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**Chapter 03**

**National Park Service Program Organization & Responsibilities**

**Agency Administrator Roles**

**Director**

The Director of the National Park Service is responsible to the Secretary of the Interior for fire management programs on public lands administered by the National Park Service. 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 XXX Management Performance Requirements for Fire XXX Management 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. Ensure sufficient qualified fire and non-fire personnel are available to support fire operations at a level commensurate with the local and national fire situations.	X	X	X

PERFORMANCE REQUIRED	NPS Director.	Regional Director.	Park Supt.
3. Ensure Fire Management Officers (FMOs) are fully qualified as identified in the <i>Interagency Fire Program Management Qualification Standards</i> .	X	X	X
4. Provide a written Delegation of Authority (DOA) to individual(s) responsible for wildland fire management activities to ensure an adequate level of operational authority, including Multiagency Command (MAC) Group authority, as appropriate. 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 will be prepared. This Inter-park Agreement will be accompanied by an annual delegation of authority. XXX Both the DOA and Inter-Park Agreement will remain valid until rescinded by either party, updates are needed, or personnel changes necessitate a revision and update.	X	X	X
5. Ensure applicable park resource management objectives are included in Fire Management Plan (FMP). Ensure FMP is annually reviewed and valid. Copies of the park's signed annual FMP Review and Update template (RM-18, Chapter 4, Exhibit 2) or packet, will be sent to the Regional FMO and to the FMPC in Boise.			X

PERFORMANCE REQUIRED	NPS Director.	Regional Director.	Park Supt.
6. Review and approve wildland fire preparedness funding based on and accurate and defensible readiness analysis. Review and approve fuels management funding requests.	X	X	X
7. Develop <del>XXX protection and fire use</del> <b>fire management</b> standards and constraints that are in compliance with agency fire policies.		X	X
8. Ensure use of fire funds is in compliance with Department and Agency policies.	X	X	X
9. Management teams will 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 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

PERFORMANCE REQUIRED	NPS Director.	Regional Director.	Park Supt.
12. Ensure fire and fire aviation preparedness reviews are conducted in all units each year. 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
13. Ensure an approved burn plan is followed for each prescribed fire project, including technical review and Go/No Go checklists are completed, follow-up monitoring and documentation to ensure management objectives are met.		X	X
14. Meet annually with major cooperators and review interagency agreements to ensure their continued effectiveness and efficiency (may be delegated).		X	X
15. 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
16. Provide management oversight by personally visiting wildland and prescribed fires each year.			X
17. Provide incident management objectives, written delegations of authority and Agency Administrator briefings to Incident Management Teams.			X
18. Monitor wildfire potential and provide oversight during periods of critical fire activity/situations.	X	X	X

PERFORMANCE REQUIRED	NPS Director.	Regional Director.	Park Supt.
19. Evaluate the need for resource advisors for all fires and assign as appropriate.			X
20. Convene and participate in annual pre- and post-season fire meetings.	X	X	X
21. Attend <i>Fire Management Leadership Course</i> .		X	X
22. Ensure appropriate investigations are conducted for incidents, entrapments and serious accidents.	X	X	X
23. 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
24. Ensure that the appropriate level response plan is completed and approved for all fires according to determined cost and complexity.	X	X	X
25. Ensure there is adequate direction in fire management plans to identify fire danger awareness with escalating fire potential.			X
26. 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.	X	X	X
27. Review prescribed fire plans and recommend or approve the plans depending upon the delegated authority. Ensure that the prescribed fire plan has been reviewed and recommended by a qualified technical reviewer who was not involved in the plan preparation.			X

PERFORMANCE REQUIRED	NPS Director.	Regional Director.	Park Supt.
28. At National Preparedness Level 4 and 5, approve the initiation or continuation of prescribed fire applications based on an assessment of risk, impacts of the proposed actions on area resources and activities and include feedback from the Geographic Area Multi-Agency Coordinating Group.		X	

1

2 **Fire Management Staff Roles**

3

4 **National Office**

5 The ~~XXX Fire Director~~ Chief, Division of Fire and Aviation (FAM Chief),  
6 NPS-NIFC, provides leadership for their fire and aviation management  
7 programs and assists regions and parks to develop, implement and maintain safe,  
8 effective and efficient fire and aviation management programs that meet land  
9 management objectives. The ~~Fire Director~~ is responsible and accountable for  
10 developing policy, program direction and international coordination. The ~~XXX~~  
11 ~~Fire Director~~ FAM Chief, along with the Branch Chiefs for Wildland Fire and  
12 Aviation, work with interagency cooperators to coordinate, reduce duplication,  
13 increase efficiencies in wildland fire management ~~XXX~~ and aviation, and  
14 provide feedback to regional offices on performance requirements.

15

16 **Regional Office**

17 The Regional Fire Management Officer (RFMO) provides leadership for their  
18 fire and fire aviation management program. The RFMO is responsible and  
19 accountable for providing planning, coordination, training, technical guidance  
20 and oversight to the park fire management programs. The RFMO also represents  
21 the Regional Director on interagency geographic coordination groups and Multi-  
22 Agency Coordination (MAC) Groups. The RFMO provides feedback to units  
23 on performance requirements.

24

25 **Park**

26 The Fire Management Officer (FMO) is responsible and accountable for  
27 providing leadership for fire and fire aviation management programs at the local  
28 level. The FMO determines program requirements to implement land use  
29 decisions through the Fire Management Plan (FMP) to meet land management  
30 objectives. The FMO negotiates interagency agreements and represents the  
31 Agency Administrator on local interagency fire and fire aviation groups.

32

33 The Superintendent annually shall provide and update the expectations of the  
34 FMO duties by means of two instruments. One is a limited Delegation of

- 1 Authority (DOA) that encompasses the scope of duties outlined above. The
- 2 other is an Inter-park Agreement for those cases where a Park Group FMO
- 3 handles defined duties on behalf of another NPS unit within the defined Park
- 4 Group.

5

6 **Fire Management Staff Performance Requirements for Fire Operations**

7

PERFORMANCE REQUIRED	XXX FIRE DIRECTOR 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 role, responsibilities, authority and accountability.	X	X	X

PERFORMANCE REQUIRED	XXX FIRE DIRECTOR FAM CHIEF	RFMO	FMO
9. Organize, train, equip and direct a qualified work force. Establish “red 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
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 managerial and operational resources to meet the need.	X	X	X
12. Initiate, conduct and participate in fire management related reviews and investigations, including converted and prescribed fires.	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. Ensure an appropriate level response plan is completed and approved for all fires according to policy.		X	X

PERFORMANCE REQUIRED	XXX FIRE DIRECTOR FAM CHIEF	RFMO	FMO
18. Monitor fire season severity predictions, fire behavior and fire activity levels. Take appropriate 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
20. Ensure a written/approved burn plan exists for each prescribed fire project.			X
21. Ensure effective transfer of command of incident management occurs and oversight is in place.	X	X	X
22. Develop and maintain agreements, annual 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.		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, pre-attack, prevention.	X	X	X
28. Ensure that reports and records are properly completed and maintained.	X	X	X

PERFORMANCE REQUIRED	XXX FIRE DIRECTOR FAM CHIEF	RFMO	FMO
29. Ensure fiscal responsibility and accountability in planning and expenditures.	X	X	X
30. 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
31. Effectively communicate the “natural role” of wildland fire to internal and external agency audiences.	X	X	X
32. Complete trespass actions when unplanned human-caused ignitions occur.		X	X
33. 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

1

2 **Requirements for Fire Management Positions**

3

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

8

9 All NPS employees assigned to wildland fire management incidents will meet  
10 the training and qualification standards set by the National Wildfire  
11 Coordinating Group.

12

13 The National Incident Management System (NIMS) training requirements for  
14 employees that participate in emergency response operations or support are  
15 outlined in the DOI Emergency Management Policy Guidance Bulletin 2007-1.  
16 This includes, but is not limited to, responses under the National Response  
17 Framework (NRF). All employees engaged in emergency related work,

1 including temporary or administratively determined emergency hires, must  
2 complete this training. Below are the minimum criteria established by the  
3 October 6, 2008 NPS Director Memorandum National Incident Management  
4 System Training Requirements for the four basic levels of personnel:

- 5 ● **Entry Level Personnel**
  - 6 FEMA IS-700: NIMS, An Introduction
  - 7 ICS-100: Introduction to ICS
- 8 ● **Single Resource Personnel, Non-Supervisory**
  - 9 IS-700, ICS-100 and ICS-200: Basic ICS or its equivalent
- 10 ● **Team Leaders, Supervisors, Emergency Operations Center (EOC)**  
11 **Staff, etc.**
  - 12 IS-700, IS-800.A NRP, ICS-100, ICS-200 and ICS-300 Intermediate
  - 13 ICS
- 14 ● **Command and General Staff, Regional Emergency Coordinators, EOC**  
15 **Managers, etc.**
  - 16 IS-700, IS-800.A, ICS-100, ICS-200, ICS-300 and ICS-400 Advanced
  - 17 ICS

18 Refer to Chapter 13 of the Interagency Standards for Fire and Fire Aviation  
19 Operations.

20  
21 All wildland fires will be managed by an individual qualified and certified at the  
22 command level appropriate to the complexity level of the incident.

23  
24 The qualification standards identified in the *Interagency Fire Program*  
25 *Management Qualifications Standards* will be required, in conjunction with  
26 specific agency requirements, when filling vacant fire program positions and as  
27 an aid in developing Individual Development Plans (IDPs) for employees.

## 28 29 **Training**

### 30 31 **Training for Park Superintendents**

32 The following training is required for park superintendents.

- 33 ● Fire Management Leadership

34  
35 The national course is the preferred alternative to the regionally-sponsored  
36 course. The training should be completed within two years of appointment to a  
37 designated management position.

### 38 39 **Training for Fire Management Officers**

40 The following training is required for fire management officers.

- 41 ● Refer to the Interagency Fire Program Management (IFPM) Standards and  
42 Qualifications required coursework per fire program complexity level.
- 43 ● M-3 Aviation Management for Supervisors (every 3 years).

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**NPS Firefighters General Training Requirements**

	One-Time Training	Recurring Training	Annual Training
All Firefighters	Hazardous Materials- First Responder Awareness Level  XXX Blood-borne Pathogen (on-line) Aviation B3:Helicopter/Airplane Safety-classroom	First Aid/CPR, every 2 years.  Defensive Driving every 3 years.  Aviation B3 (on- line), every three years.	RT-130 Annual Fireline Safety Training  EEO, Discrimination & Whistleblowing in the Workplace (on- line)  HazMat Refresher (on-line)  XXX Blood borne Pathogen (on-line)

4

**XXX Structural Fire and Hazardous Materials Response**

6

**Structural Fire Response Requirements (including vehicle, trash and dumpster fires)**

9 Structural fire suppression is a functional responsibility in many NPS units. Any  
10 structural fire response shall only be by personnel who have received the  
11 required training and are properly equipped. Vehicle, trash and dumpster fires  
12 contain a high level of toxic emissions and must be treated with the same  
13 caution that structural fires are treated. Firefighters must be outfitted with NFPA  
14 compliant structural fire personnel protective clothing, including self-contained  
15 breathing apparatus. Situations exist during the incipient phase of a vehicle fire  
16 where the fire can be quickly suppressed with the discharge of a handheld fire  
17 extinguisher. Discharging a handheld fire extinguisher during this phase of the  
18 fire will normally be considered an appropriate action. If the fire has gone  
19 beyond the incipient stage, employees are to protect the scene and request the  
20 appropriate suppression resources. In order to protect the health and safety of  
21 National Park Service personnel, no employee shall be directed, or dispatched  
22 (including self-dispatching) to the suppression of structural fires, including  
23 vehicle fires, unless they are provided with the required personnel protective  
24 equipment, firefighting equipment and training. All employees must meet or  
25 exceed the stands and regulations identified in Director's Order and Reference  
26 Manual #58, Structural Fire.

27

1 **Training Requirements for Firefighters Responding to Structural Fires**  
2 **(including Vehicle Fires)**

3 All wildland firefighters who respond to structural fires will meet the training  
4 requirements identified in Director's Order and Reference Manual #58,  
5 Structural Fire.

6  
7 **Medical Examination Requirements for Firefighters Responding to**  
8 **Structural Fires (including Vehicle Fires)**

9 All wildland firefighters who respond to structural fires will meet the medical  
10 requirements identified in Director's Order and Reference Manual #58,  
11 Structural Fire.

12  
13 **Physical Fitness for Wildland Firefighters Responding to Structural Fires**  
14 **(including Vehicle Fires)**

15 The physical fitness requirements are the same as for wildland fire arduous duty.

16  
17 **Hazardous Materials Response**

18 Hazardous material response or control is not a functional responsibility of  
19 wildland fire suppression resources. These incidents have tremendous potential  
20 to cause significant health and life safety issues. In order to protect the health  
21 and safety of NPS personnel, no employee shall be directed, or dispatched  
22 (including self dispatching) to an incident involving hazardous materials unless  
23 they are provided with the required personnel protective equipment and the  
24 appropriate certification level. NPS personnel on incidents involving hazardous  
25 material will limit their actions to those emergency services necessary for the  
26 immediate protection of themselves and the public and the prompt notification  
27 of appropriate public safety agencies. All wildland firefighters who are likely to  
28 witness or discover hazardous substances are required to complete the agency's  
29 First Responder Awareness (Level I) program, requiring 4-8 hours of initial  
30 training and an additional 4 hours of refresher training annually.

31  
32 **Delegation of Authority**

33  
34 **Delegation for Regional Fire Management Officers**

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

- 38 • Serves as the Regional Director's authorized representative on Geographic
- 39 Area Coordination Groups, including MAC groups.
- 40 • Coordinate and establish priorities on uncommitted fire suppression
- 41 resources during periods of shortages.
- 42 • Coordinate logistics and suppression operations region-wide.
- 43 • Relocate agency pre-suppression/suppression resources within the region
- 44 based on relative fire potential/activity.
- 45 • Correct unsafe fire suppression activities.
- 46 • Direct accelerated, aggressive initial attack when appropriate.

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- 1 • Enter into agreements to provide for the management, fiscal and operational
- 2 functions of combined agency operated facilities.
- 3 • Suspend prescribed fire activities when warranted.
- 4 • Give authorization to hire Emergency Firefighters in accordance with the
- 5 DOI Pay Plan for Emergency Workers.
- 6 • Approve emergency fire severity funding expenditures not to exceed the
- 7 Regional annual authority.

8

### 9 **NPS Duty Officer (DO)**

10 All Fire Management Officers are responsible to provide DO coverage during  
11 any period of predicted incident activities. DO's responsibilities may be  
12 performed by any individual with a signed Delegation of Authority from the  
13 local agency administrator. The required duties for all DOs are:

- 14 • Monitor unit incident activities for compliance with NPS safety policies.
- 15 • Coordinate and set priorities for unit suppression actions and resource
- 16 allocation.
- 17 • Keep agency administrators, suppression resources and Information
- 18 Officers informed of the current and expected situation.
- 19 • Plan for and implement actions required for future needs.
- 20 • Document all decisions and actions.

21

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

28

### 29 **Capital Equipment Committee**

30

31 The NPS Capital Equipment Committee meets twice yearly to identify  
32 equipment problems, needs, priorities and NPS standards for all wildland fire  
33 vehicles (WCF and non-WCF). This committee is comprised of engine foremen  
34 (captains), fire management officers and representation from the wildland fire  
35 modules. The permanent chairperson is the Fire Equipment and Facilities  
36 Specialist at the Fire Management Program Center.

37

### 38 **Vehicle Color and Marking**

39 Vehicles dedicated to wildland fire activities shall be white in color and have a  
40 single four-inch wide red reflective stripe placed according to NFPA 1906  
41 (NFPA 1906 **XXX 7-6.2 1995** 8.8.3, 2006 edition). The word "FIRE" red with  
42 white background color will be centered on the front fenders. "FIRE" **may also**  
43 **XXX will** be placed on the front and rear of the vehicle. The NPS Arrowhead  
44 will be placed on the front doors. The size and placement of the arrowhead will  
45 be as specified in RM-9. An identifier will be placed on the vehicle according to

1 local zone or GACC directions. Roof numbers will be placed according to local  
 2 zone procedures.

3  
 4 **Engine Staffing Standards**

5 **XXX** If no ENGB is assigned, then the apparatus is designated as a Patrol or  
 6 **Prevention vehicle, not as an Engine.**

7

Engine Type	Target †Daily Staffing	WCF Mandatory Staffing During Defined Season	Minimum 410-1 Standards	Min Quals, out-of-park Response	Min Quals, In-park Response
3	5*	4*	3	ENGB, 2-FFT2	ENGB, 2-FFT2
4	5*	4*	2	ENGB, 2-FFT2	ENGB, FFT2
5	5*	4*	2	ENGB, 2-FFT2	ENGB, FFT2
6	3	3	2	ENGB, 2-FFT2	ENOP**, FFT2
7	3	2	2	ENGB, FFT2	<b>XXX</b> ENOP**, FFT2-See Below ***

8 † When stasured available for off-park assignments  
 9 \* Engines staffed with more than 3 will always have a qualified engine operator  
 10 (ENOP) in addition to an ENGB

11 \*\* ENOP must also be qualified as ICT5  
 12 **XXX\*\*\*** Determined by Park Superintendent and/or FMO, minimum FFT2

13  
 14 ENOP is an agency specific qualification. To add this position to an employee  
 15 in IQCS, use the NPS00 SetID.

16  
 17 NPS ENOP Prerequisites: FFT1, L-280, RT130, FITCAT, ENOP PTB  
 18 ENOP PTB can be found at: <http://www.nwcc.gov/pms/taskbook/taskbook.htm>

19  
 20 **XXX Lights and Siren Response**

21  
 22 Responding to National Park Service (NPS) wildland fire incidents normally  
 23 does not warrant the use of emergency lights and siren to safely and effectively  
 24 perform the NPS mission. However, there may be rare or extenuating  
 25 circumstances when limited use of lights and siren is appropriate and necessary  
 26 due to an immediate threat to life.

27  
 28 Those units that determine a lights-and-siren response is necessary to meet  
 29 mission requirements must develop an operating plan that ensures the following:

- 1
- 2 1. All vehicles (command, engines, etc.) will be properly marked, equipped and
- 3 operated in accordance with state statutes, codes, permits and NPS requirements.
- 4 2. Drivers will complete training in the proper use of lights and siren response in
- 5 accordance with National Fire Protection Association (NFPA) 1451 and 1002
- 6 standards, as well as any state requirements.
- 7 3. Drivers responding with lights and sirens will be minimally qualified as
- 8 engine operator.
- 9 4. Lights and sirens will meet NFPA and state code requirements.
- 10 5. Posted speed limits will be followed at all times, regardless of response type.
- 11 6. Operators will stop or reduce speed as circumstances dictate prior to
- 12 proceeding through all intersections.
- 13 7. Traffic light changing mechanisms (e.g., Opticons) will only be used under
- 14 formal written agreement with state and local governments. They will be used
- 15 only when they are necessary to create safe right-of-way through urban high-
- 16 traffic areas. All pertinent state and local statutes and procedures will be adhered
- 17 to.
- 18 8. Authorization to respond with lights and sirens does not cross state lines. No
- 19 driver will be authorized by one state to operate with lights and sirens in another
- 20 state.

21

### 22 **Working Capital Fund**

23 Most wildland fire vehicles are funded and managed under the Working Capital  
24 Fund (WCF) Fire Equipment Program through the Fire Management Program  
25 Center. The working capital funding for the program is administered through an  
26 interagency agreement with the BLM. The NPS's WCF fire equipment program  
27 acquires specialized equipment including: engines, crew carriers, support  
28 vehicles and water tenders to meet the NPS's fire program requirements.  
29 Specialized fire equipment design and specifications are developed through the  
30 analysis of identified needs and survey of new technologies. Acquisition of units  
31 is done through contracting with vendors identified on GSA contracts.

32

### 33 **Fire Equipment Development**

34 The Fire Equipment and Facilities Specialist, located at NIFC, is responsible for  
35 ordering, receiving, inspection and distribution of new fire equipment.

36

### 37 **Upgrades and Accessories**

38 For equipment funded through the WCF, options added by parks that are not  
39 part of the current agency standard (e.g. supplemental lighting, winches, special  
40 paint, radios, etc.) are considered add-on items and are not funded with WCF  
41 funds. The cost of the modifications and optional equipment is the  
42 responsibility of the regional or local office. It is the responsibility of the Fire  
43 Equipment and Facilities Specialist to ensure that add-on equipment is safely  
44 and professionally installed and that it does not compromise the designated  
45 function, safety, or weight limits of the equipment/vehicle. Park units are not

1 permitted to add options to WCF vehicles without prior authorization from the  
2 Fire Equipment and Facilities Specialist.

3

#### 4 **Travel on FMPC Funds**

5 Travel using FMPC funding is allowed for Fire Management Program Center  
6 and Accounting Operation Center staff attending pre-work conferences, serving  
7 as contracting officers or project inspectors on fire equipment related contracts.  
8 The FMPC **also will not** provide travel funding for park personnel to transport  
9 new specialized fire vehicles back their respective parks ~~or at the discretion of~~  
10 ~~the Fire Equipment and Facilities specialist to transport equipment~~  
11 ~~commercially~~. Ideally the retrieval of new vehicles should be done by park fire  
12 individuals so they can obtain a thorough briefing of the operational features of  
13 the vehicle by the manufacturer.

14

#### 15 **Vehicle Repairs **XXX** and Maintenance**

16 The cost of all vehicle repairs and maintenance is the responsibility of the  
17 individual parks unless the damage is directly attributable to operations on a  
18 wildfire. In that case, with approval from the IC, the damages may be paid for  
19 under the fire's suppression account. Daily preventative maintenance checks,  
20 regular servicing and prompt repairs are critical to providing mission readiness,  
21 performance and safe operation. Wildland fire vehicles that are not  
22 operationally sound or have safety deficiencies must not be put into service. In  
23 addition, vehicles that suffer from mechanical or safety issues while enroute or  
24 on assignment must be taken out of service at the earliest opportunity in which it  
25 is safe to do so and must not be put back into service until corrective action can  
26 be completed.

27

#### 28 **Fixed Ownership Rates (FORs)**

29 FORs are fees that are paid into the WCF annually for each vehicle in the  
30 program. These fees continue to accumulate over the life of a vehicle and are  
31 used to replace each vehicle at the end of its life cycle. The FOR is adjusted  
32 annually by the WCF manager to reflect changes in replacement costs due to  
33 inflation and/or changes in standards.

34

#### 35 **Property Transfer/Replacement**

36 Surplus vehicles originally purchased through the WCF will be excessed  
37 through a defined process with funds generated from the sale returned to the  
38 BLM Working Capital Fund Program. To initiate disposal of surplus vehicles, a  
39 SF-126 form will be submitted to the NPS Fire Equipment and Facilities  
40 Specialist (FEFS) upon receipt of new vehicle. After review, the FEFS will ask  
41 the Capital Equipment Committee to determine if there is priority placement  
42 needed for the surplus unit within the NPS and the Park unit's cooperators. If  
43 so, a fair market value will be established and the receiving park unit or  
44 cooperator will reimburse the WCF for that amount. If there is no identified  
45 need or interest within the NPS or cooperator community, the SF-126 form will  
46 be transferred to BLM. The BLM will manage the disposal of all surplus

1 WCF equipment. Sale proceeds from excess fire vehicles are returned back  
 2 into the WCF. Parks should not excess WCF fire equipment through normal  
 3 GSA channels. Vehicles not purchased through the WCF should be disposed of  
 4 per current NPS property disposal procedures.

7 **Fitness Equipment and Facilities**

9 DO/RM-57 Occupational Medical Standards, Health and Fitness defines the  
 10 minimum equipment needed to meet physical fitness goals. The following  
 11 guidance will be used to specifically determine fire funding expenditures for  
 12 equipment purchase:

- 14 • The fire funding expenditure will represent the percentage of arduously-  
 15 rated fitness participants in a park. For example, park XX may have 20  
 16 total arduously-rated fitness participants in its health and fitness program,  
 17 five of whom are wildland firefighters. Fire funding would pay 25 percent  
 18 of the cost of equipment purchase.
- 19 • Where all of a park’s mandatory fitness participants are wildland  
 20 firefighters; fire will fund up to a maximum of \$1,200 per park per year for  
 21 equipment purchase. The Regional Fire Management Officer’s approval is  
 22 required for purchases in excess of that amount.
- 23 • **DO 57/RM indicates that** Health club costs must be borne by park  
 24 management for mandatory fitness participants. However, in-park exercise  
 25 facility development is the preferred option. Where this is not possible,  
 26 health club costs, not to exceed \$360 per year, may be paid from fire funds  
 27 for each wildland firefighter mandatory program participant. Approval  
 28 from the regional fire management officer is required for annual fees that  
 29 exceed \$360.

31 **Firefighter Target Physical Fitness Standards**

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

	Age 20-29	Age 30-39	Age 40-49	Age 50 & 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

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

Altitude in feet	1.5 mile run time adjustment
------------------	------------------------------

0 - 5,000	No adjustment
5,000 - 6,000	Add 30 seconds
6,000 - 7,000	Add 40 seconds
7,000 - 8,000	Add 50 seconds

1

**2 National Fire Operations Fitness Challenge**

3 The national fire operations fitness challenge encourages and recognizes  
4 achievement in physical fitness by NPS firefighters. The fitness challenge  
5 provides a common system by which NPS firefighters can measure current  
6 fitness, establish fitness goals and track fitness improvement. The fitness  
7 challenge is voluntary, but NPS firefighters are encouraged to participate. The  
8 fitness challenge tests participants in four basic exercises - push-ups, pull-ups,  
9 sit-ups and a timed run of 1.5 miles. Test results are compiled into a final  
10 overall score. Unit and Regional offices are encouraged to support and  
11 recognize achievement in firefighter fitness. Specific information on the fitness  
12 challenge is located at  
13 [www.blm.gov/nifc/st/en/prog/fire/fireops/fitness\\_challenge.html](http://www.blm.gov/nifc/st/en/prog/fire/fireops/fitness_challenge.html).

14

15

**16 Wildland Fire Uniform Standards**

17

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

21

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

28

- 29 • Within the context of the uniform standards, if the conventional NPS  
30 uniform is identified at the local level as required for specified fire  
31 management staff, fire program management funds may be used to support  
32 uniform purchases in accordance with allowance limits identified in DO-43.
- 33 • While Nomex outerwear (i.e., shirts, trousers, brush-coats), routinely issued  
34 as personal protective equipment, has become recognized as the uniform of  
35 the wildland firefighter as a matter of necessity, these apparel also have  
36 justifiable utility as a uniform standard at the park level for certain fire  
37 and/or ONPS base-funded wildland fire staff.
- 38 • When the conventional NPS uniform or the full Nomex outerwear is not  
39 appropriate or justified, local management with park superintendent  
approval may establish a predetermined dress code for fire staff. The goals

1 of the NPS uniform program can appropriately be applied (with common  
2 sense) to this departure from the norm.

3  
4 Where appropriate and justified, fire funds may be applied to the purchase of  
5 100 percent cotton tee shirts, sweatshirts and ball caps, with appropriate logo  
6 and color scheme, to augment the Nomex outerwear worn in conjunction with  
7 project or wildland fire management incidents. Nomex outerwear will usually  
8 be returned to the park's fire cache based on the tour of duty (end of season,  
9 transfer to another park, etc.).

10  
11 The fire management officer is responsible for establishing a reasonable  
12 allotment schedule for new or returning employees, commensurate with supplies  
13 provided in previous seasons. A suggested per person issuance is three to four  
14 tee shirts, one ball cap and one sweatshirt (where appropriate). \$100 would  
15 normally be adequate to cover costs of this issuance.

16  
17 Just as with uniform allowance discussed in DO-43, the intent of fire-funded  
18 purchases is to defray the cost of the appropriate apparel, not necessarily to  
19 cover the cost of all items. This will not only be factored into the quantities  
20 deemed necessary for the individual, but would also preclude fire-funded  
21 purchases of fleece jackets, rain gear and other personal items generally  
22 considered the responsibility of those employees not covered by the NPS  
23 uniform program. Exceptions to this should be well-justified and documented.

#### 24 25 **Fire Management Credentials**

26 Official fire identification credentials are approved for issuance to National Park  
27 Service (NPS) employees with fire as a primary or secondary responsibility as  
28 identified in their individual position descriptions and approved by Firefighter  
29 and Law Enforcement Retirement Team (FLERT). These credentials provide  
30 fire personnel with similar professional identification as being used by many fire  
31 cooperators. The fire credentials consist of a badge, identification card and case  
32 that are issued as government property. The badge complies with national fire  
33 standards, has red trim and labeled as Fire Chief, Fire Manager or Firefighter.  
34 The fire credentials are to be carried in a wallet type case and utilized for  
35 identification purposes only and will not be worn with the official NPS uniform  
36 or otherwise conflict with DO-43. Lost or stolen credentials, as government  
37 property, should be entered into NCIC for confiscation and returned when  
38 found.

#### 39 40 **Invasive Species Management**

##### 41 **Operational Guidelines for Aquatic Invasive Species**

42 In order to prevent the spread of aquatic invasive species, it is important that fire  
43 personnel, not only recognize the threat aquatic invasive species pose to  
44 ecological integrity, but how our fire operations and resulting actions can

- 1 influence their spread. Each geographic area may have specific guidelines  
2 related to localized aquatic invasive species. Therefore, it is recommended that  
3 you consult established local jurisdictional guidelines for minimizing the spread  
4 of aquatic invasive species and for equipment cleaning guidance specific to  
5 those prevalent areas and associated species.  
6
- 7 To minimize the potential transmission of aquatic invasive species, it is  
8 recommended that you:
- 9 • Consult with local biologists, resource advisors (READ) and fire personnel  
10 for known aquatic invasive species locations in the area and avoid them  
11 when possible.
  - 12 • Avoid entering (driving through) water bodies or saturated areas whenever  
13 possible.
  - 14 • Avoid transferring water between drainages or between unconnected waters  
15 within the same drainage when possible.
  - 16 • Use the smallest screen possible that does not negatively impact operations  
17 and avoid sucking organic and bottom substrate material into water intakes  
18 when drafting from a natural water body.
  - 19 • Avoid obtaining water from multiple sources during a single operational  
20 period when possible.  
21
- 22 Remove all visible plant debris, soil and other materials from external surfaces  
23 of gear and equipment after an operation. If possible, power-wash all accessible  
24 surfaces with clean, hot water (ideally > 140° F) in an area designated by a local  
25 READ.