation must be provided to the cache for replacement and updating property records;
- All property purchased with emergency fire funds for an incident must be returned to the NFES cache system;
- All unused consumable and/or durable NFES items must be returned to the servicing NFES cache within 30 days of control of the incident; and
- agency administrators/FMOs must review the fire loss report and recommend appropriate follow-up action if losses are excessive. Those actions and recommendations should be documented and filed in the final incident records.

Incident Supply and Equipment Return Procedures

Supplies and equipment ordered with suppression funds will be returned to the ordering unit at the close of the incident and dispersed in one of three ways:

- Items meeting NFES standards will be returned to the NISC for reuse within the fire supply system;
- Items not meeting the prescribed NFES standards will be purchased with program funds by the local unit if the items are needed for program use; or
- Items will be delivered to the unit's excess property program for disposal.

Cache Returns and Restock Procedures

All returns for credit and restock of caches to specific incident charges should be made within 30 days after the close of the incident. If that timeframe cannot be met, returns and restock be made during the same calendar year as items were issued. All returns should be tagged with appropriate incident number, accompanied by an interagency waybill identifying the appropriate incident number, or accompanied by issue documents to ensure proper account credit is given. Any items returned after the calendar year of issue will be returned to multiple-fire charges unless specific incident charge documentation (issues) can be provided with the return.

Incident Replacement of Government Property

Refer to the *NWCG Standards for Interagency Incident Business Management*, chapter 30 for procedures governing property management relating to incident

activities. The agency administrator is responsible for providing agency property management guidelines and/or procedures to incident personnel.

Damage or loss for assigned property is addressed under *NWCG Standards for Interagency Incident Business Management*, chapter 30. Specialty or non-cache items originally provided by the home unit through the use of preparedness funds will be replaced by home unit funds if the loss is due to normal wear and tear. If the Government property is damaged on the incident due to a specific event (e.g., wind event damages tent), the incident may, upon receipt of required documentation and proof of damage, authorize replacement using the *Incident Replacement Requisition (OF-315)*. Cache items will be replaced at the incident if available. Cache items that are not available at the incident may be authorized for restocking at the home unit via an authorized Incident Replacement Requisition (OF-315).

For replacement of NFES items not carried by the NISC responsible for supporting the incident (i.e., Wildland Firefighter's Pants, type II), replacement must be authorized using the Incident Replacement Requisition (OF-315) and should be accomplished by ordering the item from DLA.

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Chapter 12
Suppression Chemicals and Delivery Systems

Policy for Use of Fire Chemicals

Use only products qualified and approved for intended use. Follow safe handling procedures and use personal protective equipment (PPE) recommended on the product label and Safety Data Sheets (SDS).

A current list of qualified products and approved uses can be found on the Wildland Fire Chemical Systems (WFCS) website at https://www.fs.usda.gov/rm/fire/wfcs/.

Refer to local jurisdictional policy and guidance related to use of wildland fire chemicals for protection of historic structures.

Products must be blended or mixed at the proper ratio prior to being loaded into aircraft. Quality control and safety requirements dictate that mixing or blending of wildland fire chemicals be accomplished by approved methods.

The use of fire chemicals mixed with on board fire chemical injection systems or blending systems are not permitted to be used on federally contracted aircraft on Federal lands. This also includes cooperator aircraft operating on fires on Federal lands.

Types of Fire Chemicals

Long-Term Retardant

Long-term retardants contain fertilizer salts that change the way fuels burn and are effective even after the water has evaporated. Retardants may be applied aerially by large airtanker, single engine airtanker (SEAT) and helicopter bucket. Some retardant products are approved for fixed-tank helicopters; others are formulated specifically for delivery from ground sources. See the Qualified Products List (QPL) for specific uses for each product at https://www.fs.usda.gov/rm/fire/wfcs/.

Recommended coverage levels and guidelines for use can be found in the *Incident Response Pocket Guide (IRPG,* PMS 461). Retardant mixing, blending, testing, and sampling requirements can be found at the WFCS website Lot Acceptance and Quality Assurance page at https://www.fs.usda.gov/rm/fire/wfcs/.

Fire Suppressant Foam

Fire suppressant foams are combinations of wetting and foaming agents added to water to improve the effectiveness of the water. These foams are no longer effective once the water has evaporated. Foam may be applied by engines and portable pumps. Aerial application of foam is no longer approved on Federal jurisdictional lands. See the QPL for specific uses for each product.

Approved foam concentrate may be used to improve the efficiency of water, except near waterways where accidental spillage or over spray of the chemical could be harmful to the aquatic ecosystem.

Wet Water

Using foam concentrates at a mix ratio of 0.1 percent will produce a wet water solution.

Water Enhancer (Gel)

Water enhancers, including firefighting gels and elastomers, are added to water to improve drop characteristics and adhesion of water to fuel. Water enhancers are not effective once the water has evaporated. These products may be used in structure protection within the wildland interface or on wildland fuels. Mixing water enhancers outside of their qualified mix ratios is not acceptable. Water enhancers are fully approved for use in helicopter buckets and engine application. Some products are approved for use in SEATs and fixed-tank helicopters at specific mix ratios. See the QPL for specific uses for each product.

The use of water enhancers mixed with on-board injection systems are not allowed on Federal lands or on federally contracted aircraft. The use of water enhancers mixed through a proportioner and loaded from ground-based equipment is acceptable according to their qualified applications as specified on the QPL.

Safety Information

Personnel Safety

All qualified wildland fire chemicals meet minimum requirements (Forest Service Specifications 5100-304, 5100-306, 5100-307) regarding aquatic and mammalian toxicity (acute oral toxicity, acute dermal toxicity, primary skin irritation, and primary eye irritation). Specifications for long-term retardants, fire suppression foams, and water enhancers can be found on the WFCS website.

Personnel involved in handling, mixing, and applying fire chemicals or solutions shall be trained in proper procedures to protect their health and safety and the environment. Approved fire chemicals can be irritating to the eyes. Personnel must follow the manufacturer's recommendations; including use of PPE, as found on the product label and product SDS. The SDSs for all approved fire chemicals can be found on the website at https://www.fs.usda.gov/rm/fire/wfcs/.

Human health risk from accidental drench with fire chemicals can be mitigated by washing with water to remove any residue from exposed skin.

Containers of any fire chemical, including backpack pumps and engine tanks, should be labeled potable or non-potable as appropriate.

Slippery footing is a hazard at storage areas, unloading and mixing sites, and wherever applied. Because all fire chemical concentrates and solutions contribute to slippery conditions, all spills must be cleaned up immediately, preferably with a dry absorbent pad or granules. Firefighters should be aware

that fire chemicals can conceal ground hazards. Wildland fire chemicals can penetrate and deteriorate leather boots, resulting in wet feet and potentially ruined leather.

Aerial Application Safety

Personnel and equipment in the flight path of intended aerial drops should move to a location that will decrease the possibility of being hit with a drop.

Personnel near aerial drops should be alert for objects (tree limbs, rocks, etc.) that the drop could dislodge. The *Incident Response Pocket Guide* (*IRPG*) provides additional safety information for personnel in drop areas.

During training or briefings, inform all fire personnel of environmental guidelines and requirements for fire chemicals application and avoid contact with waterways.

Avoid dipping from rivers or lakes with a helicopter bucket containing residual fire chemicals without first cleaning/washing down the bucket.

Consider setting up an adjacent reload site and manage the fire chemicals in portable tanks or terminate the use of chemicals for that application.

Interagency Policy for Aerial and Ground Delivery of Wildland Fire Chemicals Near Waterways and Other Avoidance Areas

This policy is an expansion and update for the 2000 and 2009 updated Guidelines for Aerial Delivery of all wildland fire chemicals, including retardant, foam, and water enhancers, which were established and approved by the Forest Service (FS) and the Department of the Interior (DOI). The policy includes additional avoidance areas (both aquatic and terrestrial) for aerial delivery of fire chemicals as designated by individual agencies and includes additional FS reporting requirements.

This policy does not require the helicopter or airtanker pilot-in-command to fly in such a way as to endanger his or her aircraft, other aircraft, or structures or compromise ground personnel safety.

Aerial Delivery Policy	Ground Delivery Policy
• Avoid aerial application of all wildland fire chemicals within 300 feet of waterways. • Additional mapped avoidance areas may be designated by individual agency. • Whenever practical, as determined by the fire incident commander (IC), use water or other less toxic wildland fire chemical suppressants for direct attack or less toxic, approved fire retardants in areas occupied by threatened, endangered, proposed, candidate or sensitive species (TEPCS) or their designated critical habitats.	• Avoid terrestrial application of all wildland fire chemicals within 300 feet of waterways.[1]

[1]Delivery on the ground provides for more precise delivery of fire chemicals to target areas. Thus, delivery is allowed within the aquatic mapped avoidance areas provided chemicals do not reach the waterway. Because there is the potential for TEPCS, their designated critical habitats, or other resources such as cultural or heritage areas to occur in waterway buffers or additional mapped avoidance areas, consult a resource advisor (READ) prior to application to determine best action or the potential for environmental effects. See reporting section below for requirements.

Waterway Definition

A waterway is any body of water (including lakes, rivers, streams, and ponds) whether or not it contains aquatic life.

Waterway Buffer

A waterway buffer is an area that extends 300 feet on either side of a waterway.

Additional Mapped Avoidance Areas

On FS lands, there may be areas requiring additional protection outside of the 300-foot waterway buffer. These areas may include certain dry intermittent or ephemeral streams, areas designated for resource protection, as well as areas for the protection of TEPCS terrestrial habitats and population areas.

- ***FS –*** *Maps are available at https://www.fs.usda.gov/managing-land/fire/chemicals.*

Guidance for Pilots

Pilots will avoid all waterways and additional mapped avoidance areas designated by individual agencies. To meet the 300-foot waterway buffer zone or additional mapped avoidance areas guideline, implement the following:

- All aircraft: When approaching a waterway or other avoidance areas, the pilot shall terminate application of wildland fire chemical approximately 300 feet before reaching the area. When flying over a waterway, the pilot shall not begin application of wildland fire chemical until 300 feet after crossing the far bank or shore. The pilot shall make adjustments for airspeed and ambient conditions such as wind to avoid the application of wildland fire chemicals within the 300-foot buffer zone. Riparian vegetation may be an indicator of waterways and pilots should confirm to the extent possible that no water is present before dropping.
- Prior to fire retardant application, all aerial supervision and/or pilots shall be briefed on the locations of all TEPCS or other avoidance areas in the vicinity.
- If operationally feasible, pilots or the aerial supervision shall make a “dry run” over the intended application area and/or coordinate with ground resources to identify avoidance areas and waterways in the vicinity of the wildland fire.
- Pilots will be provided avoiFdance area maps and information at all briefings (if not dispatched from one geographic area/unit and delivering to another geographic area).
- All pilots will provide GPS location tracks of aerial retardant drops to the incident management team (IMT) situation unit leader (SITL) and/or geographic information system specialist (GISS). These data will be added

to the National Incident Feature Service (NIFS) by the IMT GISS and made available to fire personnel.

Exceptions for Aerial Delivery of Long-Term Retardant on USDA Forest Service Lands (2011 Record of Decision)

- Deviations from the policy are allowed only for the protection of life or safety (public and firefighter).

Exceptions for All Other Agencies and All Other Fire Chemicals

- When alternative line construction tactics are not available due to terrain constraints, congested area, life and property concerns, or lack of ground personnel, it is acceptable to anchor the wildland fire chemical application to the waterway. When anchoring a wildland fire chemical line to a waterway, use the most accurate method of delivery in order to minimize placement of wildland fire chemical in the waterway (e.g., a helicopter rather than a heavy airtanker).
- Deviations from the policy are acceptable when life or property is threatened and the use of wildland fire chemical can be reasonably expected to alleviate the threat.
- When potential damage to natural resources outweighs possible loss of aquatic life, the agency administrator may approve a deviation from these guidelines.

Reporting Requirements of Aerially Delivered Wildland Fire Chemicals Into Waterways, Waterway Buffer Areas and Mapped Avoidance Areas

During training or briefings, inform field personnel of:

- Environmental guidelines for fire chemical application;
- Requirements for avoiding contact with waterways;
- Additional mapped avoidance areas as designated by individual agency; and
- Their responsibility for upward reporting in the event of application, for whatever reason, into avoidance areas.

If application of wildland fire chemical occurs or anyone believes the application may have been introduced within waterways, waterway buffered areas, or other mapped avoidance areas, the following is required as appropriate:

- Inform supervisor;
- The information will be forwarded to incident management and the agency administrator, usually through the READ;
- The incident or host authorities must immediately contact specialists within the local jurisdiction; and
- Notifications and reporting will be completed as soon as possible.

Procedures have been implemented for the required reporting. All information, including reporting tools and instructions, are posted on the websites at https://www.fs.usda.gov/rm/fire/wfcs/ and https://www.fs.usda.gov/managing-land/fire/chemicals.

The FS has additional reporting requirements for threatened, endangered, proposed, candidate and FS-listed sensitive species for aerially delivered fire retardant only. This requirement resulted from the Forest Service's acceptance of Biological Opinions received from the National Marine Fisheries Service (NMFS) and the U.S. Fish and Wildlife Service (FWS), and the *2011 Record of Decision (ROD) for Nationwide Aerial Application of Fire Retardant on National Forest System Lands*. The procedures, reporting tools, and instructions can be found at the same websites listed above.

Endangered Species Act Emergency Consultation

The following provisions are guidance for complying with the emergency section 7 consultation procedures of the Endangered Species Act (ESA) for wildland fire chemicals. These provisions do not alter or diminish an action agency's responsibilities under the ESA.

Where threatened and endangered (T&E) species or their habitats are potentially affected by application of wildland fire chemicals, the following additional procedures apply and shall be documented in initial or subsequent fire reports:

- As soon as practicable after application of wildland fire chemical near waterways or other avoidance area as designated by agency, determine whether the application has caused any adverse effects to a T&E species or their habitat. This can be accomplished by the following:
  - Ground application of wildland fire chemical outside a waterway is presumed to avoid adverse effects to aquatic species and no further consultation for aquatic species is necessary;
  - Aerial application of wildland fire chemical outside 300 feet (or in any additional buffer areas beyond 300 feet established on NFS lands for certain species) of a waterway is presumed to avoid adverse effects to aquatic species and no further consultation for aquatic species is necessary;
  - Aerial application of wildland fire chemical within 300 feet (or in any additional NFS lands buffer areas) of a waterway requires that the unit administrator determine whether there have been any adverse effects to T&E species within the waterway. If no adverse effects to aquatic T&E species or their habitats, no additional requirement to consult on aquatic species with FWS or NMFS is required; and/or
  - Application of wildland fire chemical within other avoidance areas as designated by an agency requires the agency administrator to determine whether there have been any adverse effects to T&E species. If there are no adverse effects to species or their habitats, there is no additional requirement to consult with FWS or NMFS.
    - ***FS – Note****: the FS has completed consultation with regulatory agencies (FWS and the National Oceanic and Atmospheric Administration [NOAA]) for aerial delivery of fire retardant (only) on National Forest System lands; please refer to https://www.fs.usda.gov/managing-land/fire/chemicals for*

additional information and reporting, monitoring, and re-initiation of consultation requirements. Aerial delivery of retardant on National Forest System lands should not be included in emergency consultations.

If the action agency determines that there were adverse effects on T&E species or their habitats then the action agency must consult with FWS and NMFS, as required by *50 CFR 402.05* (Emergencies). Procedures for emergency consultation are described in the *USFWS Endangered Species Consultation Handbook*, chapter 8 (March 1998). In the case of a long-duration incident, emergency consultation should be initiated as soon as practical during the event. Otherwise, post-event consultation is appropriate. The initiation of the consultation is the responsibility of the agency administrator.

Operational Guidelines for Invasive Species

Refer to chapter 11 for guidance on minimizing potential transmission of invasive species.

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Chapter 13
Firefighter Training and Qualifications

Introduction

National Wildfire Coordinating Group (NWCG)-sanctioned firefighters are trained and qualified according to the NWCG and other standards, as outlined below.

Standards

Firefighters must meet standards identified in *NWCG Standards for Wildland Fire Position Qualifications* (PMS 310-1). The PMS 310-1 may be found at https://www.nwcg.gov/publications/310-1.

Federal agencies have consolidated minimum standards and information for frequently used positions not included in the PMS 310-1. The *Federal Wildland Fire Qualifications Supplement* can be found at https://iqcsweb.nwcg.gov/.

Certain firefighters must meet standards identified in the *Interagency Fire Program Management Qualifications Standards and Guide* at https://www.nifc.gov/programs/interagency-fire-program-management.

Agency standards for training and qualifications may exceed the minimum standards established by NWCG. Such additional standards will be approved by the fire directors and implemented through the Incident Qualifications and Certification System (IQCS). Standards which may exceed the minimum standards established by NWCG are identified in:

- ***BLM –*** *BLM Standards for Fire Training and Workforce Development, available at https://www.nifc.gov/about-us/our-partners/blm/training.*
- ***FWS –*** *The Fire Management Handbook.*
- ***FS –*** *The Forest Service Fire and Aviation Qualifications Guide (FSFAQG) at https://www.fs.usda.gov/managing-land/fire/publications.*
- ***BIA –*** *Standards can be referenced at https://www.bia.gov/bia/ots/dwfm. Fire Management Leadership (FML), geographic or national, is required for all BIA agency administrators/line officers, including agency superintendents, agency foresters or natural resource managers; and regional foresters. Regional directors, deputy directors in natural resource program areas, and Tribal natural resource program administrators are also encouraged to attend this course. The national level course offered by NAFRI is the preferred alternative to the geographic course.*

Federal agencies will accept each other's incident qualifications/certifications.

Qualification and Certification Process

Each unit with fire management responsibilities will establish an incident qualification card qualification and certification process which may include a qualification and certification committee. In areas cooperating with other

Federal, State, or local agencies, an interagency qualification and certification committee should be established and include representatives from each unit.

- ***BIA –*** *Regional/local unit incident qualification card committees will be used to determine qualifications and training requirements.*

These qualification and certification committees provide management oversight and review of the wildland and prescribed fire positions under their jurisdiction.

The committee:

- Ensures that qualifications generated by IQCS or other agency systems for employees are valid by reviewing the training and experience of each employee.
- Determines whether each employee possesses the personal characteristics necessary to perform the wildland and prescribed fire positions in a safe and efficient manner.
- Makes recommendations to the appropriate agency administrator or designee who is responsible for final certification signature.
- Develops interagency training needs and sponsors courses that can be offered locally.
- Ensures training nominees meet minimum requirements for attending courses.

Recognition of Prior Learning

The *NWCG Standards for Recognition of Prior Learning (RPL)* found at https://www.nwcg.gov/publications/309, establishes the use of a formal competency-based qualification process that allows any credentialing authority to recognize and account for competence acquired through life-long learning and experience. RPL is a process that evaluates an individual's formal and non-formal learning to determine the extent to which that individual has achieved the required competencies to perform effectively in a specific emergency management or responder position. It is widely recognized that a standardized RPL process will reduce redundant training, support efforts to increase speed and time to competency, and support efforts to boost national resource surge capacity.

- ***NPS –*** *Current NPS employees will continue to follow the NWCG Standards for Wildland Fire Position Qualifications (310-1) and defined NWCG qualification processes. The RPL process may be used for employees new to the NPS who are not transferring from another federal agency using the NWCG Standards for Wildland Fire Position Qualifications (310-1).*
- ***BIA –*** *Recognition of prior learning provides an alternative avenue for future BIA fire personnel to become qualified or nearer to qualified using a defined RPL process. The RPL process is only available for new hires to the agency, specifically new hires with past military, all hazard and responder experience from another municipality. RPL is not built for existing federal employees. Current federal employees will continue to follow the NWCG Standards for Wildland Fire Positions Qualifications (310-1) and defined*

NWCG qualification processes. Submitted RPL packages will be evaluated by representatives from the hiring unit and regional fire staff.

Non-NWCG Agency Personnel Qualifications

Personnel from non-NWCG agencies meeting PMS 310-1 prerequisites can participate in and receive certificates for successful completion of NWCG courses. Agency employees can complete the task blocks, evaluation record, and verification/certification sections of a cooperating organization employee's position task book. Agency employees will not initiate or complete the agency certification sections of the position task book for non-agency employees.

Personnel from agencies that do not subscribe to the NWCG qualification standards may be used on agency managed fires. Agency fire managers must ensure these individuals are only assigned to duties commensurate with their competencies, agency qualifications, and equipment capabilities.

Non-NWCG Agency Personnel Use on Prescribed Fire

The PMS 310-1 establishes the minimum qualifications for personnel involved in prescribed fires on which resources of more than one agency are utilized—unless local agreements specify otherwise. This guide may be found at https://www.nwcg.gov/publications/310-1.

Incident Qualifications and Certification System

The Incident Qualifications and Certification System (IQCS) is the only approved fire qualifications and certification record keeping system. The Interagency Resource Ordering Capability (IROC) system is not a record keeping system for qualifications. The Responder Master Record report provided via IQCS meets the agency requirement for maintaining fire qualification records. The system is designed to provide managers at the local, state/regional, and national levels with detailed qualification, experience, and training information needed to certify employees in wildland fire positions. IQCS is a tool to assist managers in certification decisions; however, it does not replace the manager's responsibility to validate employees meet all requirements for position performance based on their agency standards.

Certifying officials have the option to keep employee qualification records as a hard copy file or an electronic file using the IQCS document upload feature. Both options must include proof of all required training, certified position task books, required license/certification and documentation for administrative actions (system overrides from certifying officials). Hard copy files will also include current copies of the IQCS Responder Master Record and incident qualification card. All records will be stored and/or destroyed in accordance with agency policies.

- ***BLM –*** *Transition of hard copy records to electronic records must be completed by December 31, 2024. During the transition, IQCS certifying officials have the option to keep employee training and qualification records as a hard-copy file or an electronic file. Additional information can*

be found at https://www.nifc.gov/about-us/our-partners/blm/training. All records will be stored and/or destroyed in accordance with agency policies.

- ***BLM/NPS –*** *IQCS account managers will have an IQCS delegation of authority from the certifying official. A delegation of authority can be found at https://iqcsweb.nwcg.gov/.*
- ***FS –*** *Forest Service Fire and Aviation Qualifications Guide (FSFAQG) at https://www.fs.usda.gov/managing-land/fire/publications.*
- ***BIA –*** *All BIA/Tribal units with fire management programs are required to use IQCS to track all Federal emergency responders. Agency superintendents and line officers of Tribal fire programs are considered certifying officials pursuant to the definition in the PMS 310-1. As such, they are responsible for ensuring that agency fire management personnel develop and maintain fire management job qualifications and meet physical fitness standards in accordance with policy and assign personnel to fire suppression, prescribed fire, wildland fire use activities according to qualifications and demonstrated ability. They are responsible for entering and maintaining employee fire qualifications in IQCS. Agency superintendents and line officers of Tribal fire programs who choose delegation of authority of the certifying official role must do so in writing, utilizing the delegation of authority form found on the IQCS website at https://iqcsweb.nwcg.gov/.*

Certification of Non-Agency Personnel

Non-agency firefighters will be certified by State or local fire departments, or private training providers approved by a memorandum of understanding (MOU) through their local GACC. Agencies will not assist in the administration or sponsor the work capacity test (WCT) as the certifying agency.

Incident Qualification Card

The agency administrator (or delegate) is responsible for annual certification of all agency and administratively determined (AD) personnel serving on wildfire, prescribed fire, and all-hazards incidents. This responsibility includes monitoring medical status, fitness, training, performance, and ensuring the responder meets all position performance requirements.

Training and successful completion of the appropriate WCT must be accomplished and documented. All incident qualification cards issued to agency employees, with the exception of emergency firefighter (EFF-paid or temporary employees at the FFT2 level), will be printed using IQCS. Incident qualification cards issued to EFF or temporary employees at the FFT2 level may be printed without use of IQCS.

- ***BLM/FWS/BIA –*** *An electronic incident qualification card utilizing the IQCS portable document format (PDF) is authorized.*
- ***NPS/FS –*** *An electronic incident qualification card utilizing the IQCS portable document format (PDF) with electronic signature is authorized.*

Each agency will designate employees at the national, regional/state, and local levels as fire qualifications administrators, who ensure all incident experience, incident training, and position task books for employees within the agency are accurately recorded in IQCS. All records must be updated annually or modified as changes occur.

- ***BLM –*** *BLM Recertification Policy: If an employee (including an agency-sponsored AD) has lost currency in a position, the employee is converted to trainee status for that position. In order to regain full qualification for the position, the employee must demonstrate the ability to perform in the position as determined by the certifying official. Prior to recertification, the employee must:*
  - *Complete the BLM Recertification Evaluation found at https://www.nifc.gov/about-us/our-partners/blm/training.*
  - *Complete one or more evaluation assignments.*
  - *Complete any additional requirements as determined by the certifying official (e.g., additional assignments and/or courses).*
  - ***NOTE:*** *This policy only applies to positions for which a position task book is required.*
- ***BLM –*** *State fire management officers (FMO) will certify position task books and incident qualification cards for area command, complex, and type 1 command and general staff positions.*
- ***BLM/FWS –*** *The "Do What's Right" training is required annual training but is not a prerequisite for issuance of an incident qualification card.*
- ***NPS –*** *Certification for area command, complex, and type 1 command and general staff position task books will be done at the regional office level. Any position task books issued to park FMOs will be certified at the regional office level. All other position task books may be certified at the local unit level.*
- ***NPS –*** *The Branch Chief, NPS Branch of Wildland Fire (or delegate) is responsible for the accuracy and certification of the regional FMO's incident qualification card. The regional FMO (or delegate) is responsible for the accuracy and annual certification of their parks' FMO's incident qualification cards.*
- ***FWS –*** *See Fire Management Handbook for guidance on qualification recertification.*
- ***FS –*** *Refer to FSH 5109.17, chapter 10, and the FSFAQG.*
- ***BIA –*** *BIA Recertification Policy: If an employee, including an agency-sponsored AD, has lost currency in a position, the employee is converted to trainee status for that position. In order to regain full qualification for the position, the employee must demonstrate the ability to perform in the position as determined by the certifying official. Prior to recertification, the employee must:*
  - *Complete one or more evaluation assignments.*
  - *Complete any additional requirements as determined by the certifying official (e.g., additional assignments and/or courses).*

Incident Qualification Card Expiration Dates

Incident qualification cards for responders that possess qualifications requiring work capacity tests (WCT) and RT-130,Wildland Fire Safety Training Annual Refresher, are valid through the earliest expiration date (either fitness or refresher) listed on the card. Incident qualification cards for responders that possess qualifications that do not require WCT or RT-130 for issuance are valid for 12 months from the date the card is signed by a certifying official.

- ***NPS –*** *WCT is valid for 13-months from the date passed. RT-130 is valid for 13-months from the date completed.*
- ***FS –*** *The WCT is considered effective for 13 months from the date passed. If an employee is on an emergency assignment on the date their WCT/refresher expires, they will complete their assignment including any extensions. Upon return to their duty station, they must complete the WCT/refresher and acquire a new incident qualification card prior to accepting any new assignments.*

Universal Training Requirements

All personnel filling NWCG-recognized positions on the fireline must have completed:

- S-130, *Firefighter Training* (including the required field exercises);
- S-190, *Introduction to Wildland Fire Behavior*;
- L-180, *Human Factors on the Fireline;*
- ICS-100, *Introduction to the ICS*; and
- IS-700, *An Introduction to the NIMS* (current version).

RT-130, Wildland Fire Safety Training Annual Refresher (WFSTAR)

RT-130, Wildland Fire Safety Training Annual Refresher (WFSTAR), focuses line-going personnel on fireline operations and decision-making issues in order to recognize and mitigate risk, maintain safe and effective practices, and reduce accidents.

Mandatory core components are:

- **Local Topics –** Review and discuss local topics and areas of concern that may impact firefighter safety in the upcoming fire season.
- **Incident Reviews and Lessons Learned –** Review and discuss lessons learned from past local, regional, and national incident response.
- **Fire and Aviation Operational Safety –** Review and discuss the risk management principles and tools that support safe and effective incident operations.
- **Human Factors, Communication and Decision Making –** Review and discuss the complex interaction between human factors, communication, and decision making.
- **Fire Shelters and Entrapment Avoidance –** Review and discuss fire shelter use, deployment site selection, personal protective equipment (PPE),

shelter inspections, and historical entrapment scenarios. Practice proper fire shelter deployment techniques.

Core component discussion topics can be found on the RT-130 course webpage at https://www.nwcg.gov/publications/training-courses/rt-130.

The minimum refresher training hour requirement for each agency is identified below. Training time may be extended in order to effectively complete this curriculum or to meet local training requirements.

- ***BIA –*** *4 hours.*
- ***BLM/NPS/FWS/FS –*** *No minimum hourly requirement; core components must be covered.*

RT-130 is delivered as instructor-led training and is **not** available as self-directed (online) training**.** To receive credit for course completion, students must complete a session of RT-130 with qualified instructors to ensure core components are covered. Delivery options include:

- **Instructor-led training (ILT) –** Delivery will be facilitated by an instructor in a traditional classroom environment.
- **Virtual instructor-led training (VILT) –** Delivery will be facilitated by an instructor in a virtual classroom environment.

Minimum requirements for RT-130 instructors have been established and can be found in the *NWCG Standards for Course Delivery* (PMS 901-1) at https://www.nwcg.gov/publications/901-1.

RT-130 will have a 12-month currency.

- ***NPS/FS –*** *Employees have a 13-month currency requirement for RT-130.*

Firefighters who receive initial fire training are not required to take RT-130 in the same calendar year. Refresher training content is available on the RT-130 website at https://www.nwcg.gov/publications/training-courses/rt-130.

Throughout RT-130, instructors and students should reference the *Incident Response Pocket Guide* (*IRPG,* PMS461/NFES 1077) available at https://www.nwcg.gov/sites/default/files/publications/pms461.pdf.

Medical Examinations

Agency administrators and supervisors are responsible for the occupational health and safety of their employees performing wildland fire activities and may require employees to take a medical examination at any time.

- ***BLM/NPS/FWS/BIA –*** *An employee may be required to take a medical examination whenever there is a reasonable concern, based on objective evidence, about the employee's continued capacity to meet any of the physical or medical requirements of the position. Such an examination may be ordered for instances of job-related injuries/illnesses and for those that are not job-related. Supervisors should contact their Servicing Human Resource Office (SHRO) and wildland fire safety program manager for assistance with preparing the memorandum for requiring a medical*

examination. DOI MSP Program Management will review the memorandum before issuance to the employee.

- ***FS –*** *See the USFS WCT Implementation Guide at https://www.fs.usda.gov/managing-land/fire as well as the eMedical website at https://www.fs.usda.gov/managing-land/fire/safety/emedical.*

Established medical qualification programs, as stated in 5 CFR 339, provide consistent medical standards for arduous positions in order to safeguard the health of employees whose work may subject them or others to significant health and safety risks due to occupational or environmental exposure or demand.

Any employee with an active workers' compensation (OWCP) case or other physical or medical limiting factors/restrictions that preclude them from fully performing the activities of an arduous position must disclose this as part of the self-certification or medical examination process.

Information on any medical records is considered confidential and must be kept in the employee's medical file.

Arduous Fitness Level – Department of Interior Wildland Firefighter Medical Standards Program (DOI MSP)

Per Office of Wildland Fire (OWF) Policy Memorandum 2016-014, "All employees (incumbents and applicants) must take an examination meeting Federal Interagency Wildland Fire Medical Standards every three years regardless of employment status and hiring authority, including emergency firefighters (administratively determined – AD/casual hires) and collateral duty firefighters who participate in arduous duty wildland fire activities. An examination taken and successfully cleared in accordance with the DOI MSP direction is required prior to participating in the Arduous Duty Work Capacity Test (Pack Test), performing arduous duty, wildland fire duties, or any agency sanctioned physical fitness training to prepare for these duties. In the years between the periodic examinations, an employee will self-certify their medical concerns and risk in taking the Work Capacity Test." Information regarding the DOI MSP can be obtained from agency wildland fire safety program managers and at https://www.doi.gov/wildlandfire/medical-standards.

Additional testing or medical follow-up required to change a DOI MSP determination shall be at the individual's expense unless the agency has granted prior approval.

Employees seeking arduous incident qualification card qualifications who work for programs operating under their own medical standards must either participate in the DOI MSP or may have their examination meeting all DOI MSP requirements reviewed against the *Federal Interagency Wildland Firefighter Medical Standards.*

Examination/Self-Certification Periodicity and Changes in Medical Status

A baseline or periodic examination is required every 36 months from the date of the examination regardless of the qualification date. Annual self-certifications between examinations must precede the arduous work capacity test by no more than 45 days prior to fitness testing.

- ***BLM/NPS –*** *Annual self-certifications are valid for one year. Employees may take the work capacity test at any point in that year as long as the self-certification is current.*

If a DOI arduous duty wildland firefighter (WLFF) develops a significant change in medical status between medical exams or self-certifications, the WLFF is required to immediately report this change to his/her supervisor and complete a self-certification. A significant change in medical status is defined as any injury or illness, including an active workers' compensation (OWCP) claim, which may prevent performance of arduous duty. Employees must report significant changes in medical status and cease arduous duty until cleared. Eligibility for compensation or benefit claims may be affected by a failure to report. If a change in medical status for arduous duty firefighters has been reported, the supervisor must ensure the firefighter ceases to perform arduous duty and if necessary, ensure all arduous-duty-related qualifications are prevented from being sent to IROC in IQCS until the employee has been medically cleared to resume arduous duty work.

WLFFs must also immediately inform their supervisor if they have not completed an examination within the previous 36 months and must not resume arduous duty work until completion of a periodic examination and medical qualification.

- ***NPS –*** *If a law enforcement ranger is also assigned arduous wildland firefighter duties an additional medical clearance for wildland firefighting must be requested at the time of her/his law enforcement medical examination. If a determination of "not cleared" is made, the DOI MSP risk mitigation/waiver process will be used.*
- ***FS –*** *Refer to current agency direction at https://www.fs.usda.gov/managing-land/fire.*

Medical Examination Process for Light and Moderate Fitness Levels

The medical screening process for light and moderate work capacity testing (Health Screening Questionnaire [HSQ]) is centralized and automated through the DOI MSP's national contractor. For details on the process visit https://www.doi.gov/wildlandfire/medical-standards.

- ***FWS/BIA –*** *Law enforcement personnel must complete the light or moderate health screening process through the DOI MSP contractor and provide clearance certificate to the WCT administrator.*
- ***FS –*** *Medical exams will be paid from a Washington Office fund code. Additional specialized testing other than the tests listed on the OF-178 will not be covered by the Forest Service.*

If the SHRO or FMO has a direct concern about an employee's/applicant's capacity to meet the physical or medical requirements of a position, the agency may require the employee/applicant to report for a specific medical evaluation. For more information, contact your SHRO or agency wildland fire safety program manager.

- ***NPS –*** *The law enforcement medical examination for NPS rangers, who are collateral-duty WLFFs, will suffice for moderate and light fitness level clearance.*
- ***FS –*** *The completed OF-178 is submitted to the reviewing medical officer for the agency to review and medically clear.*
- ***BIA –*** *Individuals who opt out of the DOI MSP at the arduous level having received a "not-qualified-for-arduous-duty" status during a periodic or baseline examination may be required to report for a specific medical evaluation to determine fit-for-duty status.*

Work Capacity Tests

Physical Fitness Levels

The *NWCG Standards for Wildland Fire Position Qualifications* (PMS 310-1) identifies fitness levels for specific positions. There are three fitness levels—arduous, moderate, and light—which require an individual to demonstrate their ability to perform the fitness requirements of the position. Positions in the "no fitness level required" category are normally performed in a controlled environment, such as an incident base.

- **Arduous –** Duties involve field work requiring physical performance with above average endurance and superior conditioning. These duties may include an occasional demand for extraordinarily strenuous activities in emergencies under adverse environmental conditions and over extended periods of time. Requirements include running, walking, climbing, jumping, twisting, bending, and lifting more than 50 pounds; the pace of the work typically is set by the emergency conditions.
- **Moderate –** Duties involve field work requiring complete control of all physical faculties and may include considerable walking over irregular ground, standing for long periods of time, lifting 25 to 50 pounds, climbing, bending, stooping, twisting, and reaching. Occasional demands may be required for moderately strenuous activities in emergencies over long periods of time. Individuals usually set their own work pace.
- **Light –** Duties mainly involve office type work with occasional field activity characterized by light physical exertion requiring basic good health. Activities may include climbing stairs, standing, operating a vehicle, and long hours of work, as well as some bending, stooping, or light lifting. Individuals can usually govern the extent and pace of their physical activity.
    - ***BLM –*** *Law enforcement physical fitness standard is accepted as equivalent to a "light" WCT work category.*

Work Capacity Tests

WCT Type	Distance	Weight	Time
Arduous Pack Test	3 miles	45 lb.	45 min
Moderate Field Test	2 miles	25 lb.	30 min
Light Walk Test	1 mile	None	16 min

Work Capacity Test Administration

The work capacity test (WCT) is the official method of assessing wildland firefighter fitness levels. General guidelines can be found in the *Work Capacity Test: Administrator's Guide* (PMS 307).

- ***FS –*** *For FS direction on WCT administration, refer to the USFS WCT Implementation Guide at https://www.fs.usda.gov/managing-land/fire.*

WCT administrators must confirm medical clearance at the appropriate fitness level through review of a clearance list provided by the FMO (or delegate) or by verifying certificate of WCT clearance at the time of the WCT. There is no need for the WCT administrator to collect or retain copies of the certificate of clearance.

At a minimum, WCTs are administered annually to all employees, including Administratively Determined (AD) and emergency firefighters (EFF) who will be serving in wildland fire positions that require a fitness level. The currency for the WCT is 12 months.

- ***NPS/FS –*** *Currency for WCT is 13 months.*

The WCT results shall be documented on the WCT Record available online as appendix O at https://www.nifc.gov/standards/guides/red-book. The WCT Record captures information that is covered under the Privacy Act and should be maintained in accordance with agency Freedom of Information Act (FOIA) guidelines.

Administration of the WCT for non-Federal firefighters is prohibited for liability reasons. Potential emergency firefighters who would be hired under emergency-hire authority by the agency must be in AD pay status or sign an agency-specific volunteer services agreement prior to taking the WCT. Federal employees may participate in a WCT administered by non-Federal partners if approved by the FMO and all requirements of this chapter are met.

A job hazard analysis (JHA) or risk assessment (RA) shall be developed and approved for each field unit prior to administrating the WCT. Administer the test using the JHA/RA as a briefing guide.

- ***BLM –*** *An RA shall be developed and approved for each field unit prior to administering the WCT.*
- ***BIA –*** *An RA shall be developed and approved for each field unit prior to administering the WCT. An RA for the WCT can be found at https://www.bia.gov/bia/ots/dfwfm/bwfm/safety/risk-assessments.*

The local unit shall prepare a medical response plan (such as an ICS-206 form), evaluate options for immediate medical care and patient transport, and identify closest emergency medical services. A minimum of a qualified medical first responder/emergency medical responder (EMR) must be on site during WCT administration. Based upon a thorough evaluation of potential medical treatment and evacuation scenarios, a higher level of onsite emergency medical qualifications and equipment may be warranted (e.g., emergency medical technician (EMT) or paramedic).

An automatic external defibrillator (AED) is required onsite during all WCTs.

Personnel taking the WCT will only complete the level of testing (pack, field, walk) required by the highest fitness level identified for a position on their incident qualification card. Employees shall not take the WCT unless they have an incident qualification card qualification that requires it and only at the fitness level required by that position as identified in the PMS 310-1 or agency-specific guidance or policy.

Treadmills are not approved for work capacity testing.

WCT results must be entered into IQCS annually to update the fitness level and date that will appear on the incident qualification card. WCT dates entered in IQCS will reflect the date the employee passed the fitness test. The results of the most recent WCT will always supersede the results of any previous WCT, even if previous WCTs were within the currency period.

- ***NPS –*** *Law enforcement officers are required to provide medical clearance documentation to their FMO prior to participating in a work capacity test. The law enforcement examination is sufficient for the light and moderate level work capacity testing. If a law enforcement ranger is also assigned arduous wildland firefighter duties, an additional medical clearance for wildland firefighting must be requested at the time of her/his law enforcement medical examination.*
- ***FS –*** *Failed or not completed WCT attempts are to be entered into the eMedical system by the HSQ coordinator.*

Work Capacity Test – Retesting

Employees who do not pass the WCT will be provided another opportunity to retest but must wait at least 48 hours before retaking the WCT. If an employee sustains an injury (verified by a licensed medical provider) during a test, the test will not count as an attempt. Once an injured employee has been released for full duty, the employee will be given time (not to exceed 4 weeks) to prepare for the test. The numbers of retesting opportunities that will be allowed include:

- Three opportunities total for permanent employees required to pass a test for duties in the fire program.
- One opportunity for temporary employees required to pass a test (a second chance maybe provided at the discretion of fire management).
    - ***FS –*** *Direction can be found in the USFS WCT Implementation Guide at https://www.fs.usda.gov/managing-land/fire.*

- ***BIA –*** *Employees who fail two WCTs will develop an appropriate physical fitness plan with their supervisors to ensure accountability before the third test is administered.*
- ***BIA*** *– Temporary Employees: A second test may be authorized by the local unit after 14 days to allow the individual to train for the WCT. A failed second test will result in a 90-day suspension without additional testing during that period.*

Physical Fitness and Conditioning

Agency administrators are responsible for ensuring the overall physical fitness of firefighters. Employees serving in wildland fire positions that require a fitness rating of arduous as a condition of employment are authorized one hour of duty time each workday for physical fitness conditioning. Employees serving in positions that require a fitness rating of moderate or light may be authorized up to three hours per week.

- ***BLM*** *– See chapter 2 for physical fitness conditioning requirements.*

Fitness conditioning periods may be identified and structured to include aerobic and muscular exercises. Team sports are not authorized for fitness conditioning. Chapters 5, 6, 7, 8, and 9 and appendices F, G, and H of *Fitness and Work Capacity 2009 ed.* (PMS 304-2, NFES 1596) and the Interagency Fire Fitness Program in the USFS *WCT Implementation Guide* provide excellent guidance concerning training specifically for the pack test, aerobic fitness programs, and muscular fitness training. Refer to https://www.nwcg.gov/publications/304-2 and https://www.fs.usda.gov/managing-land/fire/safety/wct.

- ***NPS –*** *Refer to DO 57B (PM 14-03 Employee Fitness -- Interim Policy, and Reference Manual Occupational Health and Fitness).*
- ***FWS –*** *Refer to chapter 4, Physical Fitness and Conditioning.*
- ***FS –*** *Forest Service direction is found in FSH 5109.17 and the FSFAQG. NFFE Partnership Bargaining Unit employees may only be required to successfully complete the WCT once per year.*
- ***BIA –*** *Refer to chapter 6, Physical Fitness and Conditioning.*

Minimum Age Requirements for Hazardous Duty Assignments on Federal Incidents

Persons under 18 years old will not perform hazardous duties during wildland fire management operations on Federal jurisdictions.

Engine Modules

Staffing levels and specific requirements for engine personnel may be found in chapter 14, Firefighting Equipment.

Helicopter Modules

Staffing levels and specific requirements for helicopter personnel may be found in chapter 16, Aviation.

Smokejumpers

Smokejumpers (SMKJ) provide professional and effective fire suppression, fuels reduction, and fire management services to help land managers meet objectives.

Smokejumper Policy

Smokejumper operations are guided by direction in the interagency section of the *Interagency Smokejumper Operations Guide (ISOG).*

Each base will comply with smokejumper operations standards. The arduous duties, specialized assignments, and operations in a variety of geographic areas require smokejumpers to have uniform training, agency-approved equipment, communications, organization, and operating procedures.

Smokejumper Communications

All smokejumpers carry programmable radios and are proficient in their use and programming procedures.

Smokejumper Training

To ensure proficiency and safety, smokejumpers complete annual training that covers aspects of aviation, parachuting, fire suppression tactics, administrative procedures, and safety related to the smokejumper mission and fire operations. The training program for first-year smokejumpers is four weeks long. Candidates are evaluated to determine:

- Level of physical fitness;
- Ability to learn and perform smokejumper skills;
- Ability to work as a team member;
- Attitude; and
- Ability to think clearly and remain productive in a stressful environment.

Smokejumper Target Qualifications

Position	IQCS Target	Smokejumper Training Target
Department managers	Type 1 and type 2 command and general staff	
Spotter	Incident commander (IC), type 3 (ICT3); division supervisor (DIVS); air tactical group supervisor (ATGS), prescribed fire burn boss, type 2 (RXB2); safety officer (SOFR)	

Position	IQCS Target	Smokejumper Training Target
Lead smokejumper	Strike team leader (STLD), task force leader (TFLD)	Senior rigger, field observer (FOBS)
Smokejumper	IC, type 4 (ICT4); crew boss, single resource (CRWB); firing boss (FIRB)	Firing effects monitor (FEMO)
Rookie smokejumper	IC, type 5 (ICT5); firefighter, type 1 (FFT1)	

Smokejumper Medical Standards

Smokejumper medical standards are the same as the *Federal Interagency Wildland Firefighter Medical Standards – Arduous Duty Wildland Firefighter*.

USFS Smokejumper Physical Fitness Standards

The national minimum standards for smokejumpers are:

- 1.5 mile run in 11:00 minutes or less;
- 45 sit-ups;
- 25 push-ups;
- 7 pull-ups;
- 110 lb. pack-out over 3 miles/level terrain/90 minutes*; and
- Successful completion of the WCT at the arduous level.

*This element is tested during smokejumper rookie training.

  - ***BLM –*** *Refer to chapter 2 for physical fitness standards.*

Interagency Hotshot Crews

Interagency hotshot crews (IHC) provide an organized, mobile, and skilled hand crew for all phases of wildfire suppression. IHCs are comprised of 18-25 firefighters and are used primarily for wildfire suppression, fuels reduction, and other fire management duties. IHCs are capable of performing self-contained, initial attack suppression operations and commonly provide incident management capability at the type 3 or 4 levels.

Interagency Hotshot Crew Policy

IHC standards provide consistent planning, funding, organization, and management of the agency IHCs. The sponsoring unit will ensure compliance with the established standards. The arduous duties, specialized assignments, and operations in a variety of geographic areas required of IHCs dictate that training, equipment, communications, transportation, organization, and operating procedures are consistent for all agency IHCs.

As per agency policy, all IHCs will be managed under the *Standards for Interagency Hotshot Crew Operations* (*SIHCO*).

- ***BLM/NPS –*** *BLM Preparedness Review Checklist #16 (Hotshot Crew) supersedes the checklist found in the SIHCO.*
- ***BLM –*** *Additional guidance for BLM IHCs is contained in chapter 2.*
- ***BIA –*** *IHC superintendents and assistant superintendents are required to have the additional qualification of interagency hotshot superintendent (IHCS) and/or assistant hotshot superintendent (IHCA) on their incident qualification card prior to mobilization. Additional information regarding this standard can be found in the Federal Wildland Fire Qualifications Supplement at https://iqcsweb.nwcg.gov/.*

Interagency Hotshot Crew Certification

The process for IHC certification is found in the *Standards for Interagency Hotshot Crew Operations (SIHCO).*

Annual Interagency Hotshot Crew Premobilization Process

The superintendent of crews holding IHC status the previous season are required to complete the Annual IHC Mobilization Checklist (*SIHCO,* appendix C) and send the completed document to the local Geographic Area Coordination Center (GACC) prior to making the crew available for assignment each season.

Annual Interagency Hotshot Crew Readiness Review

On an annual basis the superintendent of crews holding IHC status the previous season are required to complete the Annual IHC Preparedness Review (*SIHCO* appendix B). This process is designed to evaluate crew preparedness and compliance with *SIHCO*. The annual review will be conducted while the crew is fully staffed and operational. The review is not required prior to a crew being made available for incident assignment at the beginning of their availability period. When a review document is completed, the document is kept on file at the local (host) unit fire management office.

Interagency Hotshot Crew Organization

Individual crew structure will be based on local needs using the following standard positions: superintendent, assistant superintendent, squad leader, skilled firefighter, and crewmember.

- ***BLM –*** *IHCs have the option of traveling with 25 personnel when on incident assignments.*
- ***NPS –*** *IHCs have the option of traveling with 22 personnel when on incident assignments as authorized by the sending or receiving unit.*

When traveling by charter aircraft, IHCs should be prepared to take no more than 20 personnel unless they receive approval via normal dispatch channels.

Interagency Hotshot Crew Availability Periods

IHCs will have minimum availability periods as defined in the *SIHCO*. Availability periods may exceed the required minimum availability period. The crew superintendent will inform the local supervisor and the GACC of any changes in the crew's availability.

National Interagency Hotshot Crew Status Reporting System

IHCs will report status through the National IHC Status Reporting System. IHC superintendents will regularly update the system with any change in crew status and/or current utilization when on assignment.

IHCs may report status by three methods:

- Via e-mail to BLM_FC_Crews@blm.gov (preferred method);
- Via the internet to the Hotshot Status submission form (link available from the "Crew" page of the NICC website); or
- Contacting the NICC Crew Desk at 208-387-5400.

Interagency Hotshot Crew Communications

IHCs will provide a minimum of eight programmable multi-channel radios per crew as stated in the *SIHCO.*

Interagency Hotshot Crew Transportation

Crews will be provided adequate transportation. The number of vehicles used to transport a crew should not exceed five. All vehicles must adhere to the certified maximum gross vehicle weight (GVW) limitations.

Other Hand Crews

Policy

All crews must meet minimum crew standards as defined below as well as any additional agency, State, or contractual requirements (see https://www.nwcg.gov/publications/pms200). Typing will be identified at the local level with notification made to the local GACC.

Crew Standards for National Mobilization

Minimum Standards	Type 1	Type 2 with Initial Attack Capability	Type 2	Fire Suppression Module[1]
Fireline Capability	Initial attack: Can be broken up into squads, fireline construction, complex firing operations (backfire)	Initial attack: Can be broken up into squads, fireline construction	Initial attack: Fireline construction	Capable of performing self-contained initial attack suppression operations and incident management capability at the type 5 level
Crew Size	18-25	18-20	18-20	5-17

Minimum Standards	Type 1	Type 2 with Initial Attack Capability	Type 2	Fire Suppression Module[1]
Leadership Qualifications	Permanent Supervision *Superintendent*: TFLD, ICT4, FIRB *Assistant superintendent:* strike team leader, crew (STCR) or TFLD and CRWB; ICT4 *3 squad leaders:* CRWB and ICT5 *2 senior firefighters:* FFT1	*Crew boss:* CRWB *3 squad leader:* ICT5	*Crew boss:* CRWB *3 squad leader:* FFT1	1 single resource boss (SRB)/ICT5 2 FFT1; commensurate with span of control
Language Requirement	All senior leadership including squad leaders and higher must be able to read and interpret the language of the crew as well as English.	Same as type 1	Same as type 1	Same as type 1
Experience	80% 1 season	60% 1 season	20% 1 season	Agency only
Full Time Organized Crew	Yes (work and train as a unit 40 hours per week)	No	No	No
Communications	8 programmable radios	4 programmable radios	4 programmable radios	2-4 programmable radios
Sawyers	4 agency-certified as intermediate faller (FAL2) and 50% of crew certified as basic faller (FAL3) or better	3 agency-qualified	None	2 FAL3

Minimum Standards	Type 1	Type 2 with Initial Attack Capability	Type 2	Fire Suppression Module[1]
Training	As required by the *SIHCO* or agency policy prior to assignment	Basic firefighter training and/or annual firefighter safety refresher prior to assignment	Basic firefighter training and/or annual firefighter safety refresher prior to assignment	Basic firefighter training or once qualified, 4 hours annual fireline refresher training prior to assignment
Logistics	Crew-level agency purchasing authority	No purchasing authority	No purchasing authority	Self-sufficient for 48 hours; purchasing authority recommended
Maximum Weight	5,300 lbs. (6,625 lbs. maximum for 25-person crew)	5,300 lbs.	5,300 lbs.	4,505 lbs.
Dispatch Availability	Available nationally	Available nationally	Variable	Variable
Production Factor	1.0	.8	.8	Variable
Transportation	Own transportation	Transportation needed	Transportation needed	Own transportation
Tools and Equipment	Fully equipped	Not equipped	Not equipped	Variable
Personal Gear	Arrives with crew first aid kit, personal first aid kit, headlamp, 1 qt. canteen, web gear, sleeping bag	Same as type 1	Same as type 1	Same as type 1
PPE	All standard designated fireline PPE	All standard designated fireline PPE	All standard designated fireline PPE	All standard designated fireline PPE

Minimum Standards	Type 1	Type 2 with Initial Attack Capability	Type 2	Fire Suppression Module[1]
Certification	Must be annually certified by the local host unit agency administrator or designee prior to being made available for assignment.	N/A	N/A	N/A

[1]*Fire suppression modules will be statused, mobilized, and tracked in IROC using the resource identifier "Module, Suppression."*

- [1]***BLM –*** *BLM will not follow these standards. See chapter 2 for standards and certification requirements.*
- [1]***FS –*** *USFS fire suppression modules are used primarily for wildfire suppression, fuels reduction, and other fire management duties.*

Wildland Fire Modules

The primary mission of a wildland fire module (WFM) is to provide an innovative, safe, highly mobile, logistically independent, and versatile fire module with a primary commitment to maintain fire's role as a natural ecological process for wildland fire management and incident operations.

WFMs are comprised of 7-10 firefighters. The WFM program facilitates the use of fire and other management techniques involving planned and unplanned wildland fire events. WFMs are highly skilled and versatile fire crews, which provide technical and ecological-based expertise in the areas of long-term planning, ignitions, holding, and suppression, and fire effects monitoring. For more information, please refer to *NWCG Standards for Wildland Fire Module Operations* (PMS 430).

Wildland Fire Module Policy

All WFM operations will be conducted adhering to the *NWCG Standards for Wildland Fire Module Operations* (PMS 430). Sponsoring units in conjunction with the appropriate GACC will ensure compliance of all WFMs according to the standards set within the PMS 430. The arduous duties, specialized assignments, and operations in a variety of geographic areas require WFMs to have uniform training, agency approved equipment, communications, organization, and operating procedures.

Wildland Fire Module Types and Certification

WFMs ready for assignment will be certified as type 1 WFM (WFM1) or type 2 WFM (WFM2). Refer to the *NWCG Standards for Wildland Fire Module Operations* (PMS 430) for additional information.

Wildland Fire Module Availability Periods

WFMs will have minimum availability periods as defined in the PMS 430. Availability for type 1 WFMs may exceed the minimum period defined. Type 1 WFMs will be available for off unit assignment during the designated 90-day availability period. The module leader will inform the local supervisor and the GACC of any changes to the module's availability.

Wildland Fire Module Organization

Individual module structures vary based on local and agency needs using the following standard positions: module leader/foreman, assistant leader/foreman, lead firefighter, senior firefighter, crewmember.

Minimum Wildland Fire Module Standards for Interagency Mobilization

Note: Other than the qualifications held by the module leader and assistant all other qualifications are not tied to a particular position.

Minimum Standards	Type 1	Type 2
Fireline Capability	Ability to form separate logistically self-sufficient independent groups, fireline construction, complex firing operations (backfire), monitoring, strategic planning, fire reconnaissance, public information	Monitoring, fireline construction, firing to include burnout
Crew Size	7-10	7-10
Module Qualifications	Qualifications are not tied to a particular position within the WFM. All modules will have the following qualifications: RXB2, TFLD, CRWB (other than TFLD), FIRB (other than RXB2), ICT4, 2 ICT5 (other than ICT4), FOBS, 2 FEMO, FFT1 (other than TFLD/CRWB), helicopter long line/remote hookup specialist (HELR) or helicopter crewmember (HECM)	All modules will have the following qualifications: CRWB, FIRB, 2 ICT5, 2 FFT1, 2 FEMO (1 may be a trainee), HELR or HECM
Module Leader Qualifications	TFLD, ICT4, RXB2	CRWB, ICT5, FIRB
Assistant Module Leader Qualifications	CRWB, ICT5, FIRB	FFT1, ICT5

Minimum Standards	Type 1	Type 2
Language Requirement	All senior leadership, including squad bosses and higher, must be able to read and interpret the language of the crew as well as English	Same as type 1
Experience	80% > 1 season	60% > 1 season
Full Time Organized Crew	Yes (work and train as a unit 40 hours per week, 90 continuous days)	Same as type 1
Communications	5 programmable radios	4 programmable radios
Sawyers	2 agency-qualified	1 agency-qualified
Training	As required by the PMS 430 prior to assignment	As required by the PMS 430 prior to assignment
Medical First Responder Training	Yes	Yes
Logistics	Multiple crew-level, agency purchasing authorities	One or more crew-level, agency purchasing authority
Dispatch Availability	Availability determined by sponsoring agency	Availability variable by sponsoring agency
Mobilization Time	Within 2 hours of receipt of resource order when on duty, 8 hours when off duty	Within 24 hours of receipt of resource order
Transportation	Own transportation	Own transportation
Tools and Equipment	Fully equipped for each geographic region	Fully equipped for each geographic region
Specialized Digital, Remote Operations, Monitoring, Equipment	Yes	No
Personal Gear	Arrives with crew first aid kit, personal first aid kit, headlamp, 1 quart canteen, web gear, sleeping bag	Arrives with crew first aid kit, personal first aid kit, headlamp, 1 quart canteen, web gear, sleeping bag
PPE	All standard designated fireline PPE	All standard designated fireline PPE
Certification	Must be annually certified by the regional or state office of the host unit agency administrator or designee prior to being made available for assignment. Follow PMS 430 guidelines.	Must complete the mobilization checklist by the local host unit or agency administrator or designee prior to being made available for assignment. Follow PMS 430 guidelines.

- ***BLM –*** *BLM WFMs will meet standards identified in the NWCG Standards for Wildland Fire Module Operations (PMS 430). In addition, BLM WFMs will meet the following requirements:*
  - *Approval from the Assistant Director, FAD is required prior to establishing and/or statusing new type 1/2 WFMs.*

- *Fire suppression modules and WFMs are separate and distinct resources. The BLM has established standards for fire suppression modules in chapter 2 of this publication. Fire managers and ICs should order the appropriate resource to accomplish incident objectives.*

- ***NPS –*** *Modules are coordinated regionally and mobilized/demobilized through established ordering channels through the GACCs.*

Chainsaw Operators and Fallers

Beyond the NWCG faller qualifications established in PMS 310-1, agencies have established additional evaluation and certification requirements.

- ***BLM/NPS/FWS/BIA –*** *Use of the NWCG position task books (PTB) is required. The requirements for final evaluators for each position are as follows:*
  - *The individual tasks required for completion of the FAL3 PTB must be evaluated by a qualified FAL2 or FAL1. The final evaluator's verification for a FAL3 trainee must be completed by a qualified FAL2 or FAL1.*
  - *The individual tasks required for completion of the FAL2 PTB must be evaluated by a qualified FAL2 or FAL1. The final evaluator's verification for a FAL2 trainee must be completed by a qualified FAL2 or FAL1.*
  - *The final certification of all wildfire faller positions will remain the responsibility of the IQCS certifying official.*
  - *All wildland fire saw operation qualifications are maintained through IQCS and displayed on the incident qualification card.*
    - ***BLM –*** *The individual tasks required for completion of the FAL1 PTB must be evaluated by a qualified FAL1. The final evaluator's verification for a FAL1 trainee must be completed by a qualified FAL1 evaluator. Each BLM state FMO will certify and maintain a list of their current FAL1 evaluators.*
    - ***NPS/BIA –*** *The individual tasks required for completion of the FAL1 PTB must be evaluated by a qualified FAL1. The final evaluator's verification for a FAL1 trainee must be completed by a qualified FAL1.*
    - ***FWS –*** *Follow evaluator qualification requirements listed in the FAL1, FAL2, and FAL3 PTBs.*
- ***BLM –*** *FAL1 evaluator standards and a list of certified FAL1 evaluators are located at https://doimspp.sharepoint.com/sites/blm-fa/fire-operations/SitePages/Policy-and-References.aspx.*
- ***FS –*** *Use of the NWCG combined PTB for FAL1, FAL2, and FAL3 is not authorized for Forest Service use. Forest Service sawyers will continue to use agency-specific certification processes outlined in Forest Service Manual 2358.*

- *Sawyers shall not use saws outside the limits of their certification or qualifications except during formal evaluation proceedings or under the immediate supervision of a higher-qualified sawyer.*
- *All sawyers must comply with FS policy and the FSFAQG requirements for FAL3, FAL2, or FAL1 to operate a chainsaw or crosscut saw on a wildland fire incident. Requirements include:*
  - *Possess a current first aid and cardiopulmonary resuscitation (CPR) certification (FSH 6709.11, sec 52.3).*
  - *Initially complete a nationally recognized sawyer training course (NWCG Standards for Wildland Fire Chainsaw Operations, S-212).*
  - *Completion of a field proficiency evaluation with appropriate saw operator skill level noted on their National Sawyer Certification Card.*
- *The National Sawyer Certification Card is valid for 3 years and is subject to review any time prior to expiration. Minimum requirements for sawyer training and field proficiency reevaluation include:*
  - *Completion of a knowledge refresher (classroom or field) and a field proficiency evaluation equivalent to the initial evaluation.*
  - *Sawyer instructors are required to be recertified by instructing at least one nationally recognized sawyer training curriculum (NRSTC) or refresher NRSTC every three years.*
- *FS sawyers may function as evaluators for partner agencies using the FAL3 and FAL2 PTB.*
- *Fallers who are certified or recertify after October 1, 2014, will be required to be certified in progression (i.e., must be FAL3 to be FAL2). However, if the initial evaluation is FAL2, the account manager shall grant the position competency for FAL3. Those certified initially as FAL1 will have position competencies for FAL2 and FAL3 granted.*
- *FS will accept other agency chainsaw certifications on incidents occurring on FS lands provided they meet NWCG minimum standards.*
- *FS will accept a transferring employee's faller qualification if it was certified following the PMS 310-1 standard.*

- ***BIA –** Use of FAL1, FAL2 and FAL3 PTBs is mandatory and not up to unit discretion.*

Position Code	*Performance Currency*	*Training Currency*	*Fitness Level*	*CPR*	*First Aid and Bloodborne Pathogens*
FAL3	*3 years*	*S-212*	*Arduous*	*2 years*	*3 years*
FAL2	*3 years*	*S-212*	*Arduous*	*2 years*	*3 years*
FAL1	*3 years*	*Qualification maintained through performance in the position*	*Arduous*	*2 years*	*3 years*

- *The FAL1 that needs to be recertified every 3 years may be recertified by other agencies.*
- *BIA will accept other agencies FAL1 credentials upon hire.*
- *Emergency firefighter (AD) chainsaw operators – Chainsaw training is authorized for AD employees who are required to operate chainsaws for fire suppression or hazardous fuels reduction project work. Supervisors of type 2 and type 2 initial attack crews who have employees who operate chainsaws must have emergency medical response capabilities. The possession of emergency response capabilities can be fulfilled through one of the following two options: 1) Crews will minimally possess one or more individuals who are currently certified to administer CPR and provide first aid. 2) If the crew does not possess this capability, other provisions must be made by the supervisor to provide these services while engaged in chainsaw operations.*

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Chapter 14
Firefighting Equipment

Introduction

The agency wildland fire program equipment resources include engines, dozers, water tenders, and other motorized equipment for fire operations.

Policy

Each state/region will comply with established standards for training, equipment, communications, organization, and operating procedures required to effectively perform arduous duties in multi-agency environments and various geographic areas.

Firefighting Engine/Water Tender Common Standards

Driving Standard

Refer to driving standards in chapter 7.

- ***BIA –*** *Refer to chapter 6 for BIA-specific motor vehicle policies. BIA and DOI policies require all personnel who operate a vehicle with a gross vehicle weight (GVW) over 26,000 pounds to have a valid commercial driver's license (CDL).*

Engine/Tactical Water Tender Water Reserve

Engine/tactical water tender operators will maintain at least 10 percent of the pumpable capacity of the water tank for emergency engine protection and drafting.

Chocks

At least one set of wheel chocks will be carried on each engine/water tender and will be properly utilized whenever the engine is parked or left unattended. This includes engine/water tender operation in a stationary mode without a driver "in place."

Fire Extinguisher

All engines/water tenders will have at least one 5 lb. (minimum), ABC-rated fire extinguisher, either in full view or in a clearly marked compartment.

Nonskid Surfaces

All surfaces will comply with National Fire Protection Association (NFPA) 1906 Standard for Wildland Fire Apparatus requirements.

First Aid Kit

Each engine/water tender shall carry, in a clearly marked compartment, a fully equipped 20–25-person first aid kit.

- ***BLM –*** *Fire First Response Kits will be carried in all Working Capital Fund 600-class fire vehicles (excluding trailers).*

Gross Vehicle Weight

Each engine and water tender will always have an annually certified weight slip in the vehicle. Weight slips will show individual axle weights and total GVW. Operators of engines and water tenders must ensure that the maximum certified gross vehicle and axle weight ratings are never exceeded, including gear, personnel, and fuel. The National Fire Protection Association (NFPA) 1906 standard of 250 pounds per seat position for each person and their personal gear will be used to calculate the loaded weight.

- ***FS –*** *Refer to FSH 7109.19, chapter 30 for calculation of rough road factor reduction for driving on rough or unsurfaced roads.*

Speed Limits

Posted speed limits will not be exceeded.

Lighting

Headlights and taillights will be illuminated while the vehicle is in motion.

All new orders for fire engine apparatus will include an overhead lighting package in accordance with agency standards. Lighting packages will meet NFPA 1906 standards at the time of manufacture. Engines currently in service may be equipped with overhead lighting packages. A red, white, and amber combination is the accepted color scheme for wildland fire.

Emergency Light Use

Emergency lighting will be used only during onsite wildland fire operations or to mitigate serious safety hazards. Overhead lighting and other emergency lighting must meet State code requirements and will be illuminated whenever the visibility is reduced to less than 300 feet.

- ***BLM/NPS/FWS/BIA –*** *See agency chapters or policy for specific guidance.*
- ***FS –*** *See FSM 5120, FSM 5130, and FSH 5109.16 for red lights and sirens policy.*

Fire Equipment Maintenance and Inspections

Apparatus safety and operational inspections will be accomplished either on a post-fire or daily basis. Offices are required to document these inspections. Periodic maintenance (as required by the manufacturer) shall be performed at the intervals recommended and properly documented. All annual inspections will include a pump performance test to ensure the pump/plumbing system is operating at desired specifications (pressure and gallons per minute).

Mobile Attack (Pump and Roll)

Firefighters must be seated and belted within an enclosed cab or walking alongside the apparatus during mobile attack (pump and roll) operations. Riding, standing, or seated on the exterior of the apparatus is prohibited. Utilization of the NFPA 1906 “on-board pump-and-roll fire-fighting position” if equipped, is not permitted.

Firefighting Engines

Operational Procedures

All engines will be equipped, operated, and maintained within guidelines established by the Department of Transportation (DOT) and regional/state/local operating plans. All personnel assigned to agency fire engines will meet all gear weight, cube, and manifest requirements specified in the *National Interagency Mobilization Guide*.

Engine Typing

Engine typing and respective standards have been established by the National Wildfire Coordinating Group (NWCG) and are available at https://www.nwcg.gov/publications/pms200.

Engine Type	Structure		Wildland Engines				
Components	***1***	***2***	***3***	***4***	***5***	***6***	***7***
Tank Minimum Capacity (gal)	300	300	500	750	400	150	50
Pump Minimum Flow (GPM)	1000	500	150	50	50	50	10
@ Rated Pressure (PSI)	150	150	250	100	100	100	100
Hose 2½”	1200	1000	-	-	-	-	-
Hose 1½”	500	500	1000	300	300	300	-
Hose 1”	-	-	500	300	300	300	200
Ladders (per NFPA 1901)	Yes	Yes	-	-	-	-	-
Master Stream 500 GPM (minimum)	Yes	-	-	-	-	-	-
Pump and Roll	-	-	Yes	Yes	Yes	Yes	Yes
Maximum GVWR (lbs.)	-	-	-	-	26,000	19,500	14,000
Personnel (NWCG minimum)	4	3	3	2	2	2	2

- ***FS –*** *See https://www.fs.usda.gov/managing-land/fire/engines for description of Forest Service national engine standards.*

Fire Engine Staffing

For type 4, 5, 6, and 7 engines, minimum staffing is two individuals one of which is engine boss qualified.

For type 3 engines, minimum staffing is three individuals, including an engine boss.

- ***BLM –*** *For BLM engine staffing requirements, see chapter 2.*
- ***NPS –*** *For NPS engine staffing requirements see chapter 3.*

Engine Inventories

An inventory of supplies and equipment carried on each vehicle is required to maintain accountability and to obtain replacement items lost or damaged on incidents. Refer to agency-specific requirements regarding standard inventory for engines.

- ***BLM –*** *Refer to https://doimspp.sharepoint.com/sites/blm-fa/fire-operations/SitePages/NFEP-Policy-Resources.aspx.*
- ***FWS –*** *Refer to Fire Management Handbook, chapter 14.*

Water Tenders

Water Tender Typing

Water tender typing and respective standards have been established by NWCG. https://www.nwcg.gov/publications/pms200

Water Tender Type	Support			Tactical	
Requirements	***S1***	***S2***	***S3***	***T1***	***T2***
Tank Capacity (gal)	4000	2500	1000	2000	1000
Pump Minimum Flow (GPM)	300	200	200	250	250
@Rated Pressure (PSI)	50	50	50	150	150
Maximum Refill Time (mins)	30	20	15	-	-
Pump and Roll	-	-	-	Yes	Yes
Personnel (min)	1	1	1	2	2

Water Tender Qualifications and Staffing Standards

- **Water Tender (Non-Tactical)**
  - **Qualifications:** CDL (tank endorsement)
    - ***BLM –*** *Refer to the Federal Wildland Fire Qualifications Supplement.*
  - **Staffing:** A water tender (non-tactical) may be staffed with a crew of one driver/operator when used in a support role as a fire engine refill unit or for dust abatement. These operators do not have to pass the work capacity test (WCT) but are required to take annual refresher training.
    - ***BLM –*** *A WCF class-669, non-tactical water tender may be staffed with a crew of one driver/operator when it is used in a support role as a fire engine refill unit or for dust abatement. These operators will pass the moderate WCT), take BL-300/RT-301 and annual*

refresher training, and possess a CDL with tank endorsement and air brake endorsement (if applicable).

- **Water Tender (Tactical)**
  Tactical use is defined as "direct fire suppression missions such as pumping hose lays, live reel use, running attack, and use of spray bars and monitors to suppress fires."
  - **Qualifications:**
    - ***BLM** – engine operator (ENOP), CDL (tank endorsement) and airbrakes endorsement (if applicable).*
    - ***NPS/FWS** – engine boss (ENGB), CDL (tank endorsement)*
    - ***FS** – firefighter, type 1 (FFT1), CDL*
  - **Staffing:** Tactical water tenders will carry a minimum crew of two:
    - ***BLM** A WCF class-669 tactical water tender shall be staffed with minimum crew of one engine operator (ENOP) and one firefighter, type 2 (FFT2).*
    - ***NPS/FWS** – One ENGB and one FFT2.*
    - ***FS** – One FFT1 and one FFT1/FFT2.*

Dozers/Tractor Plows

Dozer/Tractor Plow Training and Qualifications

Agency wildland fire dozers/tractor plows will be staffed with personnel that meet the training and experience standards for dozer operator (DZOP) or dozer operator initial attack (DZIA) per the *Federal Wildland Fire Qualifications Supplement*. While on fire assignments, all operators and support crew will meet personal protective equipment (PPE) requirements.

Dozer/Tractor Plow Operational Procedures

- Agency-owned-and-operated dozer/tractor plows will be equipped with programmable two-way radios, configured to allow the operator to monitor radio traffic.
- Agency and contract dozer/tractor plows will have agency-supplied supervision when assigned to any suppression operations.
- Contract dozers must be provided with radio communications, either through a qualified heavy equipment boss (HEQB) or an agency-supplied radio. Contract dozer/tractor plows will meet the specifications identified in their agreement/contract.
- Operators of dozer/tractor plows and transport equipment will meet DOT certifications and requirements regarding the use and movement of heavy equipment, including driving limitations, CDL requirements, and pilot car use.

All-Terrain Vehicles/Utility-Terrain Vehicles

The operation of all-terrain vehicles (ATV)/utility-terrain vehicles (UTV) can be high risk. The use of ATVs/UTVs should be evaluated to ensure that use is essential to accomplish the mission, rather than for convenience.

- ***BLM –*** *BLM personnel will not use ATVs for any wildland fire management activity, including preparedness, suppression, prescribed fire, hazardous fuels reduction, post-fire rehabilitation, and emergency stabilization and restoration, regardless of incident jurisdiction or project/activity location. The State directors, assistant state directors and the Director, National Operations Center have the authority to approve exceptions to this policy on a case-by-case basis. All requests for exceptions must be in writing and will include:*
  - *A description of how the ATV is essential for the performance of official duties;*
  - *Analysis of the alternatives that were considered;*
  - *Justification for an ATV being the only viable alternative; and*
  - *Concurrence by the applicable field manager, district manager, district safety manager, and the state/center safety manager.*

  Cost is not a basis for approval of an exception and no exceptions may be made to the existing ban on industrial use of ATVs.
- ***BIA –*** *All BIA programs will cease the procurement of ATVs used for wildland fire management activities (including preparedness, suppression, prescribed fire, hazardous fuels reduction, post-fire rehabilitation, and emergency stabilization and restoration). BIA personnel will not utilize ATVs for any wildland fire management activities, regardless of incident jurisdiction or project/activity location.*
- ***BIA –*** *Programs may continue to procure and utilize other commercially available UTVs, provided the vehicle has manufactured-installed seat belts, a steering wheel, is a multi-seat or newly available single-seat model, and is equipped with a certified rollover protection structure (ROPS) designed and installed by the original equipment manufacturer as standard equipment.*
- ***BLM/BIA –*** *Employees of cooperating agencies/entities may utilize ATVs on BLM/BIA incidents if allowed by their individual agency/entity policy.*

ATV/UTV operators will meet the training and certification requirements of their agency; employees certified by their agency will be considered qualified ATV/UTV operators regardless of incident jurisdiction. Common policy requirements for wildland fire operations are highlighted below:

- A job hazard analysis (JHA)/risk assessment (RA) must be completed and approved by the supervisor prior to vehicle operation.
- All personnel authorized to operate an ATV/UTV must first complete agency-specific or manufacturer-provided training in safe operating procedures and appropriate PPE.
  - ***BLM –*** *BLM offices may use either UTV training that is commercially available from the Recreational Off-Highway Vehicle Association (ROHVA) or continue to use the current version (8/2018) of the BLM UTV Operator Field Training Range Cards to train their employees who use UTVs. If offices choose to use ROHVA's driver course, they must continue to train employees on UTV loading/unloading, trailer*

use, and winch operations as prescribed in lesson plans eight through ten of the BLM UTV range cards prior to employees engaging in these activities. This change does not affect the requirement for UTV riders to complete the DOI Talent course, "Introduction to Utility Terrain Vehicle Operation" as a prerequisite to the field training provided by either ROHVA or the BLM range cards.

- Reevaluation/Recertification – Operators shall be reevaluated every three years. Infrequent users (less than 16 hours of riding a year) shall have a check ride prior to scheduled use of an ATV/UTV.
- Specific authorization for ATV/UTV use is required. All ATV/UTV operations must hold a valid Motor Vehicle Operator's Identification Card, OF-346, or agency equivalent.
  - ***BLM –*** *Upon completion of UTV training and operator certification requirements, UTV operator (UTVO) will be placed on the employee's incident qualification card. Incident Qualifications and Certification System (IQCS) certifying officials are responsible for verifying that UTV operator qualifications are current, and that the UTVO qualification is removed from the incident qualification card if training, certification, or currency requirements lapse.*
  - ***NPS/FWS –*** *Upon completion of agency-specific ATV/UTV training and operator certification requirements, All-terrain vehicle operator (ATVO) will be placed on the employee's incident qualification card. IQCS certifying officials are responsible for verifying that ATV/UTV operator qualifications are current, and that the ATVO qualification is removed from the incident qualification card if agency-specific training, certification, or currency requirements lapse.*
  - ***NPS –*** *All off-highway vehicle (OHV) operators (including ATV/UTV) must hold a valid State motor vehicle operator's permit. Operating restrictions (e.g., use of corrective lenses) identified on the operator's permit must be adhered to while operating an OHV. NPS ATV operators must be qualified at either the basic or advanced level as described in Reference Manual-50B (RM-50B) depending on the hazard potential of the operation. All ATV operators shall be provided refresher training each year in accordance with a JHA and reevaluated by an ASI-certified trainer every 3 years. The reevaluation shall be documented. RM-50B, appendix B (ATV Operator Accountability/Certification Tracking Record) may be used to document the reevaluation. Further information on ATV/UTV use is found in RM-50B.*
  - ***BIA –*** *Upon completion of UTV training and operator certification requirements, UTV operator (UTVO) will be placed on the employee's Incident qualification card. IQCS certifying officials are responsible for verifying that UTV operator qualifications are current, and that the UTVO qualification is removed from the Incident qualification card if training, certification, or currency requirements lapse.*

- ATVs can only have a single rider—passengers are prohibited even if the ATV is designed for two riders.
- UTVs passengers are limited to the number of seats installed by the manufacturer. The operator and passenger(s) must use seatbelts while the vehicle is in motion.
- Operators must use required PPE while loading/unloading ATV/UTV.
- Cargo loads shall be loaded and secured as to not affect the vehicle's center of gravity and shall not exceed manufacturer's recommendations for maximum carrying capacity; and
- When transporting external fuel containers with a UTV/ATV, a 5 lb., class BC fire extinguisher must be secured to the UTV/ATV.

Required PPE

ATV Head Protection for Wildland Fire Operations

- ATV helmets must be always worn during ATV operations (on and off the fireline); and
- ATV helmets must meet Snell SA2010, SA2015, or DOT certification.
  - A ¾-face model meeting Snell SA2010, SA2015 certification is acceptable for use.
  - Use of half "shorty" helmets requires a JHA/RA for fireline use and must include justification for its use. Refer to the National Technology and Development Program (NTDP) formerly known as Missoula Technology and Development Center (MTDC) *Tech Tip* publication, *A Helmet for ATV Operators with Fireline Duties* (0651-2350-MTDC).

UTV Head Protection for Wildland Fire Operations

- Helmets must meet DOT, American National Standards Institute (ANSI) Z90.1; or Snell SA2010, SA2015 certification unless:
  - UTV is used for low speeds and smooth travel surfaces, administrative use (e.g., campgrounds, incident base camps) UTV operators are not required to wear helmets; or
  - UTV is equipped with approved rollover protection system (ROPS)
- ***BLM –*** *A comprehensive and properly prepared RA of the specific conditions demonstrates no more than a medium residual risk level, then a helmet meeting NFPA 1977 or ANSI Z 89.1 type 1, class G standards may be worn with chin strap secured in place under chin.*
- ***NPS –*** *Approved helmets are required for UTV operations that are rated moderate (amber) or high (red) using the "ORV Risk Assessment Tool" included in the NPS Off-Highway Vehicle Policy.*
- ***FWS –*** *Per 243 FW 6.6 B.1, a hardhat meeting NFPA 1977 or ANSI Z 89.1 standards may be worn with chin straps secured in place unless the risk assessment for the operation dictates wearing a securely fastened motorcycle helmet.*
- ***FS –*** *UTV helmet (for fire use): must meet the policy within the Safety Handbook (6709.11), chapter 70, 71.12; Exhibit 01 states "Specialized Equipment, such as ATVs, UTVs, Dirt Bikes, Snowmobiles (Department of*

Transportation-approved helmet).” Wearing hardhats while driving or riding on a UTV is not allowed. Forest Service policy provides no exception to the helmet requirement for low speeds, smooth travel surfaces, or administrative use. UTV helmet (for fire use) requirements are the same as ATV use. Helmets must meet Snell, or DOT ANSI certification. A ¾-face model meeting Snell or DOT certification is acceptable for use. Use of half “shorty” helmets requires a JHA/RA for fireline use approved by the incident commander (IC) or relevant line officer and must include justification for its use. Refer to MTDC Tech Tip 5 publication, A Helmet for ATV Operators with Fireline Duties (0651-6 2350-MTDC).

- ***BIA –*** *UTV helmet (for fire use) must be worn. Helmets must meet DOT, ANSI Z90.1: or Snell SA2010, SA2015 certification. Hardhats are not approved for wildland fire operations (non-administrative use).*

Eye Protection

- Eye protection (goggles, face shield, or safety glasses) is not required for a UTV equipped with an original manufacturer windshield that protects the face from branches, flying debris, etc., unless otherwise required by an associated industrial use activity or JHA/RA.

Other Protection

If operating an ATV/UTV on the fireline, the following are required:

- Leather or leather-/flame-resistant combination gloves. Flame-resistant flight gloves or NFPA-1977-compliant driving gloves can be used by heavy equipment operators, drivers, and fireline supervisors when not using fireline hand tools.
- National-Fire-Protection-Association-(NFPA)-1977 compliant, long-sleeved, flame-resistant shirt (yellow recommended).
- NFPA-1977-compliant, flame-resistant trousers.
- Wildland fire boots.
- Appropriate head protection as described above.
    - ***FS –*** *Shirt, trousers, and gloves used by USFS personnel must meet Forest Service specification 5100-91 (shirt), 5100-92 (trousers), 6170-5 (gloves), or be NFPA 1977 compliant.*

ATV/UTV operator shall carry a personal communication device (e.g., two-way radio, cellular phone, or satellite phone).

All other ATV/UTV specific guidance is found in the respective agency’s policy:

- ***BLM –*** *Refer to BLM Handbook 1112-1, chapter 17.*
- ***NPS –*** *Refer to RM-50B Occupational Health and Safety, Section 6.1 Off-Highway Vehicle Safety at https://www.nps.gov/policy/RM50Bdoclist.htm.*
- ***FWS –*** *Refer to 321 FW 1.*

Vehicle Cleaning/Invasive Species Prevention

Refer to chapter 11 for guidance on minimizing potential transmission of invasive species.

Incident Remote Automated Weather Stations

Incident remote automated weather stations (IRAWS – NFES 5869) are readily deployable, portable weather stations that may be utilized in unprepared locations to monitor local weather conditions. IRAWS are intended for use on or near the fireline or at other all-hazards incidents and are installed by National Interagency Fire Center (NIFC) technicians and operated as desired by fire behavior analysts (FBAN) and/or incident meteorologists (IMET) to record and distribute real time weather data.

National resource IRAWS systems are cached at NIFC and may be ordered through standard equipment resource ordering systems. Following release from an incident, these stations must be returned to the Remote Sensing/Fire Weather Support Unit (RSFWSU) at NIFC for maintenance, recalibration, and redeployment.

Aerial Ignition Devices

Information on types of aerial ignition devices, operational guidelines, and personnel qualifications may be found in the *NWCG Standards for Aerial Ignition* (PMS 501) available at https://www.nwcg.gov/publications/501.

Ground Ignition Devices and Transporting/Dispensing Fuel

For ground ignition devices, follow the *NWCG Standards for Ground Ignition Equipment* (PMS 443) for operational guidelines, personnel qualifications, and equipment selection. https://www.nwcg.gov/publications/443

- ***BLM –*** *A 10 lb., class BC fire extinguisher is required for UTVs equipped with a ground ignition device.*

For transporting and dispensing fuel, follow *NWCG Standards for Transporting Fuel* (PMS 442) found at https://www.nwcg.gov/publications/442 or agency-specific guidance.

- ***BLM –*** *All Drip torches must meet United States Forest Service (USFS) specification 5100-614.*
- ***NPS –*** *Follow the Forest Service standard for military style jerrican (UN 3A1) (PMS 442, page 8).*
- ***FS –*** *Direction is found in FSH 6709.11.*

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Chapter 15
Communications

Policy

Agency-specific policies for radio communications may be found in:

- *Department of Interior (DOI), Department Manual, Radio Communications Handbook* (377 DM).
- *USDA Forest Service Handbook* (FSH) 6609.14, chapters 10-40 and *Forest Service Manual (FSM) 6600 Systems Management*, chapter 6640 – Telecommunications.

Dispatch Recording Devices

Recording of phone calls without all party's prior knowledge and consent is not permitted. Recording of radio traffic is appropriate.

- ***BLM –*** *Radio recording devices will be used by BLM dispatch offices or any interagency office dispatching BLM resources. Follow the fire dispatch audio tapes records retention and disposition schedule at https://doimspp.sharepoint.com/sites/blm-oc-dirm/BLMrec/Records%20Schedules/Combined_Records_Schedules_01-32.pdf*

Cellular/Smartphone/Satellite Phone Communications

Cellular/smartphone/satellite telephones will not be used to communicate tactical or operational traffic unless no other means are available. Cellular/smartphone/satellite telephones will not be used for flight following in lieu of normal flight following procedures. Telephone/smartphone/satellite communications may be used for logistical purposes.

Refer to chapter 7 for policy regarding use of mobile devices while operating a vehicle.

Radio Communications

Radio communications provide for the information needed for the command/control and safety of personnel and resources.

Radio Contracts

Radios used for fire and aviation activities must be approved by the National Interagency Incident Communication Division (NIICD). Information on contracts, software, hardware requirements, and approved radios is available at https://www.nifc.gov/resources/NIICD, or contact your agency Telecommunications Department or the NIICD engineer at (208) 387-5720.

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- ***BLM –*** *For information on BLM contracts, software, and hardware requirements and approved radios, contact the Branch of Radio Operations (FA-332) at (208) 387-5881.*

Radio Frequency Management

Under Executive Order 13556 and in accordance with DOI/USDA policies and guidelines, all documents which include DOI/USDA frequencies are considered to be Controlled Unclassified Information (CUI) and must be controlled and marked as such following the guidance of the *National Archives CUI Marking Handbook*, version 1.1.

Therefore, any documents containing frequency information whose dissemination is not controlled with a password, must be labeled at the top and bottom of each page with "CUI" and controlled as such.

Frequency-modulated (FM) and amplitude-modulated (AM) frequencies are approved and assigned by a designated Washington Office (WO) Frequency Manager and managed by State and local communications officers. Frequencies shall not be transmitted without written permission from formally appointed frequency management personnel at the local, state, regional, or national level.

Radio interference must be reported to National Interagency Fire Center (NIFC) communications duty officer (CDO)/communications coordinator (COMC) when assigned) when adversely impacting incident communications. Minimum reporting information: location, radio frequency, time and date (including interference duration), and sound or source for interference.

Daily, Initial Attack and Airtanker Base Frequency Management

Frequency assignments for normal daily and initial attack operations are made on a permanent basis and are requested through the normal radio frequency authorization process from the local, State, regional or national level designated frequency management personnel.

For air operations, the NIFC CDO coordinates annually with the Forest Service and DOI frequency managers to provide initial attack air-to-ground (A/G) FM frequencies, and with the Federal Aviation Administration (FAA) to provide initial attack air-to-air (A/A) AM and airtanker base frequencies.

Initial attack A/G FM frequencies are carefully engineered for use by Forest Service and DOI frequency managers to ensure that the frequencies will not cause interference to, or receive interference from, other licensed users. These frequencies are authorized for use **only** within their assigned frequency zone boundaries. Any use of these frequencies outside of the frequency zone boundaries may cause interference with other authorized users and will be considered a safety violation in regards to the protection of life and/or property and could have major consequences. Therefore, any changes to dispatch areas

that result in being responsible for areas outside of the existing frequency boundaries must result in a coordinated effort between dispatch centers, ensuring that only frequencies assigned within the appropriate frequency zone are used. Updated frequency information is coordinated annually with the Geographic Area Coordination Centers (GACC).

On an annual basis the FAA engineers airtanker base frequencies and initial attack A/A AM frequencies for use by the wildland fire community. The airtanker base frequencies are engineered for use within a 40-nautical-mile radius (unless otherwise specified) from the base center point and the initial attack A/A AM frequencies are engineered for use **only** within their assigned frequency zone boundaries. Both are designed for use below 5,000 feet above ground level (AGL). These frequencies are engineered by the FAA to minimize the risk of causing interference with civilian aircraft or airports located within the same geographic areas. Any use of these frequencies outside of the provided service volume is considered a major safety violation by the FAA and may result in the removal of and/or denial of use for those frequencies.

All initial attack frequency assignments are depicted on maps disseminated annually by the CDO through the File Transfer Protocol (FTP) site. For access to the FTP site, contact the CDO.

Mutual Aid Frequency Management

Mutual aid frequency sharing agreements can be made at the local level. Agreements are only approved in the specific location where assigned.

Prohibited

- Use of mutual-aid-frequency outside assigned area; and
- Formal agreements for mutual aid using NIFC national fire frequencies.

Exception

- Agency with Radio Frequency Authorization (RFA) approved by National Telecommunications Information Agency (NTIA) for frequency in the NIFC Channeling Plan; notification and coordination with NIFC CDO required.

Incident Frequency Management

National level coordination and assignments of incident frequencies is the responsibility of NIICD and is performed by the NIFC CDO.

When communications requirements exceed normal operations, the NIFC CDO may request that GACCs assign a communication coordinator (COMC) to facilitate geographic area frequency management. Additional information is in the *National Interagency Mobilization Guide*.

- Frequencies for type 1 and 2 incidents are assigned by the NIFC CDO and are managed by a qualified communications unit leader (COML). The COML will request, assign, and report all frequencies used on the incident to the NIFC CDO/COMC. This will include the request and assignment of all aircraft frequencies. Frequency use will be documented on the ICS-205 (Incident Radio Communications Plan) and on ICS-220 (Air Operation Summary) forms. These completed forms will be made available to incident personnel in the incident action plan (IAP).
- Type 3 incidents, or other incidents that do not have an assigned COML, will coordinate and request all frequency and communication equipment needs through the COMC and/or the NIFC CDO.

If additional frequencies are required, the COML will order them through the established ordering process.

Additional frequencies may be available on a temporary basis and may be requested by the NIFC CDO from the Washington Office (WO) spectrum managers when:

- The NIICD national frequencies are all committed within a specific geographic area; and/or
- New incidents within a complex create a need for additional frequencies; and/or
- The fire danger rating is extreme and the potential for additional new incidents is high; and/or
- There is frequency congestion due to incidents in close proximity.

Aviation Operations Frequency Management

- Air-to-air: AM frequencies are requested via the NIFC CDO who then coordinates with the FAA. Frequencies are engineered by the FAA with a service volume of 20 nautical mile (NM) radius with 5,000-feet AGL from incident latitude/longitude or other provided center point. If the needs of the incident require a larger radius, a request should be made through the NIFC CDO to be coordinated with the FAA.
- Air-to-ground: FM frequencies will be authorized by agency frequency managers and coordinated and assigned by the NIFC CDO. Frequencies are assigned for incident use with a service volume of 20 NM radius from incident latitude/longitude or other provided center point and 3,000-feet AGL per agency RFA.
- With the exception of an emergency, aircraft shall **not** transmit over NIICD command repeaters.

Both AM and FM aviation frequency assignments will be used on an interagency basis and a master record of these assignments is maintained by the NIFC CDO.

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Preassigned National Frequencies

National Air Guard Frequency (168.6250 MHz)

A national interagency air guard frequency will be used for emergency aviation communications. Continuous monitoring of this frequency is mandatory by agency dispatch centers and aircraft. A Continuous Tone-Coded Squelch System (CTCSS) tone of 110.9 Hz must be used when transmitting on the National Air Guard Frequency. This frequency must be programmed into the last channel of every group in fire handheld radios.

This frequency, 168.6250 MHz, is only used for:

- Air-to-air emergency contact and coordination;
- Ground-to-air emergency contact; and
- Initial call, recall, and redirection of aircraft when no other contact frequency is available.

National Flight Following Frequency (168.6500 MHz)

The National Flight Following frequency is used to monitor interagency and contract aircraft. All aircraft on point-to-point or mission flights should establish/terminate flight following and confirm Automated Flight Following (AFF) on the National Flight Following frequency.

The National Flight Following frequency is to be used for flight following, dispatch, or redirection of aircraft. No other uses, including tactics and logistics, are authorized.

All dispatch centers/offices will monitor the National Flight Following frequency at all times. A CTCSS tone of 110.9 must be used when transmitting and receiving on the National Flight Following frequency.

Smokejumper and Rappel/RADS Air-to-Ground Frequency (168.5500 MHz)

Frequency 168.5500 MHz is primarily dedicated as a national air-to-ground tactical channel for smokejumper operations within the DOI, USDA, and other agencies. Secondary use is authorized for BLM and USFS Rappel/Rope Assisted Delivery System (RADS) aerial delivery operations. The channel must be toned on both transmit and receive for all smokejumper and RADS teams to ensure that interference issues are avoided. Smokejumpers will use tone 123.0, and RADS will use 110.9. Use of this frequency other than for the delivery of aerial firefighters is prohibited.

Governmentwide Area Common User Frequencies (163.1000 MHz, 168.3500 MHz)

Shared frequencies 163.1000 and 168.3500 MHz are used on a non-interference basis and are not exclusive to any user. These frequencies are not to be used for

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air-to-ground operations and are prohibited by DOI and USDA from use as a frequency during operations involving the protection of life and property.

- **NOTE:** When traveling between incidents, be sure to monitor for incident radio traffic in the area before using these frequencies.

National Interagency Fire Tactical Frequencies
Shared frequencies 168.0500 MHz, 168.2000 MHz, 168.6000 MHz, 168.2500 MHz, 166.7250 MHz, 166.7750 MHz are approved for ground tactical operations (line of sight) on incidents.

Prohibited use includes:
- Air-to-air communications; and
- Air-to-ground communications.

Permission to use these frequencies requires **prior approval** from the NIFC CDO (or COMC when mobilized).

Incident Radio Support

All National Incident Radio Support Cache (NIRSC) communications equipment will be returned to NIFC immediately after the incident is turned over to the local jurisdictional agency unless otherwise coordinated with the NIICD CDO/COMC.

To meet the high demand for NIRSC communications equipment during peak fire seasons, please follow the following NIRSC basic operating procedure when shipping communications equipment back to NIFC:

Preparedness Level 1-2
- Return communications equipment by lowest cost
- Return any unused or broken equipment to NIRSC

Preparedness Level 3-4
- Expedite communications equipment return by best means
- Return any unused or broken equipment to NIRSC
- Ground freight if possible
- Should arrive at NIRSC within 4-5 days

Preparedness Level 5
- Return communications equipment by fastest means
- Return any unused or broken equipment to NIRSC
- Overnight NIRSC equipment if possible
- Utilize local drivers for GACCs within 8-hour drive time from NIRSC

Note: The ordering incident is responsible for returning and/or coordinating all NIRSC radio equipment directly back to NIFC by; arranging shipping through

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the local buying team, arranging shipping through the local district office, or arranging shipping through the local supply caches.

NIRSC communications equipment shall NOT be moved from one incident to another without being first returned to NIRSC for refurbishment. Unused and sealed equipment may be moved, but only upon approval of the NIFC CDO or COMC.

Military Communications on an Incident

Military units assigned to an incident are provided NIRSC communications equipment. Each battalion is typically assigned 80 handheld radios. Intercrew communications within a military unit is provided by the military on their radios and frequencies. All incident frequencies are assigned by the COML using form ICS-205.

Some military units have aviation VHF-FM radios compatible with civilian systems. Other units must be provided VHF-FM radios prior to dispatch to an incident. Wiring harnesses and radios will be ordered by the incident. The resource order will include a request for qualified personnel from NIICD to perform the installation of the equipment.

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Chapter 16
Aviation Operations and Resources

Purpose and Scope

Aviation resources are one of a number of tools available to accomplish fire-related land management objectives.

Aviation use must be prioritized based on management objectives and probability of success.

The effect of aviation resources on a fire is directly proportional to the speed at which the resource(s) can initially engage the fire, the effective capacity of the aircraft, and the deployment of ground resources.

These factors are magnified by flexibility in prioritization, mobility, positioning, and utilization of the versatility of many types of aircraft.

In addition to the priorities listed in the *National Interagency Mobilization Guide*, chapter 10 under headings "Total Mobility" and "Priorities," mobilization of aircraft should be based on optimizing the use of exclusive-use, contracted aircraft. Call-when-needed (CWN) aircraft will be the last ordered and the first released. The exception to this is use for initial action response and capability.

Risk management is a necessary requirement for the use of any aviation resource. The risk management process must include risk to ground resources and the risk of not performing the mission, as well as the risk to the aircrew.

Organizational Responsibilities

National Office – Department of Interior

Office of Aviation Services

The Office of Aviation Services (OAS) is responsible for the coordination of aviation policy development and maintenance management within the agencies of the Department of the Interior (DOI). The OAS has no operational responsibility. The OAS provides aviation safety program oversight, accident investigation, and inspection/approval of aircraft and pilots for DOI agencies.

Bureau of Land Management

The National Aviation Office (NAO) develops BLM policy, procedures, and standards and maintains functional oversight and facilitates interagency coordination for all aviation activities. The principal goals are safety and cost-effectiveness. The NAO supports BLM aviation activities and missions, including fire suppression, through strategic program guidance, managing aviation programs of national scope, coordination with OAS, and interagency partners. The Fire and Aviation Directorate has the responsibility and authority, after consultation with state fire management officers (FMO), for funding and acquisition of all fire aircraft, prioritizing the allocation of BLM aircraft on a bureauwide basis, and approving state office requests to acquire supplemental

aircraft resources. Refer to *BLM National Aviation Plan and Manual 9400* for aviation policy and guides. Refer to 112 DM 12 for a list of responsibilities.

National Park Service

The Branch of Aviation develops NPS policy, procedures, and standards for all fire and non-fire aviation activities. This includes providing guidance on fire suppression, as well as standardizing aviation programs at the national level, coordinating with OAS and interagency partners. The Branch of Aviation also has responsibility for operational execution of the aviation program. The branch ensures personnel receive aviation training, provides internal training for fleet pilots, has responsibility for quality assurance and quality control of park aviation programs and provides fiscal analysis to determine numbers and types of aircraft for the NPS.

Bureau of Indian Affairs

The NAO is responsible for supporting all BIA aviation programs through an active and professional aviation organization that:

- Develops and coordinates efficient aviation policy and management processes;
- Provides guidance for aviation programmatic and operational risk management;
- Leads aviation safety assurance and promotion programs;
- Provides aircraft acquisition support as specified by Indian Affairs management objectives; and
- Develops and promotes a skilled aviation management workforce.

National Office – U.S. Department of Agriculture

Forest Service

The FS has responsibility for all aspects of its aviation program, including aviation policy and budget development, aircraft acquisition, aircraft operations, aviation safety and risk management, budget, pilot standardization, and airworthiness. In addition, the FS has operational responsibility for functional oversight of aviation assets and facilities, operational coordination and utilization, accident investigation, and aircraft and pilot inspection.

The Assistant Director (AD), Aviation, is responsible to the Director of Fire and Aviation Management for the management and supervision of the national headquarters office in Washington, D.C., and the national office in Boise. The AD, Aviation provides leadership, support and coordination for national and regional aviation programs and operations. Refer to FSM 5704 for list of responsibilities.

The fixed-wing branch chief and rotor-wing branch chief report to the AD aviation, and are responsible for national aviation operational management and oversight. This operational management and oversight includes authority to provide direction to coordination centers regarding the mobilization and reassignment of USDA contracted national aviation resources. The branch chiefs

may also delegate this authority to national aircraft coordinators or the FS aviation duty officer (ADO).

The Branch Chief, Airworthiness reports to the AD, aviation, and is responsible for national aircraft airworthiness and maintenance program management and oversight.

The Branch Chief, Aviation business operations reports to the AD, Aviation and is responsible for policy maintenance and development, budget development, and planning.

The Aviation Strategic Planner reports to the AD, Aviation and is responsible for strategic planning and reporting.

The Branch Chief, Aviation Safety Management Systems reports to the AD Aviation, and is responsible for oversight, coordination and direction of aviation safety management system functions.

State/Regional Office

- ***BLM –*** *State FMOs are responsible for providing oversight for aircraft hosted in their state. State FMOs have the authority and responsibility to approve, with national office concurrence, acquisition of supplemental aircraft resources within their state. State FMOs have the authority to prioritize the allocation, prepositioning and movement of all aircraft assigned to the BLM within their state. State offices will coordinate with the national office on movement of their aircraft outside of their state. A state aviation manager (SAM) is located in each state office. SAMs are delegated as the contracting officer's representative (COR) for all exclusive-use aircraft hosted by their state. SAMs implement aviation program objectives and directives to support the agency mission and state objectives. A state aviation plan is required to outline the state aviation program objectives and to identify state-specific policy and procedures.*
- ***NPS –*** *A regional aviation manager (RAM) is designated for each region. RAMs oversee the tactical execution of their region's aviation programs and provide technical expertise and aviation safety oversight of the parks in their geographic area. RAMs observe regional aviation activities and provide liaison with the National Branch of Aviation and other agencies as appropriate. A regional aviation operations and management plan is required to outline the region's aviation program objectives and to identify region-specific policy and procedures.*
- ***FWS –*** *A regional aviation manager (RAM) is designated for each region. RAMs implement aviation program objectives and directives to support the agency mission and region objectives. Several regions have additional support staff, and/or pilots assigned to support aircraft operations and to provide technical expertise. A regional aviation operations and management plan is required to outline the region's aviation program objectives and to identify region-specific policy and procedures.*

- ***FS –*** *Regional aviation officers (RAOs) are responsible for directing and managing regional aviation programs in accordance with the national and regional aviation management plans, and applicable agency policy direction. (Refer to FSM 5700 and FSH 5709.16 for list of responsibilities.) RAOs report to director of fire and aviation for their specific region. Regional aviation safety managers (RASMs) are responsible for aviation safety in their respective regions, and work closely with the RAO to ensure aviation safety is an organizational priority (refer to FSM 5700 and FSH 5709.16 for list of responsibilities). Most regions have additional aviation technical specialists and pilots who help manage and oversee the regional aviation programs. Most regions also have aviation maintenance inspectors, fixed-wing program managers, helicopter program managers, helicopter operations specialists, inspector pilots, etc.*
- ***BIA*** *–*
  - *Provides oversight and approval of the acquisition and use of BIA aircraft within their region;*
  - *Has the authority to prioritize the allocation, reallocation, prepositioning, and movement of all aircraft assigned to the BIA within their region. All movements will be coordinated with the NAO;*
  - *Manages and provides oversight of all BIA aircraft assigned to the region;*
  - *Coordinates with agencies, geographical coordination centers, NAO aircraft coordinators on aviation resources assigned to their region;*
  - *Ensures all region assigned aviation resources are effectively utilized as efficient BIA resources;*
  - *Delegates or designates the RAM, who ensures appropriate aviation roles and positions are filled by qualified personnel;*
  - *Ensures all aviation employees meet DOI and BIA training requirements; and*
  - *Ensures interagency agreement (IAA) between region and Office of Aviation Services (OAS) Acquisition Services Directorate (ASD) is valid and in force. Coordinate modifications to IAA as projects and missions dictate.*

Local Office

Some areas have interagency aviation programs that utilize an aviation manager for multiple units. Duties are similar as other local level managers.

- ***BLM –*** *Unit aviation managers (UAM) serve as the focal point for the unit aviation program by providing technical expertise and management of aviation resources to support field office/district programs. Field/district offices are responsible for hosting, supporting, providing daily management, and dispatching all aircraft assigned to their unit. field/district offices have the authority to request additional resources, to establish priorities, and make assignments for all aircraft assigned to the BLM within their unit or zone.*

- ***NPS –*** *Unit or park aviation managers have the responsibility to provide aviation expertise and management of aviation resources at each park unit. For organizational responsibility, refer to DO-60, RM-60.*
- ***FS –*** *Unit aviation officers (UAOs)/forest aviation officers (FAOs) have the responsibility for aviation activities at the local level, including aviation mission planning, risk management and safety, supervision, and evaluation. UAOs/FAOs assist line officers with risk assessment/management and cost analysis. Refer to FSM 5700 Zero Code for a list of responsibilities.*
- ***BIA –*** *The AAM/UAM manages the unit aviation program by providing technical and management direction of aviation resources to support BIA programs. The AAM/UAM has functional responsibility in the following areas:*
  - *The AAM/UAM is authorized to provide for daily management of all aviation resources;*
  - *Ensures agency flight compliance with USDI/BIA/region and agency policies and regulations;*
  - *Develop and implement the agency/unit aviation management plan, as well as specific operating plans for other aviation programs (e.g,, helitack, SEAT, and aerial supervision);*
  - *Ensures completion of the Project Aviation Safety Plan (PASP) with appropriate approvals/briefing of line officer;*
  - *Ensures that appropriate training is provided to aviation users and supervisors. Monitors aviation training compliance for the agency/unit;*
  - *Designates and assigns an alternate aviation manager when needed;*
  - *Ensures that visiting aircrews have received flight crew briefing/aviation orientation and guides;*
  - *Confirms DOI/BIA/Office of Management and Budget (OMB) requirements are met and completes the cost analysis requirements and schedules the flight with a qualified vendor;*
  - *Ensures the accuracy of the Aircraft Use Report. Processes and maintains copies and records documenting the flight as required by the DOI Manual;*
  - *Confirms that a qualified flight manager is assigned to all project/resource flights;*
  - *Is responsible for the distribution and use of the Aviation Boundary Plan/Checklist if one is in place;*
  - *Ensures Agency/Unit Aviation Security Plan is current and implemented in accordance with DOI policy;*
  - *May serve as the COR for BIA exclusive-use aircraft on their agency/unit if aircraft manager is not current or qualified as such;*
  - *Authorized to order approved aircraft utilizing agency procurement documents and procedures. Also establish priorities and allocate all aircraft assigned to the BIA within their unit or zone; and*
  - *Maintains an up-to-date aviation reference library with all applicable aviation policy and procedural references.*

Aviation Information Resources

Aviation reference guides and aids for agency aviation management are listed for policy, guidance, and specific procedural requirements.

- ***BLM –*** *9400 Manual appendix 1, National Aviation Plan (NAP), and applicable aviation guides as referenced in the NAP.*
- ***NPS –*** *RM-60 Aviation Management Reference Manual and applicable aviation guides, National Wildfire Coordinating Group (NWCG) Standards for Helicopter Operations, and the NWCG Standards for Aerial Supervision.*
- ***FWS –*** *Service Manual 330-339, Aviation Management and NWCG Standards for Helicopter Operations.*
- ***FS –*** *FSM 5700, FSH 5709.16 and applicable aviation guides when approved by the agency and referenced in policy.*
- ***BIA –*** *BIA National Aviation Plan (NAP) and applicable aviation guides as referenced in the NAP.*
- ***DOI –*** *Departmental manuals (DMs) and operational procedures memoranda (OPMs) can be found at https://www.doi.gov/aviation/library.*

Safety alerts, operational alerts, instruction memoranda, information bulletins, incident reports, and other guidance or information are issued as needed.

An up-to-date library with aviation policy and procedural references will be maintained at all permanent aviation bases, dispatch, and aviation management offices.

Aviation Safety

The FS, BLM, and BIA have adopted Safety Management Systems (SMS) as the foundation for the aviation safety program. The four pillars of SMS are safety policy, safety risk management, safety assurance, and safety promotion. SMS is the standard for aviation safety set by the International Civil Aviation Organization (ICAO) and the Federal Aviation Administration (FAA).

SMS focuses on:

- Emphasis on proactive risk management;
- Promotes a “Just” culture;
- Addresses systemic safety concerns;
- Holds the organization accountable;
- Identifies “What” so we can manage the manageable; and
- Communicates the “Why” so the culture can learn from mistakes.

The intent of SMS is to improve the aviation culture by increasing hazard identification, reduce risk-taking behavior, learn from mistakes, and correct procedures before a mishap occurs rather than after the accident. Additionally, the current approved *US Forest Service Aviation SMS Guide* is available at https://www.fs.usda.gov/managing-land/fire.

Risk Assessment and Risk Management

The use of risk management will help to ensure a safe and successful operation. Risk is the probability that an event will occur. Assessing risk identifies the hazard, the associated risk, and places the hazard in relationship to the mission. A decision to conduct a mission requires weighing the risk against the benefit of the mission and deciding whether the risks are acceptable.

Aviation missions always have some degree of risk. The five sources of hazards are mission, management, machine, personnel, and media. Managing risk is a five-step process:

1. Identify hazards associated with all specified and implied tasks for the mission.
2. Assess hazards to determine potential of occurrence and severity of consequences.
3. Develop controls to mitigate or remove risk and make decisions based on accepting the least risk for the best benefit.
4. Implement controls – (1) education controls, (2) physical controls, and (3) avoidance controls.
5. Supervise and evaluate – enforce standards and continuously reevaluate their effectiveness in reducing or removing risk. Ensure that controls are communicated, implemented, and enforced.

- ***FS –*** *FSM 5700. Employees shall use an operational risk management process to evaluate the risk and hazards prior to every flight.*

How to Properly Refuse Risk (Aviation)

Every individual (Government and contracted employees) has the right and obligation to report safety problems affecting his or her safety and has the right to contribute ideas to correct the hazard. In return, supervisors are expected to give these concerns and ideas serious consideration. When an individual feels an assignment is unsafe, he or she also has the obligation to identify, to the degree possible, safe alternatives for completing that assignment. Turning down an assignment is one possible outcome of managing risk.

A "turn down" is a situation where an individual has determined he or she cannot undertake an assignment as given and is unable to negotiate an alternative solution. The turn down of an assignment must be based on assessment of risks and the ability of the individual or organization to control or mitigate those risks. Individuals may turn down an assignment because of safety reasons when:

- There is a violation of regulated safe aviation practices;
- Environmental conditions make the work unsafe; or
- They lack the necessary qualifications or experience.

Individuals will directly inform their supervisor that they are turning down the assignment as given. The most appropriate means of documented turn down criteria is using the Aviation Watch Out Situations (*IRPG*).

Supervisors will notify the air operations branch director (AOBD) or unit aviation leadership immediately upon being informed of a "turn down." If there is no AOBD, notification shall go to the appropriate section chief, the incident commander (IC) or local fire and aviation staff. Proper handling of turn downs provides accountability for decisions and initiates communication of safety concerns within the incident organization.

If the assignment has been turned down previously and the supervisor asks another resource to perform the assignment, he or she is responsible to inform the new resource that the assignment had been turned down and the reasons why. Furthermore, personnel need to realize that a "turn down" does not stop the completion of the assigned operation. The "turn down" protocol is an integral element that improves the effective management of risk, for it provides timely identification of hazards within the chain of command, raises risk awareness for both leaders and subordinates, and promotes accountability.

If an unresolved safety hazard exists, the individual needs to communicate the issue/event/concern immediately to his or her supervisor and document as appropriate.

Aviation Safety Support

Aviation Safety and Technical Assistance Team (ASTAT)

During high levels of aviation activity, consider requesting an Aviation Safety and Technical Assistance Team (ASTAT). ASTAT enhances risk management, efficiency, effectiveness, and provides technical assistance while reviewing aviation operations. If an ASTAT cannot be filled internally, the request may be placed with the National Interagency Coordination Center (NICC) through established ordering channels using individual overhead requests. An ASTAT should operate under a delegation of authority from the appropriate state/regional aviation manager(s) or multi-agency coordinating group. If requested by the home unit/region, formal written reports will be provided to appropriate manager(s) as outlined at the in-brief. A team should be developed to fit the need of the requesting unit and may consist of the following:

- Aviation safety manager;
- Operations specialist (helicopter and/or fixed wing);
- Pilot inspector;
- Maintenance inspector;
- Avionics inspector (optional); and
- Aircraft dispatcher (optional).

Aviation Safety Briefing

Every passenger must receive a briefing prior to each flight. The briefing is the responsibility of the pilot in command (PIC) but may be conducted by the pilot, flight manager, helicopter manager, fixed-wing base manager, or an individual with the required training to conduct an aviation safety briefing. The pilot should also receive a mission briefing from the Government aircraft manager. Refer to the *IRPG* and *NWCG Standards for Helicopter Operations*.

Aviation Hazard

An aviation hazard is any condition, act, or circumstance that compromises the safety of personnel engaged in aviation operations. Pilots, flight crew personnel, aviation managers, incident air operations personnel, and passengers are responsible for hazard identification and mitigation. Aviation hazards may include but are not limited to the following:

- Deviations from policy, procedures, regulations, and instructions;
- Improper hazardous materials handling and/or transport;
- Airspace conflicts/flight following deviation;
- Deviation from planned operations;
- Failure to utilize personal protective equipment (PPE) or aviation life support equipment (ALSE);
- Failure to meet qualification standards or training requirement;
- Extreme environmental conditions;
- Improper ground operations;
- Improper pilot procedures;
- Fuel contamination; and
- Unsafe actions by pilot, air crew, passengers, or support personnel.

Aviation hazards also exist in the form of wires, low-flying aircraft, and obstacles protruding beyond normal surface features. Each office will post, maintain, and annually update a known aerial hazard map for the local geographic area where aircraft are operated, regardless of agency jurisdiction. This map will be posted and used to brief flight crews. Unit aviation managers are responsible for ensuring the development and updating of known aerial hazard maps (*NWCG Standards for Helicopter Operations*).

Aerial Applications of Wildland Fire Chemical Safety

Chapter 12 contains information concerning the aerial application of wildland fire chemicals.

SAFECOM

The DOI and the FS have an incident/hazard reporting form called the Aviation Safety Communiqué (SAFECOM). The database, available at https://www.safecom.gov/, fulfills the Aviation Mishap Information System (AMIS) requirements for aviation mishap reporting for the DOI agencies and the FS. Categories of reports include accidents, airspace, hazards, incidents, maintenance, mishap prevention, and kudos. The system uses the SAFECOM forms OAS-34 or FS-5700-14 to report any condition, observation, act, maintenance problem, or circumstance with personnel or aircraft that has the potential to cause an aviation-related mishap. The SAFECOM system is not intended for initiating punitive actions. Submitting a SAFECOM is not a substitute for "on-the-spot" correction(s) to a safety concern. SAFECOMs are a tool used to identify, document, track, and correct safety-related issues. SAFECOMs do not replace the requirement for initiating an accident or incident report.

Any individual (including vendors/cooperators) with knowledge of an incident/hazard should complete a SAFECOM. The SAFECOM form, including attachments and pictures, should be entered directly on the internet at https://www.safecom.gov/, or contact the Office of Aviation Services (OAS) or FS representative listed on the SAFECOM "About" page at https://www.safecom.gov/about. Electronic copies are automatically forwarded to the national, regional, state, and unit aviation managers.

The agency with operational control of the aircraft at the time of the hazard/incident/accident is responsible for completing the SAFECOM and submitting it through agency channels.

Aircraft Incidents/Accidents

Notification to the FS or OAS and DOI agency aviation safety managers is required for any aircraft mishap involving damage or injury. Use the hotline (888) 464-7427 (DOI Operations Center) or the most expeditious means possible. Initiate the appropriate unit Aviation Mishap Response Plan.

Unmanned Aircraft Systems

UAS Incursion Reporting Protocol

- Fire personnel should immediately notify the air tactical group supervisor (ATGS) if overhead, aircraft over the incident, the IC and dispatch. Dispatch should report all unauthorized unmanned aircraft system (UAS) or drone activity immediately via SAFECOM (https://www.safecom.gov/) and to the Federal Aviation Administration (FAA).

Reporting key points:

- Report UAS information (location, color, size, altitude, flight pattern), if known.
- Dispatch centers should report incursions to the nearest Air Route Traffic Control Center (ARTCC) or follow geographic area protocol.

Policy

- UAS fire operations shall be conducted under the provisions of the *NWCG Standards for Fire Unmanned Aircraft Systems Operations* (PMS 515).
- When UAS are flown for FS/DOI work or benefit, FAA, FS, and DOI regulations apply.
- All aircraft (to include UAS) purchase, lease, or acquisition **must** follow department procurement policy and procedures.
- All aircraft and pilots employed by the FS or DOI agencies **shall** be credentialed in accordance with departmental policy.
- UAS flights under FS operational control **must** adhere to USFS policy and regulations regarding their use. Guidance can be found in FSM 5700 Zero Code, the *USFS National Aviation Safety and Management Plan* and at https://www.fs.usda.gov/managing-land/fire/aviation/uas.

- UAS flights under DOI operational control **must** adhere to DOI and agency-specific policy and regulations regarding their use. Guidance can be found in the *Departmental Manual*, parts 350-353, and Operational Procedures Memorandum 11 at https://www.doi.gov/aviation/library/opm.
- UAS procured/owned/operated by cooperating agencies (State, local, and international) may be utilized on federally managed fires when cooperative agreements are in place and the aircraft and pilot have been approved by letter nationally or regionally.
- UAS flights conducted by non-participatory entities (e.g., media) must adhere to FAA regulations.
- A Special Government Interest (SGI) waiver is required for flights within a temporary flight restriction (TFR). SGI waiver requests shall be routed through the UAS Coordinator at 208-387-5335.

Personnel

- Four UAS positions are listed in the PMS 310-1:
  - Unmanned aircraft system pilot (UASP)
  - Unmanned aircraft system, data specialist (UASD)
  - Unmanned aircraft system, manager (UASM)
  - Unmanned aircraft system, module leader (UASL)

Crew Composition

- UAS operations are typically conducted under a crew (module) concept.
- Typical module configuration:
  - Agency-operated systems (type 3 or 4): UASP and UASD
  - Contract systems (type 1 or 2): UASM and UASD
  - Span of control for multiple UAS operations on the same incident can be mitigated with UASL.

Ordering

- UAS personnel are ordered through established dispatch channels.
- For specifics on how to order UAS, see https://uas.nifc.gov/uas-ordering.
- Agency-owned, federally contracted, exclusive-use, and CWN UAS are national resources. Geographic areas utilizing them will make them available for fires on a priority basis.

Operations

- UAS flight crews utilize established procedures (e.g., fire traffic area) for coordinating flights with aerial supervision/on-scene aircraft.
- Large UAS (typically type 1 and 2) will launch and recover from a “launch and recovery zone” which should be designated on incident aviation planning maps.
- Small (typically type 4) UAS are fireline portable, and flights will be conducted through established procedures.

Key Points

- UAS is an effective tool for situational awareness and data collection. Determine the data objective before ordering the resource and flying the mission.
- UAS ICS types are listed in the *NWCG Standards for Fire Unmanned Aircraft Systems Operations* (PMS 515).
- UAS training, aircraft, sensors, and capabilities are listed on the Interagency Fire UAS Subcommittee website (see below).
- Personally owned UAS or model aircraft must not be used by Federal agencies or their employees for interagency fire use.
- Individuals who are determined to have interfered with wildland fire operations may be subject to civil penalties and criminal prosecution.

Additional Information

For more information refer to the Interagency Fire UAS Subcommittee website at https://www.nwcg.gov/committees/interagency-fire-unmanned-aircraft-systems-subcommittee.

- ***FAA –*** *https://www.faa.gov/uas*
- ***DOI –*** *https://www.doi.gov/aviation/uas*
- ***BLM –*** *https://uas.nifc.gov/*
- ***FS*** *– https://www.fs.usda.gov/managing-land/fire/aviation/uas*
- ***Interagency UAS –*** *https://uas.nifc.gov/*

Airspace Coordination

The Interagency Airspace Program is an aviation safety program designed to enhance aviation safety and reduce the risk of a mid-air collision. The *NWCG Standards for Airspace Coordination* (https://www.nwcg.gov/publications/520) provides direction and procedures for airspace coordination. Additional guidance may be found in the *National Interagency Mobilization Guide* and supplemented by local mobilization guides.

- ***FS –*** *Refer to FSH 5709.16, chapter 30 for additional airspace information.*

An airspace coordinator (ASCO) should be ordered when incident aviation activity is widespread and involves a number of complex TFRs, complex airspace is involved, or difficult airspace conflict resolutions exist with various agencies.

Airspace deconfliction is performed for both emergency and non-emergency aviation activities.

Some BLM, BIA, State and FS units have memorandums of understanding (MOU) with local military airspace authorities for airspace coordination. Briefings from unit aviation managers/officers (UAM/UAO) are crucial to ensure that any local airspace information is coordinated before flight.

All firefighting aircraft are required to have operative transponders and will use a national firefighting transponder code of 1255 when engaged in, or traveling

to, firefighting operations (excluding ferry flights), unless given a discrete code by Air Traffic Control (ATC).

Additional coordination information can be found at https://www.nwcg.gov/committees/interagency-airspace-subcommittee. See "Roster" for agency members. Additional airspace coordination can be found by contacting:

- ***BLM –*** *State aviation managers, national airspace program manager*
- ***NPS –*** *Regional aviation managers*
- ***FWS –*** *National aviation safety specialist*
- ***FS –*** *National airspace program manager*
- ***BIA –*** *Regional aviation managers*

Flight Request and Approval

- ***NPS –*** *Reference RM 60, appendix 3 and 4.*
- ***FS –*** *Refer to FSM 5709.16, chapter 30 for all flights.*

Point-to-point Flights

A "point-to-point" flight is one that originates at one developed airport or permanent helibase and flies directly to another developed airport or permanent helibase with the sole purpose of transporting personnel or cargo (this term does not apply to flights with a scheduled air carrier on a seat-fare basis). These types of flights are often referred to as "administrative" flights and only require the aircraft and pilot to be carded and approved for point-to-point flight. A point-to-point flight is conducted higher than 500 feet above ground level (AGL).

Agency policy requires designating a flight manager for point-to-point flights transporting personnel. The flight manager is a Government employee that is responsible for coordinating, managing, and supervising flight operations. The flight manager is not required to be on board for most flights. For those flights that have multiple legs or are complex in nature, a flight manager should attend the entire flight. The flight manager will meet the qualification standard for the level of mission assigned as set forth in the *Interagency Aviation Training Guide* (IAT).

- ***BLM –*** *Reference the BLM National Aviation Plan, chapter 3, available at https://www.nifc.gov/about-us/our-partners/blm/aviation/library. In addition, flights that require landing in a foreign country constitute international travel and are subject to policy contained in Instruction Memorandum No. 2022-037, International Travel Guidance and Procedures.*
- ***NPS –*** *Reference RM-60, appendix 3 for agency specific policy.*
- ***FS –*** *Refer to FSH 5709.16 chapter 30 and the Forest Service Administrative Use of Aircraft Desk Reference.*
- ***BIA –*** *Reference the BIA National Aviation Plan.*

Mission Flights

Mission flights are defined as flights not meeting the definition of point-to-point flight. A mission flight requires work to be performed in the air (retardant or water delivery, fire reconnaissance, smokejumper delivery), or through a combination of ground and aerial work (e.g., delivery of personnel and/or cargo from helibases to helispots or unimproved landing sites; rappelling or cargo let-down; short-haul; single-skid, toe-in, and hover exit/entry (STEP) procedures; hoist).

- PPE is required for any fixed-wing mission flight conducted below 500 feet AGL.
  - ***DOI –*** *Flight helmets may not be required for multi-engine airtanker crews, smokejumper pilots and leadplane/aerial supervision module (ASM) flight/aircrew members.* ***Note****: DOI requires a helmet for all special-use missions 500 feet and below unless a waiver is obtained per the ALSE Handbook. Refer to agency aviation policy to determine if ALSE waivers are in place for your specific mission.*
  - ***FS –*** *USFS does not require flight helmets for fixed-wing, special-use missions.*
- Reference ALSE Handbook for all PPE requirements for special-use flights.
- All personnel will meet training and qualification standards required for the mission.
- Agency FM radio capability is required for all mission flights.
- All passengers must be authorized, and all personnel onboard must be essential to the mission.
  - ***FS –*** *A special-use-mission flight is any flight that is not point-to-point. Special-use-mission flights require special pilot endorsements, flight evaluations, training, and/or specialized aircraft equipment. For all special-use-mission flights, all pilots and aircraft must be specifically approved in writing for that flight.*

Mission flights for fixed-wing aircraft include but are not limited to the following:

- Water or retardant application;
- Parachute delivery of personnel or cargo;
- Leadplane/ASM/airtanker operations;
- Takeoff or landing requiring special techniques due to hazardous terrain, obstacles, or surface conditions; and
- Aerial supervision.

Mission helicopter flights include but are not limited to the following:

- Flights conducted within 500 feet AGL;
- Water or retardant application;
- Helicopter coordinator and ATGS operations;
- Aerial ignition activities;
- External-load operations;
- Rappelling;

- Takeoff or landing requiring special techniques due to hazardous terrain, obstacles, pinnacles, or surface conditions to include STEP – (single skid/toe-in/exit-entry procedure);
- Free-fall cargo;
- Fire reconnaissance;
- Short-haul operations; and
- Night helicopter operations.

Low-Level Flight Operations

The only fixed-wing aircraft missions authorized for low-level fire operations are:

- Smokejumper/paracargo;
- ASM and lead operations; and
- Aerial dispensing of retardant, water enhancers and water.

Operational Procedures

- A high-level reconnaissance will be made prior to low-level flight operations.
- All flights below 500 feet will be contained to the area of operation.

Congested Area Flight Operations

Airtankers can drop retardant in congested areas under DOI authority given in *14 CFR Part 137*.

FS authority is granted under exemption 392, from *14 CFR Part 91.119* as referenced in FSH 5709.16, chapter 30. When such operations are necessary, they may be authorized subject to these limitations:

- Airtanker operations in congested areas may be conducted at the request of the city, rural fire department, county, State, or Federal fire suppression agency;
- An ASM/leadplane is ordered to coordinate aerial operations;
- The ATC facility responsible for the airspace is notified prior to or as soon as possible after the beginning of the operation;
- A positive communication link must be established between the ASM or leadplane, airtanker pilot(s), and the responsible fire suppression agency official; and
- The IC for the responsible fire agency or designee will advise the ASM/leadplane/airtanker that all non-essential people and movable property have been cleared prior to commencing retardant drops.

Flight Following – All Aircraft

Flight following is mandatory for all flights. Refer to the *National Interagency Mobilization Guide* for specific direction.

- Agency FM radio capability is required for all mission flights.

- For mission flights, there are two types of agency flight following: Automated Flight Following (AFF) and radio check-in. AFF is the preferred method of agency flight following. If the aircraft and flight following office have AFF capability, it shall be utilized. Periodic radio transmissions are acceptable when utilizing AFF. Reference the AFF procedures section of the *National Interagency Mobilization Guide* for more information.
- All dispatch centers designated for fire support shall have the ability to monitor AFF as well as the capability to transmit and receive "National Flight Following" and "Air Guard."
- If AFF becomes inoperable, the aircraft will normally remain available for service, utilizing radio/voice system for flight following. Each occurrence must be evaluated individually and decided by the COR/contracting officer (CO).
- Helicopters conducting mission flights shall check-in prior to and immediately after each takeoff/landing per *NWCG Standards for Helicopter Operations*.

Sterile Cockpit – All Aircraft

Sterile cockpit rules apply within a 5-mile radius of the airport. The flight crew will not perform radio or cockpit communication during that time that is not directly related to safe flight of the aircraft from taxi to 5 miles out and from 5 miles out until clearing the active runway. This would consist of reading checklists, communication with ATC, flight service stations, Unicom, or other aircraft with the intent of ensuring separation or complying with ATC requirements. Communications by passengers or air crew members can be accomplished when the audio panels can be isolated and do not interfere with flight operations of the flight crew.

Exception: When conducting firefighting missions within 5 miles of an uncontrolled airport, maintain a sterile cockpit until departing the traffic pattern and reaching final altitude. Monitor common traffic advisory frequency (CTAF) frequency if feasible while engaged in firefighting activities. Monitor CTAF as soon as practical upon leaving the fire and returning to the uncontrolled airport. When conducting firefighting missions within class B, C, or D airspace, notify dispatch that ATC communications will have priority over dispatch communications.

Interagency Interim Flight and Duty Limitations/Aviation Stand Downs

Aviation stand downs are a means to find time, in an otherwise demanding flight schedule, to reflect on core aviation safety values. In this context, aviation stand downs refer to an administrative decision to keep tactical aviation resources on the ground through all or part of their normal duty day or days.

Interim flight and duty limitations are a method to manage pilot and crew fatigue by reducing the length of the duty day or increasing the number of days

off in the normal duty day cycle. During extended periods of high flight activity, fatigue must be mitigated by fire and aviation managers.

Aviation stand downs and interim flight and duty day limitations can be implemented at the geographic area or national level. In either case, the procedure for implementation is the same. Requests for implementation of flight and duty limitations, or proposed stand down parameters, will be made through the national aviation office through which it originated.

Decisions and procedures for implementation will be made on a coordinated, interagency basis, involving the Geographic Area Coordination Center (GACC), NICC, and national aviation representatives at the National Interagency Fire Center (NIFC) and aviation contracting officers. Details of the proposal will be formalized and coordinated with other affected agencies and implemented through the National Multi-agency Coordinating Group (NMAC).

Interim Flight and Duty Limitations Implementation

During extended periods of a high level of flight activity or maximum 14-hour days, fatigue factors must be taken into consideration by fire and aviation managers. Phase 2 and/or phase 3 duty limitations will be implemented for specific geographic area's aviation resources. The minimum scope of operation should be by geographic area, e.g., Northwest, Great Basin.

Interim flight and duty limitations are written to apply to Federal contract resources. States may apply them if they so choose. The interim flight and duty limitations can apply to agency pilots, but additional days off must be coordinated with the agency pilot's supervisor and must follow Federal pay and leave regulations.

Phase 1 – Standard Flight and Duty Limitations (Abbreviated Summary)

- 14-hour maximum duty day;
- 8 hours maximum daily flight time for mission flights;
- 10 hours for point-to-point, with a 2-pilot crew;
- A maximum of 42 hours flight time during any consecutive 6-day period. When a pilot acquires 36 or more flight hours in a consecutive 6-day period, the pilot shall be given the following day off. A new 6-day cycle shall begin upon return from any day off;
- Minimum of 10 hours uninterrupted time off (rest) between duty periods; and
- Two days off within any 14-day period.

This does not diminish the authority or obligation of any individual COR or aviation manager to impose shorter duty days or additional days off at any time for any flight/maintenance crew members for fatigue. This authority is currently provided for in agency direction and contract specifications. Aviation managers should consider the following actions:

- Any tactical aircraft flight crew member (airtanker, helicopter, ASM/leadplane, single engine airtanker [SEAT] or air attack) may request

an additional day off in conjunction with their normally scheduled day(s) off.

- The additional day off may be granted when requested. Flight crews are encouraged to honestly assess their fatigue level and request an additional day off if they believe it is needed.
- Aircraft availability will be paid when this occurs regardless of whether a relief crew is provided or not.
- Document the approval of additional days off in the remarks section of the aircraft payment document.
- In order to assure sufficient coverage, additional days off will need to be coordinated within the currently assigned GACC and communicated to national aviation managers. Coordinate with your aviation managers, contracting officers, and dispatch organizations to implement these actions.

Phase 2 – Interim Duty Limitations

When phase 2 is activated, pilots shall adhere to the flight and day-off limitations prescribed in phase 1 and the duty limitations defined under phase 2.

Each flight crew member shall be given an additional day off each 14-day period. Crews on a 12-and-2 schedule shall have 3 consecutive days off (11-and-3). Flight crews on 6-and-1 schedules shall work an alternating weekly schedule of 5 days on, 2 days off, then 6 days on and one day off.

Aircraft fixed daily rates and special rates, when applicable, shall continue to accrue during the extra day off. Contractors may provide additional approved crews to maximize utilization of their aircraft. All costs associated with providing the additional crew will be at the contractor's expense unless the additional crew is requested by the Government.

Phase 3 – Interim Duty Limitations

When phase 3 is activated, pilots shall adhere to the flight limitations of phase 1 (standard), the additional day off of phase 2, and the limitations defined under phase 3.

Flight crew members shall have a minimum of 12 consecutive hours of uninterrupted rest (off duty) during each duty day cycle. The standard duty day shall be no longer than 12 hours, except a crew duty day extension shall not exceed a cumulative 14-hour duty day. The next flight crew rest period shall then be adjusted to equal the extended duty day, i.e., 13- hour duty day, 13 hours rest; 14- hour duty day, 14 hours rest. Extended duty day applies only to completion of a mission. In no case may standby be extended beyond the 12-hour duty day.

Double crews (2 complete flight crews assigned to an aircraft), augmented flight crews (an additional pilot-in-command assigned to an aircraft), and aircraft crews that work a rotating schedule (i.e., 2 days on, 1 day off, 7 days on, 7 days off, or 12 days on, 12 days off) may be exempted from phase 2 limitations upon

verification that their scheduling and duty cycles meet or exceed the provisions of paragraph a. of phase 2 and phase 1 limitations.

Exemptions of phase 3 provisions may be requested through the local aviation manager or COR but must be approved by the FS regional aviation officer (RAO) or DOI area aviation manager.

Aviation Assets

Typical agency aviation assets include helitack or rappel, short-haul, aerial supervision (ATGS, helicopter coordinator [HLCO], leadplane, and ASM), large (multi-engine) airtankers (LAT), very large airtankers (VLAT), SEATs, and smokejumpers.

- ***BLM –*** *All BLM-acquired aircraft (exclusive-use, on-call, and CWN) are available to move to areas of greatest BLM need, thereby maximizing efficiency and effectiveness. Specific authorities and responsibilities for field/state and national offices are outlined earlier in this chapter. Offices are expected to adhere to procedures established in the BLM National Aviation Plan for both acquisition and use reporting.*
- ***BLM –*** *Awaiting a resource order should not be allowed to affect the response time for initial attack mobilization. Initial attack aircraft may be launched to new incidents with just the location, bearing, distance, and flight following frequency. All other pertinent information will be provided to aircrews while en route. See the BLM National Aviation Plan, 3.17.1, for additional information.*
- ***NPS –*** *All NPS fire-funded aircraft (fleet, exclusive-use, on-call and CWN) are available to move to areas of greatest NPS need, thereby maximizing efficiency and effectiveness. Specific authorities and responsibilities for park, regional, and national offices are outlined earlier in this chapter.*
- ***FS –*** *All FS aircraft (agency-owned, exclusive-use, leased and CWN) are available to move to areas of greatest agency need, thereby maximizing efficiency and effectiveness. FS units are expected to adhere to procedures established in policy for acquisition and use reporting.*
- ***BIA –*** *All BIA-acquired aircraft (exclusive-use, on-call, and CWN) are available to move to areas of greatest BIA need, thereby maximizing efficiency and effectiveness. Specific authorities and responsibilities for regional/agencies and national offices are outlined in the National Aviation Plan for both acquisition and use reporting.*

Helitack

Helitack crews perform suppression and support operations to accomplish fire and resource management objectives.

Organization – Crew Size

- ***BLM –*** *The baseline staffing for a BLM exclusive-use type 3 helicopter is 7 personnel. The baseline staffing for a BLM exclusive-use type 2 helicopter is 12 personnel. The baseline staffing for a BLM exclusive-use type 1*

helicopter is 24 personnel. All BLM exclusive-use crews will consist of key positions, including supervisor, assistant, squad boss, and crew members. Recommended staffing levels for BLM exclusive-use helitack crews is outlined in the National Aviation Plan (NAP), section 5. BLM states may establish larger crew size and standards for their exclusive-use helicopter crews based on program need. Any increase in crew size will be documented in the respective state aviation plan. BLM helicopters operated in Alaska need only be staffed with a qualified helicopter manager (HMGB).

- ***NPS –*** *Helicopter exclusive-use modules will consist of a minimum of eight fire-funded personnel. The NPS regions may establish larger crew size and standards for their exclusive-use helicopter crews based on the need for an all-hazards component (fire, search and rescue [SAR], law enforcement, and emergency medical technician (EMT). Exception to minimum helicopter crew staffing standards must be approved by the National Aviation Office. NPS helicopters operated in Alaska need only be staffed with a qualified HMGB.*
- ***FS –*** *Exclusive-use helitack crew sizes will satisfy the FSM 5700, chapter 30, Helicopter Minimum Staffing requirements. At such time national crew size standards are established, the applicable national standard must be satisfied. Any deviation from the standard and the reason for the deviation must be found acceptable to the Rotor Wing Branch Chief. Experience requirements for exclusive-use helicopter positions are listed in FSFAQG, chapter 4.*
- ***BIA –*** *For exclusive use helitack crew size standards, see NAP, Appendix 5, Exclusive Use Helicopter Module Position Standards. On-call helitack and all helicopter personnel responsibilities are outlined in the NWCG Standards for Helicopter Operations. All helitack training and currency requirements are contained in the PMS 310-1. Each region hosting exclusive-use/on-call helicopters is responsible for providing essential management, overhead, equipment, facilities, and the resources necessary to fully support the helitack crew. Host regions are encouraged to increase helitack crew size minimum requirements to enhance operational efficiency. Recommended minimum staffing levels:*
  - *Type 3 helicopter – 10 helitack personnel*
  - *Type 2 helicopter – 15 helitack personnel*

Operational Procedures

The *NWCG Standards for Helicopter Operations* (PMS 510) is policy for helicopter operations.

Helibase

All helibases with two or more helicopters used for fire operations will have a helibase manager (HEBM) assigned and follow standards outlined in the *NWCG Standards for Helicopter Operations.*

Communication

The helitack crew standard is one handheld, programmable, multi-channel FM radio per every two crew persons, and one multi-channel, VHF-AM, programmable radio in the primary helitack crew (chase) truck. Each helitack crew (chase) vehicle will have a programmable VHF-FM mobile radio. Each permanent helibase will have a permanent programmable FM radio base station and should be provided a VHF-AM base station radio.

Transportation

Dedicated vehicles with adequate storage and security will be provided for helitack crews. The required gross vehicle weight (GVW) of the vehicle will be dependent upon the volume of equipment carried on the truck and the number of helitack crewmembers assigned to the crew.

- ***BLM/BIA –*** *Minimum vehicle configuration for a seven-person crew will consist of one class-661 helitack support vehicle and one class-156 or class-166 vehicle.*

Training and Experience Requirements

All helitack members will meet fire qualifications as prescribed by the PMS 310-1 and their agency manual requirements. The following chart establishes experience and training requirements for FS, BLM, NPS, FWS, and BIA exclusive-use, fire helicopter crew positions.

- ***BIA –*** *Follows the guidance put forth in the National Aviation Plan regarding fire helicopter position standards.*

Non-exclusive-use helicopter crewmembers (HECM) and HMGBs should also meet the following currency requirements.

Note: The *Interagency Aviation Training Guide* states additional aviation training requirements ("A" courses). The guide is available at https://www.iat.gov/docs/IAT_Guide.pdf.

Exclusive-Use Fire Helicopter Position Prerequisites

Position[1]	Minimum Prerequisite Experience[2]	Minimum Required Training[3]	Currency Requirements
Fire Helicopter Crew Supervisor	One season[4] as an assistant fire helicopter crew supervisor; IC, type 4 (ICT4), HMGB, HEBM		RT-372[5] RT-130
Assistant Fire Helicopter Crew Supervisor	One season as a fire helicopter squad boss, ICT4, HMGB, HEBM trainee (T)	ICS-200, S-215, S-219, S-260, S-270	RT-372[5] RT-130
Fire Helicopter Squad Boss	One season as a fire HECM, FFT1; IC, type 5 (ICT5)	S-211, S-212	RT-130

Position[1]	Minimum Prerequisite Experience[2]	Minimum Required Training[3]	Currency Requirements
Fire Helicopter Crewmember	One season as a FFT2, HECM position task book	S-271	RT-130

[1] All exclusive-use fire helicopter positions require an arduous fitness rating.
[2] Minimum experience and qualifications required prior to performing in the exclusive-use position. Each level must have met the experience and qualification requirements of the previous level(s).
[3] Minimum training required to perform in the position. Each level must have met the training requirements of the previous level(s).
[4] A "season" is continuous employment in a primary wildland fire position for a period of 90 days or more.
[5] After completing S-372, must attend *Interagency Helicopter Manager Workshop* (RT-372) within three years and every three years thereafter.

Note: Exceptions to the above position standards and staffing levels may be granted on a case-by-case basis by the BLM National Aviation Office, NPS regional office, FWS regional office, or FS regional office as appropriate.

- Some positions may be designated as COR/Alternate-COR. If so, see individual agency COR training and currency requirements.
- Fire HMGBs are fully qualified to perform all the duties associated with a resource helicopter manager.

Helicopter Rappel and Cargo Let-Down

BLM/NPS/BIA rappel and cargo let-down operations will follow the *Interagency Helicopter Rappel Guide* (*IHRG*). FS rappel programs will follow the *National Rappel Operations Guide* (*NROG*). Any exemption to the identified guides must be requested by the program through the state/region for approval by the National Aviation Office (BLM/NPS/BIA), or Director of Fire and Aviation (FS).

- ***BLM –*** *BLM personnel involved in an interagency rappel program must have SFMO approval.*
- ***NPS/BIA –*** *Approval is required by the national office.*
- ***FS –*** *Approval is required by the national office.*

All rappel and cargo let-down operations will follow the *IHRG*, as policy. Any exemption to the guide must be requested by the program through the state/region for approval by the National Aviation Office (BLM/NPS), or Director of Fire and Aviation (FS).

Single-Skid, Toe-In, and Hover Exit/Entry (STEP)

STEP missions may include insertion/extraction of personnel (firefighters, medical technicians, or rescuers) in support of operations and medical incidents, such as initial attack, large fire support, helispot construction, repeater missions, in areas where a ground-based approach or evacuation would expose rescuers, firefighters, and injured or ill personnel to greater risk.

Any STEP program must be approved by the appropriate agency national office.

- ***BLM –*** *BLM STEP protocols are outlined in the BLM National Aviation Plan.*
- ***NPS –*** *NPS STEP protocols are outlined in the NPS RM-60.*

Short Haul for Wildland Fire

Any short haul for wildland fire program must be approved by the appropriate agency national office.

- ***NPS –*** *Helicopter Short-Haul Operations Plan.*

Short Haul

To transport one or more persons suspended beneath a helicopter. Short haul includes insertion or extraction of firefighters, medical technicians or rescuers for suppression operations and medical rescues. Missions may include extraction of personnel from areas where a ground-based approach or evacuation would expose rescuers, firefighters, injured or ill personnel to greater risk.

All short-haul programs must be approved by the appropriate agency national headquarters.

- ***NPS/FS/BIA –*** *National office approval is required.*

All short-haul operations will comply with the following policy:

- ***NPS –*** *Helicopter Short-Haul Operations Plan.*
- ***FS –****Forest Service Standards for Short-Haul Operations.*

Exemptions to the policy must be requested by the program through the regional office for approval by the National Aviation Office (NPS) or Director of Fire and Aviation (FS).

Aerial Ignition

The *NWCG Standards for Aerial Ignition* (PMS 501) is policy for all aerial ignition activities.

Fire Chemical Avoidance Areas

See chapter 12 (Suppression Chemicals and Delivery Systems) for guidance.

Aerial Supervision Principles for ATGS, HLCO, ASM, and Leadplane

The response speed of aerial supervision resources contributes greatly to established aggressive initial attack doctrine and should be utilized accordingly. Exclusive-use (agency-owned or contracted) air tactical group supervisor (ATGS) and helicopter coordinator (HLCO) resources are geographic area coordination center (GACC) shared resources. These resources are part of a national response framework and are located at bases that provide the best strategic advantage for incident response within their zone in direct support of the airtanker and helicopter fleets. GACCs coordinate with their agencies to ensure response capabilities are commensurate to environmental conditions and provide support to NICC for national priorities. Agency program managers (national/regional) work with GACCs to provide expertise and make

recommendations that support fire preparedness and suppression objectives for their agency and when available, their cooperators.

Aerial supervision resources will be dispatched when available to initial-/extended-attack incidents in order to enhance safety, effectiveness, and efficiency of aerial/ground operations.

When aerial supervision resources are co-located with airtankers, they will be dispatched together (ATGS, ASM, leadplane and HLCO) to maximize the safety, effectiveness, and efficiency of incident operations unless the required aerial supervision is currently on scene of the incident.

Incidents with three or more aircraft flying missions at the same time must have aerial supervision in the form of ATGS, ASM/leadplane or HLCO ordered by the unit maintaining operational control (operations may be continued while the aerial supervisor is en route to the incident or operations can be continued if the resource is not available and assigned resources are notified). During times of aerial supervision absence, aircraft shall coordinate with each other to implement tasks and objectives as prioritized by the official in charge (i.e., IC or operations). A qualified smokejumper spotter (senior smokejumper in charge of smokejumper missions), rappel spotter, or short-haul spotter may coordinate their respected operations with on-scene aircraft over a fire until qualified aerial supervision arrives.

See *NWCG Standards for Aerial Supervision*, page 34, table 1 for incident aerial supervision requirements. Refer to https://www.nwcg.gov/sites/default/files/publications/pms505.pdf.

Operational Procedures and Policy

The *NWCG Standards for Aerial Supervision* (PMS 505) provides operational procedures for all aerial supervision resources. The *NWCG Standards for Aerial Supervision* and additional aerial supervision forms are maintained online at the NWCG website https://www.nwcg.gov/publications/505.

The *NWCG Standards for Wildland Fire Position Qualifications* (PMS 310-1) provides training, qualification, and currency standards.

The *NWCG Standards for Aerial Supervision* contains additional requirements and is policy for the BLM, NPS, FWS, FS and BIA.

Air Tactical Group Supervisor

The ATGS coordinates incident airspace and manages incident air traffic. The ATGS is an airborne firefighter who coordinates, assigns, and evaluates the use of aerial resources in support of incident objectives. Specific duties and responsibilities are outlined in the *NWCG Standards for Aerial Supervision* (PMS 505).

Program Management

The air attack program is managed at the national level by agency program managers. The National Interagency Aviation Committee (NIAC) provides guidance through the Interagency Aerial Supervision Subcommittee (IASS), which authorizes an agency program manager/ATGS GACC representative to provide operational and programmatic oversight at the geographic area level.

Training

Classroom training is completed per the PMS 310-1. Field (flight) training assignments are coordinated and prioritized by the geographic area training representatives and agency program manager/ATGS GACC representatives. National interagency ATGS training aircraft have been identified and are utilized for the sole purpose of ATGS flight training.

Operational Considerations

- Ground resources will maintain consistent communication on assigned air to ground frequencies with aerial supervision to maximize the safety, effectiveness, and efficiency of aerial operations.
- Relief aerial supervision should be ordered for sustained operations to ensure continuous coverage over an incident.
- Personnel who are performing aerial reconnaissance and detection will not perform aerial supervision duties unless they are fully qualified as an ATGS.
- ATGS aircraft must meet the aircraft/avionics typing requirements listed in the *NWCG Standards for Aerial Supervision* and the pilot must be carded to perform the air tactical mission. Rotor-wing pilots are not required to be carded for air tactical missions.

Aerial Supervision Module and Leadplane

The aerial supervision module (ASM) and leadplane (LP) are national shared resources.

The ASM is crewed with both a leadplane pilot (LPIL) and an air tactical supervisor (AITS). These individuals are specifically trained to operate together as a team. The resource is primarily designed for providing both functions (leadplane pilot and ATGS) simultaneously from the same aircraft but can also provide single-role service.

The leadplane is staffed with a single pilot and provides coordination with fixed-wing airtankers and water scooping aircraft.

Operational Considerations

Any operation that limits the national resource availability must be approved by the agency program manager.

Aerial or incident complexity and environmental considerations will dictate when the ASM ceases low-level operations. The ASM flight crew has the responsibility to determine when the complexity level of the incident exceeds

the capability to perform both ATGS and leadplane functions from one aircraft. The crew will request additional supervision resources or modify the operation to maintain mission safety and efficiency.

Policy

Only those individuals authorized by the National Aviation Office (BLM)/FS-standardization pilot/State aviation official and approved by the regional aviation officer/BLM state aviation manager/State aviation official will be certified to function as an AITS.

Aerial Supervision Module Program Training and Qualifications

Training and qualification requirements for ASM crewmembers are defined in the *NWCG Standards for Aerial Supervision*.

Aerial Supervision Coordination

National coordination and management of ASM and LP resources are required to ensure national coverage and capability. Agency aerial supervision/flight operation program managers (national/regional) will work with the NICC and GACCs to ensure staffing, aircraft readiness, and availability.

Reconnaissance or Patrol Flights

The purpose of aerial reconnaissance or detection flights is to locate and relay fire information to management. In addition to detecting, mapping, and providing fire sizeup, this resource may be utilized to provide ground resources with intelligence on fire behavior, to the IC when appropriate, and describe access routes into and out of fire areas for responding units. Only qualified aerial supervisors (ATGS, AITS, HLCO and LPIL) are authorized to coordinate incident airspace operations and give direction to aviation assets. Flights with a "reconnaissance, detection, or patrol" designation should communicate with tactical aircraft only to announce location, altitude and to relay their departure direction and altitude from the incident.

Airtankers

Federally contracted airtankers are national resources. Geographic areas administering these aircraft will make them available for initial attack and extended-attack fires on a priority basis regardless of GACC boundaries. Early-activation for large fire support can have a significant effect on the resource availability late in the day. NICC must be included in this discussion. The rationale for use of airtankers prior to normal start times for large fire support must include obtainable incident objectives in support of ground resources.

Host GACCs will check with NICC prior to releasing flight crews on type 1 and type 2 airtankers and VLATs for the day when those resources are not being used within the host area and could be utilized elsewhere for emerging or ongoing fire activity.

LATs are primarily used for initial attack and are initial attack capable without leadplane/ASM supervision. VLATs are primarily used for large fire support

and require leadplane/ASM supervision to be on scene prior to arriving on the fire.

The *National Interagency Mobilization Guide*, chapter 50, "Airtankers," contains additional direction regarding staffing and maintenance of support functions to mobilize national resources.

For aviation safety and policy concerning wildland fire chemicals see chapter 12, "Suppression Chemicals and Delivery Systems."

Federal airtankers are owned and operated by commercial vendors. Some States may contract for commercially owned airtankers, own airtankers, or order airtankers through compacts—either State-to-State or State-to-Canadian-province. The management of airtankers is governed by:

- ***BLM –*** *The requirements of the DM, BLM NAP, and BLM Manual 9400.*
- ***FS –*** *Airtankers operate in accordance with 14 CFR part 137, specific contracts, Grants of Exemption; Forest Service Manual (5700) and Handbook (5709.16); and the Forest Service Standards for Airtanker Operations.*
- ***BIA –*** *The requirements of the DM and BIA NAP.*

Airtanker Types

Airtankers are typed according to their load capacity (https://www.nwcg.gov/publications/pms200):

- Very large air tankers – 8,000 gallons or more
- Type 1 – 3,000 to 4,999 gallons
- Type 2 – 1,800 to 2,999 gallons
- Type 3 – 800 to 1,799 gallons
- Type 4 – up to 799 gallons

Very Large Airtankers

VLATs have some unique operational considerations including low-level supervision, terrain, airtanker base ramp operations and operations in the fire traffic area (FTA).

- The leadplane or ASM must be on scene prior to dispatching the VLAT.
- VLATs may be used on fires to augment type 1, type 2, and type 3 airtankers, but not as a replacement.
- Aerial supervision (leadplane or ASM) is required by contract and interagency policy for VLATs while dropping retardant.
- VLATs are less maneuverable than large airtankers and should be used in less challenging terrain that affords better maneuverability and effectiveness for dispensing.
- VLATs minimum drop height is 250 feet above the ground or canopy cover whichever is higher. Generally, drop heights should increase when using higher coverage levels.
- VLATs require considerably more space and clearance from other aircraft within the FTA and more time to set up for drops.

- Airtanker bases approved for VLATs are listed in the *NWCG Airtanker Base Directory*.

State of Alaska Airtankers

Airtankers under contract to the State of Alaska may be mobilized to the lower 48 as approved cooperator aircraft. Prior to mobilization to the lower 48, ordering agencies should confirm that current cooperator letters are in place for the requested aircraft and pilots permitting operations in the lower 48 States.

- ***FS –*** *Convair 580 airtankers are not approved for use on Forest-Service-protected lands.*

International Airtankers and Water Scoopers

International airtankers and scoopers can be activated through the agreements, NIFC/other fire coordination center, or authority or through compacts (State-to-Canadian province).

Other international airtankers and water scoopers may operate individually like U.S. airtankers and scoopers.

- NIFC-ordered, Canadian/international aircraft – Aircraft ordered through the NIFC agreement with the foreign country may be used on Federal lands if the aircraft have been inspected and approved by FS letter.
- Compact-ordered aircraft – Aircraft and flight crews ordered through State-to-Canadian-province compacts will be considered non-federally approved cooperator aircraft unless they have been previously inspected and approved by the FS/DOI.

The standard operating procedure for the Canadian or international airtankers and water scoopers is as follows:

- If the pilot is not initial attack rated, the Canadian or international airtankers or water scoopers must be supervised by a Canadian Bird Dog or US ASM/leadplane or ATGS.
- Canadian Bird Dogs may provide low-level target identification runs ("show me" pass) for either Canadian, international or US-contracted airtankers.
- Canadian Bird Dogs are not authorized to "lead" US-federally-contracted airtankers or other international airtankers.
- Canadian Bird Dogs can perform the functions of an ATGS once approved by the US ordering agency.
- US ASM/leadplanes are authorized to "lead" Canadian and international airtankers.
- Canadian airtankers and water scoopers typically operate as a "group" with Canadian Bird Dogs as part of their operational model.
- Canadian Bird Dogs have a Canadian air attack officer (AAO) on board and function similar to a US ASM.

Airtanker Rotation

The Federal, national airtanker fleet includes a mix of exclusive-use, CWN/on-call type 1 and type 2 LATs, VLATs, or SEATs. To ensure consistent utilization, rotation, and management of the national airtanker fleet, the following is interagency direction for the management of airtanker rotation and supplements direction contained in *NWCG Standards for Airtanker Base Operations* (*SABO*) (PMS 508).

All LATs, VLATs and SEATs (including federally approved cooperator and Canadian and other international airtankers) operating from the same base shall be dispatched in rotation based on the type of airtanker requested on a first-in/first-out basis regardless of contract type (exclusive-use, CWN/on-call or Forest-Service-owned) or the location of the incident.

First in/first out also applies to airtankers that are requested for a load/return. When an incident requires multiple loads of retardant, aerial supervisors/ICs will notify the appropriate dispatch center of the need for additional retardant and any operational retardant delivery requirements. To ensure timely and effective retardant delivery, dispatch will order the next available airtanker in rotation if an airtanker that meets the requirement of the request is available and located at the load and return airtanker base.

Exceptions

1. Airtankers that do not have an initial-attack-rated pilot in command will not be dispatched to a fire unless a leadplane or ASM is on scene upon the arrival of the airtanker.
2. ICs/aerial supervision requests a specific type of resource (e.g., VLAT, LAT, or SEAT).
3. On-scene aerial supervision determines that the use of a specific make/model airtanker is not effective based on factors, such as risk, maneuverability in terrain, and/or effectiveness.
4. The next airtanker in rotation has an operating restriction at the base where the airtanker is being assigned. Operating restrictions may include fuel and retardant availability, airtanker base or airport restrictions, significant downloading of fuel or retardant based on performance, daylight remaining, or distance to the incident is not considered effective.
5. Repositioning of an airtanker closer to where their maintenance crews or supplies are available. (NICC will facilitate in coordination with the GACC.
6. A benefit to the Government would be realized by changing the rotation. This will be facilitated by the GACC or NICC with consideration to days off, mission requirements, and/or anticipated need.
7. Airtankers are returning after day(s) off. Upon returning to availability from days off, these airtankers will be at the end of the rotation at the airtanker base. Airtankers working seven-day schedule retains their position in the rotation.

8. MAFFS; NICC-ordered, State cooperators; and NICC-ordered, international airtankers will begin rotation at that base after the contracted airtanker(s) at the beginning of each day.
9. Water scoopers will not be included in airtanker base rotations.

Rotation of State Airtankers

Rotation of State resources on State incidents at a State airtanker base is established by their agency.

In cases where federally approved, State airtankers are operated in conjunction with federally contracted airtankers on an incident primarily on Federal lands, the State airtankers are added to the rotation after the Federal airtankers at the beginning of each day.

Additional Information

FS-/DOI-contracted airtankers, when assigned to incidents managed by other agencies or State cooperators remain under the direction of the contracting agency. FS-/DOI-contracted airtankers are bound only by their contract and will be treated fairly and equitability during their assignment with other Federal or State agencies.

Airtanker Payloads

Loading type 2, type 1 or VLAT airtankers with water or dropping water operationally shall not occur unless the FS National Airtanker Program Manager has been notified. Use of water operationally from these airtankers will require the following prior to notification:

- Use of retardant is restricted by the fire management plan (FMP) for the unit requesting the approval to use water. A copy of the section of the FMP restricting use of retardant shall be provided to the Forest Service National Airtanker Program Manager with the notification.
    - Prior to ordering an airtanker, the receiving unit should request the appropriate water aerial dispensing aircraft, such as a water scooper or helicopter.

During pre- or post-season fires, loading airtankers with water may be necessary when the nearest airtanker base may not be operational and capable of loading retardant. Once an airtanker base is operational and can load retardant, use of water shall cease.

Use of water enhancers (gels) is strictly prohibited in type 2, type 1 or VLAT airtankers contracted by the FS.

Large and Very Large Airtanker Coordination

National coordination and management of FS-contracted airtankers is required to ensure there is airtanker coverage, response, and capability nationwide. The FS Airtanker Program Manager and FS Fixed-wing Coordinator coordinate and manage airtanker readiness and availability, capability, and response with vendors, national aviation staff, and NICC.

Airtanker Base Operations

Certain parameters for the operation of airtankers are agency specific. For dispatch procedures, limitations, and times, refer to geographic area mobilization guides and the *NWCG Standards for Airtanker Base Operations* (*SABO*).

All permanent, CWN and temporary bases will have an airtanker base operations plan (ABOP), and a qualified ATBM prior to operations out of the airtanker base airport. All personnel conducting airtanker base operations should review the *SABO* and have it available. ATBMs are authorized to manage SEATs, the ATBM should review the *SABO* and have it available. Both large airtankers as well as SEATs have applicable aircraft contracts that will be available for reference, as well as the national long-term, fire-retardant contract.

Regions, States, and GACCs shall coordinate airtanker base activation and closing dates with the appropriate agency airtanker base specialist to ensure national airtanker response and capability is maintained.

- ***FS –*** *National job codes for airtanker base early activation or late closing is available to support national response and capability.*

Loading Operations

FS-contracted airtankers and modular airborne firefighting system (MAFFS) airtankers shall be loaded using a mass flow meter to measure the payload in pounds. Refer to the *Forest Service Airtanker Operations Plan* for more information at https://www.fs.usda.gov/managing-land/fire/aviation/publications.

Airtanker Base Personnel

There is identified training for the positions at airtanker bases; the *SABO* contains descriptions of airtanker base support positions and their roles and responsibilities. The PMS 310-1 lists required training for these positions.

The ATBM provides supervision and coordination of airtanker base operations. The ATBM may report to the local aviation manager and/or incident aviation manager.

Startup/Cutoff Time for Multi-Engine Airtankers

Refer to the *NWCG Standards for Aerial Supervision* (PMS 505).

Single Engine Airtankers

Single Engine Airtanker Operations, Procedures, and Safety

The *NWCG Standards for Airtanker Base Operations* (*SABO*) (PMS 508) defines operating standards and is policy for both the DOI and FS. All permanent and temporary SEAT bases will have a SEAT base operating plan, and a qualified single engine airtanker manager (SEMG) or ATBM prior to operations out of the SEAT base airport.

Single Engine Airtanker Manager Position

The SEMG duties and responsibilities are outlined in the *NWCG Standards for Airtanker Base Operations* (*SABO*) (PMS 508). The PMS 310-1 lists required training for the SEMG position, ATBM position, and other base support positions. SEMGs may also refer to the *SABO* for base support duties and responsibilities.

The SEMG provides supervision and coordination of SEAT base operations and base support personnel. The SEMG may report to the local aviation manager, incident aviation manager, or ATBM if applicable. SEMGs assist in ensuring adherence to contract regulations, safety and policy requirements, and fiscal accountability.

Operational Procedures

Using SEATs in conjunction with other aircraft over an incident is standard practice. Agency or geographical area mobilization guides may specify additional procedures and limitations.

Depending on location, operator, and availability, SEATs can drop suppressants, water, or approved chemical retardants. Because of the load capacities of the SEATs (500 to 800 gallons), quick turn-around times should be a prime consideration.

SEAT operations at established airtanker bases or reload bases are authorized. All BLM and FS airtanker base operating plans will permit SEAT loading in conjunction with LATs.

Multi-Engine Water Scoopers

FS-contracted; exclusive-use; and CWN, multi-engine water scoopers are national resources. Geographic areas administering these aircraft will make them available for initial attack and extended-attack fires on a priority basis. Generally, a water scooper manager will be assigned by the FS National Aviation Office. The manager will be on site to coordinate water scooper operations, logistics, and water-body assessment.

FS-contracted, multi-engine water scoopers, by contract, shall not use retardant, foam, or gels.

Smokejumper Pilots

The *Interagency Smokejumper Pilot Operations Guide* (ISPOG) serves as policy for smokejumper pilot qualifications, training, and operations.

Helicopters

Helicopter Types

The minimum specifications for the typing of helicopters are by useful load, passenger seats, water or retardant carrying capability, and maximum gross weight. (Refer to https://www.nwcg.gov/publications/pms200.)

ICS Type Specifications for Helicopters

Attributes	Type 1	Type 2	Type 3
Useful load at 59° F at sea level	5,000 pounds	2,500 pounds	1,200 pounds
Passenger seats	15 or more	9-14	4-8
Retardant or water carrying capability	700 gallons	300 gallons	100 gallons
Maximum gross takeoff/landing weight	12,501+ pounds	6,000-12,500 pounds	up to 6,000 pounds

The *National Interagency Mobilization Guide*, chapter 50, contains additional direction regarding staffing and maintenance support functions to mobilize national resources. For aviation safety and policy concerning wildland fire chemicals (water enhancers, retardants, and foams), reference https://www.fs.usda.gov/rm/fire/wfcs/. Other helicopter information can be found in the *NWCG Standards for Helicopter Operations* (PMS 510) at https://www.nwcg.gov/publications/510.

- ***FS –*** *The use of fire chemicals mixed with on board injection or blending systems is not permitted on Forest-Service-contracted aircraft. Water enhancers may be mixed and loaded from ground-based equipment when demand mixed through a proportioner; or batch mixed to the qualified mix ratio in a separate tank, then transferred into a dip tank. Compliance with the Forest Service Qualified Product List (https://www.fs.usda.gov/rm/fire/wfcs/) to include qualified, required mix ratios, is mandatory.*

Military or National Guard Helicopters and Pilots

The *Military Use Handbook* will be used when planning or conducting aviation operations involving regular military aircraft. Ordering military resources is done through NICC; National Guard resources are utilized through local or State memorandum of understanding (MOU).

Modular Airborne Fire Fighting System (MAFFS)

The *MAFFS Operating Plan* (available from NICC) will be used when planning or conducting aviation operations involving MAFFS military aircraft. Ordering MAFFS is done through the NICC; MAFFS are utilized through a national agreement (see the *National Interagency Mobilization Guide*). Several States have the ability to activate MAFFS through separate agreements that do not require ordering through NICC.

Cooperator Aircraft

Cooperator-contracted aircraft also on an existing Federal contract with Federal aircraft and pilot cards may be utilized on federally protected lands when

cooperative agreements are in place and the aircraft have been approved by USDA Forest Service/DOI letter.

Cooperator-contracted, exclusive-use aircraft not on an existing Federal contract may be considered for approval on a case-by-case basis when cooperative agreements are in place. Approval will be by USDA Forest Service/DOI letter.

Cooperator-owned/-operated aircraft may be utilized on federally managed fires when cooperative agreements are in place and the aircraft have been approved by FS/DOI letter. Cooperator-owned/-operated aircraft meeting requirements of the *NWCG Standards for Interagency Cooperator Type 2 and Type 3 Helicopters* or other applicable NWCG standards may be utilized on federally protected lands when cooperative agreements are in place and the aircraft have been approved by FS/DOI letter.

All cooperator aircraft used on federally protected lands must be approved by FS/DOI letter.

Utilization of approved, cooperator aircraft shall be limited based on 49 United States Code §40125.

- All approved cooperator aircraft used on federally managed fires shall be released when Federal aircraft become reasonably available.
- The use of cooperator aircraft must involve a "significant and imminent threat to life or property" documented daily on the Cooperator Aircraft Use Validation Worksheet (*National Interagency Mobilization Guide,* chapter 80 Forms) to document the justification for aircraft utilization.

Non-Federally Approved Cooperator Aircraft

Cooperator-contracted, exclusive use aircraft not on an existing Federal contract may be considered for approval on a case-by- case basis when cooperative agreements are in place.

The following conditions apply for non-federally approved aircraft:

- No Federal employees are allowed to ride on board the aircraft.
- No Federal employee may be assigned to a position that exercises contractual control.
- Federal personnel may load retardant at Federal airtanker bases, regardless of jurisdiction.
- Federal personnel may provide aerial supervision (ATGS, ASM, HLCO, leadplane) under existing standard operating procedures and agreements.
- The aircraft remains under State operational control regardless of the agency affiliation of the firefighters directing the aircraft on an incident with State jurisdiction.
- The aircraft are approved to interact with Federal dispatch personnel as long as the aircraft remains under the operational control of the State or for safety reasons.

Under emergency circumstances, where human life is immediately at risk by wildland fire on lands under Federal protection, a Federal line officer can

approve the use of non-federally approved aircraft. This exemption must only take place when sufficient Federal firefighting aircraft are not readily available to meet the emergency need. Federal line officers are encouraged to consult with agency aviation management personnel to aid in decision-making.

Approving Federal line officer must document exemptions in accordance with agency guidance to include submitting a SAFECOM (https://www.safecom.gov/) within 24 hours.

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Chapter 17
Fuels Management

Introduction

The purpose of the fuels management programs within the Department of the Interior (DOI) and the Forest Service (FS) is to reduce hazardous fuels and risks to human communities and improve the health of the land by creating fire-resilient landscapes and restoring fire-adapted ecosystems.

The DOI and FS, along with other Federal, State, Tribal, and local partners, will work to ensure effective fire management efforts are collectively planned and implemented. These efforts will be consistent with the direction provided in:

- *Review and Update of the 1995 Federal Wildland Fire Management Policy* (January 2001)
- *Guidance for Implementation of Federal Wildland Fire Management Policy* (February 13, 2009)

Policy

The Federal fire agencies use the *Interagency Prescribed Fire Planning and Implementation Procedures Guide* (PMS 484) to manage prescribed fire activities. This guide provides standardized procedures specifically associated with the planning and implementation of prescribed fire.

Fuels Management

Policy, project planning and implementation priorities, and standards common to all agencies include:

- The safety of firefighters and the public is the number one priority when planning and implementing projects/treatments;
- All projects/treatments will support resource management objectives as identified in their agency-specific land/resource management plans (L/RMP);
- All projects/treatments will have plans that contain measurable objectives;
- All projects/treatments will comply with National Environmental Policy Act (NEPA), Clean Air Act and all other regulatory requirements;
- All projects/treatments will be tracked, and progress will be reported within required timeframes; and
- All projects will be monitored to determine if treatment objectives were met and to document weather, fire behavior, fuels information, and smoke dispersion. Evaluation reports are to be completed and maintained in the project file.
- Consider the use of basic smoke management practices (BSMPs) when planning and implementing prescribed fires.

Some programmatic differences are identified in the following agency-specific documentation and serve as agency-specific direction.

- ***BLM –*** *Reference BLM Fuels Management and Community Assistance Manual and Handbook 9214-1.*
- ***NPS –*** *Refer to RM 18.*
- ***FWS –*** *Refer to Fire Management Handbook, chapter 17.*
- ***FS –*** *Refer to FSM 5140.*
- ***BIA –*** *Refer to Bureau of Indian Affairs Fuels Management Business Rules, July 2008.*

Reporting Fuels Management Accomplishments

The Hazardous Fuels Reduction (HFR) module of the National Fire Plan Operations and Reporting System (NFPORS) is the national system for submitting proposed projects for approval, tracking accomplishments of the program, reporting performance, measuring accomplishments, and accountability for all agencies in the DOI.

FS fuels management accomplishments are entered into the FS Activity Tracking System (FACTS) as the official system of record for tracking and reporting. This data is shared with NFPORS to facilitate interagency joint reporting needs.

Information on FACTS can be found at https://fsweb.nrm.fs.fed.us/. Acres treated through FS funded State fire assistance grants are recorded directly in NFPORS.

Reporting Fuels Treatment Effectiveness Monitoring

Anytime a wildfire starts in or interacts with a fuel treatment area, policy requires that all agencies document the outcome to examine whether the treatment had the desired effect of reduced fire behavior and/or provided opportunities to firefighters for effective management of the wildfire.

- ***BLM –*** *Refer to MS-9214 and H-9214-1.*
- ***NPS –*** *Refer to RM 18 and Documenting Hazardous Fuels Reduction Program Treatment Effectiveness Memorandum, 10/09/2012.*
- ***FWS –*** *Refer to Fish and Wildlife Service (FWS) Fire Management Reporting Requirements and Timelines Memorandum, FMB202015 - Establishment of a Fuels Management Three-Year Program of Work.*
- ***FS –*** *Refer to FSM 5140.*
- ***BIA –*** *Refer to Bureau of Indian Affairs (BIA) Fuels Treatment Effectiveness Final Guidance Memorandum, 06/05/2013.*

Reporting Planned Fuels Treatments Burned in a Wildfire

- ***BLM –*** *BLM offices will report all acres burned in a naturally caused wildfire that accomplish resource objectives in the HFR module of NFPORS as "fire use" when:*
  - *An interdisciplinary team approach is used to determine the specific burned acres where land use plan resource objectives were met by wildfire; and*

- *An agency administrator approves the determination and notifies the State fuels lead/specialist. Together they ensure appropriate reporting in NFPORS.*

See instructions in the BLM Fuels Management and Community Assistance Handbook, H-9214-1. Note that accomplishments of resource objectives from known human-caused fires will not be reported.

- ***NPS/FWS –*** *Acres burned in a wildfire may only be reported in the NFPORS HFR module as "fire use" if all the following conditions are met:*
  - *The area burned was in a preexisting NFPORS treatment unit;*
  - *The accomplishment has been approved from the regional and/or national level;*
  - *National Environmental Policy Act (NEPA) is complete; and*
  - *The planned objectives were met.*
- ***FS –*** *Acres burned from an unplanned natural ignition may be reported as "fire use" accomplishment if the resulting fire effects meet objectives from the L/RMP or project-specific NEPA decision document. Human-caused wildfires may not be counted as accomplishment toward target regardless of the outcome. See "Reporting of Wildfire Acres That Meet Resource Management Objectives" section below for additional information.*
- ***BIA –*** *Refer to Bureau of Indian Affairs Fuels Management Business Rules, July 2008, page 36.*

Reporting of Wildfire Acres That Meet Resource Management Objectives

Acres burned in a wildfire that achieve resource management objectives as defined in L/RMPs and fire management plans (FMP) will be reported in the NFPORS Non-National Fire Plan (Non-NFP) module. While strategies for managing individual wildfires are established through the fire management decision process, the identification of acres which achieved L/RMP/FMP objectives should be made after the fire is declared out, regardless of the fire management objective, strategy, or tactic used (e.g., even though a wildfire strategy may be full suppression, the effects of a wildfire on resources may be beneficial). The determination of benefit must be based on land management objectives which are affected by fire severity, intensity, and other fire impacts. Post-fire impact, such as invasion of exotic species and the need for rehabilitation, should be considered in this determination. At a minimum, acres reported in the Non-NFP module must meet the following criteria:

- The L/RMP/FMP supports attainment of resource benefit through use of fire;
- An interdisciplinary approach is used to determine whether the L/RMP/FMP objectives were met; and
- Line manager approves the determination.
  - ***BLM*** *– Reporting will take place in the HFR module in NFPORS, not in the NPORS Non-National Fire Plan module. Reference the BLM Fuels Management and Community Assistance Handbook H-9214-1.*

- ***FWS –*** *Reporting will take place in FMIS, not in the NFPORS Non-NFP module. Reference the FMIS User Guide.*
- ***FS –*** *Direction for reporting accomplishments from unplanned ignitions is found in the Hazardous Fuels Reduction Treatments Tracking and Accomplishments Reporting Requirements document posted on the FACTS support page at https://fsweb.nrm.fs.fed.us/support/docs.php?appname=facts.*

Prescribed Fire During Preparedness Levels 4 and 5

Approval at the regional or state office level is required prior to ignition of prescribed fires at national preparedness levels 4 and 5. Approving officials should consider relative risks and opportunities as well as availability of local resources to implement without the need for additional outside resources that could add additional strain on resource availability nationally. To limit the potential for mixed messages when at Geographic Area Coordination Center (GACC) or national preparedness levels 4 and 5, agencies should coordinate information on planned implementation of prescribed fires with interagency partners at the local, Geographic Area Multi-agency Coordinating Group (GMAC) and National Multi-agency Coordinating Group (NMAC) levels.

- ***BLM –*** *The state director or designee will approve prescribed fire at national or geographic area preparedness level 4 or 5.*
- ***NPS –*** *At geographic area preparedness level 4 or 5, written concurrence from NPS regional fire management is required prior to implementing prescribed fires. At national preparedness level 4 or 5, NPS regional fire management and NPS Chief, Branch of Wildland Fire written concurrence is required prior to implementing prescribed fires. A notification to the regional director is required in both regional and national preparedness level scenarios and is the responsibility of the NPS regional fire management staff. Email is an acceptable method to satisfy concurrence requirements.*
- ***FWS –*** *During geographic area preparedness level 4 and 5, and national preparedness level 4, written concurrence from regional fire management must be obtained prior to implementing a prescribed fire. During national preparedness level 5, written concurrence from regional fire management and the Branch of Fire Management must be obtained prior to implementing a prescribed fire. Refer to FMH, chapter 17 for additional information.*
- ***FS –*** *The regional forester will approve or disapprove new prescribed fires or continue existing prescribed fire at national preparedness levels 4 and 5 or if National Fire Danger Rating System forecasted adjective rating is "extreme" for the county that the prescribed fire is located or any adjacent county. Reference FSM 5140.*
- ***BIA –*** *At national preparedness levels 4 and 5, prescribed fire applications can be initiated or continued if the proposed action is approved by an agency at the regional level. The approval must be based on an assessment*

of risk, impacts of the proposed actions on Area resources and activities and include feedback from the GMAC. At national preparedness level 5, for prescribed fire applications to be initiated or continued that require additional support of resources from outside the local unit or require resource ordering of an IMT, the regional fuels specialist must prepare a written justification to request permission to implement a new prescribed fire and submit to the BIA Director of Fuels Management. An NMAC representative will assess risk and impacts of the proposed action(s) and present to NMAC for review prior to proceeding. The final decision to implement resides with the implementing agency.

Federal Agencies Assistance

Reference section VI of the *Interagency Agreement for Wildland Fire Management among the Bureau of Land Management, Bureau of Indian Affairs, National Park Service, Fish and Wildlife Service of the United States Department of The Interior, and the Forest Service of the United States Department of Agriculture,* effective 2016-2021.

Agencies will enter into separate agreements for personnel and other resources provided for planning and implementation of fuels management treatments and activities. This may or may not result in an exchange of funds subject to the applicable statutory authority used.

- ***FS –*** *USFS units will make every attempt to establish agreements in advance when planning to utilize resources from cooperating agencies to implement or respond as contingency resources for prescribed fire. However, for prescribed fire activities and exigent circumstances, where an agreement was not executed and funds were not obligated prior to commencing work, a ratification may not be necessary if an approved agreement is executed and funds obligated on I-web within 30 calendar days of the start of work. See FSH 1509.11 chapter 10, Section 15.81.*
- ***BIA –*** *Refer to Bureau of Indian Affairs Fuels Management Business Rules, July 2008, pages 23-24.*

Hazard Pay/Environmental Differential for Prescribed Fire Implementation

Hazard pay will not be paid for any prescribed fire. Under certain circumstances, (e.g., low-level flight operations), hazard pay, or environmental differential may be warranted. Offices should contact their servicing personnel office with specific questions.

Non-NWCG Agency Personnel Use on Prescribed Fire

For information regarding use of non-National Wildfire Coordinating Group (NWCG) agency personnel on prescribed fires, see chapter 13.

Use of Contractors for Prescribed Fire Implementation

Agencies can contract to conduct all or part of the planning and implementation of prescribed fire operations and/or all or part of mechanical treatments for fuels management projects. Contractors must meet PMS 310-1 qualification requirements and agency standards for specific skill positions for prescribed fire operations.

If a contractor is actively involved in igniting, holding, or mopping up an agency prescribed fire, a contracting officer's authorized representative (COR) or project inspector (PI) will be on site (exceptions can be made for late stage mop up and patrol) to ensure that the prescribed fire objectives are being met and that the terms of the contract are adhered to. The agency administrator and/or fire management officer (FMO) will determine the qualifications required for the agency representative (COR or PI).

- ***BLM –*** *Refer to H-9214-1, chapter 5-3, Contractor and Cooperator Prescribed Fire Plan Development and Implementation.*
- ***FWS –*** *Refer to Fire Management Handbook, Chapter 17, and 645 FW 1 for fuels projects funded by the Partners for Fish and Wildlife Program and Coastal Program.*
- ***FS –*** *Contractors must meet requirements for any specific skill positions for prescribed fire operations as described in PMS 310-1 or FSH 5109.17 for positions not found in the PMS 310-1 (e.g., RXB3). Reference FSM 5140.*
- ***BIA –*** *Refer to Bureau of Indian Affairs Fuels Management Business Rules, July 2008, page 22.*

Use of Administratively Determined Pay Plan for Prescribed Fire

Administratively Determined workers may be used in support of prescribed fire under specific circumstances. Refer to the appropriate DOI or FS Administratively Determined (AD) Pay Plan for Emergency Workers (Casuals) for information regarding the use of emergency workers for prescribed fire. Administratively Determined pay plans do not allow for use of Casuals for mechanical or chemical treatment fuels reduction projects.

Activation of Contingency Resources

In the event contingency resources are activated, sending units should respond and support the requesting agency immediately.

Non-Fire Fuels Management Activities

For policy, guidance, and standards for implementation of non-fire fuel reduction treatments (e.g., mechanical, biological, chemical), refer to agency-specific policy and direction.

Chapter 18
Reviews and Investigations

Introduction

When an accident occurs, each agency will meet their agency-specific accident investigation (AI) reporting requirements (e.g., Department of the Interior [DOI] Safety Management Information System (SMIS) or USDA eSafety).

Reviews and investigations are used by wildland fire and aviation managers to assess and improve the effectiveness and safety of organizational operations.

Information (other than factual) derived from safety reviews and AIs should only be used by agencies for accident prevention and safety purposes.

Multiagency Cooperation

Many reviews and investigations involve cooperation between Federal, State, county, and municipal agencies. To comply with each agency's authorities, policies, and responsibilities, a multiagency review or investigation may be necessary. A multiagency delegation of authority should be provided to outline roles, responsibilities, and expected deliverables.

The team leader or delegating official(s) should establish cooperative relationships with the other agencies involved in the review or investigation to ensure policies and responsibilities are met. This may involve negotiations, cooperative agreements, and coordination with the agency designated agency safety and health official (DASHO) or the agency official who signs the delegation of authority.

Federal Interagency Investigations

Close calls or accidents that involve interagency (Forest Service [FS] or DOI) personnel and/or jurisdiction (e.g., FS firefighter injured on Fish and Wildlife Service [FWS] jurisdictional wildland fire and vice versa) shall be reviewed or investigated cooperatively and conducted at the appropriate level as outlined in this chapter.

Agency administrators will ensure that affected agencies are involved throughout the review/investigation process.

When an incident does not meet the serious accident criteria, the affected agency administrators should jointly decide what type and level of investigation will be conducted based on agency processes outlined in this chapter. Questions should be addressed to your agency wildland fire safety program manager.

Reviews

Reviews are methodical examinations of system elements, such as program management, safety, leadership, operations, preparedness, training, staffing, business practices, budget, cost containment, planning, and interagency or intra-agency cooperation and coordination. Reviews do not have to be associated with

a specific incident. The purpose of a review is to ensure the effectiveness of the system element being reviewed, and to identify deficiencies and recommend specific corrective actions. Established review types are described below and include:

- Preparedness review
- After action review (AAR)
- Fire and Aviation Safety Team (FAST) review
- Safety Assistance Team (SAT) visit
- Aviation Safety and Technical Assistance Team (ASTAT) review
- Wildland Fire Management Annual Report and Large Fire Review – (FS)
- Significant wildland fire review or (SWFR) - (DOI)
- Individual fire review
- Lessons learned review (LLR)
- Rapid lesson sharing (RLS)
- Declared wildfire review
- Air Quality Exceedance Notice of Violation (NOV) review

Review Types and Requirements

Type	When Conducted	Delegating or Authorizing Official
Preparedness review	Annually, or management discretion	Local/state/region/ national
After action review	Management discretion	N/A
Fire and Aviation Safety Team review	As fire activity dictates	Geographic Area Coordinating Group
Safety Assistance Team visit	As fire activity dictates	Local/state/region/ national
Aviation Safety and Technical Assistance Team review	As aviation activity dictates	State/regional aviation manager or MACG
Wildland Fire Management Annual Report and Large Fire Review (FS)	Washington Office discretion	Washington Office
Significant wildland fire review (DOI)	Refer to Office of Wildland Fire (OWF) Policy Memorandum 2016-013	Agency director, agency administrator, or individual bureau direction
Individual fire review	Management discretion	Local/state/region/ national

Type	When Conducted	Delegating or Authorizing Official
Lessons learned review • ***NPS/FS –*** *FLA may be used*	Management discretion	Local/state/region/ national
Rapid lesson sharing	Management discretion	N/A
Declared wildfire review	See *Interagency Prescribed Fire Planning and Implementation Procedures Guide* (PMS 484)	See *Interagency Prescribed Fire Planning and Implementation Procedures Guide* (PMS 484)
Air Quality Exceedance Notice of Violation (NOV)	See *Interagency Prescribed Fire Planning and Implementation Procedures Guide* (PMS 484)	See *Interagency Prescribed Fire Planning and Implementation Procedures Guide* (PMS 484)

Preparedness Review

Preparedness reviews assess fire programs for compliance with established fire policies and procedures outlined in the current *Interagency Standards for Fire and Fire Aviation Operations* and other pertinent policy documents.

Preparedness reviews identify organizational, operational, procedural, personnel, or equipment deficiencies, and recommend specific corrective actions. Interagency preparedness review checklists can be found at https://www.nifc.gov/standards.

After Action Review

An after action review (AAR) is a learning tool intended for the evaluation of an incident or project in order to improve performance by sustaining strengths and correcting weaknesses. An AAR is performed as soon after the event as possible by the personnel involved. An AAR should encourage input from participants that is focused on:

- What was planned?
- What actually happened?
- Why it happened?
- What can be done the next time?

An AAR is a tool that leaders and units can use to get maximum benefit from the experience gained on any incident or project. When possible, the leader of the incident or project should facilitate the AAR process. However, the leader may choose to have another person facilitate the AAR as needed and appropriate.

AARs may be conducted at any organizational level. However, all AARs involve the exchange of ideas and observations, and focus on improving

proficiency. The AAR should not be utilized as an investigational review. The format can be found in the *Interagency Response Pocket Guide (IRPG),* PMS 461, NFES 1077. Additional AAR information is available at https://www.nwcg.gov/wfldp/toolbox/aars.

Fire and Aviation Safety Team Review

A Fire and Aviation Safety Team (FAST) assists agency administrators during periods of high fire activity by assessing policy, rules, regulations, and management oversight relating to operational issues. They can also do the following:

- Provide guidance to ensure fire and aviation programs are conducted safely;
- Assist with providing immediate corrective actions;
- Review compliance with OSHA abatement plan(s), reports, reviews, and evaluations; and
- Review compliance with *Interagency Standards for Fire and Fire Aviation Operations*.

FAST reviews can be requested through Geographic Area Coordination Centers (GACC) to conduct reviews at the state/regional and local level. If a more comprehensive review is required, a national FAST can be ordered through the National Interagency Coordination Center (NICC).

FASTs include a team leader, who is either an agency administrator or fire program lead with previous experience as a FAST member, a safety and health manager, and other individuals with a mix of skills from fire and aviation management.

FASTs will be chartered by their respective Geographic Area Coordinating Group (GACG) with a delegation of authority, and report back to the GACG.

FAST reports will include an executive summary, purpose, objectives, methods/procedures, findings, recommendations, follow-up actions (immediate, long-term, national issues), and a letter delegating authority for the review. FAST reports should be submitted to the GACG with a copy to the Federal Fire and Aviation Safety Team (FFAST) chair within 30 days. See appendix L for sample FAST delegation of authority.

Safety Assistance Team Visit

In addition to FAST reviews, Safety Assistance Team (SAT) visits emphasize engaging individual firefighters, managers, and administrators to grasp potential issues, with a focus on firefighting safety fundamentals. SAT visits are not inspections. SATs are often ordered when activity within an area escalates rapidly, or when a high level of activity has been occurring for a long time. SATs can be single agency or interagency in scope and composition.

The goals of a SSAT are to:

- Assist fire managers and IMTs with site visits with firefighters, fire managers, and program leaders.
- Be service oriented, assisting the local units.

- Provide early warning of potentially hazardous conditions or situations.

Direct intervention, circumventing normal chain of command, is authorized when necessary; however, the overall objective is to create a work environment where the normal operating procedures are responsible for safe practices.

Aviation Safety and Technical Assistance Team Review

Refer to chapter 16 for Aviation Safety and Technical Assistant Team (ASTAT) information.

Wildland Fire Management Annual Report and Large Fire Review (FS)

The Washington Office, Director of Fire and Aviation Management, will select a subset of fires for review based on complexity and national significance, ensuring the selected fires provide a cross-sectional representation of cost, size, and oversight complexity. The reviews will be multi-tiered and foster a working environment that will improve the decision-making process and develop a capacity for organizational learning. If a site visit is required, the Washington Office, Deputy Chief, State and Private Forestry, will notify the regional forester. The national review process can include real time analysis of fire information, informal discussions with fire managers and regional personnel, and/or site visits by a cadre of specialists to individual incidents and or geographic areas. For more detail, see FSM 5139.2.

Significant Wildland Fire Review (DOI)

A significant wildland fire review (SWFR) will be conducted when an incident (single-fire or complex) meets or exceeds Federal combined expenditures of $15 million in suppression costs, and more than 50% of the burned acres are managed by one or more DOI bureaus. The DOI is responsible for advising the appropriate individual(s) within their agency of the need for a SWFR. When a multi-jurisdictional fire requires review, the DOI bureaus will determine which agency will be designated as the lead in the review process. The agency will provide a delegation of authority to the SWFR team authorizing the implementation of a review. When possible, SWFRs should be conducted when the incident management team (IMT) is still in place to allow prompt access to records and incident personnel. For more information, see https://www.doi.gov/sites/doi.gov/files/elips/documents/owf_policy_memo_2016-13_criteria_for_review_wildfire_incidents.pdf.

- ***BLM –*** *The will initiate, facilitate, and provide oversight for the SWFR process when BLM is the lead DOI agency. Upon determination of the need for a SWFR, the Assistant Director, FAD, will coordinate with the appropriate state director and assemble a SWFR team, provide a delegation of authority, and initiate the SWFR using the BLM guidance found at https://web.blm.gov/internal/fire/budget/Reference_docs/reviews/reviews.html. The Assistant Director, FAD, will provide briefings to the BLM Director, as appropriate.*
- ***NPS –*** *Management discretion determines when SWFRs will be conducted; the delegating official may be at the local, regional, or national level. See*

the agency administrator and fire management performance tables in chapter 3 and the "Review Types and Requirements" table for further information.

Individual Fire Review

An individual fire review may also be conducted on incidents that do not rise to the level of a SWFR. Individual fire reviews examine all or part of the operations on an individual fire. The fire may be ongoing or controlled. These reviews may be local, state/regional, or national. These reviews evaluate decisions and strategies, correct deficiencies, identify new or improved procedures, techniques, or tactics, determine cost-effectiveness, and compile and develop information to improve local, state/regional, or national fire management programs.

- ***BLM –*** *Any fire that burns more than 50,000 acres of sagebrush rangelands will be evaluated by the FAD to determine if an individual fire review is warranted. If an individual fire review is warranted, the Assistant Director, FAD, will organize a review and provide oversight for the review team. Individual fire reviews may also be conducted when there are significant natural resource concerns or there are policy, political, social, or economic concerns, including significant impacts to infrastructure and energy-related corridors or there are significant and complicated cost-share or multi-jurisdictional issues.*

Lessons Learned Review

The purpose of a lessons learned review (LLR) is to explore, investigate, or review unintended outcomes or near misses in order to learn from the event and prevent future occurrences. In order to learn from these events, conduct an LLR in an open, non-punitive manner. LLRs are intended to provide educational opportunities that foster open and honest dialog and assist the wildland fire community in sharing lessons learned information. LLRs provide an outside perspective with appropriate technical experts assisting involved personnel in identifying conditions that led to the unexpected outcome and sharing findings and recommendations.

An LLR should be tailored to the event being reviewed. The scope of the review should be commensurate with the severity of the incident. An LLR will not be substituted for a serious accident investigation (SAI) or other agency-specific AI reporting requirements (e.g., DOI Safety Management Information System [SMIS] or United States Department of Agriculture [USDA] eSafety).

- ***NPS –*** *A facilitated learning analysis (FLA) may be used for incidents meeting the AI criteria.*
- ***FS –*** *A facilitated learning analysis (FLA) may be used for incidents meeting the AI criteria or if a coordinated response protocol (CRP) is not being utilized for an incident meeting SAI criteria. A guide for the FLA process is available at https://www.wildfirelessons.net/viewdocument/facilitated-learning-analysis-and-l. The FS's formal learning review processes are the FLA which may*

be used for unintended outcomes of all types and the CRP reserved for FS employee fatality events. Both processes are explicitly non-punitive and must have a delegation signed by a line officer so stating. Where appropriate, and for less serious incidents the FS may also use the rapid lesson sharing (RLS) process or other review process such as AARs which typically do not have a line officer's delegation. In some cases, an FLA and an RLS may be produced for the same incident to quickly highlight lessons revealed in the learning process while the larger narrative is still being compiled. The FS does not use the SAI process but may assist other agencies in an SAI for incidents involving the FS interests or personnel. FS Aviation accidents and incidents utilize the FS aviation mishap investigation process. Current versions of the FLA and CRP guides can be found on the Wildland Fire Lessons Learned Center's (LLC) website (https://www.wildfirelessons.net/viewdocument/facilitated-learning-analysis-imple-1).

A LLR will be led by a facilitator not involved in the event. A facilitator should be an appropriate fire management expert who possesses skills in interpersonal communications, organization, and be unbiased to the event. Personnel involved in the event will be participants in the review process. Depending upon the complexity of the event, the facilitator may request assistance from technical experts (e.g., fire behavior, fire operations).

The LLR facilitator will convene the participants and:

- Obtain a delegation of authority from appropriate agency level. See appendix J for a sample LLR delegation of authority;
- Identify facts of the event (sand tables maybe helpful in the process) and develop a chronological narrative of the event;
- Identify underlying reasons for success or unintended outcomes;
- Identify what individuals learned and what they would do differently in the future;
- Identify any recommendations that would prevent future similar occurrences;
- A 24- and 72-hour report should be produced as an acknowledgement that an incident has occurred and to distribute initial facts about what happened. These preliminary reports are a valuable element of the many learning-focused products that LLR teams may produce; and
- Provide a final written report, including the above items to the pertinent agency administrator(s) within two weeks of event occurrence unless otherwise negotiated. Names of involved personnel should not be included in this report (reference them by position).

A copy of the final report will be submitted to the respective agency's national fire safety lead who will provide a copy to the LLC. Refer to https://www.wildfirelessons.net/aboutus.

Rapid Lesson Sharing

RLS is a type of lessons learned review (LLR) for field personnel to quickly share lessons with others. An RLS can be used to document and share lessons learned as a result of close calls, minor accidents, successes, efficient ways of performing work, adaptations, or anything from which wildland fire personnel can learn.

To visit a searchable database with RLS documents, go to https://www.wildfirelessons.net/irdb.

To submit or view RLS documents, go to https://www.wildfirelessons.net/resources/rapidlessonsharing.

Declared Wildfire Reviews

Every prescribed fire resulting in a wildfire declaration will receive an outcome review. Declared wildfire outcome review direction is found in these agency documents:

- *Interagency Prescribed Fire Planning and Implementation Procedures Reference Guide* (PMS 484)
  - ***BLM –*** *Refer to Fuels Management Manual 9214 and Handbook 9214-1, chapter 5.*
  - ***NPS –*** *Refer to RM-18, chapter 7 and 17.*
  - ***FWS –*** *Refer to Fire Management Handbook, chapter 17.*
  - ***FS –*** *Refer to FSM 5140.*
  - ***BIA –*** *Refer to Bureau of Indian Affairs Fuels Management Program Supplement to the Interagency Prescribed Fire Planning and Implementation Procedures Reference Guide (December 2008), chapter 3.*

Declared wildfire reviews will be submitted to the LLC by the agency fuels program lead. Submissions should be sent to kelly_woods@nps.gov.

Air Quality Exceedance Notice of Violation Reviews

An Air Quality Exceedance Notice of Violation (NOV) review supports understanding of the planning, decisions, and actions taken that contributed to the NOV. Refer to https://www.nwcg.gov/publications/484.

Investigations

Investigations are detailed and methodical efforts to collect and interpret facts related to an incident or accident, identify causes or conditions that contributed to the accident (organizational factors, local workplace factors, unsafe acts), and develop control measures to prevent recurrence.

In addition to agency-specific AI reporting requirements (SMIS/eSafety), distinct types of wildland fire incidents and accidents have specific investigation requirements.

Wildland Fire Incident and Accident Types and Definitions

- **Serious Wildland Fire Accident –** An unplanned event or series of events that resulted in death, injury, occupational illness, or damage to or loss of equipment or property. For wildland fire operations, a serious accident involves any of the following:
  - One or more job-related fatalities or imminently fatal injuries or illnesses to employees, volunteers, contractors, or the public;
  - The in-patient hospitalization of three or more employees, volunteers, or members of the public due to departmental operations;
  - Amputation(s) or loss of an eye(s);
  - Property damage (including site mitigation or cleanup) or operating loss of $500,000 or more, or (6) accident, illness; and/or
    Incident that a Bureau DASHO judges to warrant further investigation using the serious accident investigation procedures.
- **Wildland Fire Accident –** An unplanned event or series of events that resulted in injury, occupational illness, or damage to or loss of equipment or property to a lesser degree than defined in a "serious wildland fire accident."
- **Near-miss –** An unplanned event or series of events that could have resulted in death, injury, occupational illness, or damage to or loss of equipment or property but did not.
- **Entrapment –** A situation where personnel are unexpectedly caught in a fire behavior-related, life-threatening position where planned escape routes or safety zones are absent, inadequate, or compromised. Entrapment may or may not include deployment of a fire shelter for its intended purpose. Entrapment may result in a serious wildland fire accident, a wildland fire accident, or a near-miss.
- **Burnover –** An event in which a fire moves through a location or overtakes personnel or equipment where there is no opportunity to utilize escape routes and safety zones, often resulting in personal injury or equipment damage.
- **Fire Shelter Deployment –** The removing of a fire shelter from its case and unfolding it to use as protection against heat, smoke and burning embers.
- **Fire Trespass –** The occurrence of unauthorized fire on agency-protected lands where the source of ignition is tied to some type of human activity.

AI types and final reports should be commensurate with the complexity and/or severity of the accident and focus on organizational learning and the prevention of reoccurrence. Investigations and reports may range from large investigation teams producing comprehensive AI reports to first-level supervisors initiating investigations and reporting injury/property damage in their agency-specific reporting systems (SMIS/eSafety). Final AI reports may range between agency-specific accident reports, small one-page RLSs, LLR reports (simple or complex), to extensive investigation reports that follow the same format as a serious accident.

Investigation and Review Types and Requirements

Wildland Fire Event	Investigation or Review Type	Management Level Requiring Notification[1]	Management level that determines review type and authorizes review[2]
Serious wildland fire accident	SAI ***FS –****FLA process or the CRP for FS employee fatality events.*	National	National
Wildland fire accident	SAI, AI, LLR, RLS, depending on severity. This is in addition to agency-specific accident report (e.g., SMIS/eSafety) ***NPS/FS –*** *FLA may be used*	***BLM/NPS–****National* ***FS/FWS –*** *Management discretion*	Region/state/local
Entrapment/ burnover	SAI, AI, LLR, RLS depending on severity	National	National/regional/ state
Fire shelter deployment	SAI, AI, LLR, RLS depending on severity	National	National/regional/ state
Near-miss	LLR, AAR, RLS	Management discretion	Region/state/local
Fire trespass	Fire cause determination and trespass investigation	Local	Local

[1]In the event that a wildland fire entrapment or fatality occurs, immediate notification to NICC is required. A *Wildland Fire Fatality and Entrapment Initial Report* (PMS 405-1) should be submitted to NICC within 24 hours. Submit this report even if some data is missing. The PMS 405-1 is located at https://www.nwcg.gov/publications/405-1.
[2]Higher level management may exercise their authority to determine the type of review or investigation.

- ***BLM –*** *When a BLM employee is involved, investigations will occur regardless of land jurisdiction. BLM agency administrators may jointly delegate authority to investigate accidents in cases of mixed jurisdiction or employee involvement. Joint delegations must ensure that BLM AI reporting requirements are met.*
- ***FS –*** *FS line officers are the deciding officials regarding what type of A*I *or analysis method is to be used for accidents or near misses occurring under FS jurisdiction.*

Investigation Processes

Processes Common to All Wildland Fire Accident Investigations

- **Site Protection** – The site of the incident should be secured immediately and nothing moved or disturbed until the area is photographed and visually reviewed by the investigation team. Exact locations of injured personnel, entrapments, injuries, fatalities, and the condition and location of personal protective equipment (PPE), property, and other equipment must be documented.
- **Management of Involved Personnel** – Treatment, transport, and follow-up care must be immediately arranged for injured and involved personnel. The agency administrator or delegate should develop a roster of involved personnel and supervisors and ensure all personnel are available for interviews by the investigation team. The agency administrator should consider relieving involved supervisors from fireline duty until the preliminary investigation has been completed. Attempt to collect initial statements from the involved individuals prior to a critical incident stress management (CISM) session.
- **Delegation of Authority** – A delegation of authority shall be issued by the agency administrator to the investigation team leader. The delegation of authority will outline roles, responsibilities, and expected deliverables. Delegation of authority templates are available from agency fire safety program managers.
- **Critical Incident Stress Management (CISM)** – CISM is the responsibility of local agency administrators, who should have individuals preidentified for critical incident stress debriefings. Also refer to the *Agency Administrator's Guide to Critical Incident Management* (PMS 926), available at https://www.nwcg.gov/publications/926. Individuals or teams may be available through employee assistance programs (EAP) or GACCs.

Wildland Fire Accident Investigation Process

- ***FS –*** *The wildland fire AI process is not applicable to FS accidents. The FS's formal learning review processes are the FLA which may be used for unintended outcomes of all types and the CRP reserved for FS employee fatality events. Both processes are explicitly non-punitive and must have a delegation signed by a line officer so stating. Where appropriate, and for less serious incidents the FS may also use the RLS process or other review process such as AARs which typically do not have a line officer's delegation. The FS does not use the SAI process but may assist other agencies in an SAI for incidents involving the FS interests or personnel. FS aviation accidents and incidents utilize the FS aviation mishap investigation process.*

Accident investigations and reports should be commensurate with the complexity and/or severity of the accident and focus on organizational learning and the prevention of reoccurrence. Investigations and reports may range from

large investigation teams producing comprehensive reports to first-level supervisors initiating investigations and reporting injury/property damage in agency reporting systems (e.g., SMIS/eSafety). Final accident investigation reports may range between agency-specific accident reports, small one-page RLS, LLR reports (simple or complex), to extensive investigation reports that follow the same format as a serious accident.

Notification

When an accident occurs, agency notification requirements will be followed. Notification requirements universally include:

- Local dispatch center
- Unit fire management officer (FMO)
- Agency administrator
- Occupational Safety and Health Administration (OSHA) (Refer to chapter 7 for reporting criteria.)

Investigation Team Membership

Investigation team membership should be commensurate with the complexity and/or severity of the accident. An investigation team should consist of a team leader and an adequate number of technical specialists and subject matter experts. For complex investigations, team membership may also include a chief investigator, a safety advisor/manager, and additional technical specialists, and a writer/editor. Team members may have dual roles (e.g., chief investigator/safety advisor).

Investigation Methodology

Accident investigations are detailed and methodical efforts to collect and interpret facts related to an accident and to provide specific recommendations to prevent recurrence. The AI may include the following actions:

- Visual inspection of involved site, equipment, or material;
- Detailed analysis of equipment or material, as necessary;
- Interviews with involved personnel, witnesses, managers, and other pertinent persons;
- Collection and review of written statements;
- Review of records, archives, plans, policies, procedures, and other pertinent documents;
- Consideration of environmental, equipment, material, procedural, and human factors as they related to the incident; and
- Development of specific findings and related recommendations for the AI report.

Accident Investigation 24- and 72-Hour Reports

The 24- and 72-hour reports should be completed when an AI will be conducted. Final 24- and 72-hour reports will be approved by the AI delegating official, then sent to the agency fire safety/risk management lead who will provide a copy to the LLC. Submissions should be sent to kelly_woods@nps.gov.

- **24-Hour Preliminary Report** – This report contains known basic facts about the accident and will be completed and forwarded by the responsible agency administrator to the next higher level (e.g., district manager forwards to state director). Names of injured personnel will not be included in this report. Personnel may be referenced by position.
- **72-Hour Expanded Report** – This report provides additional factual information, if available. The information may include the number of victims and severity of injuries. The focus should be on information that may have immediate impact on future accident prevention. The AI team will complete and forward the report to the AI delegating official. Names of injured personnel will not be included in this report. Personnel may be referenced by position.

Accident Investigation Final Report

Within approximately 60 calendar days of the accident, a final report shall be submitted to the senior manager dependent upon the level of investigation (e.g., local agency administrator, state/regional director, and agency fire director or their designee). If a lower-level investigation is conducted, a courtesy copy of the final report shall be sent to the respective agency's national fire safety/risk management lead.

The final report (minus names of employees—they should be referenced by position) will be submitted to LLC by the respective agency's national fire safety leads. Submissions should be sent to kelly_woods@nps.gov.

Accident Investigation Report Standard Contents

AI reports will vary in length, format, and complexity. Each report should be commensurate to the complexity of the incident and focus on organizational learning and the prevention of reoccurrence. The following list is common or standard contents often found in accident investigation reports.

- **Executive Summary** – A brief narrative of the facts involving the accident including dates, locations, times, name of incident, jurisdiction(s), number of individuals involved, etc. Names of injured personnel or personnel involved in the accident are not to be included in this report (reference them by position).
- **Narrative** – A detailed chronological narrative of events leading up to and including the accident, as well as rescue and medical actions taken after the accident. This section will contain who, what, and where.
- **Investigation Process** – A brief narrative of actions taken by the investigation team. This narrative should include investigation team membership, delegation of authority information (from who and contents, include a copy as an appendix), investigative actions and timeline (when the team conducted interviews, inspections, site visits, etc.), and if other sources were consulted (e.g., professional accident reconstruction experts, equipment manufacturers). This section may also address if environmental, equipment, material, procedural, and human factors were present, and state how findings/recommendations were developed.

- **Findings/Recommendations**
  - **Findings** – Developed from the factual information. Each finding is a single event or condition. Each finding is an essential step in the accident sequence, but each finding is not necessarily causal or contributing, and each finding may not have an associated recommendation. Findings should only include information necessary to explain the specific event or condition. Findings must be substantiated by the factual data. Findings should not include opinion or speculation.
  - **Discussion** – This provides explanation or information pertinent to a specific finding.
  - **Recommendations** – Recommendations are proposed actions intended to prevent similar accidents. Recommendations should be directly related to findings, should not contain opinion or speculation, and when appropriate, should identify the specific organization responsible for completing the recommended action. Recommendations will be evaluated and may be incorporated into future operational direction through established processes.
- **Conclusions and Observations** – Investigation team's opinions and inferences, and lessons learned may be captured in the section.
- **Reference Materials**
  - **Maps/Photographs/Illustrations** – Graphic information used to document and visually portray facts.
  - **Appendices** – Reference materials (e.g., fire behavior analysis, equipment maintenance reports, agreements).

Examples of AI reports are available from agency fire safety program managers.

Wildland Fire Serious Accident Investigation Process

For interagency serious accident investigations (SAI), a multi-agency delegation of authority to conduct the investigation may be issued. The delegation will ensure that the investigation meets the policy requirements of involved agencies.

- ***BLM/FWS –*** *The Interagency Serious Accident Investigation Guide establishes core direction for BLM, FWS, and interagency SAIs (exceptions for aviation accidents are stated in the guide). The guide provides SAI teams (SAIT) a standardized and comprehensive process for conducting SAIs. The guide is available at https://www.nps.gov/subjects/fire/upload/interagency-serious-accident-investigation-guide.pdf. SAI reports will be completed, routed, and disseminated according to processes established in the guide. Reports may contain information supplemental to the requirements of the guide if it augments the BLM/FWS's ability to learn and to develop further improvements. The guide may be used entirely or in part for accidents that do not meet the serious accident definition.*
- ***FS –*** *The FS's response to serious accidents includes the FLA which may be used for unintended outcomes of all types and the CRP reserved for FS*

employee fatality events. Both processes are explicitly non-punitive and must have a delegation signed by a line officer so stating. FS aviation accidents and incidents utilize the FS aviation mishap investigation process. Current versions of the FLA and CRP guides can be found on the LLC's website https://www.wildfirelessons.net/viewdocument/facilitated-learning-analysis-and-l.

Fire Director Responsibilities

The fire director(s) or designee(s) of the lead agency, or agency responsible for the land upon which the accident occurred, will:

- Ensure the agency safety manager and DASHO have been notified;
- Immediately appoint, authorize (through delegation of authority), and deploy an accident investigation team;
- Provide resources and procedures adequate to meet the team's needs;
- Receive the factual and management evaluation reports and take action to accept or reject recommendations;
- Forward investigation findings, recommendations, and corrective action plan to the DASHO (the agency safety office is the "office or record" for reports);
- Convene an accident review board/board of review (if deemed necessary) to evaluate the adequacy of the factual and management reports and suggest corrective actions;
- Ensure a corrective action plan is developed, incorporating management initiatives established to address accident causal factors; and
- Ensure SAIs remain independent of other investigations.

Agency Administrator Responsibilities

- Develop local preparedness plans to guide emergency response.
- Identify agencies with jurisdictional responsibilities for the accident.
- Provide for and emphasize treatment and care of survivors.
- Ensure the incident commander (IC) secures the accident site.
- Conduct an in-briefing to the investigation team.
- Facilitate and support the investigation as requested.
- Determine need and implement CISM.
- Notify home Tribe leadership in the case of a Native American fatality.
- Prepare and issue the required 24-hour preliminary report unless formally delegated to another individual.

Notification

Agency reporting requirements will be followed. As soon as a serious accident is verified, the following groups or individuals should be notified:

- Agency administrator;
- Public affairs;
- Agency law enforcement;
- Safety personnel;
- County sheriff or local law enforcement as appropriate to jurisdiction;

- NICC through the local dispatch center and GACC. Provide a *Wildland Fire Fatality and Entrapment Initial Report* (PMS 405-1) directly to NICC within 24 hours;
- Agency headquarters; and
- OSHA will be notified according to agency policy when an employee is killed on the job or suffers a work-related hospitalization, amputation, or loss of an eye. Refer to https://www.osha.gov/report.html.
  - A fatality must be reported within **8 hours**.
  - An in-patient hospitalization, amputation, or eye loss must be reported within **24 hours**.

Notification to the respective agency's fire national safety/risk management lead is required.

Designating the Investigation Team Lead

The 1995 *Memorandum of Understanding (MOU) between the U.S. Department of the Interior and the U.S. Department of Agriculture* states that serious wildland fire-related accidents will be investigated by interagency investigation teams.

The *Memorandum of Agreement (MOA) between Department of Agriculture Forest Service and Department of Interior* augments and provides clarification to the 1995 MOU for investigation type and team lead/deputy team lead/interagency representative designation. The MOA also provides an interagency template for joint delegation of authority. The MOA is available from agency fire safety program managers.

Following initial notification of a serious accident, the agency DASHO will designate a SAI team leader(s) and provide that person(s) with a written delegation of authority to conduct the investigation and the means to form and deploy an investigation team.

- ***BLM/NPS/FWS –*** *The agency DASHOs have delegated this responsibility to the respective agency fire directors.*
- ***BLM –*** *The FAD Safety Program Manager mobilizes SAITs in coordination with the SAI team leader.*

Accidents involving more than one agency will require a collaboratively developed delegation of authority that is signed by each of the respective agencies.

Serious Accident Investigation Team Composition

Serious accident investigation team (SAIT) members should not be affiliated with the unit that sustained the accident.

Team Leader (Core Team Member)

The team leader is a senior agency management official, at the equivalent associate/assistant regional/state/area/division director level. The team leader will direct the investigation and serve as the point of contact to the designated agency safety and health official (DASHO).

Chief Investigator (Core Team Member)

The chief investigator is a qualified accident investigation specialist is responsible for the direct management of all investigation activities. The chief investigator reports to the team leader.

Accident Investigation Advisor/Safety Manager (Core Team Member)

The accident investigation advisor/safety manager is an experienced safety and occupational health specialist or manager who acts as an advisor to the team leader to ensure that the investigation focus remains on safety and health issues. The accident investigation advisor/safety manager also works to ensure strategic management issues are examined. Delegating officials or their designee may, at their discretion, fill this position with a trained and qualified National Wildfire Coordinating Group (NWCG) safety officer, line (SOFR), safety officer, type 2 (SOF2), safety officer, type 1 (SOF1), or safety officer complex (SOFC).

Interagency Representative

An interagency representative will be assigned to every fire-related SAIT. The interagency representative will assist as assigned designated by the team leader and will provide a perspective from outside the agency.

Technical Specialists

Technical specialists are qualified and experienced in specialized occupations, activities, skills, and equipment, addressing specific technical issues such as specialized fire equipment, weather, and fire behavior.

Public Affairs Officer

For investigations with high public visibility and significant news media interest, a public affairs officer (PAO) should be considered a part of the team. The PAO should develop a communications plan for the team, be a designated point of contact for news media, and oversee all aspects of internal and external communications. Ideally, the PAO should be qualified as a complex, type 1, or type 2 public information officer and be familiar with SAIT organization and function.

- ***BLM –*** *All media-related documents (news releases, talking points, etc.) should be cleared through NIFC Public Affairs prior to external release.*

Core SAIT members are required to take the Interagency Serious Accident Investigation Course (1112-05) prior to an SAI assignment. This training is required every 5 years to maintain currency unless the core SAIT member has completed an SAIT assignment within the last 5 years.

- ***BLM/FWS/FS –*** *This training is required every 5 years to retain currency.*

Serious Accident Investigation 24- and 72-Hour Reports

The final 24-hour report will be approved by the agency administrator in concurrence with the SAI delegating official. The 72-hour report will be approved by the SAI delegating official. Both reports are sent to the agency fire safety/risk management lead who will provide a copy to the LLC. Submissions should be sent to kelly_woods@nps.gov.

- **24-Hour Preliminary Report** – The 24-hour preliminary report contains known basic facts about the accident. The responsible agency administrator will complete the report and forward to the SAI delegating official. Names of injured personnel will not be included in this report. Personnel may be referenced by position.
- **72-Hour Expanded Report** – The 72-hour report provides additional factual information, if available. The information may include the number of victims and severity of injuries. The focus should be on information that may have immediate impact on future accident prevention. The SAIT will complete and forward the 72-hour expanded report to the SAI delegating official. Names of injured personnel will not be included in this report; positions may be referenced.

Serious Accident Investigation Final Report

Within 60 calendar days of the incident, the SAIT will produce a final report consisting of a factual report and a management evaluation report and forward to the DASHO through the agency fire director(s).

- **Factual Report (FR) –** The FR contains a brief summary or background of the event and facts based only on examination of technical and procedural issues related to equipment and tactical fire operations. The FR does not contain opinions, conclusions, or recommendations. Names of injured personnel are not to be included in this report; positions may be referenced. Post-accident actions (emergency response attribute to survival of a victim, etc.) should be included in this report. FRs will be submitted to LLC by the respective agency's fire safety/risk management leads. Submissions should be sent to kelly_woods@nps.gov.
- **Management Evaluation Report (MER) –** The MER is intended for internal use only and explores management policies, practices, procedures, and personal performance related to the accident. The MER categorizes findings identified in the FR and provides recommendations to prevent or reduce the risk of similar accidents.

Accident Review Board/Board of Review

An accident review board/board of review is used by some agencies to evaluate recommendations and develop a corrective action plan. Refer to the respective agency's safety and health policy.

Fire Cause Determination and Trespass Investigation

Introduction

Agency policy requires determination of cause, origin, and responsibility for all wildfires. Accurate fire cause determination is a critical first step for a successful fire investigation and for targeting fire prevention efforts. Proper investigative procedures, which occur concurrent with initial attack, more accurately pinpoint fire causes and can preserve valuable evidence that would otherwise be destroyed by suppression activities. Fire trespass refers to the occurrence of unauthorized fire on agency-protected lands where the source of ignition is tied to some type of human activity.

Initiation of fire cause determination must be started with notification of an incident. Initial attack dispatchers are responsible for capturing all pertinent information when the fire is reported and throughout the incident. The initial attack IC and the initial attack forces are responsible for protecting the origin area and initiating fire cause determination and documenting observations starting with their travel to the fire. If probable cause indicates human involvement, an individual qualified in fire cause determination (wildland fire investigator [INVF] or cooperator equivalent) should be dispatched to the fire.

Policy

The agency must pursue cost recovery, or document why cost recovery is not required, for all human-caused fires on public lands. The agency will also pursue cost recovery for other lands under fire protection agreement where the agency is not reimbursed for suppression actions, if stipulated in the agreement.

For all human-caused fires where negligence can be determined, trespass actions are to be taken to recover cost of suppression activities, land rehabilitation, and damages to the resource and improvements. Only fires started by natural causes will not be considered for trespass and related cost recovery.

The determination whether to proceed with trespass action must be made on "incident facts," not on "cost or ability to pay." Trespass collection is both a cost recovery and a deterrent to prevent future damage to public land. Pursue collection of costs, regardless of amount. This determination must be documented and filed in the unit office's official fire report file.

Unless specified otherwise in an approved protection agreement, the agency that has the land management jurisdiction/administration role is accountable for determining the cause of ignition, responsible party, and for obtaining all billable costs, performing the billing, collection, and distribution of the collected funds. The agency with the fire protection responsibility role must provide the initial determination of cause to the agency with the land management jurisdiction/administration role. The agency providing fire protection shall provide a detailed report of suppression costs that will allow the jurisdictional agency to proceed with trespass procedures in a timely manner.

Each agency's role in fire trespass billing and collection must be specifically defined in a relevant cooperative fire protection agreement between Federal and State cooperators. Federal agencies will follow established procedures for each agency and utilize the Intra-Governmental Payment and Collection (IPAC) system to transfer funds.

Agency references:

- ***BLM –*** *9238-1*
- ***NPS –*** *RM-18, chapter 6 and RM-9*
- ***FWS –*** *621 FW 1*
- ***FS –*** *FSM 5130 and FSM 5300*
- ***BIA –*** *For guidance regarding origin and cause determination on lands under the jurisdiction of the Bureau of Indian Affairs, see 90 IAM 1.4C (10) Wildland Fire Management - National Fire Investigation Handbook available at https://www.bia.gov/sites/default/files/dup/assets/public/raca/handbook/pdf/90_iam_6-h_wildfire_investigations_hb_final_signed_5.16.22_w.footer_508.pdf.*
- ***BIA –*** *For guidance regarding fire trespass and damage to Indian forest products on lands under the jurisdiction of the Bureau of Indian Affairs, see 53 IAM, chapter 7-H, Indian Forest Management Handbook – Forest Trespass, available at https://www.bia.gov/sites/bia.gov/files/assets/bia/ots/dfwfm/pdf/idc-022535.pdf and https://www.bia.gov/policy-forms/handbooks.*

Related Policy Documents

These documents provide specific direction related to incident and accident investigations.

	Safety	Prescribed Fire
DOI	485 DM, chapter 7	
BLM	DOI Occupational Safety and Health Program – Field Manual, 1112-1	
NPS	DO/RM-50B, RM-18, chapter 3	RM-18, chapter 7
FWS	240 FW 7	
FS	FSH-6709.11	FSM-5140
	FSM-5100 and FSH-6709.11, FSM 5720 (Aviation), FSM 5130 (Ground Operations), FSM 6730 (Specific Policy), FSH 6709.12 chapter 30 (General Guidance), and most recent Accident Investigation Guide, for specific guidance.	Same as "Safety"

	Safety	Prescribed Fire
Interagency	Information on accident investigations may be found at https://www.nps.gov/subjects/fire/upload/interagency-serious-accident-investigation-guide.pdf. For reporting use *Wildland Fire Fatality and Entrapment Initial Report* (PMS 405-1), https://www.nwcg.gov/sites/default/files/publications/PMS%20405-1.pdf	Same as "Safety"

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Chapter 19
Dispatch and Coordination System

Introduction

The primary mission of the national dispatch/coordination system is the timely, cost-effective, and efficient coordination, mobilization, and demobilization of wildland fire resources. This mission is accomplished at the direction of agency administrators and designated fire managers at the local, geographic, and national level and delegated to the center manager. Agency administrators and fire managers are responsible for providing direction to their respective dispatch/coordination centers. The dispatch/coordination system implements the movement of resources in response to the direction as delegated.

Agency administrators and fire managers will:

- Provide oversight for the development and implementation of dispatch/coordination center plans and operating procedures (e.g., initial response plans, dispatch operating guides/manuals, and mobilization guides) that enable the effective implementation of the fire management plan (FMP).
- Through prior planning, provide dispatch with an initial response plan to allocate resources to new incidents under the leadership of the center manager or delegated acting.
- Establish priorities for prepositioning and deployment of fire suppression resources based on evaluation of current/predicted fire activity and firefighting resource status and availability and communicate these priorities to the dispatch/coordination managers through established command channels for implementation.
- Serve as authorized representatives on local, geographic, and national coordinating groups and multiagency coordinating (MAC) groups.

Dispatch/coordination center managers will:

- Ensure that dispatch/coordination center decisions and actions are consistent with priorities, established plans, and operating procedures as determined by agency administrators and fire managers.
- Implement preplanned response for allocation of resources to new incidents, pursuant to their delegation from agency administrators and designated fire managers.
- Develop and implement dispatch/coordination center plans and operating procedures (e.g., initial response plans, dispatch operating guides/manuals, and mobilization guides) that enable the effective implementation of the fire management plan.

National Dispatch/Coordination System

The wildland fire dispatch and coordination system in the United States has three levels (tiers):

- National – National Interagency Coordination Center (NICC)

- Geographic – Geographic Area Coordination Centers (GACC)
- Local – Local dispatch centers

Logistical dispatch operations occur at all three levels, while initial attack dispatch operations occur primarily at the local level. Any geographic area or local dispatch center using a dispatch system outside the three-tier system must justify why a non-standard system is being used and request written authorization from the BLM, FWS, and/or NPS national office or USFS regional office.

National Interagency Coordination Center

The National Interagency Coordination Center (NICC) is located at the National Interagency Fire Center (NIFC), in Boise, Idaho. The principal mission of NICC is the cost-effective and timely coordination of land management agency emergency response for wildland fire at the national level. This is accomplished through planning, situation monitoring, and expediting resource orders between the Bureau of Indian Affairs (BIA) areas, Bureau of Land Management (BLM) states, National Association of State Foresters (NASF), Fish and Wildlife Service (FWS) regions, Forest Service (FS) regions, National Park Service (NPS) regions, National Weather Service (NWS) regions, Federal Emergency Management Agency (FEMA) regions through the United States Fire Administration (USFA), and other cooperating agencies.

The NICC coordinates any requests for support from foreign countries, either through Departments of Agriculture (USDA) and Interior (DOI) agreements (Canada and Mexico) or arrangements (Australia and New Zealand), or from the Forest Service International Programs' Disaster Assistance Support Program (DASP) through the U.S. Agency for International Development's Office of Foreign Disaster Assistance.

The NICC supports non-fire emergencies when tasked by an appropriate agency, such as FEMA, through the National Response Framework (NRF). The NICC collects and consolidates information from the GACCs and disseminates the *National Incident Management Situation Report* through the NICC website at https://www.nifc.gov/nicc/sitreprt.pdf.

Geographic Area Coordination Centers

There are 10 GACCs, each of which serve a specific geographic portion of the United States. Each GACC interacts with the local dispatch centers, as well as with NICC and neighboring GACCs. Refer to the *National Interagency Mobilization Guide* for a complete directory of GACC locations, addresses, and personnel.

The principal mission of each GACC is to provide the cost-effective and timely coordination of emergency response for all incidents within the specified geographic area. GACCs are also responsible for:

- Determining needs;
- Coordinating priorities;

- Facilitating mobilization of resources within their geographic area (GA) and in support of other GAs; and
- Supplying intelligence associated with incidents and resource availability within their GA to NICC and cooperating agencies.

Local Dispatch Centers

Local dispatch centers are located throughout the country as dictated by the needs of fire management agencies. Local dispatch centers dispatch multi-agency wildland firefighting resources within a preestablished and identified dispatch zone boundary. The principal mission of a local dispatch center is to provide safe, timely, and cost-effective coordination of emergency response for all incidents within its specified geographic-area. This entails the coordination of initial attack responses and the ordering of additional resources when fires require extended attack.

Local dispatch centers are also responsible for supplying intelligence and information relating to fires and resource status to their GACC and to their agency managers and cooperators. Local dispatch centers may work for, or with, numerous agencies, but should only report to one GACC.

Some local dispatch centers are also tasked with law enforcement and agency administrative workloads for non-wildfire operations. If this is the case, a commensurate amount of funding and training should be provided by the benefiting activity to accompany the increased workload. If non-wildfire workload is generated by another agency operating in an interagency dispatch center, the agency generating the additional workload should offset this increased workload with additional funding or personnel.

Mobilization Guides

The NICC and each GACC annually publish a mobilization guide. The mobilization guides identify standard procedures which guide the operations of multi-agency logistical support activity throughout the coordination system. These guides are intended to facilitate interagency dispatch coordination, ensuring timely and cost-effective incident support services are provided. Local and geographic area mobilization guides supplement the *National Interagency Mobilization Guide*.

The *National Interagency Mobilization Guide* (NFES 2092) and links to geographic area mobilization guides are available at https://www.nifc.gov/nicc/.

Local Mobilization Guide/Dispatch Operating Plan

Local dispatch centers will have a local mobilization guide or dispatch operating plan to supplement the GACC and national mobilization guides. The mobilization guide or operating plan will include or provide reference to the minimum elements and procedures to guide the operation of a local dispatch center. See appendix P for minimum required elements and procedures for inclusion in a local mobilization guide/dispatch operating plan or at https://www.nifc.gov/standards/guides/red-book.

Local and Geographic Area Drawdown

Drawdown is the predetermined number and type of suppression resources that are required to maintain viable initial attack capability at either the local or geographic area. Drawdown resources are considered unavailable outside the local or geographic area for which they have been identified.

Drawdown is intended to:

- Ensure adequate fire suppression capability for local and/or geographic area managers; and
- Enable sound planning and preparedness at all management levels.

Although drawdown resources are considered unavailable outside the local or geographic area for which they have been identified, they may still be reallocated by the geographic area or national MAC to meet higher priority obligations.

Establishing Drawdown Levels

Local drawdown is established by the local unit and/or the local MAC group and implemented by the local dispatch office. The local dispatch office will notify the Geographic Area Coordination Center (GACC) of local drawdown decisions and actions.

Geographic area drawdown is established by the Geographic Multi-Agency Coordinating Group (GMAC) and implemented by the GACC. The GACC will notify the local dispatch offices and NICC of geographic area drawdown decision and actions.

National Ready Reserve

National Ready Reserve (NRR) is a means by which the NMAC identifies and readies specific categories, types, and quantities of fire suppression resources in order to maintain overall national readiness during periods of actual or predicted national suppression resource scarcity.

NRR implementation responsibilities are as follows:

- NMAC establishes NRR requirements by resource category, type, and quantity.
- NICC implements NMAC intent by directing individual GACCs to place specific categories, types, and quantities of resources on NRR.
- GACCs direct local dispatch centers and/or assigned incident management teams (IMT) to specifically identify resources to be placed on NRR.
- NICC mobilizes NRR assets through normal coordination system channels as necessary.

National ready reserve resources must meet the following requirements:

- May be currently assigned to ongoing incidents;
- Must be able to demobilize and be en route to new assignment in less than 2 hours;

- Resources must have a minimum of 7 days left in 14-day rotation (extensions will not be factored in this calculation);
- May be assigned to incidents after being designated ready reserve, in coordination with NICC; and
- Designated ready reserve resources may be adjusted on a daily basis.

NMAC will adjust ready reserve requirements as needed. Furthermore, in order to maintain national surge capability, NMAC may retain available resources within a geographic area, over and above the established geographic area drawdown level.

Dispatch/Coordination Center Administration

Memorandum of Understanding

Each dispatch/coordination center will have a memorandum of understanding (MOU) signed by all cooperators. This MOU will be reviewed and updated annually. Dispatch/coordination center MOUs and their associated operating plans will be current and will define:

- The roles and responsibilities of each interagency partner's fiscal and infrastructure support responsibilities;
- Administrative oversight/support groups involved with the dispatch/coordination center;
- Clear fiscal reimbursement procedures and interagency funding procedures;
- The dispatch/coordination center's organizational charts;
- Communication protocols for local and geographic area cooperating agencies, including briefings, planned meetings, and conference calls;
- Procedures for IMT mobilization and close-out; and
- Supporting documentation, such as any local initial attack or fire and aviation agreements for units serviced by the center.

Funding for facilities, equipment, and staffing needs shall be identified in each participating agency's planning and budget process and included in the MOU/operating plan.

Service and Supply Plans

All local dispatch centers shall maintain a service and supply plan that contains current copies of procurement documents related to locally available resources. Service and supply plans must be current, complete, organized, and accessible to initial attack and expanded dispatchers.

The service and supply plan will contain current copies of competitive incident blanket purchase agreements (I-BPAs), as well as source lists for incident-only agreements. Resources and their respective contracts/agreements will be entered into the Interagency Resource Ordering Capability (IROC) system, if applicable; and naming conventions will meet national standards.

For additional required components of a service and supply plan, refer to appendix P at https://www.nifc.gov/standards/guides/red-book.

Continuity of Operations Plan

All centers will maintain a current continuity of operations plan (COOP) which includes a preidentified alternate location with adequate supplies, notification procedures for activation, a back-up computer system, and contingency plans for loss of telecommunications equipment and/or loss of access to network connectivity. Additionally, all centers which are required to maintain communications with field-going resources, including aircraft, will ensure the COOP identifies procedures to maintain and/or transfer communications in the event of a possible loss of radios and/or telecommunications equipment.

A dispatch center and a coordination center shall be designated as an emergency facility that meets the requirements of applicable building codes and NFPA standards for communication centers. They shall be equipped with a critical operations power system (COPS) that provides emergency power to communications systems, information technology (IT) rooms, telephone and radio rooms, electrical equipment rooms, mechanical equipment, fire protection equipment rooms, sanitary facilities, security systems, and other spaces and equipment designated by the Authority Having Jurisdiction (AHJ) as requiring critical operations power.

Dispatch/Coordination Center Manager Delegation of Authority

All dispatch/coordination center managers shall have a signed delegation of authority providing an adequate level of operational authority from all participating agencies. The delegation of authority will include appropriate supervisory authority and a process for completion of employee performance evaluations.

The dispatch/coordination center manager may, where appropriate, complete a delegation of authority for staff that identifies roles and responsibilities for the acting center manager, coordinator-on-duty, floor supervisor, and/or internal duty officer.

National Interagency Coordination Center Functional Responsibilities

The NICC has established the coordinator-on-duty (NICC COD) position. The NICC COD is responsible for managing the daily operation of the NICC and for resource allocation decisions in alignment with NMAC direction.

Positioning and Movement of Resources

The NICC, in conjunction with the GACCs, is responsible for ensuring a coordinated response to wildland fire incidents and/or all-hazards incidents under the NRF or other appropriate authorities. The NICC positions resources (personnel, aircraft, supplies, and equipment) to meet existing and anticipated incident, preparedness, severity, wildland, and prescribed fire needs regardless of geographic location or agency affiliation. Additionally, NICC coordinates movement of resources across geographic area boundaries and allocates resources according to NMAC direction when competition for wildland fire resources occurs among geographic areas.

Management of National Aviation Resources

As directed or delegated by NMAC, NICC allocates national resource aviation assets, in conjunction with appropriate agency aviation leadership, to the geographic areas based upon national priorities. These national resources include:

- Federal airtankers
- Federal single engine airtankers (SEATs)
- Large transport aircraft
- Modular Airborne Fire Fighting System (MAFFS) airtankers
- Type 1 and 2 FS exclusive-use (EU)/call-when-needed (CWN) helicopters and associated helitack and/or rappellers
- Airborne thermal infrared (IR) fire mapping aircraft
- Leadplanes and aerial supervision modules
- Smokejumpers
- Smokejumper aircraft
- Water scoopers
- Federally contracted, EU and CWN unmanned aircraft system (UAS)
- Rappelers

The NICC has established authorities and procedures for dispatching aviation resources. These authorities and procedures include:

- Aircraft ordering protocols for fire, logistical and administrative flights;
- Tracking of all aircraft ordered through NICC that cross geographic area boundaries;
- Mechanisms for disseminating availability and commitment status throughout the dispatch/coordination system; and
- Procedures for mobilization and use of large transport aircraft (NICC is the sole source for large transport aircraft).
- GACCs hosting national type 1 and 2 helicopters will coordinate with NICC prior to releasing flight crews for the day when those resources are not being used within the host area and could be utilized elsewhere for emerging or ongoing fire activity.
- Priority should be given to EU aviation assets over CWN aviation assets whenever feasible.

Management of National Support Resources

NICC mobilizes national support resources such as National Interagency Radio Support Cache (NIRSC) radio systems and kits, incident remote automatic weather stations (RAWS), project remote automatic weather stations, national contract mobile food services, and national contract mobile shower facilities. Refer to the *National Interagency Mobilization Guide* for more information.

Allocation of Other National Resources

As directed or delegated by the NMAC, NICC mobilizes national program resources such as national interagency buying teams, administrative payment teams, burned area emergency response teams, and national fire prevention and

education teams to the geographic areas based upon national priorities. Refer to the *National Interagency Mobilization Guide* for more information.

Predictive Services

The National Predictive Services Program mission is to integrate climate, weather, fuels, situation, and incident resource status information to enhance the ability of managers to make sound decisions for both short- and long-range strategic planning. Working as cohesive units situated at each of the Geographic Area and National Interagency Coordination Centers, Predictive Services will blend the functions of intelligence, fire management analysis, and meteorology for delivering decision support products and services in support of geographic area and national decision-making.

The National Predictive Services Oversight Group (PSOG) provides management oversight and direction to the National Predictive Services Program. The group coordinates, directs, and oversees the development and implementation of national program products and services, ensures the integrity and cohesiveness of program operations, arbitrates differences, and provides a venue for dialogue and deliberation in support of a sustainable and effective program.

The National Predictive Services staff works under the direction of the NICC Manager, with guidance from NMAC. Geographic Area Coordination Center Predictive Services staff work under the direction of the GACC manager, with guidance from the Geographic Area Coordinating Groups (GACG). National and GACC missions share importance; and as such, National and GACC Predictive Services work in unison to create and maintain products and services which provide value to users at all levels.

Predictive Services is comprised of meteorologists, fuels and fire behavior analysts, intelligence coordinators, and officers at NICC and the GACCs. GACC managers and GACGs determine the need and allocation of positions within each GACC with input from National Predictive Service staff, the NICC Manager, and NMAC.

International and Department of Defense Assistance

The NICC serves as the focal point for international assistance requested from NMAC either under existing agreements or by the US Department of State. The NICC also serves as the focal point for any requests for assistance from the Department of Defense.

For more information, see agreements at https://www.nifc.gov/nicc/logistics/references.htm.

Geographic Area Coordination Center Functional Responsibilities

Each GACC manager will be responsible for managing the daily operation of the GACC and for resource allocations within their GA. Resource allocation will be in alignment with their GMAC and NMAC. The GACC manager may

identify an additional point-of-contact (POC) in the form of coordinator-on-duty (COD), duty officer and/or duty chief.

Positioning and Movement of Resources

Geographic Area Coordination Centers, in conjunction with NICC and local dispatch centers, are responsible for ensuring a coordinated response to wildland fire incidents and/or all-hazards incidents under the NRF or other appropriate authorities. GACCs mobilize and position resources (personnel, aircraft, supplies, and equipment) internally among local dispatch centers to meet existing and anticipated incident, preparedness, severity, wildland, and prescribed fire needs, regardless of geographic location or agency affiliation. Geographic Area Coordination Centers coordinate movement of resources within geographic area boundaries and allocate resources according to GMAC direction when competition for wildland fire resources occurs within the geographic area. Geographic Area Coordination Centers will ensure adequate fire suppression capability for local and/or geographic area managers and enable sound planning and preparedness at all management levels.

Geographic areas will establish priorities for their incidents and wildland fires and report them to NICC. Geographic Area Coordination Centers will notify NICC and adjoining GACCs of the commitment of national resources within their area and will notify the local dispatch offices and the NICC of geographic area drawdown decision and actions.

Activities associated with the NRF will be accomplished utilizing established dispatch coordination procedures. The affected GACC will coordinate ordering points with the regional ESF #4 coordinator and the ESF #4 lead at the appropriate Regional Response Coordination Centers (RRCC) and Joint Field Offices (JFO).

Management of Aviation Resources

Geographic Area Coordination Centers have established authorities and procedures for dispatching aviation resources. These procedures include:

- Aircraft ordering protocols for fire, logistical and administrative flights;
- Procedures for ordering agency-approved infrared (IR) mapping aircraft and UAS;
- Procedures for tracking of all aircraft within geographic area boundaries;
- Mechanisms for disseminating availability and commitment status throughout the dispatch/coordination system;
- Ordering and operational procedures between the GACC, dispatch center(s) and airtanker base(s);
- Procedures for flight following (including protocols for use of Automated Flight Following (AFF) and initial call on the National Flight Following frequency;
- Procedures for ordering and establishing temporary flight restrictions (TFR) and operating guidelines for airspace deconfliction for military air space (military training route [MTR], special use airspace [SUA], military

operations area [MOA]) and restricted areas. Geographic Area Coordination Centers will participate in planned airspace meetings annually;
- Procedures for ordering and utilization of Federal Aviation Administration (FAA) temporary towers;
- Procedures for reporting through the SAFECOM system; and
- Procedures for reporting drone intrusions.

Predictive Services

The GACC and/or Predictive Service managers will provide daily supervision of their respective Predictive Services programs, including developing GACC-specific operating plans. These plans will encompass the daily activities of the GACC Predictive Services program, including supervision, the flow of information within the GACC and geographic area, and the products produced for geographic area purposes. GACC and/or predictive service managers will have ultimate responsibility for ensuring GACC Predictive Services staff have the appropriate allocation of time and resources to produce required national products, including the National 7-Day Significant Fire Potential Outlook, the National Significant Wildland Fire Potential Outlook, and Fuels and Fire Behavior Advisories as needed.

Local Dispatch Center Functional Responsibilities

Local dispatch centers are responsible for initial attack dispatching, coordination of communications, intelligence gathering and dissemination, and logistical support for local incidents and field operations.

Initial Attack Dispatching

Local dispatch centers are the focal point for the report of, and initial response to wildland fires, and under appropriate authorities, other emergency incidents at the local level. Deployment of response resources is made in accordance with local processes and procedures as outlined in the dispatch center's mobilization guide.

Each dispatch office with the responsibility for initial response to wildland fires shall have a preplanned response plan that allocates resources to new wildland fires in accordance with fire management direction, initial attack agreements, and established ordering procedures. The preplanned response plan will be reviewed and updated annually prior to fire season.

Incident records will be created by the dispatch center with delegated authority for the benefiting agency and associated Protecting Unit (https://www.nwcg.gov/term/glossary/unit-protecting) based on the point of origin (POO) of the incident. Reference "jurisdictional unit" (https://www.nwcg.gov/term/glossary/unit-jurisdictional) for additional information. Unique incident identifiers are the concatenation of the year from the fire discovery date/time, the POO protecting unit, and the local incident identifier. The year is not exposed to the user in most applications. Unique incident identifiers are referenced in user interface in the following format: MT-

FNF-000567. Incident data and all ordering for the incident is tracked under this unique designator for the life of the incident. Multiple event/records will not be created when an incident burns onto or crosses jurisdictional boundaries. When duplicate records are inadvertently created, every effort will be made to rectify by aligning incident and resource data associated with two records to the correct record, the duplicate record will be updated to an invalid record.

Additionally, each center will have a method to document actions taken and resources sent to wildland fires. Centers may use either a manual or computer-aided dispatch system.

Each dispatch center shall have maps posted that depict initial attack response areas, land ownership, jurisdictional and protection boundaries, hazards, and resource concerns. Each center will also ensure that computer-aided dispatch (CAD) and geographic information system (GIS) products are current, functioning, and utilized.

When an incident's POO is on unprotected lands (https://www.nwcg.gov/term/glossary/unprotected-lands#:~:text=Areas%20for%20which%20no%20fire,a%20timber%20or%20rangeland%20association) or areas for which no fire organization has responsibility for management of a wildfire authorized by law, contract, or personal interest of the fire organization (e.g., a timber or rangeland association), there are two acceptable rationales for local dispatch incident record creation:

- The responding organization determines threat to protected lands.
- The responding organization determines incident has already burned onto protected lands.

Fire management direction/duty officer will determine if either criterion is met and necessitates an incident record creation and subsequent response. In this instance, the responding organization's Unit Identifiers (Unit ID) will be used for the protecting unit data element within the unique incident identifier.

Dispatch centers will have protocols in place for frequency management, priority use of frequencies, and procedures for obtaining additional frequencies.

Local dispatch centers will have protocols in place for monitoring, requesting, and disseminating fire weather forecasts, spot weather forecasts, fire weather watches, red flag warnings and other severe weather events (e.g., severe storm warnings, flash flood warnings, tornado warnings) to firefighters, incident commanders, and field-going personnel.

The National Multi-agency Coordination Group has established incident name protocols. Guidance can be found at https://www.nifc.gov/nicc/administrative/nmac/index.html.

All required reference material will be current and accessible, and expired or out-of-date material will be removed.

Intelligence

The intelligence function is responsible for gathering and disseminating incident, resource, weather, and predictive services information. Each dispatch center will ensure that locations and conditions of the fire weather stations are known, and a current weather station catalog is available. Weather data will be archived daily in WIMS and seasonal inputs will be maintained, including vegetative state, fuel moisture values, daily state of the weather observations, and updating breakpoints.

- ***FS*** *– Dispatch centers are required to have a person trained in the National Fire Danger Rating System (NFDRS) assigned to data quality assurance responsibilities.*

Dispatch centers will ensure that coordination/communication with the local NWS Forecast Office occurs annually prior to fire season.

Local dispatch centers will have a process in place for submission of the daily situation report and ICS-209s.

Dispatch centers with websites will ensure current intelligence and weather information is posted.

Expanded Dispatch and Incident Business Management

Expanded dispatch is a functional branch of the Incident Support Organization (ISO) that supports incidents and expands as local fire conditions and activity dictates. Expanded dispatch is established when a high volume of activity indicates that increased dispatch and coordination capability is required.

Each dispatch center will have an expanded dispatch operating plan which provides specific details about when, where, and how to implement an expanded dispatch. The plan will identify logistical support facilities available for expanded dispatch use. These facilities will be preidentified, procured, and available for immediate setup, along with necessary equipment.

The expanded dispatch workspace will be separate from, but accessible to, the initial attack organization. The area should have adequate office space, including suitable lighting, heating/cooling systems, and security. Expanded dispatchers will have access to communications equipment, including telephones, fax machines, copiers, and computer hardware with adequate data storage space.

Qualified personnel should be on site in order to adequately staff required expanded dispatch functions. Expanded dispatch supervisors are responsible for establishing a staffing and operating schedule for expanded dispatch, including operational period changes, briefings, and strategy meetings.

Aviation

Each dispatch center will have documented procedures established for dispatching of aviation resources. These procedures will include:

- Aircraft ordering protocols for fire, logistical, and administrative flights;
- Procedures for ordering agency-approved IR mapping aircraft and UAS;

- Procedures for disseminating availability and commitment status throughout the dispatch/coordination system;
- Procedures for coordination with airtanker bases;
- Procedures for airtanker, smokejumper, and rappeler use and restrictions;
- Procedures for flight following (including protocols for use of AFF and initial call on the National Flight Following frequency);
- Procedures for ordering and establishing TFRs;
- Procedures for airspace de-confliction for military air space (MTR, SUA, MOA) and restricted areas, and current aviation flight hazard maps or military operating area sectionals;
- Procedures for requesting FAA temporary towers;
- Procedures for reporting through the SAFECOM system; and
- Procedures for reporting drone intrusions.

Accident Notification

When an accident occurs, agency notification requirements will be followed. As soon as the accident is verified, the following should be notified:

- Local dispatch center;
- Unit fire management officer (FMO); and
- Agency administrators.

Additional notifications should occur in the dispatch/coordination system, from the local dispatch center to the NICC through the GACC.

Incident Emergency Management Planning

To achieve successful medical response, agency administrators will ensure that their units have completed the following items prior to each field season:

- A medical emergency response plan that identifies medical evacuation options, local/county/State/Federal resource capabilities, capacities, ordering procedures, cooperative agreements, role of dispatch centers, and key contacts or liaisons;
- Standardized incident and communication center protocols identified in the "Medical Incident Report" section of the *IRPG*.
- For incidents that require the preparation of an incident action plan (IAP), Form ICS-206-WF will be used. This form is available at https://www.nwcg.gov/sites/default/files/products/ics-forms/ics_206_wf.pdf.

Dispatch/Coordination Center Reference Material

All coordination/dispatch centers will have reference materials available to all dispatchers. See appendix P for a list of minimum required reference materials at https://www.nifc.gov/standards/guides/red-book.

Training

Dispatch/coordination center staff will be trained in, and follow established procedures for, the use of applications utilized in center operations.

Personnel will be cross trained in each function (i.e., aircraft, crews, overhead, equipment, intelligence) in order to provide staffing coverage. Dispatch personnel will be trained in and follow center procedures for the following (as applicable):

- Interagency Resource Ordering Capability (IROC);
- Computer-aided dispatch (CAD);
- Fire Code;
- Automated Flight Following (AFF);
- Unit Identifiers;
- SIT Report/209; and
- Other applications (e.g., WFDSS, e-ISuite).

All dispatch center employees will have a documentation file for current season training, past season fire training, certifications and experience, fire experience, performance evaluations, and have position task books initiated appropriate to their training needs. All supervisors will be familiar with safety and accident reporting processes (e.g., Safety Management Information System [SMIS], SAFENET, SAFECOM).

All employees will have current incident qualification cards produced by the Incident Qualifications and Certification System (IQCS) as per chapter 13.

- ***BLM –*** *BLM employees are required to complete the Fire and Aviation Employee Orientation Checklist available at https://www.nifc.gov/standards/blm-preparedness-review.*

Facilities and Equipment

All dispatch/coordination centers will have a telephone system with an adequate number of lines for normal business volume, and the capability to expand as conditions dictate. Centers will have teleconference capabilities commensurate with the anticipated volume of business.

Copying, facsimile, computer, and GIS systems shall meet operational needs (quantity and capability) and comply with agency standards. Software will be compatible with information resource management and agency requirements for security.

All facilities shall have an evacuation plan, security plan, and safety practices in place to safeguard the health and welfare of employees.

Adequate facilities will be available to host an expanded dispatch or Multi-Agency Coordination (MAC) Group and shall include telephones, computer access, copiers, and basic office supplies. Rooms for MAC Group use will have adequate information technology (IT) equipment and support.

All centers will have adequate workspace with room for reference materials and other necessary items to perform assigned duties. Individual workspace should be provided away from the initial attack floor for each permanent employee, and a break room area should be provided for employees.

Employees will have access to a locked area to store data that may contain personally identifiable information (PII) or personal items.

Radio Systems

Radio systems will have an adequate number of frequencies to provide for separation of incidents and use by all interagency partners. Base station and repeater transmissions shall be recorded and maintained in accordance with agency records management policies. Radio systems may have alert tones available for use as determined by local center policies.

Appendix A
Sample Questions for Fire Site Visits by Agency Administrators

Management Direction

____Who is the incident commander? If the fire is being managed under unified command, are all commanders present? Is the incident operating smoothly?
____What is the incident organization?
____What is the current situation? What has been damaged or is at risk?
____Have you received adequate direction for the management of the incident?
____Is a Wildfire Decision Support System required/still valid?
____What are the incident management objectives? Constraints? Probability of success?
____Are the tactics in the incident action plan realistic and achievable with current resources?
____Is a resource advisor needed?
____What are your estimates of suppression costs?
____What are the incident commander's concerns?
____What are the local, social, economic, and political issues?
____Are there rehabilitation needs?
____What can I, as the agency administrator, do to help?

Safety

____What are your safety concerns?
____Are these concerns resolved? If not, what needs to be done?
____What is the general safety attitude and emphasis?
____Have you assessed the potential hazardous situations and determined if the fire can be fought safely?
____Have you applied the Fire Orders, Watch Out Situations, Lookout, Communication, Escape Routes, Safety Zones (LCES) process in selecting safe and effective strategies and tactics?
____Have you effectively briefed firefighters on hazards, safety zones, escape routes, and current and expected weather and fire behavior?
____Is the safety officer position filled? If not, how is this function being addressed?
____Are you monitoring work schedules to ensure adequate rest? Are you meeting the standard work/rest guidelines?
____Have you provided for adequate rest, food, water, and health services for all personnel?
____Are all the fire personnel qualified for the positions they hold, and are they physically able to perform?
____Have you had any injuries or accidents?

Fire Suppression Operations

____What is the fire weather forecast (present and extended)?
____What is the fire behavior potential?
____Are fire personnel briefed on incident objectives, strategies, tactics, organization, communications, hazards, and safety principles?
____Are the strategy and tactics based on current and forecasted weather?
____Are the strategy and tactics safe, effective, and consistent with management's objectives and accepted fire policies and procedures?
____Do you have effective communication on the incident and with dispatch?
____Are you monitoring weather and fire behavior to make needed adjustments to strategy and tactics?
____Are you using tactical aircraft? Do you have an assigned air tactical group supervisor?
____Is aircraft use safe, effective, and efficient? Do you have a temporary flight restriction (TFR)?
____If the fire escapes initial attack, what will your role be in developing the Wildland Fire Decision Support System?

Administration

____Do you have any administrative concerns?
____What arrangements have you made to complete time reports, accident forms, fire report, etc.?
____Did all orders and procurement go through dispatch?
____Do you have any outstanding obligations?
____Are all rental agreements and use records properly completed?
____How did the fire start? If human-caused, has an investigation been initiated to determine the cause and develop a trespass case?
____Do you know of any current or potential claims?

Dispatch Office

____Is the incident receiving fire weather and fire behavior information?
____Is the incident getting the resources ordered in a timely manner?
____Is dispatch adequately staffed?
____What are the local, area, and national preparedness levels? How do they affect this fire?
____Are the elements identified at the various preparedness levels being considered?
____What are the current local, area and national fire situations?
____What is the priority of existing fires and how are the priorities being determined?

Appendix B
Manager's Supplement for Post Incident Review

Incident Commander _____
Incident Name and Number _____
Start Date and Duration of Incident _____
Date of Incident Debriefing _____
List of Debriefing Attendees:

Brief synopsis of fire behavior and narrative of the incident:

Fire Size-up:
- Gave an accurate sizeup of the fire to dispatch upon arrival?
- Managed fire suppression resources in accordance with the management objectives for the area and availability of resources?
- Did the unit support organization provide timely response and feedback to your needs? (appendix A)
- Were there any radio communication issues?

Provide for the Safety and Welfare of Assigned Personnel:
- Gave operation briefing prior to firefighters being assigned to incident operations.
- How were incoming resources debriefed; via radio, personal contact?
- Were agency work/rest guidelines followed? Was adequate food and water provided to firefighters?

Fire Suppression Operations:
- Explain how the strategies and tactics used met management objectives, without compromising adherence to the Fire Orders, Watch Out Situations, and LCES.
- How were weather conditions (daily weather briefings, spot weather forecasts or other) monitored?
- Were there adjustments needed to strategy and tactics?
- What were the potentially hazardous situations and their mitigations?
- How were projected changes in the weather, tactics, hazards, and fire behavior communicated to fire personnel?
- Were communications effective with dispatch and supervisor?
- Were all interested parties kept informed of progress, problems, and needs? Was aviation support used? If so, was it effective?
- Were there any injuries, close calls, or safety issues that should be discussed? Were these documented?

Administrative Responsibilities:
- Submitted complete documentation to supervisor for time, accidents, incident status, unit logs, evaluations, and other required or pertinent reports?
- Provided timely and effective notification of the fire status and unusual events or occurrences to dispatch and management.
- As requested, provided effective input into the Wildland Fire Decision Support System.
- If necessary, provided team transition briefing as assigned.
- Form ICS-201 was completed in accordance with local policy.

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Appendix C
Sample Delegation for Unit Fire Management Officers

_____, Fire Management Officer for the _____ (Unit) is delegated authority to act on my behalf for the following duties and actions:

1. Represent the _____(Agency) in the _____ Multi-Agency Coordinating Group in setting priorities and allocating resources for fire emergencies.

2. Coordinate all prescribed fire activities in the _____ (Unit) and suspending all prescribed fire and issuance of burning permits when conditions warrant.

3. Ensure that only fully qualified personnel are used in wildland fire operations.

4. Coordinate, preposition, send, and order fire and aviation resources in response to current and anticipated zone fire conditions.

5. Oversee and coordinate the _____ interagency dispatch center on behalf of the _____ (Agency).

6. Request and oversee distribution of severity funding for Unit Fire and Aviation.

7. Approve Fire Program requests of overtime, hazard pay, and other premium pay.

8. Ensure all incidents are managed in a safe and cost-effective manner.

9. Coordinate and provide all fire and prevention information needs to inform internal and external costumers with necessary information.

10. Coordinate all fire funding accounts with the budget officer to assure unit fiscal guidelines are adhered to and targets are met.

11. Approve and sign aviation request forms.

12. Approve incident qualification cards in accordance with agency policy.

13. Authorized to hire emergency firefighters in accordance with the Administratively Determined (AD) Pay Plan for Emergency Workers (Casuals).

_____ _____
Fire Management Officer Date

_____ _____
Agency Administrator Date

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Appendix D
Agency Administrator's Briefing to Incident Management Team

Briefing Package for Incident Management Teams

The purpose of this template is to provide a format and content outline for the host unit to use when briefing an incident management team (IMT). Some items will not be relevant to some units; delete or add additional information as needed. An optional outline is included for those units that would like to use WFDSS to conduct the IMT briefing.

Overview for ALL Team Members

- Introduction – Agency Administrator
  - Other Agencies and Cooperators
- Objectives and Course of Action – Agency administrator /Fire Management Officer (FMO) (Use the Wildland Fire Decision Support System [WFDSS], as needed.)
  - Objectives Tab – Incident Objectives and Incident Requirements
  - Course of Action Tab – Overview of Strategic Direction
- Situational Update – Assigned Incident Commander (IC) or FMO. (Use the WFDSS as needed.)
  - Fire Start Date and Cause
  - Situation Tab – Situational Overview
    - Analysis
      - Short-term, Near-term, and FSPro
    - Fire Environment and Safety
      - Est Ground Evacuation
      - Retardant Avoidance
    - Disturbance History (in the area)
      - Historical Fires
      - Fuel Treatments
    - Fire Weather and Danger
      - Significant Fire Potential – Predictive Services
      - RAWS stations
      - Local Fire Environment Information (Fire Weather, Fire Behavior) – Localized Anomalies, Terrain Influences, Weather Patterns or Fire Behavior, Current and Predicted Fire Weather/Fire Behavior
    - Boundaries
      - Responsible/Jurisdictional Boundaries
      - Federal Boundaries
      - County
    - Designated Areas
      - Wilderness/Potential Wilderness
      - Special Designation

        - BLM – oil/gas/range/horse and burro
    - Infrastructure
        - Facilities
        - Communication
        - Energy
        - Roads and Trails
    - Natural and Cultural Resources
        - Air Quality
        - Critical Habitat
        - Sage Grouse Habitat
    - Other Considerations to Include:
        - Current Planning Area in Published Decision
        - Values at Risk – Or Other Considerations That Are Not In WFDSS
        - Resource Benefits – Explain Where Fire Is Beneficial on The Landscape
        - Assessment Tab – Current Risks and Potential Benefits (Use WFDSS, as needed.)
    - Risk and Complexity Analysis
    - Benefits of Fire on This Landscape (Type of Fire, Where, When)
- Decision and Costs – Agency administrator or FMO (Use WFDSS, as needed.)
    - Cost Tab – Outline Cost Thresholds for Current Decision
    - Decision Tab – Review the Rationale of the agency administrator
- Local Concerns – Agency administrator or FMO
    - Environmental, Social, Political, Economic
    - Law Enforcement or Investigations, If Applicable
    - Area Closures – Potential Impacts to Local Income, Outfitter Guides, Etc.
    - Initial Attack Responsibilities
    - Training Responsibilities – Inclusion of Local and Geographic Area Priority Trainees
- Incoming IC Comments
- Closing Remarks – Agency administrator
    - Agency administrator's Key Points from Leader's Intent
    - Breakout Group Meetings to Follow

Breakout Groups

Incident Commander

Written Package	Oral Briefing

• Current and expected weather, fire behavior and fire danger
• Delegation of authority
• Leader's intent
• WFDSS decision document
• Contact list
• ICS-209
• IAP and map
• Closure orders
• Local wildfire guidance documentation
• Heavy equipment policy
• Medical evacuation protocol
• Coordination of hazardous materials
	• Set up daily coordination calls between IC, agency administrator, (include others as needed)
	• Financial considerations/limitations
	• Other coordination expectations, such as adjoining agencies, Tribal consultation, elected officials
	• Local resource concerns (anadromous fish, cultural sites, timber, invasive species, etc.)
	  ○ Resource advisor
	• Other incidents/incident management teams (IMTs) in the area or geographic area
	• Hazardous materials
	  ○ Unexploded ordnances, asbestos, mining contaminants, etc.

Information

Written Package	Oral Briefing
• Contact list information (phone number, roles, etc.) for appropriate agencies, elected officials, business leaders • Daily updates email list • Template for press releases • Local media contacts • Media guide • Joint Information Center (JIC) contact numbers • Local unit public information plan	• If JIC activated, how the IMT will interact • Expectations of public meetings, or coordinated outreach from the IMT • Public information plan within 24 hours

Operations

Written Package	Oral Briefing

• WFDSS decision
  ○ Management action point (MAP)
  ○ Course of action
• Fire department contacts/resource list/availability
  ○ Provide structure protection guidance (as relative unit and adjoining ownership as needed)
	• Weather/fire danger information
	• Fire behavior models and predictions
	• Management action points
	  ○ Trigger points or evaluation lines for tactical operations
	  ○ Natural barriers
	• Structure protection guidance (overview from local perspective)
	• Spike camp vs. crew shuttle

Written Package	Oral Briefing
○ Evacuation plans and trigger points ○ Structure protection guidance • Contact list • Resource orders/resource list ○ Outgoing IC/Operations resource list – what is on order, what is assigned to the fire currently, what still needs to be ordered • Area maps/geospatial PDF map of fire area ○ Unit frequencies and repeater map ○ Retardant avoidance maps ○ Structure inventory data/maps ○ Values at risk maps if different than what is in WFDSS • Unit aviation briefing guide • Suppression rehabilitation plan • Mop up or rehabilitation standards/guidance • Turn back standards • Heavy equipment policy • Medical evacuation protocol • Unit identified hazards and potential mitigations (e.g., working in grizzly bear habitat, mining hazards, asbestos contaminated areas) • Coordination of hazardous materials	• Dozer line placement restrictions, recommendations, and requirements • Known structures with protection expectations • Initial attack responsibilities and procedures • Rehabilitation standards or expectations • Unit-identified hazards and potential mitigations (e.g., working in grizzly bear habitat, mining hazards, asbestos contaminated areas)

Air Operations

Written Package	Oral Briefing
• Aviation briefing guidance • Regional and local frequency guides • TFR maps • Frequency maps • Aviation hazard map • Unit helibase map • Retardant avoidance maps • Available aviation resources (on order and on loan) • Local airports and airstrips • Contact list (local air operations personnel and phone numbers)	• Tactical resources (smokejumpers, agency administrator, airtankers) ordering process • Helibase locations used in the past • Fuel – stationary and mobile • Helibase areas (proximity to fire) • Communication limitations • Helicopters available locally • Local weather issues (e.g., wind, smoke) • Restricted areas (military, local flight paths, HARP, clear radar) • Known hazards

Written Package	Oral Briefing
	• Housing for pilots • Retardant status • TFR • Retardant or water usage reporting requirements

Safety

Written Package	Oral Briefing
• Emergency Medical Field Evacuation Plan • Serious Accident and Incident Within the Incident Plan • Burn care facilities list • Critical Incident Stress Management (CISM) Guidelines for Fire Management information sheet • CISM request form • Wildland Fire Fatality and Entrapment Initial Report form • Memorandum of Agreement between Department of Agriculture FS and DOI • Unit identified hazards and potential mitigations (e.g., working in grizzly bear habitat, mining hazards, asbestos contaminated areas) • Completed ICS-206 for area • Contact list	• Accidents to date • Unit identified hazards (e.g., unexploded ordnances, bear baiting stations, mines, snag patches, extremely rough terrain, etc.) • Unit protocol for communication of varying degrees of accidents ○ What level of notification does the agency administrator want? • Local medical plans, hospital locations, etc.

Finance Section (Could be combined with Logistics)

Written Package	Oral Briefing

• Unit incident business operating guidelines
• Contracts and agreements
  ○ List of all current agreements including land use agreements, fuel agreements, local purchase, equipment/resources agreements
  ○ Cell phone carrier information
  ○ Cost share agreements
  ○ Fire department cooperative fire agreements
  ○ Weed washing stations contract options
	• Overview of local/cooperator agreements

Written Package	Oral Briefing
• Compensation/claims requirements and contacts (hospital liaison) • Fiscal limitations and constraints • Identify incident business advisor (INBA) and contracting officer(s) • Buying unit • Contact list	

Logistics Section

Written Package	Oral Briefing
• Incident map ○ Incident command post (ICP) camp locations – map ○ Drop points • Contracts ○ Cell phone carrier information ○ Weed washing stations contract options • Unit frequencies and repeater map • Medical information for area • Expanded dispatch highlights • Agreements ○ List of all current agreements including land use agreement, fuel agreements, local purchase, equipment/resources agreements • Contact list	• Medical information for the area – protocol • Availability of caterer or local restaurants for IMT/crews • Communication recommendations ○ Cell phone coverage (carriers) • Resource ordering – Interagency Resource Ordering Capability (IROC) access and orders • Known ground support issues ○ Rental car/vehicle availability • ICP/camp site recommendations (used in past) • Discussion of agreements

Planning Section

Written Package	Oral Briefing
• Delegation of authority • Leader's intent • WFDSS decision • 209/IAP email list • GIS contacts • ICS-209 • Resource list (IROC orders) • Weather, fire danger and current fuel moistures ○ Contacts for these products – local weather office, fuels specialist, etc. ○ Current spot weather forecast • Initial map and IAP	• WFDSS documentation ○ Modeling support/products • ICS-209 deadlines, protocols for complexities, limited fires, etc. • Training responsibilities

Written Package	Oral Briefing

• IROC orders/resource list
• Contact list
• Specific wildfire guidance documentation
• Remote Automated Weather System (RAWS) ordering
• Infrared (IR) availability/ordering
• Final product expectations
  ○ Narrative/executive summary (IMT)
  ○ Transition Plan (IMT)
  ○ Demobilization Plan (IMT/expanded dispatch)
  ○ Maps (IMT)
  ○ Documentation (IMT) – number of packages required
  ○ Hard drive (IMT)
  ○ Rehabilitation Plan (Area)
  ○ Evacuation Plan (Local)
  ○ Structure Protection Plan (Area/IMT)
  ○ Known sites update (IMT/Area)
• Electronic data
  ○ FTP site posting directions or information repository (IMT hard drive)
  ○ GIS data
  ○ Known sites template	

Contacts

Unit Name_____

Area	Name	Job Title	Work Phone #	Alternate #
Agency Administrator		Agency Administrator		
		Executive Assistant		
Fire Management		Fire Management Officer		
		Aviation Officer		
		Dispatch Center Manager		
		Asst. Dispatch Center Manager		
		Initial Attack Dispatcher		
Administrative Representative		Incident Business Specialist		
Unit Claims Liaison		Budget Officer		
Resource Advisor		Biologist		
Archeologist		Archeologist		
Public Information		Public Affairs Officer		
Safety		Safety Officer		
Law Enforcement		Patrol Captain		
Vehicles/Fleet		Fleet Manager		
Information Systems		GIS Coordinator		
		Web Manager		
Hazmat Coordinator		Engineer		
D1		District Ranger		
		Fire Management Officer		
		Office Manager		
Priority Trainee Program		GATR		

Potential contacts include acquisition management (i.e., contracting specialists, purchasing agency, contracting officers, grants, and agreements); union representatives; human resources management (e.g., OWCP contacts); IT information (i.e., IROC/e-ISuite, customer helpdesk for agencies involved).

Regional and Interagency

Potential contacts may include hospital liaison(s), incident business coordinator and buying team coordinator, regional contracting specialist (VIPR), regional contractor liaison, State Department of Transportation, State troopers, State land office area manager, local law enforcement, electric/power company, etc.

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Appendix E
Wildland Fire Risk and Complexity Assessment

See *NWCG Wildland Fire Risk and Complexity Assessment* at
https://www.nwcg.gov/sites/default/files/publications/pms236.pdf.

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Appendix F
Indicators of Incident Complexity

See *NWCG Wildland Fire Risk and Complexity Assessment* at
https://www.nwcg.gov/sites/default/files/publications/pms236.pdf.

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Appendix G
Sample Delegations of Authority Agency Administrator to IMT and Leader's Intent

Delegation of Authority
Colorado State Office
Montrose Field Office

As of 1800, May 20, 2005, I have delegated authority to manage the Crystal River Fire, Number E353, San Juan Resource Area, to Incident Commander Bill Jones and his incident management team.

The fire, which originated as four separate lightning strikes occurring on May 17, 2005, is burning in the Crystal River Drainage. My considerations for management of this fire are:

1. Provide for firefighter and public safety.
2. Manage the fire with as little environmental damage as possible.
3. Key cultural features requiring priority protection are:
4. Key resources considerations are:
5. Restrictions for suppression actions include:
6. Minimum tools for use are:
7. My agency resource advisor will be:
8. The fire borders are:
9. Manage the fire cost-effectively for the values at risk.
10. Provide training opportunities for the resources area personnel to strengthen our organizational capabilities and work with the geographic area training representative (GATR) to identify opportunities for priority trainees.
11. Minimum disruption of residential access to private property, and visitor use consistent with public safety.
12. Efforts should be made to minimize some impacts to communities and ensure that communication is maintained with the State air quality bureau.

Signature and Title of Agency Administrator _____ Date _____

Amendment to Delegation of Authority

The delegation of authority dated May 20, 2005, issued to Incident Commander Bill Jones for the management of the Crystal River Fire, number E353, is hereby amended as follows. This will be effective at 1800, May 22, 2005.

13. Key cultural features requiring priority protection are:
14. Use of tracked vehicles authorized to protect Escalante Cabin.

Signature and Title of Agency Administrator _____ Date _____

Delegation of Authority for *Incident Name*
Date:
To: Incident Commander – *Name of IC*

From: Jurisdictional Agencies

Subject: *Incident Number and jurisdictional unit*

Effective at *XXXX hours* on *Provide the Date*, You are delegated authority for the management of the *XXXX* incident on the *XXXX Jurisdictional* unit – *include other jurisdictions if needed.* You have full authority for incident management activities on *this/these jurisdiction(s)* within the framework of law, agency policies, and direction provided within the delegation of authority, Wildland Fire Decision Support System Decision, the *Leader's Intent* letter (optional) and the team briefing package provided.

This delegation carries with it the full authority for the management of the resources (personnel and equipment), costs, and rehabilitation of incident management efforts directly associated with this *incident(s).* Your primary responsibility is to organize, manage and direct your assigned resources for safe, efficient and effective management of the incident. You are accountable to the agency administrator or designated representative.

Agency Administrator — *Date/Time*
Agency/Jurisdictional Unit

Agency Administrator — *Date/Time*
Agency/Jurisdictional Unit

I accept this delegation:

Incident Commander — *Date/Time*

Leader's Intent

This is an **optional** document with the following information provided as a template. The purpose is to provide information to an IMT that is not directly related to the strategic direction for managing a wildfire (strategic direction belongs in the WFDSS Decision). Some items will not be relevant to your unit; delete or add additional information as needed. Items *italicized* and underlined are areas where you should review the information and either add unit-specific information or delete those statements.

Overview
This leader's intent document is one piece of many components of the entire briefing package provided to the incident management team (IMT). In addition to this leader's intent letter, the IMT will also receive the following documentation to support the management of this incident:

- Delegation of authority
- Published decision from the Wildland Fire Decision Support System
- Briefing package

Communications
It is expected we will meet *daily or as needed* to be informed on significant accomplishments or issues. Daily discussion points include but aren't limited to the following:

- *Safety*
- *Other identified values at risk*
- *Risk trade-offs*
- *Relationships with partners and stakeholders*
- *External communication*
- *Operational effectiveness (your assessment of likelihood of success of achieving all objectives)*
- *Benchmarks based on team capabilities, span of control, daily progress*
- *Complexity*
- *Cost*
- *Ramp-up and ramp- down strategies*
    - *Final fire package*

Expect to have a preliminary team evaluation at the incident closeout and a final evaluation at the end of fire season when all incident business transactions have been finalized.

Expanded dispatch is in place, please coordinate and work through XX Expanded Dispatch Center located at the interagency communication center for additional resources or support needs.

Strategic Planning
Successful management of this fire requires a common understanding of the values that require protection, their priority for protection, the probability they will be impacted, under what circumstances they require protection, what protection might look like, and how we manage our response. *Strategic direction is aligned with the land and resource management plan (L/RMP), resource management plans and associated amendments as detailed in the WFDSS decision*. It is expected that you and your necessary staffs read

and follow the decision (incident requirements, incident objectives, course of action, rationale) in WFDSS. If you have questions or concerns, contact me directly to discuss or clarify. The team should assist with the following:

- Keep line officer informed of significant accomplishments/issues of which can be documented in the periodic assessment throughout the duration of the incident.
- Through your risk assessment process, provide feedback regarding needed changes to the incident objectives and course of action to mitigate unnecessary risk to firefighters.
- Provide input regarding any other identified values to be addressed in planning operations and in the WFDSS decision.
- Provide input to the current risk and complexity analysis (RCA) in WFDSS and the need for updates; RCA updates can be made to document changed conditions without publishing a new decision.
- Provide support in updating and revising the decision as necessary, and/or determining if an update to components of the decision or documentation is needed (e.g., expectation that the planning area will be breached).
- *Develop, update, and revise management action points as necessary to protect identified values (e.g., structural inholdings, communication sites, culturally sensitive areas) (The unit can list values here or refer to WFDSS).*

Throughout the life of the incident there will likely be oral discussions, agreements, or changes in tactics/management of the fire as a whole that deviate from this letter or the WFDSS Decision documentation. Such deviations must be discussed with *me* in person so that we can determine solutions and update the WFDSS Decision as needed.

Human Resources

- All personnel assigned shall be treated with dignity and respect. Manage the human resources assigned to the fire in a manner that promotes a positive and harassment-free work environment and creates a "no tolerance" atmosphere for harassment, alcohol, or illegal drug use.
- *All personnel assigned should receive evaluations prior to leaving the incident. Encourage supervisors to provide meaningful feedback regarding performance and conduct.*

Safety

- Visitor and public safety is a concern.
  - Provide timely information to publics impacted by the fire/closure areas.
  - Coordinate closures/evacuations with law enforcement as identified in the briefing package.
  - If needed, utilize the appropriate cooperative law enforcement agreement in the briefing package.
- Coordinate and consult with safety and health manager or designated agency representative as identified in the briefing package.
- Coordinate hazardous material matters with unit safety officer. Specific information has been included in the briefing package.
- *Camp security is advised due to base camp's proximity to town.*
- *Known safety hazards within the proximity of the fire area, e.g., grizzly bear baiting station at XX location, grizzly habitat (considerations for camp, spike camps, night operations), large-standing snag patch from fire, trees are severely weakened,*

excessively steep terrain (provide a geographical location) with large rock outcrops and no values of concern.

Operations

Attention to firefighter and aviation safety is an absolute necessity! Incident action plans should reflect leader's intent for the incident. Tactical actions will be assessed, and effective mitigation measures will be in place to avoid putting firefighting personnel at unnecessary risk; *Consider not implementing tactical actions by assessing the value being protected versus the risk (even if mitigated) required to protect it*.

- Structure Protection
  - Ensure firefighters who engage in structure protection are staying within their tactical training, capabilities, and agency policies.
  - Document significant issues for values at risk within the ICS-209.
  - Utilize the community and structure fire protection guidelines (refer to your local guidance if relevant).
- Retardant
  - Review the fire-retardant-avoidance maps and documentation provided during the IMT in-brief or in WFDSS, and coordinate with the lead resource advisor as identified in the briefing package.
  - Follow reporting guidelines for retardant use as defined in the briefing package.
  - Follow the guidance/protocol within the wildfire guidelines for resource protection if retardant is misplaced.
  - Use retardant only when and where it is expected to be successful in slowing fire spread or reducing intensities so ground firefighters may engage the fire more safely with a higher likelihood of success.
- Aviation
  - Aviation safety is a high priority. An aviation risk assessment will be completed on all aviation missions in support of fire management. For additional guidance regarding aviation resources or local protocol refer to the briefing package and work with the unit aviation officer or their designee as a liaison.
  - An initial temporary flight restriction (TFR) has been established for the fire area, coordinate changes to the current TFR with the unit aviation officer.
- Initial Attack Operations
  - You will be responsible for initial attack activities within your designated TFR.
  - The local unit may call upon you for additional support as needed for initial attack activities.
- Natural and Cultural Resource Protection and/or Enhancement
  - Avoid damage to sensitive natural and cultural resources within the fire area; coordinate suppression actions with the lead resource advisor. Specific natural and cultural resource information has been included within the briefing package.
  - Ensure all tactical actions adhere to the unit wildfire guidelines for resource protection and develop a rehabilitation plan for the impacts associated with those actions.
  - Not all wildfire is detrimental in this planning area. Specific strategic direction is provided in the WFDSS decision.

Public Information

- *Develop a public information plan for the incident within XX hours and work closely with the unit public affairs specialist to disseminate information to internal staff, external partners, and interested publics. Refer to the briefing package for names and contacts.*
- Accuracy and timeliness of public information is important. Public meetings should be held as needed and on a routine basis.
- Maintain contact with appropriate agencies, elected officials, business leaders and members of the public as identified within the briefing package.
- Informational meetings or briefings and news releases are to be coordinated with the agency representatives as identified within the briefing package.

Finance

- *Document decisions that have incident cost ramifications within the IC daily log and provide clear rationale for the decisions.*
- Utilize the XX Incident Business Plan; please work with the designated incident business advisor (INBA) for the incident. Refer to the briefing package for contact information.
- *A buying team is in place, XX Dispatch Center.*
- *Develop a total cost projection for managing the incident in line with the strategic direction provided for Federal lands, this needs to be completed within XX hours of being delegated authority.*
- Provide assistance in developing a cost share agreement as mutually agreed upon by the XX jurisdictions involved.

Logistics

- *Telecommunications contracts have been previously established with Verizon for phone and data plans to support IMT base camps. Specific information is included within the briefing package.*
- *The local unit has previously identified base camp and spike camp locations, please evaluate these areas before establishing new locations. Land use agreements for these sites are in place, coordinate with the incident business advisor for specific information.*
- *Maps of these areas will be provided within the briefing package.*
    - Invasive and noxious weeds – *Vehicle and equipment washing is required on fires within XX area*. Insert localized information. Refer to wildfire guidelines for resource protection on *the local unit* for additional information (*provided with the briefing package*). Please direct questions to the assigned resource advisor.

Other

- To build capacity, the use of trainees is strongly suggested to be incorporated into team functions where available. Local trainees will receive first priority for assignments. *A list of the local trainees is included within the briefing package*.
- Work with the geographic area training representative (GATR) to identify opportunities for priority trainees.
- *Coordinate and work closely with the following positions/personnel – contact information as well additional contacts maybe found in the briefing package*.
- Line officer
- District FMO/unit FMO
- Unit aviation officer
- Interagency dispatch center manager
- Public affairs officer
- Unit safety officer
- Incident business advisor
- Resource advisor
- Agency/interagency partners
- Other IMTs in the adjoining area

_____ _____
Line Officer Signatory Date

_____ _____
Optional signatures add if needed Date

_____ _____
Incident Commander Date

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Appendix H
Local Incident Commander Briefing to IMT

The Incident Briefing (ICS-201) form provides the basis for the local incident commander to brief the incoming team.

Briefing Information

Forms available or attached:		Other Attachments:
☐ ICS-201	☐ ICS-215	☐ Map of Fire
☐ ICS-207	☐ ICS-220	☐ Aerial Photos
☐ ICS-209		☐ Weather Forecast

Fire start date:
Time:
Fire cause:
Fuels ahead of fire:
Fuels at fire:
Fire behavior:
Fire spread:
Natural barriers:
Anchor points:
Perimeter secured, control/mitigation efforts taken, and containment status:
Life, improvements, resources, and environmental issues:

Weather forecast:				
	Established	Possible		
ICP:	☐	☐		
Base:	☐	☐		
Camp(s):	☐	☐		
Staging area(s):	☐	☐		
Copy machine available?			☐ Yes	☐ No
Safety issues:		EMS in Place:	☐ Yes	☐ No
Air operations effectiveness to date:				
Air-related issues and restrictions:				
Hazards (aircraft and people):				
Access from base to line:				
Personnel and equipment on incident (status and condition):				
Personnel and equipment ordered:				
Cooperating and assisting agencies on scene:				
Helibase/helispot location:				
Crash fire protection at helibase:				

Medivac arrangement:
Communication system in use: ☐ Radio ☐ Telephone ☐ Cell Phone
Water availability:
Review of incident action plan; copy of approved Wildland Fire Decision Support System published decision:
Smoke conditions:
Local political issues:
Damage assessment needs:
Security problems:

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Appendix I
Incident Management Team Performance Evaluation

Team IC		**Incident Type**	
Incident Name		**Incident Number**	
Assignment Dates		**Total Acres**	
Host Agency		**Evaluation Date**	
Administrative Unit		**Sub-Unit**	

At the conclusion of each incident management team (IMT) assignment, the agency administrator or representative should complete this initial performance evaluation (sections 1-5). This evaluation should be discussed directly with the incident commander (IC). The initial performance evaluation should be delivered by the agency administrator without delay to the incident commander, the state/regional fire management officer, and the chair of the IMT's home Geographic Area Multi-Agency Coordination Group to ensure prompt follow-up to any issues of concern.

Complete the following evaluation narratives and rating for each question
0 – did not achieve expectations 3 – met expectations 5 – excelled

1. How well did the team accomplish the objectives described in the Wildland Fire Decision Support System (WFDSS) the delegation of authority and the agency administrator briefing?

Circle one	0	1	2	3	4	5

(Explain)

2. How well did the team manage the cost of the incident? Did the team follow agency incident operating guidelines? Were follow-up issues (e.g., invoices, OWCP and vendor issues) identified and documented for the agency administrator?

Circle one	0	1	2	3	4	5

(Explain)

3. How did the team demonstrate sensitivity to resource limits/constraints and environmental concerns?

Circle one	0	1	2	3	4	5

(Explain)

4. How well did the team deal with sensitive political and social concerns?

Circle one	0	1	2	3	4	5

(Explain)

5. Was the team professional in the manner in which they assumed management of the incident and how they managed the total incident? How did the team handle transition either to another IMT or in returning the incident the hosting agency?

Circle one	0	1	2	3	4	5

(Explain)

6. How well did the team anticipate and respond to changing conditions, was the response timely and effective?

Circle one	0	1	2	3	4	5

(Explain)

7. How well did the team place the proper emphasis on safety?

Circle one	0	1	2	3	4	5

(Explain)

8. Did the team activate and manage the mobilization/demobilization in a timely and cost-effective manner?						
Circle one	0	1	2	3	4	5
(Explain)						
9. How well did the team use local resources, trainees, and closest available forces?						
Circle one	0	1	2	3	4	5
(Explain)						
10. How did the team notify the incident agency regarding triggers for initiating a cost share agreement or wildland fire management annual report and large fire review (FS)/significant wildland fire review (DOI)? How were those recommendations implemented?						
Circle one	0	1	2	3	4	5
(Explain)						
11. Was the IC engaged and in charge of the team and the incident? How well did the IC function and operate as a leader?						
Circle one	0	1	2	3	4	5
(Explain)						

12. How timely was the IC in assuming responsibility for the incident and initiating action?						
Circle one	0	1	2	3	4	5
(Explain)						
13. How did the IC show sincere concern and empathy for the hosting unit and local conditions?						
Circle one	0	1	2	3	4	5
(Explain)						
14. Did the IMT provide an organized financial package (compensations/claims documentation completed, payment documents forwarded, e-ISuite updated, etc.) to the host unit or next IMT prior to demobilization?						
Circle one	0	1	2	3	4	5
(Explain)						
15. Did the IMT follow current NWCG standards for incident records management? Was FireNet or agency email used for official incident correspondence?						
Circle one	0	1	2	3	4	5
(Explain)						
Other comments:						

Agency Administrator or Representative:		Date:	
Incident Commander:		Date:	

Appendix J
Sample Delegation – Lessons Learned Review (LLR)

Memorandum

To: LLR Facilitator; [*Title of person/office this is meant for*]

From: Delegating Official

Subject: Delegation of Authority – [*Incident name*] LLR

Situation Summary:

You are hereby designated the authority to lead and conduct a lessons learned review (LLR) for [*Incident name*]. The review process will begin at [*Identify LLR start time, date, and location*]. The fire staff and fire management office have identified the group of employees who will also be participating. That information will be provided to you upon your arrival.

You have the authority to tailor your team and the LLR process to fit the situation and your style of facilitation. However, I would like you to utilize the guidance outlined in the *Interagency Standards for Fire and Fire Aviation Operations* chapter 18, while conducting the LLR. This includes:

- Convening the participants;
- Identifying facts of the event and developing a chronological narrative of the event;
- Identifying underlying reasons for success or failure;
- Identifying what was learned and what should/could be done differently in the future;
- Identify any recommendations that would prevent future similar occurrences; and
- Providing a final, written report covering the above items, which is due to me within two weeks of the event occurrence.

If you need any assistance, your primary contact will be [*Name of primary contact*].

Thank you for your time and assistance.

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Appendix K
Recommendations for Incident Emergency Medical Services

Resource	Initial Attack	<250 People	250 to 500 People	> 500 People
Medical Unit Leader (MEDL)	No	TBD by IC and jurisdictional agency	YES (1)	YES (1)
First Responder or Basic FA	Yes	Yes	N/A	N/A
MEDL EMTs	No	No	1	2
EMTs	No	To be determined by the IC or jurisdictional agency	1	2
MEDL Quals	N/A	N/A	310-1 Basic EMT	310-1 Basic EMT
Med Unit EMT Quals	N/A	Basic EMT	310-1 Basic EMT	310-1 Basic EMT
EMTs per Division	N/A	To be determined in consultation with operations and/or medical unit	To be determined in consultation with operations and/or medical unit	To be determined in consultation with operations and/or medical unit
Establish Local Medical Direction	N/A	To be determined by the IC or jurisdictional agency	Yes	Yes
First Aid Kits	Pocket and vehicle first aid kits	Pocket, vehicle and crew first aid kits	Pocket, vehicle and crew first aid kits	Pocket, vehicle and crew first aid kits
100-person First Aid Kit	No	To be determined by the IC or jurisdictional agency	Yes	No
500-person First Aid Kit	No	No	No	Yes
AED	To be determined by the IC or jurisdictional agency	To be determined by the IC or jurisdictional agency	Yes	Yes
Oxygen	No	No	TBD	Yes

Resource	Initial Attack	<250 People	250 to 500 People	> 500 People
OTC Medication	No	To be determined in consultation with safety officer, medical unit leader, and finance section chief	To be determined in consultation with safety officer, medical unit leader, and finance section chief	To be determined in consultation with safety officer, medical unit leader, and finance section chief
Emergency Transport	N/A	Method to provide transport to the nearest medical facility is to be identified in the incident action plan	Method to provide transport to the nearest medical facility is to be identified in the incident action plan	Method to provide transport to the nearest medical facility is to be identified in the incident action plan

NOTE: *Regional differences/protocols exist that vary from these recommendations and may require a higher level of EMS service. Examples of regional differences/protocols are: 1) Northern Rockies (Incident Medical Specialist Program); 2) Pacific Northwest (Incident Medical Specialist Program); and 3) Alaska (Firemedic Program).*

Appendix L
Delegation of Authority – FAST

Delegation of Authority
_____Geographic Area
Fire and Aviation Safety Team (FAST)

Situation summary (issues and concerns/reason for ordering the FAST):

Objectives (measurable):

Team skills required (per objectives listed above):

The final team composition will be determined at time of dispatch and members named on the resource order.

Mission
The FAST is to conduct an independent assessment and evaluation of operational and managerial activities (related to the specific objectives stated above) at the following locations (mission segments):

The team may determine visits to other incidents/organizations/operations as appropriate and may do so after coordination with the Geographic Multi-agency Coordinating Group (GMAC). The FAST will contact the GMAC Coordinator (describe frequency of contact):

The FAST is to provide technical or managerial assistance when requested and where necessary to immediately correct an identified, critical problem. The FAST may also provide short-term assistance in managing situations or incidents when requested by the incident, organization, or operation.

Protocols
The FAST will organize and conduct an entry briefing with the appropriate managers of the locations/incidents identified previously. The entry briefing will provide the objectives and operational parameters of the mission.

Once the mission segment is completed, the FAST will organize and conduct an exit briefing with the same officials or their designees, during which a draft of the mission-segment report will be presented and discussed. Components of this report will include:

- Purpose and objectives
- Findings, commendations, and recommendations
- Follow-up actions needed
- Immediate
- Long-term
- Scope (local, area, national)
- Copy of the delegation of authority

The FAST will contact the GMAC Coordinator_____.

FAST will provide a final written report to the GMAC Coordinator upon completion of all mission segments. This report will include:

- FAST final report outline
- Executive summary
- Purpose and objectives
- Summary (findings, recommendations, commendations, assistance provided)
- Critical and immediate follow-up actions required
- Introduction
- Methods and procedures
- Mission segments (summary of incidents, organizations, operations reviewed; include copies of mission segment reports)
- Analysis
- Findings and trends, commendations, and recommendations
- Follow-up actions needed
- Immediate
- Long-term
- Scope (local, area, national)
- A copy of the delegation of authority

The _____ Multi-Agency Coordination Group hereby charters and delegates the preceding authority to_____, FAST Leader, effective on _____.

/s/

Chair, _____ Coordinating Group

Date: _____

Appendix M
Area Command (AC) Complexity Assessment
Guide for ACT Engagement

Incident: _____ **Date:** _____

Check all that apply. (Current date/time and expected over next 72-96 hours.)

FACTORS	YES	NO
Multiple incident management organizations (IMTs of varying types) are assigned on a single administrative unit or several adjoining units that can be combined into a single area command.		
Local resources and managers need incident management assistance for multi-jurisdictional incidents that may/will incur a unified command organization and/or cost share agreements; may be single incident with multiple IMTs.		
Response trends, and/or planning level, political, media, or public concerns are escalating from local to state/regional level and may rise to national levels (e.g., PLs, military activation, FEMA and/or FMAG involvement).		
Incident reporting or communication requirements are diverse, time-sensitive, and/or require consolidation and clarity.		
Incident personnel are having difficulty achieving objectives.		
Intricate local land and resource management objectives and constraints exist and require close oversight for compliance.		
Special circumstances that warrant additional management oversight and support (including but not limited to serious injuries, fatalities, equipment accidents, special non-fire events happening locally) are occurring/impacting agency oversight.		
Key unit leadership (agency administrators, LOs, agency reps, FMOs, etc.) is absent, operating beyond scope of training/experience, or multiple acting/detailed members are present/needed. Fatigue of these individuals is becoming a factor and will not improve for some time.		
Significant events (e.g., severe weather, large public events, substantial increase of initial attack) are predicted that will impact success.		
Complex, long-term, or multiple incidents are exceeding acceptable agency administrator and fire program manager span of control.		

FACTORS	YES	NO
Multiple incidents and administrative units are competing for resources. Incident prioritization, allocation of scarce resources, coordinating the sharing of critical resources, and application and management of surge resources can reduce competition and facilitate more efficient operations.		
A *theater of operations* concept is present in the thinking, planning, and operational choices of decision makers. A greater commitment to long-term strategy/planning is warranted to better utilize resources and manage incidents.		
TOTAL		

0-2 YES	**3-6 YES**	**6+ YES**
ACT *may not* be required, but can be ordered if YES items are significant	***Consider* ordering ACT: if not, monitor indicators closely and reconsider if additional YES indicators are noted**	**ACT *recommended***

Appendix N
Wildland Fire Decision Support System Information

WFDSS Overview

The Wildland Fire Decision Support System (WFDSS) is an interagency, web-based application that helps agency administrators and fire managers make risk-informed decisions for all types of wildland fires, regardless of complexity. WFDSS integrates the various applications used to manage incidents into a single risk-informed, collaborative system to streamline the analysis and reporting processes, providing one decision documentation system tiered to land and/or resource management plans.

The application's home page can be accessed at https://WFDSS.usgs.gov.

WFDSS Account Information

The WFDSS application is intended for use by the US Federal Government for managing wildland fires.

Qualified users (Federal and Tribal employees and non-Federal WFDSS partners) can request accounts on the WFDSS Production (for live incidents) or Training (training incidents only) login pages and a single account provides access to each system. Additional information about requesting an account can be found at https://wfdss.usgs.gov/wfdss_help/WFDSSHelp_request_acct.html.

Federal accounts are granted automatically, non-Federal accounts are granted by geographic area editor (GAE) or national editors (NE), depending on with which the geographic area a user's account is associated. (Note: Each Federal entity has different overlapping regions which may not coincide with geographic areas. A GAE from a perceived different geographic area may assist you as a result.).

Users work with GAEs, NEs, and the Interagency Incident Applications (IIA) Help Desk to manage locked accounts, disabled accounts and password resets. Additional information for requesting a password reset, understanding locked user accounts, and re-enabling a disabled account is available at https://wfdss.usgs.gov/wfdss_help/index.htm.

WFDSS User Roles

User roles in WFDSS correspond to permissions which allow users to perform certain tasks within the application. Newly activated accounts are assigned a viewer role; but within the application, users can request author, dispatcher, data manager, or fire behavior specialist roles as necessary. Various support roles exist as well and include GAE, NE, administrator, and Help Desk. User role requests are granted by GAEs and NEs, depending on the geographic area and role requested.

- Users assigned the viewer role can view published content but can only engage in incident documentation if assigned incident privileges.

- The author role is required for users to create and/or own incidents and manage the decision documentation process.
- The dispatcher and data manager roles are typically designated at the local level to manage an administrative unit's incident information and spatial data.
- The fire behavior specialist role can be requested/granted when a certain degree of fire behavior analysis training has been completed (training and experience culminating in S-491 and S-495).
- The GAE role is a primary support role for authors, dispatchers, data managers, and fire behavior specialists; users assigned this role have implicit ownership of incidents within their geographic area, regardless of agency. Additional information about GAE duties is included in the WFDSS "Training and Support" section.
- The NE role has maximum authority relative to WFDSS incident management; users assigned this role have implicit ownership of all incidents in WFDSS.

The WFDSS user roles help topic provides additional information about user roles and can be found in the WFDSS online at https://wfdss.usgs.gov/wfdss_help/index.htm.

WFDSS Incident Privileges

Incident privileges are assigned and managed by incident owners at the time of (and are specific to) an incident. These privileges allow users to own, edit, review, or approve decision content. Users must be assigned the author user role to own incidents, but users with any role can edit, review, or approve decisions. If a change in incident privileges is necessary for an incident, contact the incident owner(s) to coordinate the change. Incident privileges and managing incident privileges provide additional information can be accessed through the WFDSS "Help" feature.

WFDSS Training and Support

A variety of WFDSS training and support materials (modeling and decision learning resources, videos and various white papers and supporting documents) are located on the WFDSS home page. The "Hot Picks" section (located on the right side of the WFDSS home page) provides links to annual refresher materials as well as the most common WFDSS-related offerings. The "Training and Related References" sections of the WFDSS home page are available at https://wfdss.usgs.gov/wfdss/WFDSS_Training.shtml and https://wfdss.usgs.gov/wfdss/WFDSS_Resources.shtml respectively.

Within the WFDSS application, the online help is a comprehensive set of help topics that are mapped to corresponding pages in the application. Click the help icon in the upper right of any page to access specific help information for any page in the application. The online help feature can also be access at https://wfdss.usgs.gov/wfdss_help/index.htm.

Geographic Area Editors Support of WFDSS Users, Incidents, and Agencies

Geographic area editors (GAE) are another source of WFDSS training and support. Their primary role is to support WFDSS users and incidents within their geographic area (GA), serve as interagency technical experts, and point of contacts (POC) for their agency or bureau.

GAEs from various agencies are typically designated within each GA. GAEs work cooperatively for the benefit of all users within their GA and are both able and expected to assist any caller from any agency within their GA.

Geographic Area Editors WFDSS Duties

- Grants and removes user roles (viewer, author, dispatcher, fire behavior specialist, and data manager) in the training and production systems within their GA.
    - Serves as a WFDSS expert to support WFDSS users within their GA.
    - Assists or otherwise provides oversight in the development of decision content for WFDSS decisions.
    - Provides "WFDSS POC" technical help during off hours and weekends.
    - Provides training and answers technical "how to" questions.
- Provides incident support within their GAs as needed, and when an incident owner is unavailable. Geographic area editors can:
    - Edit any WFDSS incident within their GA, in coordination with incident owners, editors, and/or approving official(s);
    - Develop and share filters (groups, incident, analysis, and intelligence);
    - Upload incident and/or analysis shapefiles;
    - Transfer/modify incident ownership;
    - Grant incident privileges; and
    - Edit jurisdictional point of origin (in coordination with local unit and incident).
- Serves as geographic area POC for their agency or bureau.
    - Facilitates interagency cooperation and coordination in support of multijurisdictional incidents and field users.
    - Consults fire and resource management staff and agency leadership as needed on WFDSS decision content.
    - Coordinates with and provides backup to other GAEs within their GA.
    - Disables agency/bureau user accounts within their GA.
    - Disseminates technical information, such as upgrades to the WFDSS system, "how to" guidance, and training materials/announcements.
    - Participates in GAE calls to keep up to date on system changes or other relevant information to be shared with field units.
    - Verifies completion of security training for non-Federal account requests.
    - Assists with the reactivation of disabled accounts within their GA. When a user with a disabled account contacts a GAE, the GA can

assign the user a role in WFDSS production that automatically synchronizes with the user's training account. The user can then contact the Help Desk to reset their password and unlock the account.

Geographic Area Editors WFDSS Limitations

- Cannot reset passwords (users must contact the help desk to reset their password and unlock their account).
- Do not have privileges specific to fire behavior specialist, administrator, or Help Desk.
- Cannot view disabled accounts for users in other GAs.

Fire Behavior Analysis

Fire behavior analysis is incorporated into WFDSS, in the form of the fire spread probability model (FSPro), basic fire behavior (Basic), short-term fire behavior (STFB), and near-term fire behavior (NTFB). A comparison of these models (as well as FlamMap and FARSITE) can be found on the WFDSS homepage under the Training menu option at https://wfdss.usgs.gov/wfdss/WFDSS_Training.shtml, "Modeling Learning Resources" section.

WFDSS users assigned the fire behavior specialist (FBS) role are responsible for fulfilling analysis needs for incidents. FBSs can be local, assigned to incident management teams in the form of LTANs or FBANs, or provide assistance remotely. Identifying local FBSs preseason to understand the local capacity for analysis assistance is helpful.

If a local FBS is not available to provide analysis for an active incident, request assistance by selecting "Fire Behavior Request" from the "Information" tab of an incident and submitting the request (GAEs monitor these requests for their units), contacting a GAE directly, or calling the Analysis and Decision Content Support number (208-387-5253) listed on the WFDSS home page. Additional information about requesting assistance for an incident can be found on the "Decision Support" section of the Wildland Fire Management Research, Development and Application group home page at https://wfmrda.nwcg.gov/.

Relative Risk Assessment

The relative risk assessment is required before publishing a decision for an incident. The relative risk assessment assists agency administrators and fire managers in planning for, assessing, and managing your incidents. Incident owners or editors can perform the assessment, which provides a quick but comprehensive risk assessment This qualitative process can be completed in less time than a quantitative long-term risk assessment. The Relative Risk Assessment chart uses three risk components:

- values
- hazard
- probability

Each of these components is assessed independently. As the graphs for each component are completed, document thoughts/reasons for inputs in the accompanying text boxes. Text and graphs automatically populate into the WFDSS decision. The three outputs are then evaluated in a final step that provides the relative risk rating for the fire. From the relative risk rating, guidance is provided within the system to assist the owner/author in determining the level of analysis needed, considerations for the incident and documentation of the decision. The help topics "About Relative Risk" and "Calculating Relative Risk" provide additional information and can be located at https://wfdss.usgs.gov/wfdss_help/index.htm.

Organization Assessment

The organization assessment (OA) is required to publish a decision for an incident guides agency administrators in their incident management organization selection, both in escalating and moderating situations (i.e., this process can be used to expand or contract organizations). The OA is based on relative risk, implementation difficulty, and socio-political concerns. The final part of the OA combines these variables to allow users to select the level of incident management needed. The help topic "Organization Assessment Reference" provides additional information and can be located at https://wfdss.usgs.gov/wfdss_help/index.htm.

Incident KMZ

Incident KMZ files (left menu) can be downloaded to include all of the incident spatial data and completed analyses from the published decision(s). The spatial data is composed of incident and analysis shapes found in the incident and analysis map layers on the situation map. Shapes include planning areas, fire perimeters, management action points, incident objective shapes, analysis outputs, and analysis ignition files. If a decision is pending, only spatial information available to all users will be provided in the KMZ.

WFDSS Suggested Refresher and Preseason Items

Units should provide annual WFDSS refreshers to all individuals that may be involved in incident decision-making and documentation. agency administrators and fire managers should also identify individuals assigned the fire behavior specialist role in WFDSS to understand a unit's capacity for providing analysis products and to identify future analysts for training and exposure come fire season.

"WFDSS refresher training recommendations are located in the "WFDSS Refreshers" section of the WFM RD&A webpage at https://wfmrda.nwcg.gov/agency-administrator-toolbox/aa-wfdss-refreshers. Additional refresher information can be found on the WFDSS home page (Training and Related References menu options; annual refresher documents, in Hot Picks) and from GAEs. Suggested minimum duration for review is two hours.

The following items are covered in annual WFDSS refreshers:

- *Strategic Objectives and Requirements* – briefly review what is currently preloaded in WFDSS, discuss if there is conflicting information within the same strategic objective (SO) or fire management unit (FMU), and evaluate what fire management options can be utilized within each SO/FMU. Determine if edits are needed to update the information currently in WFDSS.
- *Relative Risk* – can be visited preseason to define some local inputs.
- *Boundary Fires* – discuss, with interagency partners, how fires will be managed along boundaries. Utilize a fire scenario for this discussion if possible and work through the WFDSS process.
- *Unit Fire Planning* – review planning-related shapes associated to ensure they are still applicable and to identify potential needs for one or more other unit shapes.
- *Fire Scenario* – utilize WFDSS training to develop one or more fire scenarios and guide corresponding discussions. Utilize a fire scenario that is somewhat complex and includes interagency partners.
    - Planning Area – draw a planning area with dialogue around how to draw it and what to include within it.
    - Values Inventory – review the values inventory derived from drawing the planning area. Document missing values, if any, and determine if shapes are available to represent them.
    - Situation Map/Tab – review available map layers and the data they contain, and check system preferences to ensure that all applicable map layers are available for viewing.
    - Relative Risk and Organizational Assessment – complete this process making notes of what various elements were rated and why.
    - Incident Objectives/Incident Requirements – write them for the scenario. Review to ensure they address the "what," "when," "where," and "why" to communicate leader's intent and indicate priority.
    - Course of Action – develop a course of action that further explains leader's intent, the priorities for the incident, and as needed, what not to do.
    - Scenarios – as the above information is developed, discuss the potential scenarios and document those actions not taken in the assessment or rationale.
    - Rationale – draft the rationale to include "My decision is…" information. This is the executive summary of the document. Consider documenting what is allowed in the management plan, the probability of being successful, the expected duration, and what was considered but rejected. The "Rationale" section provides a list of items to consider addressing and discussing.
    - If interagency partners are not involved in the scenario, discuss who, when, and how they would have been involved during an incident.

- *Fire Behavior Models*
  - Discuss the various models (FSPro, NTFB, STFB, basic) and how any of them might be utilized to inform decision content.
  - Review the values at risk information provided by the models and how it varies from the values inventory.
  - Discuss how the models might be utilized to answer what types of questions (practice forming the questions first, and then determining which modeling tool would provide the best answer).
  - Review products previously utilized by the unit to evaluate risk on a fire or assist with decision-making.

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Executive Summary of Changes

Global Changes

- Updated web addresses.
- Added text regarding the National Technology and Development Program (NTDP) is formerly known as Missoula Technology and Development Center (MTDC).
- Removed FS-specific text regarding "continuous improvement assessment" and inserted, "wildland fire management annual report and large fire review."
- Updated NWCG publication titles.

Chapter 1 – Federal Wildland Fire Management Policy and Doctrine Overview

- No changes.

Chapter 2 – BLM

- Under heading "Sexual Harassment, Harassment Non-Sexual and Illegal Discrimination":
  - Inserted text regarding, "Managers and supervisors have a duty to act when they observe or informed of allegations of harassing conduct. Managers and supervisors must make every effort to provide a work environment free of illegal harassment and ensure subordinates are aware of the policy and its requirement. The manager/supervisor who receives the report of, or otherwise becomes aware of, harassing conduct must promptly contact the servicing HRO. If the reported activity poses a security risk or there is a threat of immediate physical harm, law enforcement must be notified immediately."
  - Clarified text regarding, "Workplace harassment of any kind may also be a form of discrimination if it involves unwelcome verbal or physical conduct based on race, color, national origin, religion, sex, age (over 40), disability, sexual orientation, or genetic information. Behavior that is hostile and/or intimidating creates an abusive or offensive work environment and there will be consequences to those who are found to have engaged in harassing conduct."
- Clarified text under subheading "Fire Operations Division Chief (FA-300)" regarding the division chief, "Certifies Area Command and Complex Incident Management Command and General Staff position task books and red cards for the national and Washington offices."
- Under heading "Management Performance Requirements for Fire Operations":
  - Inserted text, "The current H-1203 references the red book for five specific authorities. Information for the five authorities and forthcoming directives can be found in the Agency Administrator Toolbox at https://doimspp.sharepoint.com/sites/blm-fa/fire-operations/SitePages/Agency%20Administrator%20Toolbox.aspx?web=1."
  - Removed," The following tables show many of the authorities as well as the assigned responsibilities for the wildland fire management program. In addition to the national-level MS-1203, each state may have a supplemental manual that is consistent with the MS-1203. BLM offices should ensure adherence to the MS-1203 as well as the relevant state supplemental manual."
  - Removed AUTHORITY table for SD, DM, AADM, SFMO, and DFMO.
  - In "ASSIGNED PROGRAM RESPONSIBILITY" table for SD, DM, and AADM:
    - Block 5 – Clarified provide written notification to the BLM Director, through the state director, when Federal combined expenditures for an incident, or a complex of incidents, meet or exceed $10 million AND more than 50% of the burned acres are managed by the BLM (in Alaska, more than 50% of the burned acres are managed by DOI and ANCSA).
    - Block 5 – Added footnote for district manager that in Alaska, notifications will be made by the State FMO.
    - Block 16 – Removed, "Annually update and review the *Agency Administrator's Guide to Critical Incident Management* or the Serious Incident or Fatality (SIOF) Response Plan, or equivalent," and responsibility for SD and DM.
    - Block 17 – Clarified text regarding, "Establish and annually update a Serious Incident or Fatality (SIOF) Response Plan."
- Under heading "Fire Staff Performance Requirements for Fire Operations":

  - Block 36 – Removed text regarding establish the *Agency Administrator's Guide to Critical Incident Management* or equivalent.
  - Block 41 – Changed text from, "Certify area command and type 1 command and general staff positions," to "Certify Area Command and Complex Incident Management Command and General Staff positions."
  - Removed, "Requirements for fire management positions are outlined in the *Interagency Fire Program Management Qualifications Standards and Guide*. The supplemental qualification standard for professional GS-0401 fire management specialist positions, approved by the Office of Personnel Management, is also included in the guide. The guide can be found in its entirety on the IFPM website at https://www.ifpm.nifc.gov/. (See p. 53)"
- Under heading "BLM Fire Management Position Titles and Fire Department Cooperator Equivalencies," in the table:
  - Row 4 – Added position title "fire operations coordinator."
  - Row 9 – Removed position title fire engine operator and inserted, assistant engine captain.
- In "Safety and Health Responsibilities for the Fire Program" table, block 1, clarified that, "An annual unit safety plan is developed, approved, and signed by the unit AADM." Removed, "This plan outlines courses of action to improve the unit's safety program and is based upon an assessment of what is needed to make the safety program fully functional."
- Under heading "Emergency Notification and Contact Information":
  - Inserted text regarding, "All employees are required to review and update their emergency contact information annually, either in Employee Express or in hardcopy format. This information will only be used for emergency purposes and only by those authorized to contact the employee and/or their personal contact(s) and will be maintained in accordance with the provisions of the Privacy Act of 1974."
  - Moved text regarding, "After emergency response actions, deliver an injured employee to the immediate medical care facility; prompt notification through the chain of command is essential to ensure proper management support to the employee" under subheading "Injury on a BLM Fire."
- Under subheading "BLM Employee Injury," removed, "Notify the injured employee's home unit FMO. The FMO will then notify their State DO (or FOG representative) immediately. If the employee injury occurs in another State, the State DO (or FOG representative) will ensure that the hosting State DO (or FOG representative) is notified of the injury."
- Clarified text under heading "Employee Advocacy" regarding, "Managers should consult the *Bureau of Land Management Loss of Human Life Handbook (LOHL)* (https://doimspp.sharepoint.com/sites/blm-fa/fire-operations/SitePages/Policy-and-References.aspx)."
- Under heading "Mobile Fire Equipment Policy":
  - Subheading "National Fire Equipment Program":
    - Moved subheading up in the chapter.
    - Clarified text regarding, "The NFEP balances advanced technology with cost efficiency to provide maximum safety for personnel while effectively meeting fire management needs defined by fire equipment committees and approved by the Fire Operation Group (FOG)."
    - Removed, "It is agency policy to maintain each piece of fire equipment at a high level of performance and in a condition consistent with the work it has been designed to perform. This shall be accomplished through application of a uniform preventive maintenance program, timely repair of damaged components, and in accordance with all agency fiscal requirements. Repairs shall be made as they are identified to keep the equipment functional and in peak operating condition."
    - Removed, "The National Fire Equipment Program (NFEP) is located at NIFC. This unit is the sole entity responsible for design, ordering, procurement, and delivery of Working Capital Fund (WCF) 600-class fire equipment that will meet or exceed the minimum performance standards established by the Fire Equipment Group, Engine, Helitack and Hotshot committees. Information can be found at

https://doimspp.sharepoint.com/sites/blm-fa/fire-operations/SitePages/National-Fire-Equipment-Program-(NFEP).aspx."

- Inserted text under subheading "Policy and Guidance" regarding, "Agency policy requires that fire equipment be maintained at a high level of performance and in a condition consistent with the work is designed to perform. This shall be accomplished through application of a uniform preventative maintenance program, timely repair of damaged components and in accordance with agency requirements. Repairs shall be made as they are identified to keep the equipment functional and in peak operating condition. Repairs expenses that are not considered normal wear and tear are the responsibility of the benefiting activity and not the Working Capital Fund (WCF)."
- Subheading "Fire Equipment Committees":
  - Removed text regarding, "There are three levels of fire equipment committees: national, state, and interagency. Fire equipment committees address the broad spectrum of equipment subjects and make recommendations."
  - Clarified text regarding, "State committees report to the respective SFMO or FOG representative. National-level BLM committees include the Fire Equipment Group, Dozer/Heavy Equipment, Engine, Helitack, and Hotshot committees which report to the FOG. Equipment committees are encouraged to invite other agency equipment leads to share ideas, transfer technology, and coordinate efforts."
- Removed subheading "Equipment Development" and associated text.
- Inserted text under subheading "Fire Equipment Standardization" regarding, "These standards reduce excessive procurement costs, maintain common operational functions, and provide a standardized fire fleet. Specifications have been developed for each 600 class of equipment and include standard items. Costs for standard items are covered by WCF when replacing vehicles at the end of their established lifecycle. Optional equipment, in addition to the standard are available to order for most classes, however another funding source must be provided by the state or local unit to purchase these items."
- Clarified text under subheading "Fire Equipment Identifier Standards" regarding, "All fire equipment equipped with a location-based services (LBS) terminal shall meet all fire equipment identification and numbering standards found at https://doimspp.sharepoint.com/sites/blm-fa/fire-operations/SitePages/NFEP-Policy-Resources.aspx."
- Subheading "Improvement and Deficiency Reporting":
  - Moved subheading and associated text down in the chapter.
  - Clarified text regarding, "The NFEP will verify receipt of the deficiency report and will follow-up with the submitting district/field office to correct the deficiency or work to incorporate the improvement suggestion."
- Subheading "Acquisition of Working Capital Fund Equipment":
  - Clarified text regarding, "Each class of vehicle has an established lifecycle based on miles or hours. The WCF acquires funds through fixed ownership rates (FOR) and use rates determined by the replacement cost plus the residual value and class repair costs throughout the equipment lifecycle. At the end of the lifecycle, funds generated are used to replace the equipment. For new vehicle purchases, funds are acquired/secured by the receiving unit and if approved, the new purchase is added to the WCF."
  - Clarified text regarding, "New vehicle purchases require completion and approval of a BLM Fire and Aviation WCF 600 Series Request, Form 1520-58; *Vehicle or Equipment Justification and Approval*; and 1510-18v, *Obligating Funds for Acquisition of Working Capital Fund Assets*."
- Under subheading "Funding," removed, "Specialized equipment may be funded in a variety of ways, including through the FAD, special project allocations, available mid- or year-end funds, state or local funding, interagency agreement, or through the WCF."
- Subheading "BLM Mobile Fire Equipment Ordering":
  - Inserted, "All orders are routed from the NFEP through the state FOG representative or designee. Summary specifications are available at

https://doimspp.sharepoint.com/sites/blm-fa/fire-operations/SitePages/Equipment-Ordering.aspx."

- Removed, "The NFEP has established required equipment and performance standards for new equipment. These standards have been established to reduce excessive procurement costs, maintain common operational functions, and provide a bureauwide standard fire fleet."

- Subheading "600-Class Command Vehicle Procurement Standards":
  - Inserted, "New, replacement, or upgraded procurements outside of the listed roles/asset types requires state fire management officer and Fire Operations Division Chief (FA-300), and when utilizing fuels funds, Division Chief, Fire Planning and Fuels Management (FA-600) approvals utilizing the WCF 600 Series Request form . . . ."
  - Inserted, ". . . fuels specialist: 651/653/ 654/655/656/657/658 command truck."
  - For FPDSS-funded hotshot crew, removed one ton or greater for 652 or 658, and, "Host units are responsible for the cost of individual vehicle options above the base models."
  - Removed, "All 600-class vehicles will be ordered by NFEP through the BLM Fire Equipment Ordering System (FEOS). NFEP will route all FEOS orders through the individual state FOG representative."
- Subheading "Property Transfer/Replacement":
  - Clarified text regarding, "Surplus and early replacement fire vehicles may be transferred to another unit for continued service with the approval of the SFMO(s), the BLM Fleet Manager, and the WCF Manager."
  - Clarified text regarding, "Mobile fire equipment transfers require approvals on the *BLM Fire and Aviation Fire Fleet Transfer Notification* and 1520-104v*, Transfer of Asset-Fleet.* Transfer documents are located at https://doimspp.sharepoint.com/sites/blm-fa/fire-operations/SitePages/NFEP-Policy-Resources.aspx and sent to the responsible NFEP Production Manager."
- Subheading "Conversions":
  - Clarified text regarding, "Proposed changes result in an overall cost savings to the Government or increased production rates offset additional costs."
  - Inserted, "Any additional cost will be the responsibility of the requesting unit."
  - Inserted, "Conversions require completion and approval on forms: BLM Fire and Aviation WCF 600 Series Request form; Form 1520-104v, *Transfer of Asset-Fleet*; Form 1520-58, *Vehicle or Equipment Justification and Approval;* Form 1510-18V, *Obligating Funds for Acquisition of Working Capital Fund Assets* (if additional funding is necessary)."
  - Inserted, "Conversion documents are located at https://doimspp.sharepoint.com/sites/blm-fa/fire-operations/SitePages/NFEP-Policy-Resources.aspx."
- Subheading "Fire Equipment Maintenance and Care Standards":
  - Removed most existing text and inserted, "All mechanical systems shall be properly maintained and kept in good repair. All interior/exterior equipment components shall be kept clean/waxed, and all items shall be properly secured or locked."
  - Inserted text regarding, "Whenever possible, mobile fire equipment should adhere to the following guidelines: Repair deficient items as soon as issues are identified; Store equipment in sheltered areas away from environmental elements to prevent damage to critical seals, mechanical components, and the high-visibility finish; Ensure repairs and maintenance are performed by manufacturer dealerships or authorized repair facilities; Ensure that any/all eligible items are covered under warranty; Follow manufacturers owner's manual guidance for the most severe duty cycles; Keep thorough documentation of all maintenance and repair work; and, Following these guidelines will aide in acquiring approvals for repairs."
- Clarified text under subheading, "Fire Equipment Maintenance Procedure and Record" regarding, "The Fire Equipment Maintenance Procedure and Record (FEMPR) is used to document daily inspections and all maintenance for WCF Class 600 fire equipment."

  - Clarified text under subheading "Location-Based Services Program" regarding, "When a new terminal is received, replacement equipment arrives, or an error with the terminal has been identified, the installation, transfer, or repair must be completed in no more than 15 days."
  - Under subheading "Lights-and-Sirens Response":
    - 3. – Removed text regarding command vehicle drivers will be minimally qualified as single resource boss, and inserted that drivers of any other mobile fire equipment responding with lights and sirens shall be minimally qualified as single resource boss.
    - 8. – Clarified text regarding, "Drivers shall only respond with lights and sirens in the State or States authorized by their local unit."
- Clarified text under subheading "National Preposition Request Process" regarding, "FA-300 will notify the requesting and sending FOG representatives via e-mail when the request is approved/disapproved."
- Heading "BLM Firefighters General Non-Fire Training Requirements":
  - Inserted text in table "Administratively Determined and Emergency Firefighters" regarding required training is Fuel Transport Hazardous Materials Training (required for all employees who transport, prepare for transport, load, unload, handle, or are responsible for the safety of hazardous materials that are being transported). Training is required upon initial employment and every 3 years thereafter and is available at https://www.fs.usda.gov/t-d/fueltran/training/index.htm.
  - In table "Agency Permanent, Career Seasonal, and Temporary Firefighters":
    - Removed HAZMAT - First Responder Awareness Level training, and inserted, HAZWOPER – Field Awareness (section 6) found at https://www.ntc.blm.gov/krc/viewresource.php?courseID=1086&programAreaId=118.
    - Removed USGS Hazard Communications - GHS, and inserted, BLM Hazard Communications (HAZCOM) – Globally Harmonized System (GHS) and DOI Talent (Course Shortname BLM-H-010).
    - Inserted required training is Fuel Transport Hazardous Materials Training (required for all employees who transport, prepare for transport, load, unload, handle, or are responsible for the safety of hazardous materials that are being transported). Training is required upon initial employment and every 3 years thereafter and is available at https://www.fs.usda.gov/t-d/fueltran/training/index.htm.
- Removed existing text under subheading "BLM National Fire Operations Fitness Challenge" and inserted, "The BLM Fire Operations Fitness Challenge encourages and recognizes achievement in physical fitness by BLM firefighters. The fitness challenge provides a common system by which BLM firefighters can measure current fitness, establish fitness goals, track fitness improvement, and receive recognition for their efforts. The fitness challenge is voluntary, but BLM firefighters are strongly encouraged to participate. The BLM Fire Operations Fitness Challenge was updated in 2022. BLM State offices and BLM districts will recognize achievement in the BLM Fire Operations Fitness Challenge. Nationally, FAD will annually recognize individuals that demonstrate the most improvement and top over-all scores by gender and age group. Information about the BLM Fire Operations Fitness Challenge is available at: https://www.nifc.gov/about-us/our-partners/blm/training/fitness-challenge."
- Inserted text under heading "Interagency Fire Program Management Standards" regarding, "The supplemental qualification standard for professional GS-0401 fire management specialist positions, approved by the Office of Personnel Management, is also included in the guide."
- Removed subheading "BLM Interagency Hotshot Crew Status Reporting System" and associated text.
- Subheading "Interagency Hotshot Crew Position Descriptions and Selective Placement Factors":
  - Removed existing text.
  - Inserted table with position description numbers, title/series/grade(s), NWCG selective placement factor(s), IHC position, and firefighter retirement coverage.
- Inserted new subheading "Position Description Standards for Hand Crew Supervisors (non-Interagency Hotshot Crew)" and associated text.

- Subheading "Engine Crew Position Descriptions and Selective Placement Factors":
  - Inserted, "The DOI standard position descriptions (SPDs) and the National Wildfire Coordinating Group (NWCG) qualification requirements will be utilized when recruiting and filling positions on engine crews. The NWCG qualifications listed below are minimum required qualifications; higher NWCG qualifications can be substituted and utilized for all positions. Human resources specialists should first consult FMOs for questions on NWCG qualifications or the Interagency Fire Program Management (IFPM) position standards (https://www.nifc.gov/programs/interagency-fire-program-management). The SPDs for DOI wide use can be found at https://www.doi.gov/flert/DOI_std_pds."
  - Inserted table with position description numbers, title/series/grade(s), minimum selective placement factor(s), working title(s), and firefighter retirement coverage.
- Clarified text under subheading "BLM Engine Driver Requirements" regarding, "*WCF Class-668 Driver and Maintenance Training* may be conducted at the unit/zone/state level utilizing qualified and experienced class-668 operators. NFEP staff are available as unit instructors; the hosting unit is responsible for course coordination."
- Inserted text under subheading "BLM Smokejumper Physical Fitness Standards" regarding, "BLM smokejumper chiefs are authorized to allow refresher training jumps for experienced jumpers if course conditions are unsafe for runs or packs."
- Clarified text under table "BLM Exclusive-Use Helicopter Locations" regarding the Type 3 helicopter at St. George is an Arizona resource, not Utah.
- Inserted new subheading "Fire Helicopter Crew Position Descriptions and Selective Placement Factors," including text and table with the following headings: position description numbers, title/series/grade(s), NWCG selective placement factor(s), exclusive-use helitack crew position, and firefighter retirement coverage.

Chapter 3 – NPS

- Clarified text under heading "Employee Conduct" regarding, "Off-duty misconduct (e.g., harassing a co-worker, visitor, contractor, or volunteer during off-duty hours) may subject the employee to potential discipline if the misconduct is likely to have an adverse effect on the NPS."
- Under heading "Agency Administrator Management Performance Requirements for Fire Operations":
  - Block 5 – Removed existing text and inserted, "Park units with burnable vegetation must have an approved Fire Management Plan (FMP). All NPS FMPs must align with the current (2014) DOI Fire Management Plan template by October 1, 2024. For additional FMP agency administrator management performance requirements, refer to RM-18, Wildland Fire Management Chapter 4, Fire Management Plans."
  - Block 15 – Clarified text regarding, "Meet annually with major cooperators and review interagency agreements to ensure continued effectiveness and efficiency (may be delegated)."
- Under heading "Fire Management Staff Performance Requirements for Fire Operations":
  - Block 20 – Removed existing text and inserted, "Ensure a written/approved prescribed fire/ mechanical treatment plan is based on the fire management plan uploaded to the SharePoint site https://doimspp.SharePoint.com/sites/nps-wildlandfireA123 and project level NEPA (Section 106, Section 7 and NHPA) has been completed for each prescribed fire or non-fire treatment."
- Under heading "Structural Fire and Hazardous Materials Response":
  - Inserted, "All fires that are not Wildland are considered structural and are subject to the requirements and standards of Directors Order (DO) and Reference Manual (RM) #58. All employees responding to structural fires must meet or exceed the qualifications, training, standards and regulations identified in DO and RM #58."
  - Removed subheading "Structural Fire Response Requirements (Including Vehicle, Trash, and Dumpster Fires)" and associated text.

- Removed text under heading "Engine Operating Standards" regarding, "Current direction on the NPS Fire and Aviation Vehicle Program is at the NPS Fire Operations SharePoint site http://famshare.inside.nps.gov/wildlandfire/operations/fleetandfacilities/default.aspx."
- Under heading "NPS Firefighter Target Physical Fitness Standards":
  - Table for compensation for altitude differences – changed the wording for 1.5-mile Run Time Adjustment for altitudes 5000-8000' to add seconds, not deduct seconds.
- Under heading "Wildland Fire Uniform Standards":
  - Removed, "$100 would normally be adequate to cover costs of this issuance."
  - Removed subheading "Fire Management Credentials" and associated text.

Chapter 4 – FWS

- In table "Fire Management Staff Performance Requirements for Fire Operations," block 23, clarified text regarding, "Annually updates and reviews the FWS *Line of Duty Death Response Handbook* and the *Agency Administrator's Guide to Critical Incident Management*, or equivalent."
- Removed heading "National Fire Operations Fitness Challenge" and associated text.
- Inserted new heading "FWS National Fire Operations Fitness Challenge" and associated text.
- Under subheading "FWS Firefighter General Training Requirements":
  - In table "Agency Permanent, Career Seasonal, and Temporary Firefighters":
    - Removed training requirement A-100, Basic Aviation Safety (classroom/online).
    - In Row "Do What's Right," added training requirement of Prevention of Sexual Harassment (POSH).
  - Under "Administratively Determined (AD) and EFF Required Training," added required training of Do What's Right (Annually) and Prevention of Sexual Harassment (POSH) (Annually).

Chapter 5 – FS

- Changed text under subheading "II. During Incident Phase" from complete an incident risk assessment, to complete a Risk Complexity Assessment.
- Under heading "Specific Line Officer Responsibilities for Fire and Aviation at the Field Level":
  - Clarified and inserted text under subheading "Wildfire Response" regarding, "Personally attend reviews on type 1 and type 2 fires. Ensure agency representatives are assigned and delegated authority when appropriate."
  - Under subheading "Wildfire Response Responsibilities and Oversight":
    - Clarified text regarding, "Line officers will assign agency administrators to oversee incidents and approve WFDSS decisions based on qualification level according to incident type."
    - Changed table title from "USFS Agency Administrator Certification Level to Approve WFDSS Decisions and Provide Incident Oversight" to "USFS AA Qualification Level to Approve WFDSS Decisions and Provide Incident Oversight."
    - Inserted new qualification levels in the table as shown below.

Incident Type	USFS AA Qualification Level to Approve WFDSS Decisions and Provide Incident Oversight[1]
Type 1	Wildfire Agency Administrator Type 1, WFA1
Type 2	Wildfire Agency Administrator Type 2, WFA2
Type 3, 4, 5	Wildfire Agency Administrator Type 3, WFA3

  - Inserted new subheading "Use of Wildfire to Achieve Land Management Objectives During Preparedness Levels 4 and 5" and associated text.
- Changed heading from "Agency Administrator Training and Certifications for Wildland Fire Management" to "Agency Administrator Training and Qualifications for Wildland Fire Management."

- Removed, "There are two separate and distinct certifications that agency administrators must attain related to fire management—one for wildfire decision making and one for prescribed fire." Inserted, "There are six separate and distinct qualifications for agency administrators related to fire management—three for wildfire decision making and three for prescribed fire."
- Under subheading "Agency Administrator Core Competencies":
  - Removed wording in bullet regarding risk management and inserted risk-informed decision-making.
  - Inserted text in bullet regarding, "Social, political, economic, and environmental impacts of wildland and prescribed fire management activities."
  - Under this subheading and throughout the chapter, replaced Pathways Chart with Wildfire Pathways Diagram.
  - Under this subheading and throughout the chapter, removed language regarding agency administrator certification programs and inserted agency administrator qualification programs.
- Under subheading "Definitions":
  - Inserted the abbreviation for agency administrator is AA.
  - Removed Agency administrator representative and definition.
  - Inserted, "Agency representative (AREP): The AREP facilitates coordination, cooperation, and dialogue between the incident management team (IMT) and host agency administrator (AA). The AREP is delegated by the host unit AA or designee and works with the command functional area."
  - Clarified definition for Agency administrator trainee is, "An AA working on qualification at any given level by performing the role under the supervision and authority of a fully qualified AA."
  - Clarified definition for, "Coach: An AA qualified at a level commensurate with the incident or project being managed (e.g., WFA2 or WFA1 for wildfire and RXA2 or RXA1 for prescribed fire) . . . ."
  - Revised the following table.

Incident or Project Type	Minimum Qualification Level to Serve as Agency Administrator Coach/Evaluator
Wildfire – type 1	Wildfire Agency Administrator Type 1, WFA1
Wildfire – type 2	Wildfire Agency Administrator Type 2, WFA2
Wildfire – type 3, 4, 5	Wildfire Agency Administrator Type 2, WFA2
Prescribed Fire – High Complexity	Prescribed Fire Agency Administrator Type 1, RXA1
Prescribed Fire – Moderate Complexity	Prescribed Fire Agency Administrator Type 2, RXA2
Prescribed Fire – Low Complexity	Prescribed Fire Agency Administrator Type 2, RXA2

  - Inserted text for Line officer regarding, "A Forest Service official who serves in a direct line of command from the chief and has been delegated authority to make and execute decisions for their administrative unit(s). Examples are the deputy chiefs, director of law enforcement and investigations, regional foresters, station directors, forest supervisors, deputy forest supervisors, district rangers, and deputy district rangers. Line officers have authority to issue direction within delegated levels."
  - Clarified text in Shadow definition regarding, ". . . These opportunities are observational learning assignments; task book recommendations should be reserved for active trainee assignments where tasks are being performed; however certain aspects of the position task book may be accomplished during the assignment."

- Changed subheading from "Agency Administrator Wildfire Certification Program" to "Agency Administrator Wildfire Qualification Program."
  - Clarified bullet regarding, "Regional foresters are accountable for certification of AA qualifications by a review process established by regional forester, such as regional line officer team."
  - Inserted text regarding, "Care should be taken when assigning acting AAs to ensure operational fire management responsibilities remain separated from AA responsibilities in order to avoid collateral-duty conflicts. Consider delegating authority in writing to ensure expectations and responsibilities are clearly delineated."
  - Clarified text regarding, "Agency administrator competencies (aka, qualification level) supersedes position (e.g., a district ranger qualified as a WFA1 may be the AA for a type 1 incident)."
  - Removed, "This certification program will be periodically evaluated and updated as needed. When changes are made in training requirements, the regional forester may choose to "grandfather" agency administrators thereby maintaining their existing certification level; however, the updated training requirements must be met before advancement to the next level or before recertification after a lapse in currency."
  - Clarified text under "Training" regarding, "This qualification program is a multi-level process where AAs demonstrate competence in one of three levels of managing wildfires: WFA3, WFA2, and WFA1."
  - Under "Guidelines," replaced working, journey, and advanced levels with WFA3, WFA2 and WFA1.
  - Replaced "Working Level" and associated text with "Wildfire Agency Administrator Type 3 (WFA3)."
    - Inserted, "The WFA3 could manage a type 3, 4 or 5 wildfire or similar complexity incident. The WFA3 must meet the following in order to be certified at the working level:"
    - Replaced required training and experience text with, "Refer to the Federal Wildland Fire Qualifications Supplement at https://iqcsweb.nwcg.gov/."
    - Clarified, "**Demonstrated ability:** Successful evaluation by a coach (including feedback from IC or area commanders [AC]) and Regional Line Officer Team and subsequent certification by the Regional Forester that the candidate has demonstrated understanding and application of the responsibilities of an WFA3 trainee. Use the WFA3 position task book to document.
  - Replaced "Journey Level" and associated text with "Wildfire Agency Administrator Type 2 (WFA2)."
    - Inserted, "The WFA2 could manage type 2 or lower complexity fires or similar incidents."
    - Replaced required training and experience text with, "Refer to the Federal Wildland Fire Qualifications Supplement at https://iqcsweb.nwcg.gov/."
    - Clarified, "**Demonstrated ability:** Successful evaluation by a coach (including feedback from ICs or ACs) that the candidate has demonstrated understanding and application of the responsibilities of an WFA2. Use the WFA2 position task book to document."
  - Replaced "Advanced Level" and associated text with "Wildfire Agency Administrator Type 1 (WFA1)."
    - Inserted, "The WFA1 could manage one or more type 1 wildfire or similar complexity incidents."
    - Replaced required training and experience text with, "Refer to the Federal Wildland Fire Qualifications Supplement at https://iqcsweb.nwcg.gov/."
    - Clarified, "**Demonstrated ability:** Successful evaluation by a coach (including feedback from ICs or ACs) and Regional Line Officer Team and subsequent certification by the Regional Forester that the candidate has demonstrated understanding and application of the responsibilities of an

WFA1 on large complex fires. Use the WFA1 position task book to document."

- Clarified text under "Evaluation Process" regarding, "Every trainee will receive an evaluation from a qualified AA/AREP or coach using the AA position task book identified in the *Line Officer/Agency Administrator Desk Reference for Fire Program Management*."
- Removed existing text under "Currency" and inserted, "The requirement to perform satisfactorily in a specified position within the last five years in order to maintain qualification for the position."
- Inserted "Certifying Official" section and associated text.
- Inserted "Incident Qualification Card" section and associated text.

- Changed subheading from "Agency Administrator Prescribed Fire Certification," to "Agency Administrator Prescribed Fire Qualification."
  - Removed, "This certification program will be periodically evaluated and updated as needed; when changes are made in training requirements, the regional forester may choose to "grandfather" agency administrators thereby maintaining their existing certification level; however, the updated training requirements must be met before advancement to the next level or before recertification after a lapse in currency."
  - Under "Training," removed text regarding, "This certification program is a multi-level process where agency administrators demonstrate competence in one of three levels of prescribed fire complexity: low, moderate, and high." Inserted, "This qualification program is a multi-level process where AAs demonstrate competence in one of three levels of prescribed fire qualifications: RXA3, RXA2, RXA1."
  - Replaced "Low Complexity Level" with "Fire Agency Administrator Type 3 (RXA3)."
    - Inserted, "The RXA3 can review, approve, authorize, and provide oversight for the management of low-complexity prescribed fires. The RXA3 trainee must meet the following in order to be qualified as an RXA3:"
    - Replaced required training and experience text with, "Refer to the Federal Wildland Fire Qualifications Supplement at https://iqcsweb.nwcg.gov/."
    - Clarified, "**Demonstrated ability:** Successful evaluation by a coach (including feedback from FMO/fire staff/director) that the candidate has demonstrated understanding and application of the responsibilities of an RXA3 on smaller, low-complexity prescribed fires with a basic understanding of the elements of the core competencies. Use the RXA3 position task book to document."
  - Replaced "Moderate Complexity Level" with "Prescribed Fire Agency Administrator Type 2 (RXA2)."
    - Inserted, "The RXA2 can review, approve, authorize, and provide oversight for the management of moderate-complexity prescribed fires."
    - Replaced required training and experience text with, "Refer to the Federal Wildland Fire Qualifications Supplement at https://iqcsweb.nwcg.gov/."
    - Clarified, "**Demonstrated ability:** Successful evaluation by a supervisor or coach (including feedback from FMO/fire staff/director) that the candidate has demonstrated understanding and application of the responsibilities of an RXA2 on moderate-complexity prescribed fires with an understanding of the core competencies and other elements that may be relevant. Use the RXA2 position task book to document."
  - Replaced "High Complexity Level" with "Prescribed Fire Agency Administrator Type 1 (RXA1)."
    - Inserted, "The RXA1 can review, approve, authorize, and provide oversight for the management of high-complexity prescribed fires."
    - Replaced required training and experience text with, "Refer to the Federal Wildland Fire Qualifications Supplement at https://iqcsweb.nwcg.gov/."
    - Clarified, "**Demonstrated ability:** Successful evaluation by an RXA1 or coach (including feedback from FMO/fire staff/director) that the candidate has demonstrated understanding and application of the responsibilities of an

RXA1 on large complex fires in the core competencies, and other elements that may be relevant. Use the agency administrator position task book to document."

- Clarified text under "Evaluation Process" regarding, "Refer to the Prescribed Fire Pathways Diagram found in the Agency Administrator Toolbox at https://wfmrda.nwcg.gov."
- Removed existing text under "Currency" and inserted, "The requirement to perform satisfactorily in a specified position within the last five years in order to maintain qualification for the position."
- Inserted "Certifying Official" and associated text.
- Inserted "Incident Qualification Card" and associated text.

Chapter 6 – BIA

- Clarified text throughout the chapter regarding, "Reference part 90 (Wildland Fire Management), IAM, chapters 1-8, subchapter 1.5 Responsibilities."
- Throughout the chapter, replaced Branch of Fire Management (BWFM) with Division of Wildland Fire Management (DWFM).
- Under subheading "Agency Superintendent (unless excepted in regional directives)," inserted numerous responsibilities.
- Inserted new subheading "National Fire Leadership Team" and associated text.
- Under subheading "Program Operational Standards," replaced, "Tribal fire management officers are responsible for certifying Tribal program employee qualifications and maintaining records of their employee qualifications," with "Agency Superintendent or delegate are responsible for certifying Tribal program employee qualifications and maintaining records of their employee qualifications."
- Removed existing text under subheading "BIA Office of Emergency Management" and inserted, "BIA Office of Emergency Management Part 92 IAM outlines BIA Office of Emergency Management's (OEM) purpose, scope, policy, authorities, responsibilities, definitions, standards and requirements, reports and forms, and training requirements. The OEM is an office within the Office of the Director, BIA (DBIA) and serves Indian Affairs by promoting self-sufficiency among Tribes in managing emergency preparedness and response activities. The OEM supports the BIA and Tribes with coordinating response, recovery, and hazard mitigation activities when requested. OEM also supports the Federal Emergency Management Agency (FEMA) and other Federal agencies with prompt cooperation, coordination, resources, and capabilities for emergency incidents that impact Tribal communities, lands, and resources, and the nation as a whole. As the 92 IAM 2 outlines OEM is responsible for maintaining bureau wide situational awareness of incident response operations and developing a common operating picture for Indian Affairs senior leaders. This applies to all incidents and events that impact Indian Affairs personnel, lands, facilities, infrastructure, or resources; Tribal lands or insular areas; or incidents and events for which assistance is provided to other units of government under Federal laws, executive orders, interagency plans, or other agreements that requires coordination and communication of emergency situations to Indian Affairs senior leaders and to the DOI, OEM, Interior Operations Center (IOC)."
- Removed subheading "Director, BIA OEM" and associated text.
- Removed subheading "Deputy Director, OEM" and associated text.
- Removed subheading "Public Affairs Specialist, Office of EM" and associated text.
- Removed subheading "BIA Regional OEM Coordinators" and associated text.
- Under subheading "Interagency Severity Funding Request Procedures":
  - Qualification of Need – Clarified text regarding, "Fire danger models or analysis software (FireFamily Plus) graphically contrasts the current seasonal trend for energy release component (ERC) and/or burning index (BI), with all-time worst and historical average ERC and/or BI, based on an analysis of year-round data."
  - Narrative Statement –
    - Clarified text regarding, "Human-caused fire activity; number of human-caused fires to date as compared to previous years (include leading fire cause category)."

  - Inserted text regarding, "Description of how the prevention and/or investigation team will be utilized (i.e., shared resource covering multiple agencies/tribes implementing prevention campaigns, etc.)."
- Clarified text under subheading "Acquisitions" regarding, "The BIA DWFM's waiver for fire/emergency personnel purchases are cited in National Policy Memoranda Expanded Government Charge Card Purchase Authority During Emergency Wildland Fire Operations, dated 6/12/03, at https://www.bia.gov/policy-forms/memoranda."
- Under heading "Fuels Management, Planning and Implementation," removed PMS 484 date of July 2017 and inserted May 2022.

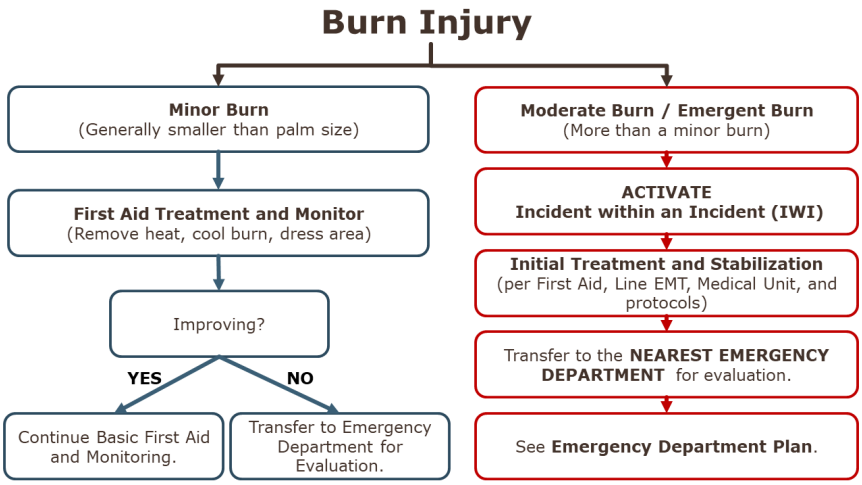
Chapter 7 – Safety and Risk Management

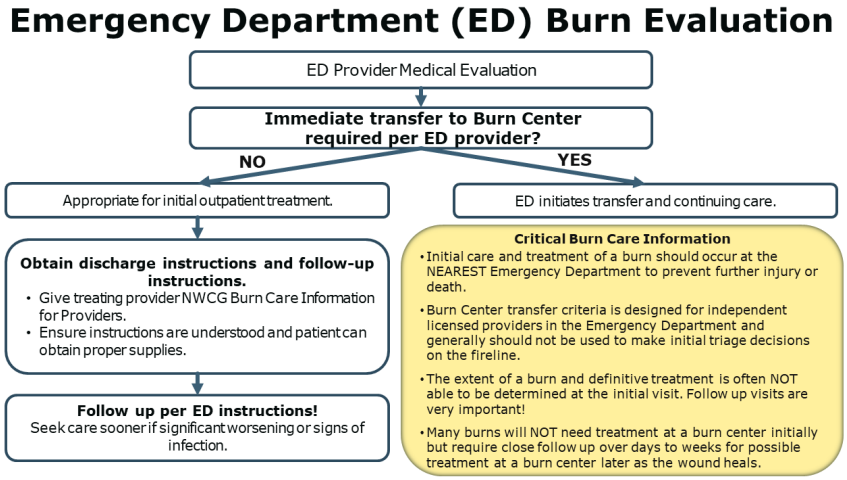
- Under heading "Length of Assignment":
  - Subheading "Length of Assignment" – Clarified text regarding, "In order to limit disruption to operations, reduce strain on the ordering system and reduce unnecessary mobilization and demobilization of these high-cost resources, exclusive-use-aviation personnel are encouraged to utilize a personnel rotation schedule that meets staffing criteria required of the resource."
  - Subheading "Assignment Extension" – Clarified text regarding, "Consider the health, readiness, and capability of incident personnel prior to authorizing back-to-back assignments."
- Under heading "Driving Standard":
  - Clarified text regarding, "Employees driving motor vehicles are responsible for the proper care, operation, maintenance, and protection of the vehicle, as well as obeying all Federal and State laws."
  - Removed BLM-specific text regarding, "BLM Form 1112-11 replaces form OF-345, form DI-131, and any equivalent form that has been created for local or state-level use."
  - Inserted BLM-specific text regarding, "Employees, volunteers, contractors, and cooperators are prohibited from using any mobile voice/data communication or electronic data retrieval device while operating a government owned, leased, or rented vehicle or while operating a personally-owned vehicle for official government business, and are further prohibited from using any government-owned mobile communication or data retrieval device while operating a personally-owned vehicle, except where permitted by state law and in hands-free mode. Government purchased two-way radios are exempt from this requirement. The use of any of these devices during an emergency situation (immediate threat to life) is limited to the extent necessary to convey vital information. When there is a passenger in the vehicle and the vehicle is in motion, the passenger shall manage communications to prevent driver distraction."
  - Inserted FWS-specific text regarding, "The safest way to use a cell phone or other electronic device while driving is to pull over and stop the vehicle or use a passenger to manage communications. When this is not possible, all operators acting on behalf of the FWS may use cell phones or other electronic devices while operating vehicles ONLY in hands-free mode and as allowed by their State or local authority. Operators must not text while operating vehicles and pre-program electronic devices, such as Global Positioning System (GPS) units, before moving the vehicle. Emergency communications using a two-way radio is exempt."
  - Inserted NPS-specific text regarding, "The safest way to use a cellular telephone while driving is to pull over and stop the vehicle. When this is not possible, all employees, volunteers, youth program enrollees or any individual acting on behalf of the National Park Service are prohibited from using a cellular or car telephone unless they can be operated in a hands-free operation mode. In addition, Executive Order 13513 of October 1, 2009 states, "Federal employees shall not engage in text messaging (a) when driving GOV, or when driving POV while on official Government business, or (b) when using electronic equipment supplied by the Government while driving."
  - Clarified text under subheading "Fire Vehicle Operation Standards" regarding, "Operators of all vehicles must abide by State traffic regulations and agency policy, and

must operate within the limits specified by the vehicle manufacturer such as tire maximum speed ratings and gross vehicle weight ratings."

- Under heading "Personal Protective Equipment":
  - Subheading "Required Fireline PPE":
    - Inserted text regarding, "Fire shelter M-2002, Forest Service specification 5100-60."
    - Inserted text regarding, "Helmet with chinstrap; must comply with NFPA 1977."
    - Clarified text regarding, "Long-sleeved, flame-resistant shirt (yellow recommended); must comply with NFPA 1977."
    - Inserted NPS and FS-specific text regarding, "Shirt used by USFS personnel must meet Forest Service Specification 5100-91 or comply with NFPA 1977."
    - Clarified text regarding, "Flame-resistant trousers; must comply with NFPA 1977."
    - Inserted NPS and FS-specific text regarding, "Trousers used by USFS personnel must meet Forest Service Specification 5100-92 or comply with NFPA 1977."
    - Inserted NPS and FS-specific text regarding, "Gloves used by USFS personnel must meet Forest Service Specification 6170-5 or comply with NFPA 1977."
    - Removed FS-specific text regarding, "Shirt, trousers, and gloves used by USFS personnel must meet Forest Service Specification 5100-91 (shirt), 5100-92 (trousers), 6170-5 (gloves), or comply with NFPA 1977."
  - Clarified text under subheading "Wildland Fire Boot Standard" regarding," Personnel assigned to wildland fires must wear a minimum of 8-inch-high, lace-type, exterior-leather work boots with melt-resistant, lug soles."
  - Subheading "Fire Shelters":
    - Clarified text regarding, "Fire shelter M-2002, Forest Service specification 5100-606 is required for all wildland firefighters."
    - Inserted text regarding, "Regular sized fire shelters manufactured prior to 2006 should be removed from service. Fire shelters manufactured prior to 2006 are identified as having a white or pink paper insert label. If replacement fire shelters are not readily available, replacement fire shelters should be ordered immediately and pre-2006 shelters removed from service when replacements are available. Pre-2006 fire shelters should be destroyed, or clearly marked as non-operational shelters, if retained."
  - Under subheading "Head Protection":
    - Clarified text regarding, "All personal in the fire area will wear helmets at all times."
    - Removed BLM-specific text regarding the 2009 ANSI Z89.1 standard for helmets and hats.
  - Under subheading "Eye and Face Protection," bullet "Chainsaw operator/faller":
    - Clarified text regarding chainsaw operator/faller protection, "Eye or face protection meeting ANSI Z87.1 must be worn during all chainsaw operations including cleaning and fueling."
    - Removed text regarding, "Steel mesh safety goggles are allowed only during falling and bucking chainsaw/crosscut saw operations."
    - Removed text regarding, "Steel mesh safety glasses are not allowed for any chainsaw operations."
  - Under subheading "Leg Protection":
    - Removed text regarding, "All chainsaw operators will wear chainsaw chaps meeting the United States Forest Service Specification 6170-4F or 4G," and inserted, "All chainsaw operators will wear chainsaw chaps meeting the United States Forest Service Specification 6170-4F, 4G, or newer."
    - Removed text regarding, "All previous Forest Service specification chainsaw chaps must be removed from service," and inserted, "All other chainsaw chaps must be removed from service."
  - Removed text under subheading "Respiratory Protection" regarding, "Several respiratory-type products are marketed to wildland firefighters but are not NIOSH-approved (e.g., shrouds with filtration devices)."

  - Clarified text under subheading “High-Visibility Safety Apparel” regarding, “Employees must wear high-visibility safety apparel that meets ANSI/ISEA 107, class 2 or 3, or ANSI/ISEA 207.”
- Changed heading from “Required Treatment for Burn Injuries” to “Burn Treatment Guidelines.”
  - Removed current burn treatment guidelines and inserted, “All significant burns should be treated as a medical emergency and after on-site medical response, the patient should be transferred to a higher level of care. In most cases, this will be the nearest emergency department (e.g., hospital emergency room) receive an initial evaluation. After initial medical stabilization, and evaluation are completed, the agency administrator or designee having jurisdiction for the incident and/or firefighter representative (e.g., crew boss, medical unit leader, compensations for injury specialist, etc.) should discuss and coordinate with the attending physician to ensure that the injured firefighter understands the plan of care. The spectrum of burn care treatment is complex and can include only wound care and local follow up, to consultation by phone or with videos to a burn center, or even immediate transfer to a burn center. Burn centers are specialized hospitals that provide surgical and other interventions to burn patients. The American Burn Association has created certain transfer criteria that are to be used by referring physicians and can be found at https://ameriburn.org/resources/. Agency administrators and the patient should understand that burns develop over days and the full extent or exact definitive treatment that will eventually be required may not be able to be determined on the initial emergency department visit. If a patient is discharged from the emergency department, the patient needs to understand when to follow up to have the burn reevaluated. This referral or follow-up care recommendation is very important for OWCP and should be specified in the discharge documentation. Furthermore, this documentation must be signed by a PHYSICIAN. Workers’ compensation benefits may be denied in the event the employee seeks follow-up without a referral from the attending physician after already being seen by a medical provider. A report prepared by a Physicians’ Assistant or Nurse Practitioner must be countersigned by a physician to be accepted as medical evidence. A definition of “physician” can be found at https://www.dol.gov/owcp/dfec/regs/compliance/DFECfolio/FECA-PT3/#30100. The agency administrator or designee for the incident will coordinate with the employee’s home unit to identify a workers’ compensation liaison to assist the injured employee with workers’ compensation claims and procedures. The flowsheet below and emergency department information for attendings can be used as well. See https://www.nwcg.gov/committees/emergency-medical-committee for additional information.”
  - Inserted flowsheets:





  - Inserted subheading "Burn Injury Care Guidelines" and associated text.
  - Inserted subheading "Demographics for Wildland Firefighters" and associated text.
  - Inserted subheading "Occupational Hazards which could result in Impaired Burn Wound Healing and Potential Infection" and associated text.
  - Inserted subheading "Important Information for Emergency Department Providers" and associated text.
  - Inserted BLM-specific text regarding, "For emergency assistance with burn injuries, contact the BLM duty officer at 208-387-5876."
- Removed redundant text under heading "Explosives, Munitions, and Unexploded Ordnance" regarding, "Never spend more time near munitions, suspected explosives, or UXO than is absolutely necessary. Only collect the above information as long as it is safe to do so from a distance. Never compromise safety to collect information."
- Removed redundant text under subheading "Non-escorted Visits" regarding, "Visitors must have an incident qualification with a minimum physical fitness level of "light" to visit the fireline unescorted."

- Under subheading "Helicopter Observation Flight," bullet "Required PPE," removed text regarding, "Approved flame-resistant gloves; aviation life support equipment (ALSE) standard." Inserted, "Flight gloves (type GS/FRP-2) constructed of a soft leather palm and stretchable Nomex® fabric for the back are preferred. These gloves have a long cuff extending several inches above the wrist providing total coverage when the flight suit sleeve is properly worn. Gloves should fit snugly to provide maximum finger dexterity for the wearer. All-leather gloves (without synthetic liners) are acceptable if they provide the wearer with wrist coverage and finger dexterity. Gloves that meet the flame-resistant Nomex® and leather design (conforms to Military Specification MIL-DTL-81188C) are available that are compatible with modern touchscreen devices. These are preferred when touchscreen devices are mission essential."
- Changed heading from "Safety Alert System" to "Alert System."
  - Removed existing text associated with Safety Warning, Safety Advisory, and Safety Bulletin, and inserted:
    - Safety Warning – A time-sensitive alert to the wildland fire community addressing wildland fire safety hazards that pose an imminent threat, or have potential to pose a threat, to life or property. Red hash-marked bordered stationary will be associated with this type of alert.
    - Advisory – A time-sensitive alert from an NWCG committee to the wildland fire community regarding procedural changes, equipment information and/or use updates, potential safety hazards, etc. Yellow hash-marked bordered stationary will be associated with this type of alert.
    - Bulletin – A general alert from an NWCG committee to the wildland fire community regarding the release of subject-specific information such as technical information, equipment updates, accident reports, etc. Depending on the origin and/or the subject content, a green hash-marked bordered stationary may be associated with this type of alert.

Chapter 8 – Interagency Coordination and Cooperation

- Under DOI-specific bullet under heading "*NWCG Standards for Interagency Incident Business Management,*" removed web address for the DOI Supplement and inserted the DOI Supplement is under revision.
- Under heading "Types of Agreements":
  - Changed subheading from "National Interagency Agreements" to "Interagency Agreements."
  - Removed text regarding, "The national agreement, which serves as an umbrella for interagency assistance among Federal agencies is the interagency agreement between the BLM, USFWS, and the USFS. This and other national agreements give substantial latitude while providing a framework for the development of State and local agreements and operating plans."
  - Inserted, "Interagency Agreements are used when one Federal agency is in a position to provide materials, supplies, equipment, work, or service of any kind that another Federal agency needs to accomplish its mission."
  - Changed subheading from "Regional/State Interagency Agreements," to "Regional/State Cooperative Agreements."
  - Changed subheading from "Cooperative Agreements" to "Local Cooperative Agreements."
- Changed heading from "National Wildland Fire Cooperative Agreements" to "National Agreements for Wildland Fire Management."
  - Changed subheading from "USDOI and USDA Interagency Agreement for Fire Management" to "USDOI and USDA National Agreement for Fire Management."
  - Clarified text regarding, "The objectives of the *National Agreement for Fire Management Between the Bureau of Land Management (BLM), Bureau of Indian Affairs (BIA), National Park Service (NPS), Fish and Wildlife Service (FWS) of the United States Department of the Interior (DOI) and the Forest Service (FS) of the United States Department of Agriculture* are . . . ."

- In table under subheading "Emergency Support Function Annexes," added ESF Support Annex #14 Cross-Sector Business and Infrastructure, and Support Role for USDA-FS.

Chapter 9 – Fire Management Planning

- Removed text under heading "Agency Planning Guidance," subheading "U.S. Forest Service," regarding, "The FS has replaced the FSH 5109.19 with . . . ."

Chapter 10 – Preparedness

- Inserted text under heading "Preparedness Planning" regarding references, templates, and other supporting materials pertaining to the FDOP process and related operationally focused preparedness plans can be found at https://www.nwcg.gov/committees/fire-danger-subcommittee (see sections for Useful Resources and NFDRS2016 Rollout Information) and . . .
- Under heading "Fire Danger Rating":
  - Removed text regarding, "If not already entered as the primary fuel model, also enter fuel model Y; Identify the energy release component (ERC) as the staffing index; Identify the ERC breakpoints (i.e., the two highest ERC breakpoint values and their associated percentiles*); Identify the number of decision classes (i.e., the number of staffing levels); and, * For units that have not performed detailed analysis to identify fire business thresholds or climatological breakpoints, it is recommended to use the 90th and 97th percentiles as default values for these critical percentiles."
  - Inserted, "* For units that have not performed detailed analysis to identify fire business thresholds or climatological breakpoints, it is recommended to use the 90th and 97th percentiles as default values for these critical percentiles."
  - Inserted BLM-specific text regarding 80th and 95th percentiles.
  - Inserted text regarding, "To support Predictive Services products, include "16Y" as an "active" fuel model in the WIMS station catalog for every station."
- Under heading "Fire Danger Operating Plan":
  - Clarified text regarding, "An FDOP documents the analysis process and the development of decision points to be used for future weather and fire occurrence situations based on an analysis of local conditions, historical weather, and historical fire occurrence."
  - Clarified text regarding, "The analysis of historical weather and fire occurrence is conducted utilizing a statistical software program, such as but not exclusive to FireFamily Plus (FFP), which calculates fire danger indices and can correlate them to historical fire occurrence."
  - Clarified text regarding, "Every field-level unit with a fire program should be covered by an FDOP and should participate in the planning process. FDOP developers should attend Intermediate NFDRS (S-491) and preferably, Advanced NFDRS (S-591) courses."
- Removed NPS-specific text under heading "Fire Prevention/Mitigation Plans" regarding, "Only units that experience more than an average of 26 human-caused fires per 10-year period are required to develop a fire prevention plan," and inserted, "Refer to NPS RM-18 Chapter 6 Prevention and Mitigation."
- Under heading "Managing Weather Data in the Weather Information Management System":
  - Removed, "Some daily weather observation variables (such as state of the weather) must be manually validated and published daily. This procedure is essential for the calculation of daily and forecasted fire danger outputs in WIMS and ensures weather data storage in the National Fire and Aviation Management (FAMWeb) Database. These efforts are coordinated with local National Weather Service fire weather meteorologists to provide timely forecasted fire danger outputs."
  - Inserted, "Daily observation variables are processed and calculated automatically in WIMS but need to be verified regularly to ensure the systems are working correctly. Weather observations should be reviewed at least weekly to catch errors in the data that may indicate a bad RAWS sensor or missing data."
  - Removed, "In addition to daily weather management, certain WIMS data requires periodic adjustment. The following should be adjusted seasonally or as appropriate:
    - Live fuel moisture model inputs, including herbaceous vegetation stage, green-up and freeze date, season codes, greenness factors

        - Dead fuel moisture model inputs, including the snow flag and starting 1000 hour and X1000 fuel moisture and KBDI values."
    - Inserted, "Certain RAWS station settings should be adjusted in WIMS to match locally determined values, such as:
        - Fuel Model Parameters (e.g., perennial vs annual, humid vs moist, etc.)
        - Growing Season Index Settings"
- Removed bullet under subheading "Inappropriate Fire Severity Funding Charges" regarding, "Fixed ownership rate vehicle costs."

Chapter 11 – Incident Management and Response

- Added bullet under subheading "Onsite Command Organizations" regarding command organizations responsible for incident management include Complex Incident Management Team (CIMT).
- Under heading "Incident Characteristics":
    - Subheading "Type 3 Incident Characteristics" – Removed text regarding, "ICT3s will not serve concurrently as a single resource boss or have any non-incident-related responsibilities."
    - Subheading "Type 3 Incident Command" – Clarified text regarding, "ICT3s will not serve concurrently as a single resource boss or have any non-incident-related responsibilities."
    - Subheading "Type 2 Incident Characteristics" – Added text to bullet regarding, "Preestablished incident management team (IMT) managed by type 2 IC or complex IC."
    - Subheading "Type 2 Incident Command" – Clarified text regarding, "Personnel performing specific type 2 command and general staff duties must be qualified at the complex, type 1 or type 2 level according to the PMS 310-1 standards and any additional agency requirements."
    - Subheading "Type 1 Incident Characteristics" – Inserted text to bullet regarding, "Preestablished IMT managed by type 1 or complex IC."
    - Subheading "Type 1 Incident Command" – Inserted text regarding, "Personnel performing specific type 1 command and general staff duties must be qualified at the type 1 or complex level according to the PMS 310-1 standards and any additional agency requirements."
- Under subheading "Area Command":
    - Removed text regarding national area command teams are managed by the National Multi-agency Coordinating Group (NMAC) and are comprised of the following: Area commander (ACDR); Assistant area commander, Planning (AAPC); Assistant area commander, Logistics (AALC); and Area command aviation coordinator (ACAC).
    - Inserted, "Area command may be ordered when needed and composed of the positions necessary to achieve the desired objectives. Area command qualifications are found in the PMS 310-1."
- Inserted subheading "Complex Incident Management Teams (CIMTs)" and associated text.
- Under subheading "National Incident Management Organization":
    - Removed, "The NIMO coordinator can assist ordering units to order teams in short or long configurations, customized configuration for special capabilities, and managing long-duration incidents."
    - Clarified text regarding types of NIMO assignments include, "Work with less qualified or experienced Command and General Staff on incidents for successional planning."
- Clarified text under heading "Wildland Fire Decision Support System" regarding, "The Integrated Reporting of Wildfire Information (IRWIN) data exchange system automatically populates some fields on the WFDSS information tab (e.g., incident name, point of origin) for those using a computer-aided dispatch (CAD) or the Interagency Fire Occurrence Reporting Modules (InFORM) system."
- Under subheading "Wildland Fire Decision Support System Decision Approval and Publication":

- Inserted FS-specific text regarding, "Regional foresters must approve WFDSS decisions that include objectives to pursue resource benefits at Geographic and/or National PL 4/5. See chapter 5 for more information."
- Revised FS-specific table.

Incident Type	Agency Administrator Qualification Level[1]
Type 1	Wildfire Agency Administrator Type 1 (WFA1)
Type 2	Wildfire Agency Administrator Type 2 (WFA2)
Type 3, 4, 5	Wildfire Agency Administrator Type 3 (WFA3)

- Clarified text under subheading "Incident Status Reporting" regarding, "Large fires are classified as 100 acres or larger in timber fuel types, 300 acres or larger in grass fuel types, or when a NIMO, complex, type 1 or 2 IMT is assigned, regardless of the size of the incident or the suppression management strategy."
- Removed text under heading "Post-Wildfire Activities" regarding, "Damages resulting from wildfires are addressed through four activities: suppression repair, emergency stabilization, rehabilitation, and restoration."
- Clarified text under subheading "Emergency Stabilization" regarding, "Emergency stabilization actions must be taken per agency policy."
- Under DOI-specific bullet under heading "Incident Business Management," removed web address for the DOI Supplement and inserted the DOI Supplement is under revision.

Chapter 12 – Suppression Chemicals and Delivery Systems

- Inserted text under subheading "Fire Suppressant Foam" regarding, "Approved foam concentrate may be used to improve the efficiency of water, except near waterways where accidental spillage or over spray of the chemical could be harmful to the aquatic ecosystem."
- Under heading "Safety Information," subheading "Personnel Safety," clarified text regarding, "Containers of any fire chemical, including backpack pumps and engine tanks, should be labeled potable or non-potable as appropriate."
- Under heading "Interagency Policy for Aerial and Ground Delivery of Wildland Fire Chemicals Near Waterways and Other Avoidance Areas," table under column "Ground Delivery Policy," removed text regarding "Avoid application of all wildland fire chemicals into waterways." Inserted, "Avoid terrestrial application of all wildland fire chemicals within 300 feet of waterways."
- Inserted text under subheading "Guidance for Pilots" regarding, "All pilots will provide GPS location tracks of aerial retardant drops to the incident management team (IMT) situation unit leader (SITL) and/or geographic information system specialist (GISS). These data will be added to the National Incident Feature Service (NIFS) by the IMT GISS and made available to fire personnel."
- Added FS-specific text under heading "Endangered Species Act Emergency Consultation," regarding, "Aerial delivery of retardant on National Forest System lands should not be included in emergency consultations."

Chapter 13 – Firefighter Training and Qualifications

- Under heading "Qualification and Certification Process":
  - Inserted new subheading "Recognition of Prior Learning" and associated text.
    - Inserted NPS-specific text regarding, "Current NPS employees will continue to follow the NWCG Standards for Wildland Fire Position Qualifications (310-1) and defined NWCG qualification processes. The RPL process may be used for employees new to the NPS who are not transferring from another federal agency using the NWCG Standards for Wildland Fire Position Qualifications (310-1). "
    - Inserted BIA-specific text regarding, "Recognition of prior learning provides an alternative avenue for future BIA fire personnel to become qualified or nearer to qualified using a defined RPL process. The RPL process is only available for new hires to the agency, specifically new hires with past military, all hazard and

responder experience from another municipality. RPL is not built for existing federal employees. Current federal employees will continue to follow the NWCG Standards for Wildland Fire Positions Qualifications (310-1) and defined NWCG qualification processes. Submitted RPL packages will be evaluated by representatives from the hiring unit and regional fire staff."

- Under subheading "Incident Qualification Card":
  - Inserted FWS-specific text regarding, "An electronic incident qualification card utilizing the IQCS portable document format (PDF) is authorized."
  - Inserted NPS-specific text regarding, "An electronic incident qualification card utilizing the IQCS portable document format (PDF) with electronic signature is authorized."
  - Inserted FS-specific text regarding, "An electronic incident qualification card utilizing the IQCS portable document format (PDF) with electronic signature is authorized."
  - Clarified BLM-specific text regarding, "State fire management officers (FMO) will certify position task books and incident qualification cards for area command, complex, and type 1 command and general staff positions."
  - Clarified NPS-specific text regarding, "Certification for area command, complex, and type 1 command and general staff position task books will be done at the regional office level. Any position task books issued to park FMOs will be certified at the regional office level. All other position task books may be certified at the local unit level."
  - Removed NPS-specific text regarding, "NPS policy requires that two or more assignments be accomplished after completing a position task book and receiving certification before an individual begins movement to the next higher level."
- Inserted NPS-specific text under subheading "Incident Qualification Card Expiration Dates" regarding, "WCT is valid for 13-months from the date passed. RT-130 is valid for 13-months from the date completed."
- Under subheading "Examination/Self-Certification Periodicity and Changes in Medical Status":
  - Inserted BLM-specific text regarding, "Annual self-certifications are valid for one year. Employees may take the work capacity test at any point in that year as long as the self-certification is current."
  - Clarified text regarding, "Employees must report significant changes in medical status and cease arduous duty until cleared."
- Under subheading "Medical Examination Process for Light and Moderate Fitness Levels":
  - Removed FWS-specific text referencing Comprehensive Health Services (CHS) and inserted the DOI MSP contractor.
  - Removed BIA-specific text referencing Comprehensive Health Services (CHS) and inserted the DOI MSP contractor.
- Under heading "Work Capacity Tests":
  - Changed subheading from "Work Capacity Test Categories" to "Physical Fitness Levels."
  - Changed table heading from "Work Capacity Tests Categories" to "Work Capacity Tests," and moved table down in the chapter.
- Removed NPS-specific text under heading "Physical Fitness and Conditioning" regarding, "A fitness plan is required for all NPS personnel participating in a fitness program (DO-57). For health and fitness purposes, those who are fire-qualified at less than the arduous fitness level are not required to meet the mandatory fitness program requirements of DO-57 for wildland fire management. Personnel are strongly encouraged to participate in the voluntary fitness program and must still meet physical fitness/work capacity requirements as outlined in the NWCG Standards for Wildland Fire Position Qualifications (PMS 310-1) for positions with moderate and light fitness requirements." Inserted, "Refer to DO 57B (PM 14-03 Employee Fitness -- Interim Policy, and Reference Manual Occupational Health and Fitness)."
- Under heading "Other Hand Crews":
  - Changed table title from "Minimum Crew Standards for National Mobilization" to "Crew Standards for National Mobilization."
  - Row "Maximum Weight," Column "Type 1" – Inserted text regarding 6,625 lbs. maximum for 25-person crew.

  - Row "Maximum Weight," Column "Fire Suppression Module" – Removed 5,300 lbs. and inserted maximum is 4,505 lbs.
- Removed text under heading "Wildland Fire Modules," regarding ISWFMO, and inserted PMS 430.

Chapter 14 – Firefighting Equipment

- Under heading "Policy," moved text to chapter 12 regarding, "Approved foam concentrate may be used to improve the efficiency of water, except near waterways where accidental spillage or over spray of the chemical could be harmful to the aquatic ecosystem, or other identified resource concerns."
- Under bullet "Water Tender (Tactical)":
  - Qualifications for BLM – Clarified text regarding, "engine operator (ENOP), CDL (tank endorsement) and airbrakes endorsement (if applicable)."
  - Staffing for BLM – Removed existing text and inserted, "A WCF class-669 tactical water tender shall be staffed with minimum crew of one engine operator (ENOP) and one firefighter, type 2 (FFT2)."
- Under heading "All-Terrain Vehicles/Utility-Terrain Vehicles," removed duplicate text regarding, "Because of the high-risk nature, agencies have developed specific operational policy (refer to current agency policy)."
- Removed BLM-specific text under subheading "UTV Head Protection for Wildland Fire Operations," regarding the 2009 standard.

Chapter 15 – Communications

- Under heading "Smokejumper and Rappel/RADS Air-to-Ground Frequency (168.5500 MHz)," clarified that, "Frequency 168.5500 MHz is primarily dedicated as a national air-to-ground tactical channel for smokejumper operations within the DOI, USDA, and other agencies."
- Changed subheading from "National Interagency Fire Tactical Frequencies (168.0500 MHz, 168.2000 MHz, 168.6000 MHz, 168.2500 MHz, 166.7250 MHz, 166.7750 MHz)," to "National Interagency Fire Tactical Frequencies."
- Clarified text under heading "Incident Radio Support" in the "Note" regarding, "The ordering incident is responsible for returning and/or coordinating all NIRSC radio equipment directly back to NIFC . . . ."
- Removed duplicate text under heading "Military Communications on an Incident" regarding, "Equipment will not be sent without qualified personnel to install it."

Chapter 16 – Aviation Operations and Resources

- Under subheading "National Office – U.S. Department of Agriculture, Forest Service":
  - Clarified, "The fixed-wing branch chief and rotor-wing branch chief report to the AD aviation, and are responsible for national aviation operational management and oversight. This operational management and oversight includes authority to provide direction to coordination centers regarding the mobilization and reassignment of USDA contracted national aviation resources. The branch chiefs may also delegate this authority to national aircraft coordinators or the FS aviation duty officer (ADO)."
  - Removed, "The Branch Chief, Pilot standardization reports to the AD, Aviation, and is responsible for pilot and aircrew standardization and approval of agency and contracted pilot personnel."
- Under heading "Aviation Information Resources":
  - Clarified NPS-specific text regarding, "RM-60 Aviation Management Reference Manual and applicable aviation guides, National Wildfire Coordinating Group (NWCG) Standards for Helicopter Operations, and the NWCG Standards for Aerial Supervision."
  - Inserted DOI-specific bullet regarding, "Departmental manuals (DMs) and operational procedures memoranda (OPMs) can be found at https://www.doi.gov/aviation/library."
- Under heading, "Aviation Safety," subheading "Risk Assessment and Risk Management," removed text regarding four sources of hazards and inserted, "The five sources of hazards are mission, management, machine, personnel, and media."

- Inserted text under heading "Aircraft Incidents/Accidents," regarding the hotline is for the DOI Operations Center.
- Under heading "Unmanned Aircraft Systems":
  - Subheading "Policy" – Clarified that, "A Special Government Interest (SGI) waiver is required for flights within a temporary flight restriction (TFR)."
  - Subheading "Ordering" – Clarified that, "For specifics on how to order UAS, see https://uas.nifc.gov/uas-ordering."
  - Subheading "Ordering" – Inserted text that agency-owned UAS are national resources.
  - Subheading "Additional Information" – Added web address for Interagency UAS is https://uas.nifc.gov/.
- Inserted BLM-specific text under heading "Flight Request and Approval," subheading "Point-to-point Flights," regarding, ". . . In addition, flights that require landing in a foreign country constitute international travel and are subject to policy contained in Instruction Memorandum No. 2022-037, *International Travel Guidance and Procedures*."
- Clarified text under subheading "Phase 1 – Standard Flight and Duty Limitations (Abbreviated Summary)" regarding, "Document the approval of additional days off in the remarks section of the aircraft payment document."
- Under heading "Helitack," subheading "Organization – Crew Size":
  - BLM – Remove existing text and inserted, "The baseline staffing for a BLM exclusive-use type 3 helicopter is 7 personnel. The baseline staffing for a BLM exclusive-use type 2 helicopter is 12 personnel. The baseline staffing for a BLM exclusive-use type 1 helicopter is 24 personnel. All BLM exclusive-use crews will consist of key positions, including supervisor, assistant, squad boss, and crew members. Recommended staffing levels for BLM exclusive-use helitack crews is outlined in the National Aviation Plan (NAP), section 5. BLM states may establish larger crew size and standards for their exclusive-use helicopter crews based on program need. Any increase in crew size will be documented in the respective state aviation plan. BLM helicopters operated in Alaska need only be staffed with a qualified helicopter manager (HMGB)."
  - FS – Clarified that, "Any deviation from the standard and the reason for the deviation must be found acceptable to the Rotor Wing Branch Chief."
  - BIA – Inserted, "For exclusive use helitack crew size standards, see NAP, Appendix 5, Exclusive Use Helicopter Module Position Standards. On-call helitack and all helicopter personnel responsibilities are outlined in the *NWCG Standards for Helicopter Operations*. All helitack training and currency requirements are contained in the PMS 310-1. Each region hosting exclusive-use/on-call helicopters is responsible for providing essential management, overhead, equipment, facilities, and the resources necessary to fully support the helitack crew."
  - BIA – Clarified that the recommended minimum staffing level for a Type 3 helicopter is 10 helitack personnel.
- Inserted text under subheading "Single-Skid, Toe-In, and Hover Exit/Entry (STEP)" regarding, "STEP missions may include insertion/extraction of personnel (firefighters, medical technicians, or rescuers) in support of operations and medical incidents, such as initial attack, large fire support, helispot construction, repeater missions, in areas where a ground-based approach or evacuation would expose rescuers, firefighters, and injured or ill personnel to greater risk."
- Under subheading "Short Haul":
  - Clarified, "All short-haul programs must be approved by the appropriate agency national headquarters."
  - Removed FS-specific text regarding Emergency Medical Short-Haul Operations Plan (EMSHOP), and inserted Forest Service Standards for Short-Haul Operations.
- Under heading "Aerial Supervision Module and Leadplane":
  - Subheading "Policy" – Removed text regarding Branch Chief Pilot Standardization (FS) and inserted FS-standardization pilot.
  - Subheading "Aerial Supervision Coordination" – Removed text regarding, "The FS Aerial Supervision Program Manager and FS Fixed-wing Coordinator manage aerial supervision staffing, aircraft readiness and availability, capability, and response with

pilots, aerial supervisors, regional aviation staff, BLM National Aviation Office staff, and NICC." Inserted, "Agency aerial supervision/flight operation program managers (national/regional) will work with the NICC and GACCs to ensure staffing, aircraft readiness, and availability."

- Under heading "Airtankers," clarified, "Early-activation for large fire support can have a significant effect on the resource availability late in the day."
- Under subheading "Exceptions," number eight, regarding MAFFS, removed text regarding Forest-Service-owned.

Chapter 17 – Fuels Management

- Under heading "Use of Administratively Determined Pay Plan for Prescribed Fire," removed existing and FS-specific text and inserted, "Administratively Determined workers may be used in support of prescribed fire under specific circumstances. Refer to the appropriate DOI or FS Administratively Determined (AD) Pay Plan for Emergency Workers (Casuals) for information regarding the use of emergency workers for prescribed fire. Administratively Determined pay plans do not allow for use of Casuals for mechanical or chemical treatment fuels reduction projects."

Chapter 18 – Reviews and Investigations

- Under subheading "Lessons Learned Review":
  - Inserted FS-specific text regarding, "In some cases, an FLA and an RLS may be produced for the same incident to quickly highlight lessons revealed in the learning process while the larger narrative is still being compiled."
  - Clarified text that the LLR facilitator will convene the participants and, "A 24- and 72-hour report should be produced as an acknowledgement that an incident has occurred and to distribute initial facts about what happened. These preliminary reports are a valuable element of the many learning-focused products that LLR teams may produce."
- Inserted text under subheading "Rapid Lesson Sharing" regarding, "To visit a searchable database with RLS documents, go to https://www.wildfirelessons.net/irdb."
- Clarified text under subheading "Declared Wildfire Reviews" regarding submissions to the Lessons Learned Center should be sent to kelly_woods@nps.gov.
- Under subheading "Wildland Fire Incident and Accident Types and Definitions," bullet "Serious Wildland Fire Accident," clarified, "For wildland fire operations, a serious accident involves any of the following: One or more job-related fatalities or imminently fatal injuries or illnesses to employees, volunteers, contractors, or the public; The in-patient hospitalization of three or more employees, volunteers, or members of the public due to departmental operations; Amputation(s) or loss of an eye(s); Property damage (including site mitigation or cleanup) or operating loss of $500,000 or more, or (6) accident, illness; and/or Incident that a Bureau DASHO judges to warrant further investigation using the serious accident investigation procedures."
- Changed table subheading from "Investigation Types and Requirements" to "Investigation and Review Types and Requirements."
  - Changed column heading from "Investigation Type" to "Investigation or Review Type."
  - Row "Entrapment/burnover" – added RLS as an Investigation or Review Type.
  - Row "Fire shelter deployment" – added RLS as an Investigation or Review Type.
  - Row "Near-miss" – added RLS as an Investigation or Review Type.
- Inserted text under heading "Investigation Processes," bullet "Delegation of Authority," regarding, "A delegation of authority shall be issued by the agency administrator to the investigation team leader . . . ."
- Under subheading "Accident Investigation 24- and 72-Hour Reports," updated Lessons Learned Center submissions should be sent to kelly_woods@nps.gov.
- Under subheading "Accident Investigation Final Report":
  - Removed, "within approximately 45 days of the accident, a final report shall be submitted . . . ." Inserted, "within approximately 60 calendar days of the accident, a final report shall be submitted . . . ."
  - Updated Lessons Learned Center submissions should be sent to kelly_woods@nps.gov.

- Under subheading "Serious Accident Investigation Team Composition":
  - Accident Investigation Advisor/Safety Manager (Core Team Member) – inserted ". . . or safety officer complex (SOFC)."
  - Public Affairs Officer – Added complex public information officer.
- Under subheading "Serious Accident Investigation 24- and 72-Hour Reports," updated email address for Lessons Learned Center that submissions go to kelly_woods@nps.gov.
- Under subheading "Serious Accident Investigation Final Report":
  - Removed, "Within 45 days of the incident, a final report consisting of a Factual Report (FR) and a Management Evaluation Report (MER) will be produced by the investigation team . . ." and inserted, "Within 60 calendar days of the incident, the SAIT will produce a final report consisting of a factual report and a management evaluation report . . . ."
  - Updated Lessons Learned Center email submission should be sent to kelly_woods@nps.gov.
- Removed BIA-specific bullet under heading "Fire Cause Determination and Trespass Investigation," subheading "Policy," referencing, "53 IAM, chapter 7-H; and 90IAM 1.4C (10)."

Chapter 19 – Dispatch and Coordination System

- Under subheading "Continuity of Operations Plan":
  - Clarified text regarding, "Additionally, all centers which are required to maintain communications with field-going resources, including aircraft, will ensure the COOP identifies procedures to maintain and/or transfer communications in the event of a possible loss of radios and/or telecommunications equipment."
  - Inserted, "A dispatch center and a coordination center shall be designated as an emergency facility that meets the requirements of applicable building codes and NFPA standards for communication centers. They shall be equipped with a critical operations power system (COPS) that provides emergency power to communications systems, information technology (IT) rooms, telephone and radio rooms, electrical equipment rooms, mechanical equipment, fire protection equipment rooms, sanitary facilities, security systems, and other spaces and equipment designated by the Authority Having Jurisdiction (AHJ) as requiring critical operations power."
- Under subheading "Initial Attack Dispatching":
  - Removed, "Local dispatch centers will have protocols in place for timely request and dissemination of fire weather forecasts, spot weather forecasts, fire weather watches, and red flag warnings to firefighters, incident commanders, and field-going personnel."
  - Inserted, "Local dispatch centers will have protocols in place for monitoring, requesting, and disseminating fire weather forecasts, spot weather forecasts, fire weather watches, red flag warnings and other severe weather events (e.g., severe storm warnings, flash flood warnings, tornado warnings) to firefighters, incident commanders, and field-going personnel."

Appendices

- Appendix E:
  - Removed existing text and inserted, "See *NWCG Wildland Fire Risk and Complexity Assessment* at https://www.nwcg.gov/sites/default/files/publications/pms236.pdf."
  - Updated version to 02.2023.
- Appendix F:
  - Removed existing text and inserted, "See *NWCG Wildland Fire Risk and Complexity Assessment* at https://www.nwcg.gov/sites/default/files/publications/pms236.pdf."
  - Updated version to 02.2023.
- Appendix G:
  - Subheading "Operations":
    - Bullet "Retardant" – Clarified, "Review the fire-retardant-avoidance maps and documentation provided during the IMT in-brief or in WFDSS, and coordinate with the lead resource advisor as identified in the briefing package."

        - Changed bullet from "Cultural and Resource Protection and/or Enhancement," to "Natural and Cultural Resource Protection and/or Enhancement."
        - Bullet "Natural and Cultural Resource Protection and/or Enhancement" – Clarified, "Avoid damage to sensitive natural and cultural resources within the fire area; coordinate suppression actions with the lead resource advisor. Specific natural and cultural resource information has been included within the briefing package."
    - Updated version to 02.2023.
- Appendix I:
    - Question 10 – Removed text regarding "continuous improvement assessment (FS)," and inserted, "wildland fire management annual report and large fire review (FS)."
    - Inserted question 15 regarding, "Did the IMT follow current NWCG standards for incident records management? Was FireNet or agency email used for official incident correspondence?"
    - Updated version to 02.2023.

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Risk Management

Identify Hazards (Situation Awareness)

- Gather Information
  - □ Objective(s)
  - □ Communication
  - □ Who's in Charge
  - □ Previous Fire Behavior
  - □ Weather Forecast
  - □ Local Factors
- Scout the Fire

Assess Hazards

- Estimate Potential Fire Behavior Hazards
  - □ Look Up/Down/Around Indicators
- Identify Tactical Hazards
  - □ Watch Outs
- As conditions change, what other safety hazards are likely to exist?
- Consider probability versus severity?

Develop Controls and Make Risk Decisions

- Develop control measures that reduce risk:
  - □ Firefighting Orders ➔ LCES
    - Anchor Point
    - Downhill Checklist (if applicable)
  - □ What other controls are necessary?
    - Engineering/Administrative
    - PPE
    - Educational
    - Avoidance
  - □ Emergency Medevac Procedures/Plan
- Are controls in place to mitigate risk?
  - □ NO - Reassess situation
  - □ YES - Next question
- Are selected tactics based on expected fire behavior?
  - □ NO - Reassess situation
  - □ YES - Next question
- Have instructions been given and understood?
  - □ NO - Reassess situation
  - □ YES - Next question
- Consider risk versus gain

Implement Controls

- Ensure controls are in place and being implemented by personnel.
- Ensure controls are integrated operational plan and understood at all levels.

Supervise and Evaluate

- Are controls adequately mitigating the hazards?
  - □ NO – Reassess and consider:
    - Human Factors:
      - Low experience level?
      - Distracted from primary tasks?
      - Fatigue or stress reaction?
      - Unsafe attitude?
    - The Situation:
      - What is changing?
      - Are strategy and tactics working?

If situation changes significantly, restart Risk Management Process at the appropriate step.

Standard Firefighting Orders

1. Keep informed on fire weather conditions and forecasts.
2. Know what your fire is doing at all times.
3. Base all actions on current and expected behavior of the fire.
4. Identify escape routes and safety zones and make them known.
5. Post lookouts when there is possible danger.
6. Be alert. Keep calm. Think clearly. Act decisively.
7. Maintain prompt communications with your forces, your supervisor and adjoining forces.
8. Give clear instructions and insure they are understood.
9. Maintain control of your forces at all times.
10. Fight fire aggressively, having provided for safety first.

Watch Out Situations

1. Fire not scouted and sized up.
2. In country not seen in daylight.
3. Safety zones and escape routes not identified.
4. Unfamiliar with weather and local factors influencing fire behavior.
5. Uninformed on strategy, tactics, and hazards.
6. Instructions and assignments not clear.
7. No communication link with crew members/supervisor.
8. Constructing fireline without safe anchor point.
9. Building fireline downhill with fire below.
10. Attempting frontal assault on fire.
11. Unburned fuel between you and fire.
12. Cannot see main fire, not in contact with anyone who can.
13. On a hillside where rolling material can ignite fuel below.
14. Weather is getting hotter and drier.
15. Wind increases and/or changes direction.
16. Getting frequent spot fires across line.
17. Terrain and fuels make escape to safety zones difficult.
18. Taking nap near fireline.