

FOREST SERVICE MANUAL  
WASHINGTON  
TITLE 5100 – FIRE MANAGEMENT  
Amendment No. 5100-2004-1  
Effective 07-19-2004

## **5136 - CIVIL RIGHTS AND HUMAN RESOURCE PROGRAMS**

### **5136.03 - Policy**

A Human Resource Specialist must be assigned to any incident involving 300 or more people. Prior to leaving an incident, the Human Resource Specialist must prepare documentation in a package for the agency administrator that lists corrective actions taken during the incident regarding civil rights and employee conduct and any follow-up actions required; label the package “Administratively Confidential - For Official Use Only”; and deliver the package to the responsible line officer or designated agency administrator.

### **5136.04 - Responsibility**

#### **5136.04a - Regional Foresters and Area Director**

It is the responsibility of the Regional Forester and the Area Director to assign a Human Resource Specialist to incidents with 300 or more people.

#### **5136.04b - Human Resource Specialists**

1. Human Resource Specialists assigned to wildland fire management projects or incidents are responsible for:

- a. Monitoring civil rights and human resource concerns.
- b. Providing appropriate behavior awareness/education.
- c. Initiating corrective action to resolve problems as directed by FSH 5109.17, Fire and Aviation Management Qualifications Handbook, chapter 20.

2. The Human Resource Specialists assigned to a wildland fire suppression incident or project shall prepare an annual report of statistics of human resource and civil rights related concerns from incident personnel.

- a. The report lists incidents which have occurred within the Region or Area.
- b. Documentation should follow direction required in FSM 5136.03.
- c. After the report is consolidated, it is forwarded to the National Human Resource Specialist Program Coordinator.