

1 **Chapter 6**
2 **BIA Program Organization and Responsibilities**

3 **Bureau of Indian Affairs Fire Management Policy**

4 Policy and responsibility for the Bureau of Indian Affairs (BIA) WFM program
5 is documented in the Indian Affairs Manual (IAM), Part 90, Chapter 1. This part
6 identifies the authorities, standards, and procedures that have general and
7 continuing applicability to wildland fire activities under the jurisdiction of the
8 Assistant Secretary – Indian Affairs.

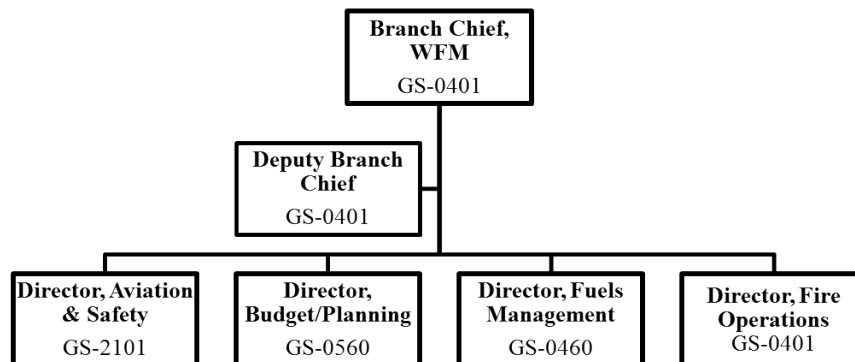
9 **BIA Mission**

10 The Bureau of Indian Affairs Mission is to enhance the quality of life, to
11 promote economic opportunity and to carry out responsibility to protect and
12 improve the trust assets of American Indians, Indian Tribes, and Alaska Natives.

13 **BIA Fire Operations Website**

14 BIA Fire Operations maintains a website that hosts operational, informational,
15 and policy-related documents. The website also contains information about the
16 following programs: Job Recruitment, BIA Training, Pathways Internship
17 Program, Fuels Management, Aviation Safety and Wildland Fire Prevention.
18 The address to the BIA Fire Management website is
19 <https://www.bia.gov/bia/ots/dfwfm/bwfm>.

20 **Branch of Wildland Fire Management Organization**



1 Agency Administrator's Roles

2 The following positions are responsible for WFM activities of the Bureau
3 (including such activities when contracted for, in whole or in part, with other
4 Agencies or Tribes) under the statutes cited in 620 DM 1.1.

5 Director, Bureau of Indian Affairs

6 Responsible for the implementation of an effective WFM program:

- 7 • Responsible for implementation of policies and recommendations in the
8 Federal Wildland Fire Management Policy;
- 9 • Adopts and establishes wildfire prevention policies to protect Indian Lands
10 and Indian natural resources from human-caused wildfires;
- 11 • Ensures compliance and capacity to comply with statutes, regulations, IA
12 policy, and Department of the Interior (DOI) policy applicable to the
13 prevention of human-caused wildfires on Indian Lands;
- 14 • Represents Indian Affairs on the Federal Fire Policy Council; and
- 15 • Approves national level cooperative wildland fire management agreements
16 with other Federal agencies and interagency wildland fire coordinating
17 groups.

18 Director, Office of Trust Services

- 19 • Implements the policies and recommendations in the Federal Wildland Fire
20 Management Policy and Program Review Report;
- 21 • Reviews and recommends national wildfire prevention policy for Indian
22 Country;
- 23 • Coordinates wildfire prevention activities among and between Office of
24 Trust Services programs;
- 25 • Coordinates with Division Directors to ensure consistent implementation of
26 wildfire prevention policies;
- 27 • Provides for the coordination of wildland fire management activities with
28 other Federal, state, and non-government fire protection agencies; and
- 29 • Represents Indian Affairs in Interior Fire Executive Council and Fire
30 Executive council.

31 Division Chief, Forestry and Wildland Fire Management

- 32 • Provides overall direction to the wildland fire management program.

33 Branch Chief, Wildland Fire Management

- 34 Responsible to recommend policies and standards for firefighter safety, training,
35 prevention, suppression and use of wildland fires on Indian Trust lands.
- 36 • Recommends policies, standards and guidance to the Bureau Director on the
37 use of prescribed fire and fuels management to achieve fuels management
38 and resource management objectives;
 - 39 • Integrates wildland fire management into natural resource management;
 - 40 • Establishes wildland fire management position competencies, standards and
41 minimum qualifications for fire management officers, wildland fire
42 specialists and leaders based on federal interagency standards;

- 1 • Implements national fire programs and activities including: current planning
2 model, preparedness, fuels management, community assistance, prevention,
3 emergency wildland fire operations, post fire activities, medical standards,
4 and Interagency Fire Program Management Qualifications (IFPM);
- 5 • Reviews and evaluates regional wildland fire management programs;
- 6 • Represents or delegates representation for Indian Affairs in the coordination
7 of overall wildland fire management activities at the National Interagency
8 Fire Center (NIFC) and coordinates Indian Affairs representation on intra-
9 and interagency wildland fire committees, groups and working teams,
10 which include but are not limited to:
 - 11 a. National Wildfire Coordinating Group (NWCG)
 - 12 b. Fire Management Board
 - 13 c. Executive Aviation Committee (EAC)
 - 14 d. National Interagency Aviation Council (NIAC)
 - 15 e. Interior Fire Executive Council
 - 16 f. National Multi-Agency Coordinating Group (NMAC)
 - 17 g. Information Technology Management Advisory Board (ITAB)
- 18 • In conjunction with other Federal Fire Directors, establishes priorities for
19 assignment of critical resources during wildland fire emergencies;
- 20 • Initiates or participates in boards of review concerning actions taken on
21 selected wildland fires;
- 22 • Oversees prevention policy development and evaluates impacts on other
23 wildland fire programs;
- 24 • Provides policy and procedural guidance to Regional Directors to achieve
25 wildland fire prevention and education objectives;
- 26 • Negotiates cooperative agreements and/or modification of existing national
27 level agreements to improve wildland fire management activities on Indian
28 trust and restricted lands;
- 29 • Develops policies and standards for firefighter safety, equipment and
30 training for the prevention, investigation, suppression and use of wildland
31 fires on Indian trust and restricted lands;
- 32 • Reviews funding requests for fuels management, prevention, community
33 assistance, facility construction, subsidiary and rehabilitation requests;
34 makes determinations on funding levels and recommends approval to the
35 Director, Office of Trust Services, based on guiding principles in the
36 Federal Fire Policy, National Fire Plan (NFP), supporting documents and
37 Secretarial directives;
- 38 • Approves and makes determination of funding levels for severity and post
39 fire activity requests; and
- 40 • Oversees the national casual and vendor payment programs for emergency
41 incident payments.

1 BIA Fire Leadership Team

2 The BIA, Branch of Wildland Fire Leadership Team (FLT) provides national
3 level direction and guidance to the Bureau's Wildland Fire Management
4 program. The team is accountable to the Chief, Division of Forestry and
5 Wildland Fire Management. The FLT provides guidance on the development of
6 national level policy related to the Wildland Fire management program and
7 oversees budget formulation activities and execution of the annual Bureau
8 Wildland Fire budget.

- 9 ● The FLT membership is comprised of senior leadership within the Branch
10 of Wildland Fire Management.
- 11 ● The Chief, Division of Forestry and Wildland Fire management, and the
12 Branch Chief of Forest Resources Planning are ad-hoc members.
- 13 ● The team includes a Regional Fire Management Officer to provide regional
14 context on field-level topics having national implication.
- 15 ● A Tribal representative facilitates Tribal engagement and supports
16 consultation requirements when necessary.

17 Regional Directors

18 Responsible for ensuring activities and/or plans reflect a commitment to safety
19 and a state of readiness commensurate with values at risk to minimize wildland
20 fire loss.

- 21 ● Oversees allocation model implementation, preparedness, fuels
22 management, community assistance, prevention, emergency wildland fire
23 operations, post fire activities, medical standards, and IFPM standards;
- 24 ● Develops regional level cooperative fire protection agreements;
- 25 ● Ensures that wildfire prevention needs are met;
- 26 ● Ensures that activities and/or plans reflect a commitment to firefighter and
27 public safety and the reduction of property loss;
- 28 ● Integrates wildland fire prevention program evaluations into fire readiness
29 reviews conducted at Tribal and agency locations;
- 30 ● Submits funding requests to Director of Operations, Branch of Fire
31 Management for severity, fuels management, prevention, community
32 assistance, facility construction, subsidiary and post fire activities;
- 33 ● Ensures prevention needs are included in national long-term severity
34 requests;
- 35 ● Directs regional movement of fire management personnel and equipment to
36 meet emergency needs;
- 37 ● Oversees wildland fire prevention management programs within the region;
- 38 ● Develops regional directives for standards and additional procedural policy,
39 as needed, for wildland fire prevention planning, operational
40 implementation, evaluation and fiscal accountability;
- 41 ● Determines when a critical fire situation has exceeded agency capability and
42 ensures that qualified personnel take immediate charge of fire suppression

- 1 activities; requests assistance when the wildfire situation exceeds the
2 capability of the region's resources;
- 3 ● Certifies funding authorizations submitted by agency offices for estimated
4 costs exceeding \$5,000,000, and approves all decisions in WFDSS for fires
5 exceeding \$5 million dollars;
 - 6 ● Approves decisions over \$10 million dollars as delegated by the Bureau
7 Director. Notifies the Bureau Director when individual fires are anticipated
8 to exceed \$10 million dollars in cost;
 - 9 ● Approves all initiation or continuance of prescribed fire burn and wildland
10 fire use plans at National Fire Preparedness Planning Level 4 and 5;
 - 11 ● Assigns boards of review on selected individual wildland fires which
12 presented unusual problems or situations;
 - 13 ● Provides direction for cooperative agreements, self-determination contracts,
14 and self-governance compacts with tribes for wildland fire management
15 programs as needed;
 - 16 ● Coordinates and implements regional fire preparedness planning activities;
 - 17 ● Approves and certifies that agency and Tribal WFPP's meet or exceed the
18 IA policy requirements for wildfire prevention;
 - 19 ● Oversees the region-wide casual and vendor payment programs for
20 emergency incident payments;
 - 21 ● Represents Indian landowners interests and Indian Affairs on Geographic
22 Area Coordination Groups and on Multi-Agency Coordinating (MAC)
23 groups;
 - 24 ● Coordinates with the Office of Justice Services (OJS) Special Agent in
25 Charge when criminal activity associated with wildfires occurs on Indian
26 Lands; and
 - 27 ● Develops region-wide wildfire investigation policies and procedures.

28 **Agency Superintendent (unless excepted in regional directives)**

- 29 Ensures that every wildland firefighter, fireline supervisor and fire manager
30 takes positive action to obtain compliance with established standards and safe
31 firefighting practices.
- 32 ● Protects Indian trust and restricted lands from wildfire by taking appropriate
33 action as specified in the approved fire management plan to meet Indian
34 landowner objectives or in the absence of an approved plan, takes
35 immediate suppression action, consistent with other standards;
 - 36 ● Develops plans, prepares agreements and implement activities for
37 prescribed fires, wildland fire use, community assistance and/or other fuel
38 management activities in accordance with approved implementation plans
39 and established standards and guidelines;
 - 40 ● Ensures agency fire management personnel develop and maintain fire
41 management job qualifications and meet physical fitness standards in
42 accordance with policy and assign personnel to fire suppression, prescribed

- 1 fire, wildland fire use activities according to qualifications and
- 2 demonstrated ability;
- 3 ● Manages personnel to ensure that prevention goals and objectives are being
- 4 achieved;
- 5 ● Develops, updates, and maintains the local fire preparedness planning
- 6 activities, wildland fire prevention plan, annual mobilization plans, and
- 7 ensures initial attack capability and management personnel availability to
- 8 provide for an adequate level of protection from wildfire;
- 9 ● Initiates, develops, and implements approved post fire activities to prevent
- 10 unacceptable resource degradation and to minimize threats to life or
- 11 property resulting from wildfire;
- 12 ● Initiates, develops, and implements approved rehabilitation activities to
- 13 protect and sustain ecosystems, public health, safety, and to help
- 14 communities protect infrastructure;
- 15 ● Develops, updates and maintains agency Fire Management Plan's;
- 16 ● Negotiates cooperative agreements with adjacent protection organizations
- 17 as needed;
- 18 ● Negotiates reimbursable agreements with Tribal, local, state, and other
- 19 federal agencies for wildland fire management activities as needed;
- 20 ● Recommends a board of review be established to review actions taken on
- 21 selected individual fires;
- 22 ● Ensures that all escaped prescribed fire or any prescribed fire that results in
- 23 resource or property damage are reviewed or investigated;
- 24 ● Requests assistance through appropriate interagency channels when the fire
- 25 situation exceeds the capabilities of the agency's resources;
- 26 ● Initiates investigation of trespass from wildfires to determine cause and
- 27 origin and if fire trespass has occurred;
- 28 ● Ensures established wildfire investigation procedures and guidance are
- 29 followed;
- 30 ● Coordinates with appropriate law enforcement agency when wildfire crimes
- 31 are suspected and/or detected;
- 32 ● Enters and maintains employee fire qualifications in the Incident
- 33 Qualification Certification System (IQCS) and enters and maintains fire
- 34 occurrence in the Bureau fire reporting system;
- 35 ● Coordinate the development of Published Decisions within WFDSS for all
- 36 fires identified as requiring a decision and consistent with authority
- 37 identified in Chapter 11.
- 38 ● Maintains fiscal integrity in the use of the casual pay and vendor programs;
- 39 ● Has responsibility for the adhering to the Administratively Determined
- 40 (AD) Pay Plan for Emergency Workers (Casuals) hiring authority in
- 41 accordance with the pay plan policy;
- 42 ● Using prevention funding to implement the wildfire prevention actions in
- 43 the agency or Tribal WFPP; ensuring that carryover is held to below the
- 44 one-half of one percent; and

- 1 • Has responsibility for financial and accountability oversight for all wildland
2 fire management programs.

3 **Tribal Contracts/Compacts**

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

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

15 **Fire Management Administration**

16 These guidelines are intended to be used by the Bureau and Indian Tribes when
17 negotiating annual funding agreements, whether P.L. 93-638 contracts (Title I)
18 or Self-Governance Compacts (Title V).

19 **Guiding Principles**

- 20 • Indian Tribal fire management programs are held to the same standards as
21 Bureau fire management programs. Both Bureau and Indian Tribal
22 programs will strive to achieve excellence.
- 23 • Indian Tribal and Bureau WFM programs receive equal consideration for
24 available budget and resources.
- 25 • The Bureau is committed to working with Indian tribes to ensure the
26 success of their WFM programs.
- 27 • Indian tribes who desire to compact or contract national, regional or agency
28 fire program functions or services provided by the Bureau, to benefit more
29 than one Indian tribe, must have a plan to provide comparable functionality
30 or services and agreement of other affected Indian tribes.

31 **Inherently Federal Activities**

- 32 • Hiring, termination and paying Federal employees including
33 Administratively Determined (AD) Emergency Workers (Casuals).
- 34 • The AD hiring authority is an inherently Federal activity and requires
35 Federal Government supervision. The AD hiring authority is granted
36 through the DOI to the BIA, and cannot be delegated to a Tribally
37 contracted or compacted program. However, Tribal programs can gather
38 documentation to assist in meeting the requirements of the AD Pay Plan for
39 Casuals and specific national guidance.
- 40 • Approval, consolidation and submission of budget requests.
- 41 • Obligating federal funds.

- 1 • Approval of resource management or land use plans, fire management plans
2 (FMP's), NEPA documents, wildland fire decision support system
3 (WFDSS) documents, post wildland fire activity (ES/BAER) plans, and
4 Delegations of Authority to incident management and post fire activity
5 teams. The Bureau must approve the documents in the preceding sentence
6 to fulfill its trust responsibility in resource protection.

7 **Program Operational Standards**

- 8 • Unless waivers to the following standards are explicitly approved and
9 identified in Tribal annual funding agreements, the following standards will
10 apply to Tribal fire management programs (Personnel Qualifications (90
11 IAM Chapter 3, 3.1, C.) (1) and (2)):
- 12 • Adherence to the NWCG Wildland and Prescribed Fire Qualification
13 System Guide is mandatory for all firefighters fighting wildfires on and off
14 their respective jurisdictions.
- 15 • Adherence to the IFPM Guide standards are mandatory for fire program
16 management officers, fire specialists and fire project leaders.
- 17 • Self-governance compact standards for qualification, physical fitness and
18 safety will be those established by the parties to the agreement, but will not
19 be less than NWCG and IFPM standards when mobilized off their Tribal
20 lands.
- 21 • Tribal fire management officers are responsible for certifying Tribal
22 program employee qualifications and maintaining records of their employee
23 qualifications. They may use the firefighter qualifications/ certification
24 component of the Incident Qualification and Certification System (IQCS).
25 They may choose to do so, but are not required to use that system.
- 26 • Fire occurrence reports will be encoded to the Wildland Fire Management
27 Information (WFMI) System within two weeks after a wildfire is declared
28 out. Obligating government funds is an inherently federal function and fire
29 reports are an essential element in accounting for the obligation of Federal
30 funds.
- 31 • Placing resource orders for Incident Management Teams (IMT) to manage
32 extended, large fire operations or for post wildland fire activity teams
33 requires the involvement of the Bureau. All actions require that the Bureau
34 approve delegations of authority to teams.

35 **Program Planning**

36 There are various types and levels of planning required to conduct a fire
37 management program, and are described below;

38 **Fire Program Workload Shares**

39 The Fire Program Workload Shares Assessment (WSA) supports preparedness
40 budget distribution from the Regional Offices to their field-level units. It is
41 intended to supplant the Most Effective Level (MEL) budget values that were
42 generated by the former Fire Management Program Analysis (FMPA) process.

1 The WSA uses the Graphical Network Interface (GeNIe) computer application
2 to define program workload elements and assign breakpoints (to classify and
3 normalize empirical data) and weights. Unlike purely subjective processes,
4 GeNIe ensures that the decision criteria are documented, the math is performed
5 without error, and the outputs can be readily reproduced.

6 Upon completion of the assessment, the WSA yields the percentage workload
7 share for each unit evaluated, in reference to their combined workload. These
8 share percentages then can be used to support a variety of decisions, such as the
9 allocation of preparedness budgets from the Regional Office to its field-level
10 units.

11 The WSA is a Regional-level tool. Its use is strictly voluntary and is intended to
12 assess workload shares for the units within a given Region (not between
13 Regions). Use of the WSA outputs is left to the discretion of the Regional
14 Office.

15 **Fire Occurrence Data and Reporting**

16 Consistent with the *Guidance for Implementation of Federal Wildland Fire*
17 *Management Policy (February 13, 2009)*, the Bureau recognizes two types of
18 wildland fires when collecting and recording fire occurrence data. Those two
19 types are: planned ignitions (i.e., prescribed fires) and unplanned ignitions (i.e.,
20 including escaped prescribed fires).

21 Specific guidance regarding prescribed fire data and reporting is provided in the
22 *BIA Fuels Management Program Planning and Implementation Guide*. Reports
23 for wildfires should be prepared in accordance with the detailed guidance
24 provided in the *BIA Fire Occurrence Reporting System Users Guide*, which
25 includes instructions for preparing Individual Final Fire Reports.

26 **Records Management for Fire Reports**

27 The BIA Individual Final Fire Reports and final ICS-209 reports are official
28 records. Accordingly, the local unit is responsible for adhering to *Indian Affairs*
29 *Records Management Manual* and the local *Fire Maintenance and Disposition*
30 *Plan* concerning management and archiving these hard-copy records.

31 Additional guidance regarding wildland fire incident records can be found on
32 the National Wildland Fire Coordinating Group's Incident Records Management
33 website <https://www.nwecg.gov/committees/incident-planning-subcommittee>.
34

35 **Fire Weather/RAWS**

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

1 All field-level units will identify at least one permanent, NFDRS fire weather
2 station for fire planning purposes. A listing of these designated weather stations
3 is maintained by the WFM Fuels Management staff and is updated annually.

4 Each Region must identify a Regional Point of Contact (RPOC), and each
5 Agency/Tribe must identify a Local Point of Contact (LPOC) for fire weather
6 and weather stations. These contacts must be updated immediately upon
7 reassignment to a new POC and provided to the BIA National RAWS
8 Coordinator.

9 **Bureau and Tribal NFDRS Weather Stations**

10 The BIA Central Office, Branch of Wildland Fire Management (BOWFM)
11 maintains a national contract with Forest Technology Systems, Ltd., (FTS) to
12 provide annual maintenance, factory exchange service, and emergency repair to
13 81 permanent NFDRS weather stations. When noncompliant or malfunctioning
14 RAWS are identified or suspected, fire managers should implement the
15 following hazard mitigation actions to expedite RAWS repair and to reduce risk
16 to fire personnel: Contact a Technical Support Specialist at FTS and the BIA
17 National RAWS Coordinator to resolve the noncompliance or emergency repair
18 issue.

19 **Non-NFDRS Weather Stations**

20 In the Bureau's managed inventory, there are 19 non-NFDRS weather stations,
21 which are mostly portables and are mainly used for large wildfires and
22 prescribed fires. These stations are also covered under the BIA's national
23 contract with Forest Technology Systems, Ltd., (FTS) to provide annual
24 maintenance, factory exchange service and emergency repair.

- 25 • Non-NFDRS stations do not have to have a NWS station number or a
26 station catalog in WIMS, but units may establish them as needed.
- 27 • Non-NFDRS weather stations, such as portable or research stations that
28 support fire operations are required to receive annual calibration and
29 certification. The equipment will meet the requirements of the Annual
30 Rehabilitation Maintenance Section of the NWCG Interagency Wildland
31 Fire Weather Station Standards and Guidelines (PMS 426-3) publication.
- 32 • The maintenance will be documented in the WFMI Weather module.

33 **Weather Station Naming Conventions**

34 To ensure the continuity with historic records, the names of existing stations
35 should not be changed without a good justification. Proposed name changes
36 must have the concurrence of the BIA national fire weather program manager.

- 37 • New weather stations should be named after the nearest local geographic
38 feature.
- 39 • Portable RAWS stations will use the following naming conventions: The
40 Unit ID and the word "Port" followed by a sequential number. For example
41 the portable RAWS at Crow Agency is named MTCRA_Port1, where
42 "MTCRA" represents Crow Agency in Montana and "Port1" represents a

- 1 unique number to identify the station. If another portable RAWS was
2 deployed at Crow Agency, the name of that station would then be
3 MTCRA_Port2. Portable stations should not be renamed when relocated on
4 the unit or temporarily assigned to another unit.
- 5 • For weather data collection and archiving standards for NFDRS, refer to the
6 NWCG *Interagency Wildland Fire Weather Station Standards and*
7 *Guidelines* (PMS 426-3) publication and the WIMS Web Application User
8 Guide.
- 9 When any station (i.e., including portable stations) is desired to be moved to a
10 different location, specific processes identified in the NWCG Interagency
11 Wildland Fire Weather Station Standards and Guidelines (PMS 426-3) must be
12 adhered to. The LPOC must first notify the BIA National RAWS Coordinator
13 before notifying the BLM RAWS Depot Help Desk (208-387-5475) to make
14 notification that the station is to be shutdown. Following the relocation, the
15 LPOC must again first notify the BIA National RAWS Coordinator before
16 informing the RAWS Depot Help Desk with the new location information and
17 the time of reactivation.

18 **Station Identifiers**

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

22 **Weather Module in Wildland Fire Management Information (WFMI)**

23 *Weather Module Access*

- 24 • The WFMI Weather Module provides access to the weather data that is
25 transmitted from the more than 2,500 Remote Automatic Weather Stations
26 (RAWS) located throughout the U.S.
- 27 • Individuals who desire access to the WFMI Weather Module must complete
28 and submit only sections I and II of the “Weather Module – User Access
29 Request” form to the BIA National RAWS Coordinator. Due to the terms of
30 the BIA’s national RAWS contract, individuals may only request “view-
31 only” access to the weather module. Edit access is restricted to prevent
32 possible contractual issues.

33 **Program Preparedness**

34 The wildland fire management program should reference the following
35 agreements, contracts, and operating plans as identified in the Program Planning
36 section above.

37 **Preseason Agreements, Contracts and Operating Plans**

38 The authority to enter into Interagency Agreements, Cooperative Agreements,
39 Memorandum of Understanding, Mutual-Aid Agreements and Contracts is cited
40 in *Departmental Manual, Part 620* and respective statues; *Indian Affairs*
41 *Manual (IAM) 90; the Reciprocal Fire Protection Act 42 U.S.C. 1856*; and is

1 referenced in the *Federal Wildland Fire Management Policy and Program*
2 *Review*. See Chapter 8 for additional guidance.

3 **Tribal Disaster Assistance**

4 On January 29, 2013, the president signed the Sandy Recovery Improvement
5 Act of 2013, which amended the Stafford Act. The Act included a provision to
6 provide federally recognized Indian Tribal governments the option to request a
7 Presidential emergency or major disaster declaration independent of a state.
8 Tribal governments may still choose to seek assistance under a state declaration
9 request.

10 FEMA established Tribal liaisons in each FEMA region to assist Tribes with
11 emergency assistance as it relates to providing disaster assistance. Contacts
12 within each Region are identified at
13 <https://www.training.fema.gov/tribal/liaisons.aspx>.

14 More information about Tribal Declaration and Disaster Assistance resources, is
15 on the FEMA Tribal Affairs web page at [https://www.fema.gov/fema-tribal-](https://www.fema.gov/fema-tribal-affairs)
16 [affairs](https://www.fema.gov/fema-tribal-affairs).

17 **Tribal Support for Emergency Support Function (ESF)**

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

22 **National Program Preparedness/Readiness Reviews**

23 Branch of Wildland Fire Management will conduct regularly scheduled fire
24 preparedness review of regional offices. Each review will include fiscal and
25 budget reviews of standard operating procedures (SOP) and administrative
26 activities. A schedule will be developed by BIA-NIFC, with input from the
27 Regions, to coordinate review scheduling. At least one review every five (5)
28 years will be conducted at each region, though more frequent reviews would be
29 preferable. BIA-NIFC's implementation intentions are to administer one
30 preparedness review and one fiscal accountability review in two separate regions
31 every year. Additionally, local unit pre-season fire preparedness/readiness
32 reviews will be conducted.

33 Standards for preparedness reviews are documented in the *Interagency Fire*
34 *Preparedness Review Guide*. The guide is currently available at
35 https://www.nifc.gov/policies/pol_ref_intgncy_prepcheck_BIA.html.

36 **FireCode Business Rules**

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

- 1 Wildfires on BIA Trust land (BIA/Tribal unit is the host unit) will have an
2 assigned FireCode.
- 3 ● BIA/Tribe host unit dispatcher will access the FireCode website and enter
4 the incident information and generate a FireCode for every wildfire. This
5 FireCode will be used for all financial obligations charged to an incident
6 and by all resources assigned to an incident. The FireCode is not the fire
7 number for BIA. The fire number will continue to be the fire reporting
8 number in WFMI. However, the FireCode will be a required entry on the
9 fire report.
 - 10 ● The FireCode will be used by the BIA in place of the Fire Number when
11 entering an obligation to FBMS. Contract/Compact Tribes will use this
12 code to identify all costs associated with an incident.
 - 13 ● Compact/Contract Tribes will use the FireCode to identify costs for
14 wildfires when reporting to the BIA Regional office.
 - 15 ● A fire report must be created for each wildfire in WFMI. The fire report
16 form will require the entry of a FireCode.
 - 17 ● If the wildfire is a false alarm you must create a fire report in WFMI. BIA-
18 NIFC will generate one false alarm FireCode for each region. The regional
19 false alarm FireCode will be used for each false alarm fire report in WFMI.
- 20 Wildfires on BIA Trust lands when BIA/Tribal resources are ordered from
21 another BIA/Tribal unit(s).
- 22 ● All BIA/Tribal resources responding will use the hosting BIA/Tribal unit's
23 FireCode to charge all financial obligations related to that wildfire.
 - 24 ● BIA/Tribal units will create a support action fire report in WFMI when
25 responding to another unit's wildfire.
 - 26 ● Compact/Contract Tribes will use the FireCode to identify their respective
27 costs for assistance to other BIA/Tribal units when reporting to the Regional
28 office.
- 29 Wildfires on other federal lands when the BIA/Tribe is ordered (another federal
30 agency is the host unit).
- 31 ● All BIA/Tribal resources responding to other federal agency fires will use a
32 FireCode created by the host federal agency.
 - 33 ● BIA/Tribal units will create a support action fire report in WFMI when
34 responding to another unit's wildfire.
 - 35 ● Compact/ Contract Tribes will use the FireCode to identify their respective
36 costs for assistance to other federal agencies when reporting to the Regional
37 office.
- 38 Wildfires on state lands when the BIA/Tribe is ordered (state agency is the host
39 unit).
- 40 ● All BIA/Tribal resources responding to state agency wildfires will create a
41 FireCode for each fire if a FireCode has not already been created by another
42 federal agency. If a FireCode has been created, the BIA/Tribal unit(s) will

- 1 use that FireCode as the charge code (project code) for all financial
2 obligations related to that wildfire.
- 3 ● BIA/Tribal units will create a support action fire report in WFMI when
4 responding to another unit's wildfire.
 - 5 ● Compact/Contract Tribes will use the FireCode to identify their respective
6 costs for assistance to state agencies when reporting to the Regional office.
- 7 Short-term Severity actions where additional local resources are employed under
8 operations to supplement readiness capability as a direct result of short duration
9 high fire danger on BIA Trust lands.
- 10 ● BWFM will generate one short-term severity FireCode for each region.
 - 11 ● Each region will use the short-term severity FireCode to cover local short-
12 term severity needs relating to employing additional personnel.
 - 13 ● Request to use the short-term severity FireCode must be made to the
14 Regional FMO, or their acting, and approval given before the FireCode is to
15 be used.
 - 16 ● A support action fire report must be entered in WFMI and the respective
17 FireCode entered in that fire report. The remarks section of the fire report
18 must identify the purpose of the support action. For each short-term severity
19 use through the fire season, a support action fire report must be entered in
20 WFMI.
- 21 Long-term Severity FireCodes will be used by BIA resources to identify all
22 costs related to approve BIA wildfire severity actions.
- 23 ● All severity requests will be submitted to the BWFM for approval. Upon
24 approval, the BWFM will generate a FireCode and notify the Region of the
25 FireCode and authorized funding level.
 - 26 ● The FireCode will be used to charge all authorized financial obligations for
27 readiness under the severity request
 - 28 ● If a BIA Agency/Tribe responds to another BIA Agency/Tribe's severity
29 request, the responding BIA Agency/Tribe will use the hosting
30 Agency/Tribal unit's FireCode to charge all financial obligations.
 - 31 ● Compact/Contract Tribes will use the FireCode to identify their respective
32 severity costs when reporting to the Regional office.
 - 33 ● A support action fire report needs to be completed in WFMI for each
34 severity action.
- 35 Casual Training – A FireCode established by the BWFM will be used by all BIA
36 units to charge obligations related to Administratively Determined (AD) or
37 casual workers during field exercises. BIA units must use the FireCode with
38 their organizational code to charge obligations for casual field exercises.
- 39 USDA Forest Service Wildland Fire Severity Support – A FireCode will be used
40 by DOI to identify all costs related to support of USDA Forest Service severity
41 actions.
- 42 ● The FireCode will be used to charge all authorized financial obligations for
43 readiness under the severity request.

- 1 • A fire report needs to be completed for severity support of USDA Forest
2 Service severity actions.

3 **Wildland Fire Management Funding**

4 **Preparedness Activity**

5 This activity consists of all the actions needed to prepare for the response to
6 wildland fire ignitions. Preparedness funds provide support to the overall
7 management and planning of the Bureau's and Indian Tribal fire management
8 programs. Preparedness includes, but is not limited to, readiness and capability
9 to provide safe, cost-effective fire management programs in support of land and
10 resource management plans. This activity includes the hiring and training of fire
11 personnel, purchasing/contracting of equipment and supplies, support, planning
12 and coordination, policy development, oversight, and research. Interagency
13 coordination and direction includes establishment and funding of interagency
14 agreements and interagency fair share contributions.

- 15 • Indian tribes are eligible for indirect costs from the wildland fire
16 appropriation for preparedness.
- 17 • Wildland Fire Management funding and indirect costs may be included in
18 the Indian Tribal annual funding agreements (AFAs). For compact wildland
19 fire preparedness, wildland fire prevention and interagency hotshot
20 programs, funding shall be transferred to the Office of Self-Governance
21 (OSG) by the BWFM Budget.
- 22 • One-time funding or one-time project funding will be applied for annually
23 and distributed to the region for distribution to agencies/tribes. Funding
24 shall be transferred to the OSG by the BWFM. These are project-based
25 one-time transfers of funds. Indirect costs on non-recurring or one-time
26 wildland fire preparedness funds are not authorized. Indian Tribal and
27 Bureau programs will be given equal consideration for non-recurring
28 preparedness funding and will be coordinated at the Regional Office level.

29 **Fire Facility Construction and Maintenance Activity**

30 This activity provides for the maintenance and construction of fire facilities for
31 line item funded in the DOI wildland fire appropriation only. All projects are
32 approved through a consolidated DOI process and entered into the Departments
33 five year plan. The five-year plan is a fiscal year based plan and is part of the
34 overall budget process. The plan requires annual updating so that the budget
35 request continues to reflect a five-year picture of the actual need. As a result, the
36 schedule of activities is based on the fiscal year, not the calendar year. The
37 annual update presents the opportunity for the fire bureaus' to adjust project
38 priorities based on newly identified needs or previously identified needs that
39 have become more critical during the past year. Projects in the out-years may
40 also be removed become more critical during the past year. Projects in the out-
41 year may also be removed because they were addressed through other means.

- 1 The Bureau's five-year plan submissions are completed at least a year before
2 Congress enacts the annual appropriation.
- 3 Consists of the following:
- 4 • Projects for construction of fire facilities must be included in the five-year
5 DOI Facilities Construction Plan and identified as part of the Wildland Fire
6 Annual Budget Appropriation.
 - 7 • Funding is obtained by Indian tribes through Bureau regional offices via
8 cooperative agreements, contracts or through agreements with other Federal
9 agencies to reimburse Indian tribes for fire facilities construction costs on a
10 project-by-project basis.
 - 11 • Indirect costs for fire facilities and deferred maintenance construction
12 projects are not authorized. Administrative fees are authorized when
13 requests have them built into the total cost of the construction project as a
14 direct cost.

15 **Suppression Activity**

- 16 This activity provides for the development and implementation of three
17 operation components: Suppression, Post Wildland Fire Activities and Severity.
- 18 • Funding is obtained by Indian tribes through agreements established by
19 Bureau regional offices or other Federal agencies to reimburse Indian tribes
20 for fire costs on a fire-by-fire basis (per FireCode). Indirect costs for fire
21 suppression are not authorized.
 - 22 • Severity (short- and long-term) authority and funding for activities
23 necessary to augment initial attack capability when abnormal fire conditions
24 occur throughout a region resulting in the fire season starting earlier than
25 normal, or exceeding average high fire danger ratings for periods. Funding
26 is obtained by Tribes through agreements established by Bureau regional
27 offices or other Federal agencies to reimburse Indian tribes for severity
28 costs incurred under an approved fire severity cost request. Indirect costs
29 for severity funds are not authorized.
 - 30 • Post Wildland Fire Activities includes all post fire burned area activities
31 covered by approved plans. Funding is obtained by Indian tribes through
32 agreements established by the Bureau regional offices or other Federal
33 agencies to reimburse Indian tribes for costs on a project by project basis
34 (per FireCode). Indirect costs for emergency stabilization projects are not
35 authorized, however reasonable administrative and overhead costs incurred
36 by Indian tribes in such projects may be authorized within stabilization
37 plans and should be built into the project and treated as a direct cost.

38 **Interagency Severity Funding Request Procedures**

39 ***Qualification of Need***

40 To adequately quantify the need for severity funding, at least one of the criteria
41 listed below should demonstrate that abnormal conditions exist. Severity funds
42 and project approval will be identified by a severity FireCode generated by BIA-
43 NIFC. Requests for special projects must be evaluated and approved by the

- 1 respective Regional Office and forwarded to BIA-NIFC for approval and
2 execution. All costs associated with a severity request must include the severity
3 FireCode when procuring and/or encoding to the Financial Business and
4 Management System (FBMS).
- 5 • Fire danger models or analysis software (FireFamily Plus) graphically
6 contrasts the current seasonal trend for ERC and/or BI, with all-time worst
7 and historical average ERC and/or BI, based on an analysis of year-round
8 data.
 - 9 • Palmer Index or standardized precipitation indices that specify the departure
10 from normal.
 - 11 • Fuel Loading Quantitative information comparing current to the average.
 - 12 • Current local fuel moisture compared to average trend and all-time worst
13 provided by Normalized Differences Vegetative Index (NDVI) and/or Live
14 Fuel Moisture Project reports. Note: Data from NDVI and Live Fuel
15 Moisture Project may be a week old or older.
 - 16 • NWS 30-day weather outlook.
 - 17 • Weather station NFDRS number and name.

18 ***Narrative Statement***

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

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

- 24 • Human Caused Fire Activity; number of human-caused fires to date as
25 compared to previous years, include fire cause category;
 - 26 • Description of how the team will be utilized; shared resource covering
27 multiple areas, etc.;
 - 28 • Any significant upcoming events or activities; and
 - 29 • Justification for additional funds for prevention materials or supplies.
- 30 Severity requests for prevention/investigation resources are to be reviewed by
31 the Regional WUI/Prevention Specialist.

32 ***Requested Resources***

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

36 **Budget Management**

37 This section governs use of the Bureau's Wildland Fire Management (WFM)
38 appropriation account structure, procedures, cost accounting and one-time
39 funding procedures. Personnel at all levels within the Bureau need to be aware
40 of the responsibilities and limitations on the use of these funds, which this
41 chapter and other financial and budget handbooks address.

1 Program Budget Annual Appropriations

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

5 Funded Program Procedures

6 WFM funds, excluding emergency suppression funding (unless under a
7 Continuing Resolution), will be distributed to the BWFM Budget Management
8 office, which distributes funds to WFM Regional Office programs. The
9 exception to the allocation is compacted programs which will be disbursed
10 directly from WFM-NIFC to OSG. Instructions documented on a financial
11 allocation forms (e.g., Funding Entry Document or FED) detail how
12 distributions are to be made from regions to Agencies/Tribes for preparedness
13 programs.

14 One-Time Funding

15 The one-time Funding program provides mechanisms to request funding for
16 special projects or needs that exceed an agency's regular budgeted funds. Funds
17 used in this program are non-recurring in nature, and are based on either
18 available prior year un-obligated balances, or unused Indirect costs.

19 Individual plans should be submitted to Regional offices for review, changes or
20 rejection. Once approved at the regional level, the requests will be forwarded to
21 WFM. Critical needs projects are high priority or an activity ready for
22 implementation, and require immediate funding at the start of the FY, before
23 appropriations bills are signed. Critical needs should only cover three (3) months
24 of project needs, but will continue under Continuing Resolutions (CR) until an
25 appropriations bill is passed.

26 One-time funding for Preparedness (signed by appropriate Regional Director)
27 will be submitted to WFM by May 15 for the upcoming Fiscal Year for current
28 year needs. Requests received after deadlines will be given lower priority.
29 WFM-NIFC will evaluate all requests based on the region's prioritization and
30 the availability of funds.

31 Procedures for One-Time Funding Submission

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

- 33 • Requests are submitted to the Regional Office for approval. The process
34 verifies the request meets the intent and fire policy of Interior appropriation
35 act language.
- 36 • The Regional Office then submits prioritized funding requests to the Branch
37 of Wildland Fire Management Budget office.
- 38 • WBS to be assigned by WFM-NIFC Budget or the DC Central Office.

1 **National Model 52 Wildland Engine Program**

2 The Model 52 Wildland Engine program was created by the BIA in 1996. The
3 objective of the program is to provide a centralized process for replacement
4 parts refurbishing, training and fabrication of Model 52 pumping systems.
5 Detailed information on the program can be found in the BIA National Model
6 52 Wildland Engine Program Operations Guide.

7 **Mission/Policy**

- 8 • Provide a standardized Model 52 engine for the participating Agency or
9 Tribal organization.
- 10 • Provide an opportunity to supply trucks for Model 52 pumping systems.
- 11 • Provide refurbishment and repair services for Fire Management Planning
12 Analysis (FMPA) approved number of engines.
- 13 • Provide training in the use and maintenance of the Model 52 pumping
14 systems.
- 15 • Evaluate new equipment and Model 52 improvements to meet the wildland
16 fire program needs.
- 17 • Provide emergency repair or replacement for Model 52 pumping systems.
- 18 • No aftermarket parts of any kind are to be place on any Model 52
19 equipment without prior approval from the Deputy, Fire Operations and
20 concurrence from the Program Center Managers.

21 **Replacement Guidelines**

22 BIA Model 52 replacement schedule (funding pending) is set as follows:

23 Model 52 Type 6	8 Years	100,000 Miles
24 Model 52 Type 4	12 Years	100,000 Miles

25 **Organization**

26 The program is organized into three geographical areas:

- 27 • Northwest Center (Missoula, MT) services the Northwest, Rocky Mountain
28 and north half of the Pacific Region.
- 29 • Northern Center (Eagle Butte, SD) services the Great Plains and Midwest
30 Regions.
- 31 • Southwest Center (Dulce, NM) services the Southwest, Western, Navajo,
32 Eastern Oklahoma, Southern Plains, Eastern and south half of the Pacific
33 Region.

34 **Administration**

35 The program is administered through the BWFM Fire Operations Section. A
36 Model 52 Oversight Group has been established to plan, develop and budget for
37 the annual operations of the program. The Group is comprised of the Model 52
38 Program Leads at each center and the Deputy, Fire Operations. Trucks and
39 fabrication orders for the Model 52 are procured nationally through the
40 BIA-NIFC office.

1 Emergency Repairs

2 Emergency fire related repairs to a BIA Model 52 pumping package will be
3 requested through the assigned user area Model 52 Center. The request will be
4 reviewed and approved by the Center Manager before a Service Truck is
5 dispatched or replacement parts are sent to the requesting agency.

6 Non-Emergency/Non-Suppression Repairs

7 Non-emergency repairs shall be charged to the identified agency account. The
8 account will be approved by an agency official (e.g., FMO, Forest Manager,
9 Superintendent) before requested action is taken.

10 Authorization of account will be sent by email or signed fax identifying account,
11 name and title of authorizing official. Initial request for all non-emergency
12 repairs will be requested through the assigned user area Model 52 Center. The
13 request will be reviewed and approved by the Center Manager before a Service
14 Truck is dispatched or replacement part is mailed to the requesting agency.

15 All Emergency and Non-Emergency repair expenditures shall be charged to an
16 appropriate account.

17 National Aviation Program

18 The BIA, Wildland Fire and Aviation Management program recommends
19 Bureau policy, procedures, and standards; and maintains functional oversight
20 and interagency coordination for all aviation activities. The BIA-BWFM
21 established two Inter-Regional Aviation Management Offices to provide
22 technical aviation expertise support for Regional, Agency, and field offices.
23 Each of these offices supports Bureau Regions across geographic boundaries.
24 Each of the Inter-Regional offices is staffed by an IRAM and an AOS, both of
25 which are available to provide support for any Region.

26 Aviation Program Goals

27 The primary goals of each of these positions are to promote aviation safety and
28 cost-effectiveness. The Branch of Wildland Fire Management Director, Aviation
29 and Safety supports Bureau aviation activities and missions, which includes fire
30 suppression, through strategic program guidance, managing aviation programs
31 of national scope, coordination with Office of Aviation Services (OAS) and
32 interagency partners.

33 The Director, Aviation and Safety has the responsibility and authority, after
34 consultation with Regional FMOs, for funding and acquisition of all fire aircraft,
35 prioritizing the allocation of BIA aircraft on a Bureau wide basis, and approving
36 Regional Office requests to acquire supplemental aircraft resources.

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

1 Regional Office Level

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

- 6 • Regional FMOs have the authority to prioritize the allocation, pre-
7 positioning and movement of all aircraft assigned to the BIA within their
8 region.
- 9 • Regional Offices will coordinate with the National Office on movement of
10 their aircraft outside of their region.

11 Regional Aviation Managers (RAM) are associated with every BIA Region.
12 They implement aviation program objectives and directives to support the BIA
13 mission and each Region's goals. Some Regions may have additional support
14 staff assigned to support aircraft operations and to provide technical expertise. A
15 Regional Aviation Management Plan is required to outline goals of the Region's
16 aviation program and to identify policy and procedures specific to that Region.

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

20 Agency/Field Office Level

21 Agency, Field Managers and staff manage their programs as necessary to
22 conduct their aviation operations safely. Agency Aviation Managers (AAMs)
23 serve as the focal point for the Agency Aviation Program by providing technical
24 expertise and management of aviation resources to support agency programs.

25 While many agencies have aviation management as a collateral duty, during
26 periods of intense aviation activity (e.g., wildland fire support) it is still
27 absolutely critical that aviation oversight be maintained.

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

- 34 • AAMs have the responsibility for aviation activities at the local level,
35 including aviation mission planning, risk management and safety,
36 supervision, and evaluation. AAMs assist Line Officers with risk
37 assessment/management and cost analysis.

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

1 Aviation Safety

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

5 Flight Request and Approval

6 Bureau flights will be requested and documented using the process defined in
7 the Regional or Agency Aviation Plans. As a minimum, flight management
8 procedures will follow the *National Interagency Mobilization Guide*, Chapter
9 80, Flight Management Procedures. The BLM Aircraft Flight Request/Schedule
10 (9400- 1a) form is one example which may be used.

11 Safety and Risk Management**12 Motor Vehicle Operation Policy**

13 All individuals operating a motor vehicle in performance of duties in support of
14 the BIA must comply with the requirement of the BIA Motor Vehicle policy
15 requirements 5 CFR 930, and 485 DM 16. Regional Directors, Agency
16 Superintendents, and FMO's will be responsible for ensuring full compliance,
17 including safe operation of motor vehicles as well as immediate response to
18 issues of non-compliance. Non-standard vehicle training will be provided to fire
19 personnel required to drive Model 52 engines, Helitack and Crew vehicles.

20 Business Management and Administration

21 The BIA follows the uniform application (IAM Part 90, 1.2, (18)) of the
22 interagency policies and guidelines as developed in the Interagency Incident
23 Business Management Handbook (IIBMH). BIA will follow the direction set
24 forth in the IIBMH in all incident business management functions except where
25 specific to agency legal mandates, policies, rules or regulations.

26 Casuals Hired as Drivers When Employed by BIA

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

30 Agencies should recruit a pool of drivers prior to fire season. They must submit
31 GSA Form 3607, Government Motor Vehicle Operator's License and Driving
32 Record, in advance to verify they have a favorable driving record.

- 33 • Form 3607 will be processed through Regional channels to retrieve the
34 driving record of the application with the State, or National Driver Registry
35 and applicable Tribe.
- 36 • Regional Directors can contact the Division of Safety and Risk
37 Management for information on completing and submitting Form 3607.
- 38 • Meeting the qualification requirements for a motor vehicle license is a
39 condition of employment within BIA for those individuals whose duties
40 require the operation of a motor vehicle for official wildland fire operations

1 business. Failure to adhere to the policy will result in automatic termination
2 of the casual.

3 **Request for Funding Authorization**

4 The authorization and procedure for use of the operations “suppression”
5 (AF2001010) program account, for emergency workers field activities is as
6 follows.

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

13 **Acquisitions**

14 Per 90 IAM, the WFM program requires adherence to the *Interagency Incident*
15 *Business Management Handbook (IIBMH)* in conducting wildland fire business.

16 The BIA Branch of Fire Management’s waiver for fire/emergency personnel
17 purchases are cited in Memoranda Expanded Government Charge Card
18 Purchase Authority During Emergency Wildland Fire Operations, dated 6/12/03
19 at <https://www.bia.gov/nifc/library/Memos/index.htm>. The exceptions are:

20 Meals, Beverages and Lodging: This exception will be used to lodge and feed
21 employees without credit cards or to support mixed charge card/non-charge card
22 crews.

- 23 • Personal Gear – This exception will be used to purchase personal items if
24 destroyed, lost or stolen while serving on the fire crew/emergency incident,
25 (e.g., clothing, footwear and/or toiletries).
- 26 • Payment of medical treatment for casualls and overhead when authorized for
27 Incident Agency Provided Medical Care (APMC).

28 **Emergency Equipment Rental Agreements (EERA)**

29 The Emergency Equipment Payment Operating Guidelines provides procedure,
30 guidance and instructions to the BIA WFM Programs, Regional fire
31 management offices and agency offices, Office of Financial Management,
32 Office of Acquisition and Property for implementation of the EERAs payment
33 process. Refer to the IIBMH, Chapter 20, for EERA Administration.

34 **Wildland Fire Decision Support System (WFDSS)**

35 BIA follows interagency policy regarding use of WFDSS found in Chapter 11.

1 Fuels Management, Planning & Implementation

2 The national and interagency policy guides for Fuels Management programs are
3 contained in the following guides and handbooks:

- 4 • *Interagency Prescribed Fire Planning and Implementation Procedures*
5 *Reference Guide* (PMS 484) July 2017.
6 (<https://www.nwccg.gov/publications/484>);
- 7 • BIA Fuels Management Program Supplement to the Interagency Prescribed
8 Fire Planning and Implementation Procedures Reference Guide 2008; and
- 9 • BIA Fuels Program Business Management Handbook, February 2008
- 10 • Chapter 17 – NFES 2724, *Interagency Standards for Fire and Fire Aviation*
11 *Operations* (Red Book).

12 Exclusive use of these handbooks and guides enhances intra- and inter-agency
13 program continuity, avoids duplication, reduces the chances to misinterpret
14 policy and provides one stop shopping for the fuels programs policy in a fire
15 management and political environment where changes occur frequently. Please
16 call the Director of Fuels Management for more information.

17 Prescribed Fire Review

18 The goal of a Prescribed Fire Review is to provide recommendations, identify
19 deficiencies and specific corrective actions. Reviews do not have to be
20 associated with a specific incident.

21 Any Prescribed Fire related incident that has resource or property damage that
22 may result in a claim for compensation shall initiate a review.

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