

1 Chapter 06  
2 Administration

3 **This Chapter was eliminated and the**  
4 **text was moved to other chapters.**  
5 **See below.**

6  
7 **Introduction Moved to Interagency Agreements**

8 All federal agencies have adopted the *National Wildfire Coordinating Group*  
9 (*NWCG*) *Interagency Incident Business Management Handbook (IIBMH)* as the  
10 official guide to provide execution of each agency's incident business  
11 management program. Unit offices, geographic areas, or NWCG may issue  
12 supplements, as long as policy or conceptual data is not changed.

13  
14 **Policy**

15 Since consistent application of interagency policies and guidelines is essential,  
16 procedures in the *IIBMH* will be followed. Agency manuals provide a bridge  
17 between manual sections and the *IIBMH* so that continuity of agency manual  
18 systems is maintained and all additions, changes, and supplements are filed in a  
19 uniform manner.

- 20 • *BLM* - The *IIBMH* replaces *BLM Manual Section 1111*.
- 21 • *FWS* - Refer to *Service Manual 095 FW 3 Wildland Fire Management*.
- 22 • *NPS* - Refer to *RM-18*.
- 23 • *FS* - Refer to *FSH 5109.34*.

24  
25 **Use of Pay Plan for Hazardous Fuel Reduction Moved to the fuels Chapter**  
26 Refer to the Department of the Interior (DOI) Pay Plan for Emergency Workers  
27 for information regarding the use of emergency workers for hazardous fuel  
28 reduction projects on Departmental lands. Refer to the Forest Service Pay Plan  
29 for Emergency Workers for information regarding the use of emergency workers  
30 for hazardous fuel reduction projects on Forest Service Lands.

31  
32 **Cache Management Moved to Incident Management**

33 The DOI-BLM manages two National Interagency Support Caches (NISC), and  
34 USDA-Forest Service manages nine national caches. Agencies often serve as  
35 interagency partners in local area support caches, and operate single agency  
36 initial attack caches. All caches will maintain established stocking levels,  
37 receive and process orders from participating agencies, and follow ordering and  
38 fire replenishment procedures as outlined by the national and geographic area  
39 cache management plans and mobilization guides.

- 40 • *FS* - Refer to *FSM 5160 for specific requirements*.

41  
42 **National Interagency Support Caches**

1 The eleven national caches are part of the National Fire Equipment System  
2 (NFES). Each of these caches provides incident support in the form of  
3 equipment and supplies to units within their respective geographic areas. The  
4 NFES cache system may support other emergency, disaster, fire-related or land  
5 management activities, provided that such support is permitted by agency  
6 policies and does not adversely affect the primary mission. These national  
7 caches do not provide supplies and equipment to restock local caches for non-  
8 incident requests. Non-emergency (routine) orders should be directed to the  
9 source of supply, e.g., GSA or private vendors. The Great Basin Cache at NIFC  
10 provides publications management support to the National Wildfire  
11 Coordinating Group (NWCG). Reference the NWCG, *National Fire Equipment*  
12 *System Catalog (NFES 0362)* for more detailed information.

13  
14 Forest Service National Symbols Program distribution is through the Northeast  
15 Area National Interagency Support Cache. This material is coordinated by the  
16 USDA Forest Service, under advisement of the National Association of State  
17 Foresters' (NASF) Cooperative Forest Fire Prevention Committee (CFFP), and  
18 the DOI Bureau of Land Management. Materials include Smokey Bear  
19 prevention items, and Junior Forest Ranger environmental educational materials.  
20 Northeast Area National Interagency Support Cache also distributes DOI Fire  
21 Education materials and provides resource kits for National Fire Prevention  
22 Teams. The website at [www.symbols.gov](http://www.symbols.gov) contains the catalog of these materials  
23 and offers information having to do with these programs.

#### 24 25 **Local Area Interagency Support Caches**

26 These caches directly support more than one agency, and generally cover more  
27 than one administrative unit. They will maintain stocking levels to meet the  
28 identified needs of the multiple agencies for whom service is provided.

#### 29 30 **Initial Response Caches**

31 Numerous caches of this level are maintained by each agency. These caches  
32 will establish and maintain stocking levels to meet the initial response needs of  
33 the local unit(s).

#### 34 35 **Inventory Management**

#### 36 37 **System Implementation**

38 Each fire cache, regardless of size, should initiate and maintain a cache  
39 inventory management system. Agency management systems provide a check  
40 out/return concept that incorporates a debit/crediting for all items leaving the  
41 cache. This system is strictly followed in the NISC's. Inventory management  
42 processes should be implemented for all local interagency support and initial  
43 action caches.

#### 44 45 **Reporting Requirements**

1 By April 1st of each year, all local interagency support and initial action caches  
2 will submit inventories to their servicing NISC.

3  
4 All items reported will conform to refurbishment standards set forth in *NFES*  
5 *2249, Fire Equipment Storage and Refurbishment Standards*. Those items not  
6 identified in *NFES 2249* will not be refurbished.

### 9 **Accountability**

10 Fire loss/use rate is defined as all property and supplies lost, damaged or  
11 consumed on an incident. It is reported as a percentage that is calculated in  
12 dollars of items issued compared to items returned. The reasonable anticipated  
13 fire loss/use rate for all items issued to an incident is 15 percent of trackable and  
14 durable items. Consumable items are not included in this total. All items  
15 stocked in agency fire caches will be categorized for return (loss tolerance/use  
16 rate) and accountability purposes.

### 18 **Trackable Items**

19 Include items that a cache may track due to dollar value, sensitive property  
20 classification, limited quantities available, or other criteria set by each NISC.  
21 Items that are considered trackable are usually engraved or tagged with a cache  
22 identification number. These items must be returned to the issuing cache at the  
23 end of the incident use, or documentation must be provided to the issuing cache  
24 as to why it was not returned. All trackable items are also considered durable.  
25 100 percent accountability is expected on trackable items.

### 27 **Durable Items**

28 Include cache items considered to have a useful life expectancy greater than one  
29 incident. High percentages of return for these items are expected. These items  
30 are not specifically cache identified/tagged/engraved. Acceptable loss tolerance/  
31 use rates for the following durable goods have been established:

- 32 • 10% for water handling accessories, helicopter accessories, tents, and camp  
33 items such as heaters, lights, lanterns, tables, and chairs.
- 34 • 20% for hose, tools, backpack pumps, sleeping bags, pads, and cots.
- 35 • 30% for personal protective equipment.

### 37 **Consumable Items**

38 Include items normally expected to be consumed during incident use.  
39 Consumable items returned in unused condition are credited to the incident.  
40 Examples of consumable items are: batteries, plastic canteens, cubitainers,  
41 forms, MREs, fuses, hot food containers, petroleum products, and medical  
42 supplies.

### 44 **Incident to Incident Transfer of Supplies and Equipment**

45 Transfer of supplies and equipment between incidents is not encouraged, due to  
46 the increased possibility of accountability errors. In instances when it is

1 determined to be economically feasible and operationally advantageous, the  
2 following must be accomplished by the Supply Unit Leader from the incident  
3 that is releasing the items.

4  
5 Documentation will be completed on the *Interagency Incident Waybill (NFES*  
6 *#1472)*, and must include the following:

- 7 • NFES Number
- 8 • Quantity
- 9 • Unit of Issue
- 10 • Description
- 11 • Property number, if item is trackable
- 12 • Receiving incident name, incident number and resource request number
- 13 • The Supply Unit Leader will send the waybill transfer information to the  
14 servicing NISC to maintain proper accountability recording.

15  
16 Upon request, the servicing NISC can provide the Supply Unit Leader with and  
17 Outstanding Items Report to facilitate accurate waybill documentation.

### 18 19 **Fire Loss Tolerance Reporting for Type 1 and 2 Incidents**

20 In order to help managers keep incident-related equipment and supply loss to a  
21 minimum, incident management teams (IMT)'s are required to maintain  
22 accountability and tracking of these items. Guidelines and procedures to assist  
23 with this accountability are provided in Chapter 30 of the *IIBMH*. To further  
24 facilitate these procedures and provide oversight, a fire loss report has been  
25 developed that provides detailed information regarding used and trackable item  
26 use. This report has been accepted by NWCG for all wildland fire agencies and  
27 will be compiled for all Type 1 and Type 2 incidents. Investigations may be  
28 conducted in those cases where loss/use tolerances rates may have been  
29 exceeded.

30  
31 These reports are compiled by the NISC servicing the particular incident.  
32 Reports will then be forwarded to the responsible local office, with a copy to the  
33 state/regional FMO, within 60 days of the close of the incident to meet these  
34 time limits. The following steps must be followed to insure accurate reports:

- 35 • At the close of each incident, all property must be returned to the servicing  
36 NFES cache.
- 37 • If accountable property has been destroyed or lost, appropriate  
38 documentation must be provided to the cache for replacement and updating  
39 property records.
- 40 • All property purchased with emergency fire funds for an incident must be  
41 returned to the NFES cache system.
- 42 • All unused consumable and/or durable NFES items must be returned to the  
43 servicing NFES cache within 30 days of control of the incident.
- 44 • Agency administrators/fire management officers must review the fire loss  
45 report and recommend appropriate follow-up action if losses are excessive.

1 Those actions and recommendations should be documented and filed in the  
2 final incident records.

#### 3 4 **Incident Supply and Equipment Return Procedures**

5 Supplies and equipment ordered with suppression funds will be returned to the  
6 ordering unit at the close of the incident and dispersed in one of three ways:

- 7 • Items meeting NFES standards will be returned to the local or geographic  
8 area cache for reuse within the fire supply system.
- 9 • Items not meeting the prescribed NFES standards will either be purchased  
10 with project funds by the local unit if the items are needed for program use.
- 11 • Items will be delivered to the unit's excess property program for disposal.

#### 12 13 **Cache Returns and Restock Procedures**

14 All returns for credit and restock of caches to specific incident charges should be  
15 made within 30 days after the close of the incident. If that timeframe cannot be  
16 met, it is required that returns and restock be made during the same calendar  
17 year as items were issued. All returns should be tagged with appropriate  
18 incident number, accompanied by an interagency waybill identifying the  
19 appropriate incident number, or accompanied by issue documents to ensure  
20 proper account credit is given. Any items returned after the calendar year of  
21 issue will be returned to multiple-fire charges, unless specific incident charge  
22 documentation (issues) can be provided with the return.

#### 23 24 **Incident Replacement of Government Property**

25 Refer to the *IIBMH, Chapter 30* for procedures governing property management  
26 relating to incident activities. The agency administrator is responsible for  
27 providing agency property management guidelines and/or procedures to incident  
28 personnel.

29  
30 Damage or Loss for assigned property is addressed under IIBMH Chapter 30,  
31 35.4. Specialty or non-cache items originally provided by the home unit through  
32 the use of preparedness funds will be replaced by home unit funds if the loss is  
33 due to normal wear and tear. If the government property is damaged on the  
34 incident due to a specific event, eg., wind event damages tent, the incident may,  
35 upon receipt of required documentation and proof of damage, authorize  
36 replacement using the *Incident Replacement Requisition (OF315)*. Cache items  
37 will be replaced at the incident if available. Cache items that are not available at  
38 the incident may be authorized for restocking at the home unit via an authorized  
39 *Incident Replacement Requisition*.

#### 40 41 **Mobile Fire Equipment Policy** Move to the equipment chapter

42 It is agency policy to maintain each piece of mobile fire equipment at a high  
43 level of performance and in a condition consistent with the work it has been  
44 designed to perform. This shall be accomplished through application of a  
45 uniform preventive maintenance program, timely repair of components broken  
46 or damaged while on assignment, and in accordance with all agency fiscal

1 requirements. Repairs shall be made and parts replaced, as identified, to keep  
2 the equipment functional. Priority will be given to any item required for the  
3 equipment to be kept safe and operational.

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7 Light Blue text to be put in the agency specific  
8 chapters.

- 9 • *BLM - Mobile fire equipment is not to be altered or modified without  
10 approval of the BLM National Fire Equipment Committee.*

## 11 **Fire Equipment Management**

12

### 13 **Introduction**

14 This section contains specific guidance on activities, standards, and procedures  
15 in the management of the agencies' fire equipment.

- 16 • *BLM - The BLM's fire equipment program designs, develops, and acquires  
17 specialized equipment, cabs, chassis, utility bodies, and pump packages to  
18 meet the BLM's annual fire engine replacement and fire suppression  
19 requirements. Fire engine design is accomplished through the analysis of  
20 performance needs identified, survey of new technologies, and the  
21 development of test models and prototype units. Acquisition of these  
22 components is done through a combination of contracting, remanufacture  
23 of existing units, and in-house assembly. The BLM operates a fire vehicle  
24 program that balances state of the art technology with overall cost  
25 efficiency, to provide maximum safety for personnel while effectively  
26 meeting suppression needs. Also refer to the BLM Manual H-9216-1, Fire  
27 Equipment Supply Management.*

- 28 • *NPS - The NPS manages the Working Capital Fund (WCF) Fire  
29 Equipment Program through the Fire Management Program Center. The  
30 working capital funding for the program is administered through an  
31 interagency agreement with the BLM. The NPS's WCF fire equipment  
32 program acquires specialized equipment, cabs, chassis, utility bodies, and  
33 pump packages to meet the NPS's annual fire engine replacement and fire  
34 suppression requirements. Fire engine design is accomplished through the  
35 analysis of performance needs identified, and survey of new technologies.  
36 Acquisition of these components is done through contracting with vendors  
37 identified on GSA contracts.*

38

### 39 **Standards and Specifications**

- 40 • *BLM - Standardization of our mobile fire equipment fleet aides in the  
41 ability to produce equipment that effectively meets the user's needs at the  
42 lowest possible cost, and with the least impact on the BLM workforce.*

43

**1 Fire Equipment Development**

- 2 • *BLM - The BLM maintains a Fire Equipment Development Unit located at*  
3 *NIFC. This unit is responsible for the ordering, receiving, inspection,*  
4 *distribution, and development of new fire equipment that will meet or*  
5 *exceed the minimum performance standards established by the BLM*  
6 *National Fire Equipment Committee.*
- 7 • *NPS - The Fire Equipment and Facilities Specialist, located at NIFC, is*  
8 *responsible for ordering, receiving, inspection, and distribution of new fire*  
9 *equipment.*

**11 Equipment Development Process**

- 12 • *BLM - The BLM has established a fire equipment development process to*  
13 *ensure that any new fire equipment, engine models, or technologies meet*  
14 *or exceed established performance standards. All new fire engines, new*  
15 *equipment models, vehicle chassis, and major components will follow this*  
16 *development process, and are tested and evaluated under actual field*  
17 *conditions prior to being made available for general ordering. While it*  
18 *may take only a few weeks to complete the development and evaluation*  
19 *process for a minor component, it takes several years to develop a new*  
20 *chassis, fire engine model, or other major component.*

**22 Management of Standards**

- 23 • *BLM - BLM's specifications and standards are maintained by the Fire*  
24 *Equipment Development Unit at NIFC. Equipment standards and options*  
25 *are managed under a "sealed pattern" concept. Major changes to*  
26 *equipment are made once a year during the BLM National Fire Equipment*  
27 *Committees fall meeting. This is done through a formal documented*  
28 *process.*
- 29 • *BLM - Minor changes to blueprints and specifications are the*  
30 *responsibility of the Fire Equipment Development Unit to ensure that*  
31 *equipment in production is not delayed. Major changes must be addressed*  
32 *through the BLM fire equipment development process.*
- 33 • *BLM - Procurement of nonstandard equipment with fire management*  
34 *funds, when standard equipment is available, has to have written approval*  
35 *from the Director, Office of Fire and Aviation. The BLM Fire Equipment*  
36 *Committee has the responsibility to approve and establish the minimum*  
37 *performance standards of all BLM/WCF mobile fire equipment.*

**39 Classes of Standard Units**

40 Each agency has established classes for all GSA and agency-owned vehicles.

**42 Equipment Deficiencies and Improvements**

- 43 • *BLM - The BLM fire engine fleet is in a constant state of development.*  
44 *Improvements to the equipment begins only after field service has*  
45 *identified that a specific item of equipment is not operating to its optimum*

1 performance, a deficiency has been encountered, or that an improvement  
2 to the equipment would allow it to be easier to operate and maintain.

3 • **BLM** - To help identify items found deficient or in need of improvement an  
4 Improvement/Report of Deficiency form is available on the Fire Equipment  
5 Development Unit web site at

6 <http://web.blm.gov/internal/fire/EquipDev/index.htm> This deficiency and  
7 improvement reporting method will allow for the documentation of the  
8 where, what, when, and how the deficiency or improvement was identified  
9 and status of its correction or implementation. It will also allow the BLM  
10 to monitor fire equipment over the long term and aide in identifying trends.

### 11 **Funding Accessories and Upgrades**

12 Any equipment added to a fire engine which is not part of the current agency  
13 standard for the vehicle class (supplemental lighting, winches, special painting,  
14 radios, etc.) are add-on items and are not funded with WCF funds. The cost of  
15 fire engine package modifications and optional equipment, which is not in the  
16 current fire engine standard, (including the replacement/modification of  
17 equipment provided with the vehicle), is the responsibility of the state/region or  
18 local office.  
19

### 20 **Valid/Invalid Expenditures of WCF Funds**

#### 21 **Travel on WCF Funds**

22  
23 • **BLM** - Travel using WCF funds is allowed only for NIFC Fire Equipment  
24 Development Unit and National Business Center personnel attending pre-  
25 work conferences, serving as contracting officers, contracting officer  
26 representatives, or project inspectors on fire vehicle related contracts, and  
27 for other personnel associated with the delivery of a new fire engine or  
28 support vehicle.  
29

30 • **NPS** - Travel using WCF funding is allowed only for Fire Management  
31 Program Center and Accounting Operation Center staff attending pre-  
32 work conferences, serving as contracting officers or project inspectors on  
33 fire equipment related contracts. The WCF program also provides travel  
34 funding for park fire personnel to transport new fire equipment back their  
35 respective parks. WCF funds will not be used to transport new equipment  
36 back to parks commercially except under extenuating circumstances.  
37 Retrieval of new fire vehicles should be done by park fire individuals so as  
38 to obtain a thorough briefing of the operational features of that vehicle by  
39 the manufacturers.  
40

#### 41 **Vehicle Repairs, Maintenance**

42 • **BLM** - The costs of routine maintenance and repairs may be charged to  
43 the WCF. Repairs necessitated by fire operations must be charged to the  
44 benefiting activity.

45 • **NPS** - The cost of WCF vehicle repairs and maintenance is the  
46 responsibility of the individual parks.

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### Mid-Cycle Maintenance

- *BLM - Mid-cycle maintenance on fire engines may be required to help ensure that the vehicles reliability, integrity, safety, and cosmetic value are up to minimum standards. It is known that some wear and tear cannot be resolved through a regular maintenance schedule; and it is necessary to perform special maintenance on the vehicle. These costs are chargeable to the WCF but, before this mid-life maintenance can be initiated, required repairs must be identified. Estimates of the maintenance and repair cost must be completed prior to having the work completed. A copy of the estimate and approval shall be forwarded to the Fire Equipment Development Unit at NIFC so it can be placed in the vehicles history file.*
- *BLM - Mid-cycle maintenance does not include the cost of any item that should have been corrected at the time the damage occurred or repairs to equipment, which was not standard at the time of original purchase. Mid-cycle maintenance costs must not exceed 10% of the original acquisition cost of the vehicle without approval from the BLM Fleet Manager in coordination with the NIFC Fire Equipment Development Unit.*

### Fixed Ownership Rates (FOR's) Moved to the equipment chapter

These are the fees that are charged for each hour of operation for each fire vehicle in service. These fees continue to accumulate over the life of a vehicle, and are used to replace each vehicle at the end of its life cycle. The FOR is adjusted annually by the WCF manager to reflect changes in replacement costs due to inflation and/or changes in performance

### Use Rates

- *BLM - Use rates are independent of the FOR rates, and are adjusted annually to reflect all WCF costs associated with the administration, delivery, maintenance, and repair of vehicles in each vehicle class. These use rates may vary significantly from year to year, particularly in those vehicle classes which have low number of vehicles. (To aid in keeping these rates low, where possible, benefiting activities should be responsible and charged for any non-routine repairs and maintenance.)*

### Fire Equipment Committees

- *BLM - BLM National Fire Equipment Committee. The committee consists of the national chairperson, state equipment committee chairpersons (or designated representatives), a national office representative, Fire Equipment Development Unit supervisor, and National Business Center (NBC) equipment management specialist. Meetings are scheduled twice a year. Agenda items and topics are solicited from the national office and states. Formal meeting minutes containing findings and equipment recommendations are distributed for review prior to adoption.*

- 1 • **BLM** - BLM State/Geographic Area Fire Equipment Committees. Each  
2 state/geographic area should maintain a fire equipment committee which  
3 provides the following:
- 4 ➤ Establishes, coordinates, and standardizes internal (state) fire  
5 equipment management practices.
  - 6 ➤ Identifies equipment needs, deficiencies and develops proposals for  
7 presentation to the BLM National Equipment Committee.
  - 8 ➤ Provides a representative to the National Equipment Committee to  
9 present the states equipment requirements, improvements, and  
10 deficiencies.
- 11 • **NPS** - The NPS equipment committee meets twice yearly to identify  
12 equipment problems, needs, and NPS standards. This committee is  
13 comprised of engine foremen (captains), fire management officers, and  
14 representation from the Fire Use Modules. The permanent chairperson is  
15 the Fire Equipment and Facilities Specialist at the Fire Management  
16 Program Center.

#### 17 **Property Transfer/Replacement**

- 18 • **BLM** – Surplus - early turn-ins, and transfer fire vehicles may be  
19 transferred to another area for continued service with the approval of the  
20 State Director and BLM Fleet Manager. In these instances, the vehicle  
21 remains in the same class, and the FOR and use rates will continue to be  
22 charged to the unit acquiring the vehicle. Field Offices wishing to dispose  
23 of fire engine equipment prior to the normal replacement date may do so.  
24 In these instances, no future replacement is automatically provided and  
25 there is no accrued credit from the FOR collected on that unit prior to  
26 disposal. Field offices acquiring this type of equipment continue payment  
27 of the FOR and use rates.
- 28 • **BLM** - Replacements - Vehicles are replaced when they have met  
29 utilization replacement standards determined by hours or miles of use for  
30 each WCF vehicles class. If a vehicle must be replaced before it has met  
31 the replacement standard, the benefiting activity must fund the difference  
32 between the revenue collected by the WCF to replace the vehicle and cost  
33 of the replacement vehicle.
- 34 • **BLM** - Conversions - Offices in possession of fire engine equipment due  
35 for replacement have the option of replacing that equipment with vehicle(s)  
36 of another class. The change in NUS must be consistent with the approved  
37 FMP (conversion of two light engines to one heavy engine). State Director  
38 and Property Manager approval and sufficient contributions through the  
39 FOR or other funds to make up any difference in cost are required.
- 40 • **NPS** - Surplus vehicles for NPS will be excessed through the BLM Working  
41 Capital Fund Program. An SF-126 form will be submitted to the NPS Fire  
42 Equipment and Facilities Specialist upon receipt of new vehicle. After  
43 review, the form will be transferred to BLM. BLM will manage the  
44 disposal of all surplused WCF equipment. Residual value of sold excessed  
45 fire vehicles is returned back into the NPS WCF. Parks should not excess  
46 WCF fire equipment through normal GSA channels.

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## **Fitness Equipment and Facilities**

- *NPS - BDO-57 Occupational Medical Standards, Health and Fitness defines the minimum equipment needed to meet physical fitness goals. The following guidance will be used to specifically determine FIREPRO allocations for equipment purchase:*
- *NPS - The FIREPRO funding allocation will represent the percentage of mandatory fitness participants in a park. For example, park AX may have 20 total mandatory fitness participants in its health and fitness program, five (5) of whom are wildland firefighters. FIREPRO would pay 25 percent of the cost of equipment purchase.*
- *NPS - The regional fire management officer's approval is required for any anticipated purchases requiring FIREPRO contributions in excess of \$1,200.*
- *NPS - Where all of a park's mandatory fitness participants are wildland firefighters; FIREPRO will fund up to a maximum of \$1,200 per park for equipment purchase. The regional fire management officer's approval is required for purchases in excess of that amount.*
- *NPS - DO-57 indicates that health club costs must be borne by park management for mandatory fitness participants. However, in-park exercise facility development is the preferred option. Where this is not possible, health club costs, not to exceed \$360 per year, may be paid from FIREPRO funds for each wildland firefighter mandatory program participant. Approval from the regional fire management officer is required for annual fees that exceed \$360.*

## **Wildland Fire Uniform Standards**

- *NPS - The Servicewide Uniform Program Guideline (DO-43) sets forth the Servicewide policies and associated legal mandates for wearing the National Park Service (NPS) uniform and for authorizing allowances to employees.*
- *NPS - 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:*
  - *NPS - 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, FIREPRO program management funds may be used to support uniform purchases in accordance with allowance limits identified in DO-43.*
  - *NPS - While Nomex outerwear (i.e., shirts, trousers, brush-coats), routinely issued as personal protective equipment, has become recognized as the uniform of the wildland firefighter as a matter of necessity, these apparel also have justifiable utility as a uniform*

- 1 standard at the park level for certain FIREPRO and/or ONPS base-  
2 funded wildland fire staff.
- 3 ➤ *NPS - When the conventional NPS uniform or the full Nomex  
4 outerwear is not appropriate or justified, local management with  
5 park superintendent approval may establish a predetermined dress  
6 code for fire staff. The goals of the NPS uniform program can  
7 appropriately be applied (with common sense) to this departure from  
8 the norm.*
- 9 • *NPS - Where appropriate and justified, FIREPRO funds may be applied to  
10 the purchase of 100 percent cotton tee shirts and sweatshirts, and ball  
11 caps, with appropriate logo and color scheme, to augment the Nomex  
12 outerwear worn in conjunction with project or wildland fire management  
13 incidents. Nomex outerwear will usually be returned to the park's fire  
14 cache based on the tour of duty (end of season, transfer to another park,  
15 etc.).*
- 16 • *NPS - The fire management officer is responsible for establishing a  
17 reasonable allotment schedule for new or returning employees,  
18 commensurate with supplies provided in previous seasons. A suggested  
19 per person issuance is three to four tee shirts, one ball cap, and one  
20 sweatshirt (where appropriate). \$75 would normally be adequate to cover  
21 costs of this issuance.*
- 22 • *NPS - Just as with uniform allowance discussed in DO-43, the intent of  
23 FIREPRO-funded purchases is to defray the cost of the appropriate  
24 apparel, not necessarily to cover the cost of all items. This will not only be  
25 factored into the quantities deemed necessary for the individual, but would  
26 also preclude FIREPRO-funded purchases of fleece jackets, rain gear, and  
27 other personal items generally considered the responsibility of those  
28 employees not covered by the NPS uniform program.*

### 30 Fire Management Credentials

- 31 • *NPS - Official fire management credentials, with numbered badge, can be  
32 obtained by approved permanent or permanent less-than-full-time NPS  
33 employees. These credentials will be utilized for identification purposes  
34 only and will not be worn with the official NPS uniform or otherwise  
35 conflict with DO-43. Lost or stolen credentials, as government property,  
36 should be entered into NCIC for confiscation and return when found.*

### 38 Professional Liability Insurance Moved to the Personal chapter

39 With the passage of Public Law 106-58, agencies are now required to pay up to  
40 50% (no more than \$150) of the annual professional liability insurance  
41 premiums for qualified supervisors, management officials, and law enforcement  
42 officers who choose to purchase this insurance. Fire Management personnel may  
43 fall within the qualified supervisors and management official's categories.  
44 Refer to agency specific policies.

- 45 • *NPS - December 14, 1999 memorandum from the Associate Director,  
46 Administration to Regional Directors [P34 (2653)] transmitted the NPS*

- 1 *policy on these reimbursements and should be referred to for qualifications*
- 2 *and reimbursement criteria.*