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Chapter 01
**BIA Wildland Fire and Aviation Program Organization and
Responsibilities**

Introduction

This guide is intended to be a reference guide that documents the standards for operations and fire business practices of the Bureau of Indian Affairs (BIA) Wildland Fire and Aviation Management Program. These standards are based on current policy and support safe, consistent, efficient and effective wildland fire and aviation operations.

Wildland Fire Management Organization

The Bureau of Indian Affairs (BIA) Wildland Fire Management organization consists of a Director (Branch of Wildland Fire Management), Deputy Director, Assistant Directors for Fire Operations, Fuels, Planning, Training and Aviation. The Organization Chart is shown in Appendix 1-1.

Director, Branch of Fire Management

The Director, Branch of Fire Management is also identified by the title Fire Director, BIA-National Interagency Fire Center (NIFC).

- Develops policies and standards for firefighting safety and training, and for the prevention, suppression and use of wildland fires on Indian Trust lands.
- Provides guidance to Regional Directors on the use of prescribed fire and fuels management to achieve hazardous and fuels reduction and resource management objectives.
- Integrates wildland fire with natural resource management.
- Establishes position competencies, standards and minimum qualifications for fire management officers, wildland fire specialists and leaders based on standards approved by the National Wildfire Coordinating Group (NWCG).
- Implements the Interagency Fire Program Analysis (FPA) process and develops procedures and standards for the distribution of program resources.
- Reviews and evaluates Regional Wildland Fire Management programs.
- Represents Indian Affairs in the coordination of overall wildland fire management activities at NIFC and on wildland fire committees, groups and working teams.
- Serves as a member of the National Multi Agency Coordinating Group (NMAC) which establishes priorities for assignment of critical resources during wildfire emergencies.
- Initiates or participates in Boards of Review concerning actions taken on selected wildland fires.

- 1 • Negotiates national level cooperative agreements to improve wildland
2 fire management activities on Indian lands.
3 • Reviews funding requests for a variety of fire related programs, makes
4 determinations on funding levels, and recommends approval to the
5 Deputy Director, Trust Services, based on guiding principles in the
6 Federal Fire Policy, National Fire Plan (NFP), supporting documents
7 and Secretarial directives.
8

9 **Deputy Director, Branch of Fire Management**

10 Shares the responsibilities and duties of the Director, Branch of Wildland Fire
11 Management. Serves as acting for the Branch of Wildland Fire Management in
12 the absence of the Director.

- 13 • Provides oversight and direction to BIA-NIFC Administration and
14 Budget sections in the performance of their duties. This includes the
15 day to day supervision of the BIA-NIFC Administrative Management
16 Specialist and Budget Officer positions.
17 • Provides oversight and direction to the Bureau's fire business
18 management policies and procedures to ensure maximum effectiveness
19 and utilization of services in meeting Bureau and interagency program
20 objectives.
21 • Provides oversight including development and execution for the
22 Bureau's fire management budget.
23 • Serves as liaison between the Branch of Wildland Fire Management
24 and the Office of the Chief Information Officer-Indian Affairs (OCIO-
25 IA), for all Information Technology (IT) support issues.
26

27 **Assistant Director, Fire Operations**

- 28 • Responsible for administering and coordinating the Wildland Fire
29 Preparedness, Model 52 Engine, Interagency Hotshot Crew,
30 Emergency Firefighter Crew, Ready Reserve, Fire Facilities,
31 Suppression Operations, Severity, and Emergency Stabilization and
32 Rehabilitation programs.
33 • Represents the BIA on issues related to interagency fire operations.
34 • Participates in developing policies related to wildland fire operations in
35 Indian country and provides specialized assistance to BIA and DOI
36 officials.
37

38 **Assistant Director, Fuels Management**

- 39 • Responsible for the development and coordination of the hazardous
40 fuels management program which includes prescribed fire, mechanical
41 treatments, fire effects monitoring and fire prevention-education
42 programs.
43 • Provides executive oversight, guidance and direction for the
44 distribution and use of program funds to the BIA regions.

- 1 • Tracks all program fund distributions, and accomplishments.
- 2 • Maintains a national database for fuels management in Indian Country.
- 3 • Maintains policy and process to assess risk on a national scale and
- 4 allocates budget based on this risk assessment and priorities established
- 5 at the field level.
- 6 • Examines and analyzes laws and regulations pertaining to fire
- 7 investigation and fire trespass, prescribed fire use/fuels management in
- 8 wildland urban interface zones.
- 9 • Provides representation on national interagency working teams and task
- 10 groups.

11
12 **Assistant Director, Planning**

- 13 • Responsible for the development and implementation of the Bureau-
- 14 wide fire planning program.
- 15 • Provides guidance and assistance in administering the technical and
- 16 operational aspects of the Bureau's fire planning program at the
- 17 Regional and Agency/Tribal levels for the accurate identification of
- 18 program funding needs.
- 19 • Checks for accuracy in computations with instructions and policies.
- 20 • Serves as Bureau's primary subject matter expert for Fire Planning
- 21 Analysis (FPA), Personal Computer Historical Analysis (PCHA),
- 22 Geographic Information System (GIS), Global Positioning System
- 23 (GPS), Lightning Detection System (LDS), Wildland Fire Management
- 24 Information (WFMI) System, Weather Information Management
- 25 System (WIMS), National Fire Danger Rating System (NFDRS), fire
- 26 weather and related support systems, prescribed fire software programs
- 27 and provides user training in those applications.

28
29 **Assistant Director, Training**

- 30 • Develops, coordinates, and implements wildland fire training programs.
- 31 • Provides consultation and assistance to the workforce in charting
- 32 natural resource and fire management career paths that includes
- 33 education requirements, fire management training, and supporting
- 34 developmental programs.
- 35 • Provides for mentoring programs, developmental details and term
- 36 appointments for aspiring fire management leaders. (Seminole)
- 37 • Promotes and develops dedicated professional training cadres to
- 38 support our organization's employee development and training needs.
- 39 i.e. FUTA and PFTC
- 40 • Supports national incident responder qualification and certification
- 41 standards (IQCS).
- 42 • Supports interagency fire program management qualification standards
- 43 (IFPM).

- 1 • Develops and maintains a communication plan which supports training
2 operations at all levels.
- 3 • Is a member of the NWCG Training Working Team and the DOI
4 Aviation Training Advisory Group on matters concerning job analysis
5 and curriculum development.

6
7 **Assistant Director, Aviation**

- 8 • Formulates and recommends national policy standards and procedures
9 for the management and operation of the Bureau of Indian Affairs
10 aviation program. (i.e. fire, law enforcement, administration, Natural
11 Resources and Bureau of Indian Education...)
- 12 • Plans and executes analysis of scientific, technological and economic
13 factors as they relate to aircraft and personnel performance to ensure
14 proper selection to fulfill specific or "special use" missions.
- 15 • Interprets Federal Aviation Administration and Department of the
16 Interior (DOI) regulations/policy and prepares guidance and procedures
17 manuals for application to BIA aviation operations.
- 18 • Serves as the authority on aviation technical information and economic
19 matters providing consultation and assistance to all bureau heads in
20 aircraft operating procedures, pilot and aircraft certification programs,
21 air operations safety and training programs.
- 22 • Serves as the representative to the DOI Aviation Management
23 Directorate (AMD) and provides representation to the interagency
24 committee for aviation policy.
- 25 • Plans and executes specialized aviation programs to include aircraft
26 acquisition, safety, training, maintenance, and the certification of both
27 pilots and aircraft.
- 28 • Provides services related to aviation flight activities, safety, training,
29 data analysis, and aviation funding.
- 30 • Participates in and/or leads safety inspections, evaluations of aviation
31 programs to ensure compliance with Federal Acquisition Regulations,
32 Office of Safety and Health Administration (OSHA), and other federal
33 acquisitions regulations (FAR).
- 34 • Has authority to suspend any aviation activity observed to be in
35 violation of policy within regards to compliance