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## Chapter 6 BIA Program Organization and Responsibilities

### Bureau of Indian Affairs Fire Management Policy

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

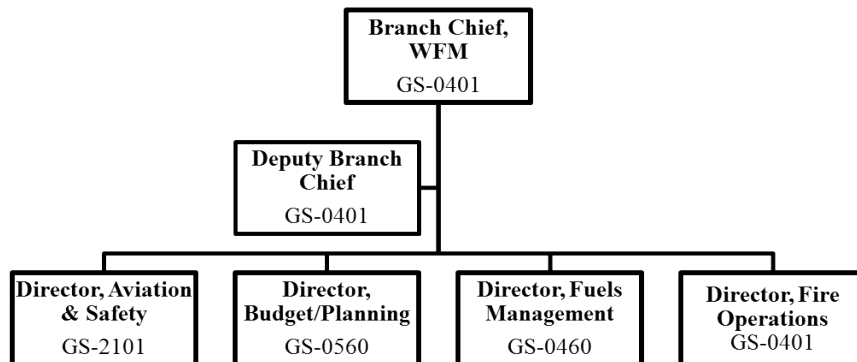
### BIA Mission

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

### BIA Fire Operations Website

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

### 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;

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

**1 Regional Directors**

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

- 5 • Oversees allocation model implementation, preparedness, fuels  
6 management, community assistance, prevention, emergency wildland fire  
7 operations, post fire activities, medical standards, and IFPM standards;
- 8 • Develops regional level cooperative fire protection agreements;
- 9 • Ensures that wildfire prevention needs are met;
- 10 • Ensures that activities and/or plans reflect a commitment to firefighter and  
11 public safety and the reduction of property loss;
- 12 • Integrates wildland fire prevention program evaluations into fire readiness  
13 reviews conducted at Tribal and agency locations;
- 14 • Submits funding requests to Director of Operations, Branch of Fire  
15 Management for severity, fuels management, prevention, community  
16 assistance, facility construction, subsidiary and post fire activities;
- 17 • Ensures prevention needs are included in national long-term severity  
18 requests;
- 19 • Directs regional movement of fire management personnel and equipment to  
20 meet emergency needs;
- 21 • Oversees wildland fire prevention management programs within the region;
- 22 • Develops regional directives for standards and additional procedural policy,  
23 as needed, for wildland fire prevention planning, operational  
24 implementation, evaluation and fiscal accountability;
- 25 • Determines when a critical fire situation has exceeded agency capability and  
26 ensures that qualified personnel take immediate charge of fire suppression  
27 activities; requests assistance when the wildfire situation exceeds the  
28 capability of the region's resources;
- 29 • Certifies funding authorizations submitted by agency offices for estimated  
30 costs exceeding \$5,000,000, and approves all decisions in WFDSS for fires  
31 exceeding \$5 million dollars;
- 32 • Approves decisions over \$10 million dollars as delegated by the Bureau  
33 Director. Notifies the Bureau Director when individual fires are anticipated  
34 to exceed \$10 million dollars in cost;
- 35 • Approves all initiation or continuance of prescribed fire burn and wildland  
36 fire use plans at National Fire Preparedness Planning Level 4 and 5;
- 37 • Assigns boards of review on selected individual wildland fires which  
38 presented unusual problems or situations;
- 39 • Provides direction for cooperative agreements, self-determination contracts,  
40 and self-governance compacts with tribes for wildland fire management  
41 programs as needed;
- 42 • Coordinates and implements regional fire preparedness planning activities;
- 43 • Approves and certifies that agency and Tribal WFPP's meet or exceed the  
44 IA policy requirements for wildfire prevention;

- 1 • Oversees the region-wide casual and vendor payment programs for  
2 emergency incident payments;
  - 3 • Represents Indian landowners interests and Indian Affairs on Geographic  
4 Area Coordination Groups and on Multi-Agency Coordinating (MAC)  
5 groups;
  - 6 • Coordinates with the Office of Justice Services (OJS) Special Agent in  
7 Charge when criminal activity associated with wildfires occurs on Indian  
8 Lands; and
  - 9 • Develops region-wide wildfire investigation policies and procedures.
- 10 **Agency Superintendent (unless excepted in regional directives)**
- 11 Ensures that every wildland firefighter, fireline supervisor and fire manager  
12 takes positive action to obtain compliance with established standards and safe  
13 firefighting practices.
- 14 • Protects Indian trust and restricted lands from wildfire by taking appropriate  
15 action as specified in the approved fire management plan to meet Indian  
16 landowner objectives or in the absence of an approved plan, takes  
17 immediate suppression action, consistent with other standards;
  - 18 • Develops plans, prepares agreements and implement activities for  
19 prescribed fires, wildland fire use, community assistance and/or other fuel  
20 management activities in accordance with approved implementation plans  
21 and established standards and guidelines;
  - 22 • Ensures agency fire management personnel develop and maintain fire  
23 management job qualifications and meet physical fitness standards in  
24 accordance with policy and assign personnel to fire suppression, prescribed  
25 fire, wildland fire use activities according to qualifications and  
26 demonstrated ability;
  - 27 • Manages personnel to ensure that prevention goals and objectives are being  
28 achieved;
  - 29 • Develops, updates, and maintains the local fire preparedness planning  
30 activities, wildland fire prevention plan, annual mobilization plans, and  
31 ensures initial attack capability and management personnel availability to  
32 provide for an adequate level of protection from wildfire;
  - 33 • Initiates, develops, and implements approved post fire activities to prevent  
34 unacceptable resource degradation and to minimize threats to life or  
35 property resulting from wildfire;
  - 36 • Initiates, develops, and implements approved rehabilitation activities to  
37 protect and sustain ecosystems, public health, safety, and to help  
38 communities protect infrastructure;
  - 39 • Develops, updates and maintains agency Fire Management Plan's;
  - 40 • Negotiates cooperative agreements with adjacent protection organizations  
41 as needed;
  - 42 • Negotiates reimbursable agreements with Tribal, local, state, and other  
43 federal agencies for wildland fire management activities as needed;

- 1 • Recommends a board of review be established to review actions taken on  
2 selected individual fires;
- 3 • Ensures that all escaped prescribed fire or any prescribed fire that results in  
4 resource or property damage are reviewed or investigated;
- 5 • Requests assistance through appropriate interagency channels when the fire  
6 situation exceeds the capabilities of the agency's resources;
- 7 • Initiates investigation of trespass from wildfires to determine cause and  
8 origin and if fire trespass has occurred;
- 9 • Ensures established wildfire investigation procedures and guidance are  
10 followed;
- 11 • Coordinates with appropriate law enforcement agency when wildfire crimes  
12 are suspected and/or detected;
- 13 • Enters and maintains employee fire qualifications in the Incident  
14 Qualification Certification System (IQCS) and enters and maintains fire  
15 occurrence in the Bureau fire reporting system;
- 16 • Coordinate the development of Published Decisions within WFDSS for all  
17 fires identified as requiring a decision and consistent with authority  
18 identified in Chapter 11.
- 19 • Maintains fiscal integrity in the use of the casual pay and vendor programs;
- 20 • Has responsibility for the adhering to the Administratively Determined  
21 (AD) Pay Plan for Emergency Workers (Casuals) hiring authority in  
22 accordance with the pay plan policy;
- 23 • Using prevention funding to implement the wildfire prevention actions in  
24 the agency or Tribal WFPP; ensuring that carryover is held to below the  
25 one-half of one percent; and
- 26 • Has responsibility for financial and accountability oversight for all wildland  
27 fire management programs.

#### 28 **Tribal Contracts/Compacts**

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

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

#### 40 **Fire Management Administration**

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

**1 Guiding Principles**

- 2 • Indian Tribal fire management programs are held to the same standards as  
3 Bureau fire management programs. Both Bureau and Indian Tribal  
4 programs will strive to achieve excellence.
- 5 • Indian Tribal and Bureau WFM programs receive equal consideration for  
6 available budget and resources.
- 7 • The Bureau is committed to working with Indian tribes to ensure the  
8 success of their WFM programs.
- 9 • Indian tribes who desire to compact or contract national, regional or agency  
10 fire program functions or services provided by the Bureau, to benefit more  
11 than one Indian tribe, must have a plan to provide comparable functionality  
12 or services and agreement of other affected Indian tribes.

**13 Inherently Federal Activities**

- 14 • Hiring, termination and paying Federal employees including  
15 Administratively Determined (AD) Emergency Workers (Casuals).
- 16 • The AD hiring authority is an inherently Federal activity and requires  
17 Federal Government supervision. The AD hiring authority is granted  
18 through the DOI to the BIA, and cannot be delegated to a Tribally  
19 contracted or compacted program. However, Tribal programs can gather  
20 documentation to assist in meeting the requirements of the AD Pay Plan for  
21 Casuals and specific national guidance.
- 22 • Approval, consolidation and submission of budget requests.
- 23 • Obligating federal funds.
- 24 • Approval of resource management or land use plans, fire management plans  
25 (FMPs), NEPA documents, wildland fire decision support system (WFDSS)  
26 documents, post wildland fire activity (ES/BAER) plans, and Delegations of  
27 Authority to incident management and post fire activity teams. The Bureau  
28 must approve the documents in the preceding sentence to fulfill its trust  
29 responsibility in resource protection.

**30 Program Operational Standards**

- 31 • Unless waivers to the following standards are explicitly approved and  
32 identified in Tribal annual funding agreements, the following standards will  
33 apply to Tribal fire management programs (Personnel Qualifications (90  
34 IAM Chapter 3, 3.1, C.) (1) and (2)):
- 35 • Adherence to the NWCG Wildland and Prescribed Fire Qualification  
36 System Guide is mandatory for all firefighters fighting wildfires on and off  
37 their respective jurisdictions.
- 38 • Adherence to the IFPM Guide standards are mandatory for fire program  
39 management officers, fire specialists and fire project leaders.
- 40 • Self-governance compact standards for qualification, physical fitness and  
41 safety will be those established by the parties to the agreement, but will not  
42 be less than NWCG and IFPM standards when mobilized off their Tribal  
43 lands.

- 1 • Tribal fire management officers are responsible for certifying Tribal  
2 program employee qualifications and maintaining records of their employee  
3 qualifications. They may use the firefighter qualifications/ certification  
4 component of the Incident Qualification and Certification System (IQCS).  
5 They may choose to do so, but are not required to use that system.
- 6 • Fire occurrence reports will be encoded to the Wildland Fire Management  
7 Information (WFMI) System within two weeks after a wildfire is declared  
8 out. Obligating government funds is an inherently federal function and fire  
9 reports are an essential element in accounting for the obligation of Federal  
10 funds.
- 11 • Placing resource orders for Incident Management Teams (IMT) to manage  
12 extended, large fire operations or for post wildland fire activity teams  
13 requires the involvement of the Bureau. All actions require that the Bureau  
14 approve delegations of authority to teams.

## 15 **Program Planning**

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

### 18 **Fire Program Workload Shares**

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

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

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

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

### 37 **Fire Occurrence Data and Reporting**

38 Consistent with the *Guidance for Implementation of Federal Wildland Fire*  
39 *Management Policy (February 13, 2009)*, the Bureau recognizes two types of  
40 wildland fires when collecting and recording fire occurrence data. Those two



1 types are: planned ignitions (i.e., prescribed fires) and unplanned ignitions (i.e.,  
2 including escaped prescribed fires).

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

#### 8 **Records Management for Fire Reports**

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

13 Additional guidance regarding wildland fire incident records can be found on  
14 the National Wildland Fire Coordinating Group's Incident Records Management  
15 website <https://www.nwcg.gov/committees/incident-planning-subcommittee>.

#### 16 **Fire Weather/RAWS**

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

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

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

#### 30 **Bureau and Tribal NFDRS Weather Stations**

31 The BIA Central Office, Branch of Wildland Fire Management (BOWFM)  
32 maintains a national contract with Forest Technology Systems, Ltd., (FTS) to  
33 provide annual maintenance, factory exchange service, and emergency repair to  
34 81 permanent NFDRS weather stations. When noncompliant or malfunctioning  
35 RAWS are identified or suspected, fire managers should implement the  
36 following hazard mitigation actions to expedite RAWS repair and to reduce risk  
37 to fire personnel: Contact a Technical Support Specialist at FTS and the BIA  
38 National RAWS Coordinator to resolve the noncompliance or emergency repair  
39 issue.

**1 Non-NFDRS Weather Stations**

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

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

**15 Weather Station Naming Conventions**

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

- 19 • New weather stations should be named after the nearest local geographic  
20 feature.
- 21 • Portable RAWS stations will use the following naming conventions: The  
22 Unit ID and the word "Port" followed by a sequential number. For example  
23 the portable RAWS at Crow Agency is named MTCRA\_Port1, where  
24 "MTCRA" represents Crow Agency in Montana and "Port1" represents a  
25 unique number to identify the station. If another portable RAWS was  
26 deployed at Crow Agency, the name of that station would then be  
27 MTCRA\_Port2. Portable stations should not be renamed when relocated on  
28 the unit or temporarily assigned to another unit.
- 29 • For weather data collection and archiving standards for NFDRS, refer to the  
30 NWCG Interagency Wildland Fire Weather Station Standards and  
31 Guidelines (PMS 426-3) publication and the WIMS Web Application User  
32 Guide.

33 When any station (i.e., including portable stations) is desired to be moved to a  
34 different location, specific processes identified in the NWCG Interagency  
35 Wildland Fire Weather Station Standards and Guidelines (PMS 426-3) must be  
36 adhered to. The LPOC must first notify the BIA National RAWS Coordinator  
37 before notifying the BLM RAWS Depot Help Desk (208-387-5475) to make  
38 notification that the station is to be shutdown. Following the relocation, the  
39 LPOC must again first notify the BIA National RAWS Coordinator before  
40 informing the RAWS Depot Help Desk with the new location information and  
41 the time of reactivation.

**1 Station Identifiers**

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

**5 Weather Module in Wildland Fire Management Information (WFMI)****6 Weather Module Access**

- 7 • The WFMI Weather Module provides access to the weather data that is  
8 transmitted from the more than 2,500 Remote Automatic Weather Stations  
9 (RAWS) located throughout the U.S.
- 10 • Individuals who desire access to the WFMI Weather Module must complete  
11 and submit only sections I and II of the “Weather Module – User Access  
12 Request” form to the BIA National RAWS Coordinator. Due to the terms of  
13 the BIA’s national RAWS contract, individuals may only request “view-  
14 only” access to the weather module. Edit access is restricted to prevent  
15 possible contractual issues.

**16 Program Preparedness**

17 The wildland fire management program should reference the following  
18 agreements, contracts, and operating plans as identified in the Program Planning  
19 section above.

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

21 The authority to enter into Interagency Agreements, Cooperative Agreements,  
22 Memorandum of Understanding, Mutual-Aid Agreements and Contracts is cited  
23 in *Departmental Manual, Part 620* and respective statues; *Indian Affairs*  
24 *Manual (IAM) 90; the Reciprocal Fire Protection Act 42 U.S.C. 1856*; and is  
25 referenced in the *Federal Wildland Fire Management Policy and Program*  
26 *Review*. See Chapter 8 for additional guidance.

**27 Tribal Disaster Assistance**

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

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

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

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

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

**6 National Program Preparedness/Readiness Reviews**

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

17 Standards for preparedness reviews are documented in the *Interagency Fire*  
18 *Preparedness Review Guide*. The guide is currently available at  
19 [https://www.nifc.gov/policies/pol\\_ref\\_intgncy\\_prepcheck\\_BIA.html](https://www.nifc.gov/policies/pol_ref_intgncy_prepcheck_BIA.html).

**20 FireCode Business Rules**

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

24 Wildfires on BIA Trust land (BIA/Tribal unit is the host unit) will have an  
25 assigned FireCode.

- 26 • BIA/Tribe host unit dispatcher will access the FireCode website and enter  
27 the incident information and generate a FireCode for every wildfire. This  
28 FireCode will be used for all financial obligations charged to an incident  
29 and by all resources assigned to an incident. The FireCode is not the fire  
30 number for BIA. The fire number will continue to be the fire reporting  
31 number in WFMI. However, the FireCode will be a required entry on the  
32 fire report.
- 33 • The FireCode will be used by the BIA in place of the Fire Number when  
34 entering an obligation to FBMS. Contract/Compact Tribes will use this code  
35 to identify all costs associated with an incident.
- 36 • Compact/Contract Tribes will use the FireCode to identify costs for  
37 wildfires when reporting to the BIA Regional office.
- 38 • A fire report must be created for each wildfire in WFMI. The fire report  
39 form will require the entry of a FireCode.
- 40 • If the wildfire is a false alarm you must create a fire report in WFMI. BIA-  
41 NIFC will generate one false alarm FireCode for each region. The regional  
42 false alarm FireCode will be used for each false alarm fire report in WFMI.

- 1 Wildfires on BIA Trust lands when BIA/Tribal resources are ordered from  
2 another BIA/Tribal unit(s).
- 3 • All BIA/Tribal resources responding will use the hosting BIA/Tribal unit's  
4 FireCode to charge all financial obligations related to that wildfire.
  - 5 • BIA/Tribal units will create a support action fire report in WFMI when  
6 responding to another unit's wildfire.
  - 7 • Compact/Contract Tribes will use the FireCode to identify their respective  
8 costs for assistance to other BIA/Tribal units when reporting to the Regional  
9 office.
- 10 Wildfires on other federal lands when the BIA/Tribe is ordered (another federal  
11 agency is the host unit).
- 12 • All BIA/Tribal resources responding to other federal agency fires will use a  
13 FireCode created by the host federal agency.
  - 14 • BIA/Tribal units will create a support action fire report in WFMI when  
15 responding to another unit's wildfire.
  - 16 • Compact/Contract Tribes will use the FireCode to identify their respective  
17 costs for assistance to other federal agencies when reporting to the Regional  
18 office.
- 19 Wildfires on state lands when the BIA/Tribe is ordered (state agency is the host  
20 unit).
- 21 • All BIA/Tribal resources responding to state agency wildfires will create a  
22 FireCode for each fire if a FireCode has not already been created by another  
23 federal agency. If a FireCode has been created, the BIA/Tribal unit(s) will  
24 use that FireCode as the charge code (project code) for all financial  
25 obligations related to that wildfire.
  - 26 • BIA/Tribal units will create a support action fire report in WFMI when  
27 responding to another unit's wildfire.
  - 28 • Compact/Contract Tribes will use the FireCode to identify their respective  
29 costs for assistance to state agencies when reporting to the Regional office.
- 30 Short-term Severity actions where additional local resources are employed under  
31 operations to supplement readiness capability as a direct result of short duration  
32 high fire danger on BIA Trust lands.
- 33 • BWFM will generate one short-term severity FireCode for each region.
  - 34 • Each region will use the short-term severity FireCode to cover local short-  
35 term severity needs relating to employing additional personnel.
  - 36 • Request to use the short-term severity FireCode must be made to the  
37 Regional FMO, or their acting, and approval given before the FireCode is to  
38 be used.
  - 39 • A support action fire report must be entered in WFMI and the respective  
40 FireCode entered in that fire report. The remarks section of the fire report  
41 must identify the purpose of the support action. For each short-term severity

- 1 use through the fire season, a support action fire report must be entered in  
2 WFMI.
- 3 Long-term Severity FireCodes will be used by BIA resources to identify all  
4 costs related to approve BIA wildfire severity actions.
- 5 • All severity requests will be submitted to the BWFM for approval. Upon  
6 approval, the BWFM will generate a FireCode and notify the Region of the  
7 FireCode and authorized funding level.
  - 8 • The FireCode will be used to charge all authorized financial obligations for  
9 readiness under the severity request.
  - 10 • If a BIA Agency/Tribe responds to another BIA Agency/Tribe's severity  
11 request, the responding BIA Agency/Tribe will use the hosting  
12 Agency/Tribal unit's FireCode to charge all financial obligations.
  - 13 • Compact/Contract Tribes will use the FireCode to identify their respective  
14 severity costs when reporting to the Regional office.
  - 15 • A support action fire report needs to be completed in WFMI for each  
16 severity action.
- 17 Casual Training – A FireCode established by the BWFM will be used by all BIA  
18 units to charge obligations related to Administratively Determined (AD) or  
19 casual workers during field exercises. BIA units must use the FireCode with  
20 their organizational code to charge obligations for casual field exercises.
- 21 USDA Forest Service Wildland Fire Severity Support – A FireCode will be used  
22 by DOI to identify all costs related to support of USDA Forest Service severity  
23 actions.
- 24 • The FireCode will be used to charge all authorized financial obligations for  
25 readiness under the severity request.
  - 26 • A fire report needs to be completed for severity support of USDA Forest  
27 Service severity actions.

## 28 **Wildland Fire Management Funding**

### 29 **Preparedness Activity**

30 This activity consists of all the actions needed to prepare for the response to  
31 wildland fire ignitions. Preparedness funds provide support to the overall  
32 management and planning of the Bureau's and Indian Tribal fire management  
33 programs. Preparedness includes, but is not limited to, readiness and capability  
34 to provide safe, cost-effective fire management programs in support of land and  
35 resource management plans. This activity includes the hiring and training of fire  
36 personnel, purchasing/contracting of equipment and supplies, support, planning  
37 and coordination, policy development, oversight, and research. Interagency  
38 coordination and direction includes establishment and funding of interagency  
39 agreements and interagency fair share contributions.

- 40 • Indian tribes are eligible for indirect costs from the wildland fire  
41 appropriation for preparedness.

- 1 • Wildland Fire Management funding and indirect costs may be included in  
2 the Indian Tribal annual funding agreements (AFAs). For compact wildland  
3 fire preparedness, wildland fire prevention and interagency hotshot  
4 programs, funding shall be transferred to the Office of Self-Governance  
5 (OSG) by the BWFM Budget.
- 6 • One-time funding or one-time project funding will be applied for annually  
7 and distributed to the region for distribution to agencies/tribes. Funding  
8 shall be transferred to the OSG by the BWFM. These are project-based one-  
9 time transfers of funds. Indirect costs on non-recurring or one-time wildland  
10 fire preparedness funds are not authorized. Indian Tribal and Bureau  
11 programs will be given equal consideration for non- recurring preparedness  
12 funding and will be coordinated at the Regional Office level.

### 13 **Fire Facility Construction and Maintenance Activity**

14 This activity provides for the maintenance and construction of fire facilities for  
15 line item funded in the DOI wildland fire appropriation only. All projects are  
16 approved through a consolidated DOI process and entered into the Departments  
17 five year plan. The five-year plan is a fiscal year based plan and is part of the  
18 overall budget process. The plan requires annual updating so that the budget  
19 request continues to reflect a five-year picture of the actual need. As a result, the  
20 schedule of activities is based on the fiscal year, not the calendar year. The  
21 annual update presents the opportunity for the fire bureaus' to adjust project  
22 priorities based on newly identified needs or previously identified needs that  
23 have become more critical during the past year. Projects in the out-years may  
24 also be removed become more critical during the past year. Projects in the out-  
25 year may also be removed because they were addressed through other means.  
26 The Bureau's five-year plan submissions are completed at least a year before  
27 Congress enacts the annual appropriation.

28 Consists of the following:

- 29 • Projects for construction of fire facilities must be included in the five-year  
30 DOI Facilities Construction Plan and identified as part of the Wildland Fire  
31 Annual Budget Appropriation.
- 32 • Funding is obtained by Indian tribes through Bureau regional offices via  
33 cooperative agreements, contracts or through agreements with other Federal  
34 agencies to reimburse Indian tribes for fire facilities construction costs on a  
35 project-by-project basis.
- 36 • Indirect costs for fire facilities and deferred maintenance construction  
37 projects are not authorized. Administrative fees are authorized when  
38 requests have them built into the total cost of the construction project as a  
39 direct cost.

### 40 **Suppression Activity**

41 This activity provides for the development and implementation of three  
42 operation components: Suppression, Post Wildland Fire Activities and Severity.

- 1 • Funding is obtained by Indian tribes through agreements established by  
2 Bureau regional offices or other Federal agencies to reimburse Indian tribes  
3 for fire costs on a fire-by-fire basis (per FireCode). Indirect costs for fire  
4 suppression are not authorized.
- 5 • Severity (short- and long-term) authority and funding for activities  
6 necessary to augment initial attack capability when abnormal fire conditions  
7 occur throughout a region resulting in the fire season starting earlier than  
8 normal, or exceeding average high fire danger ratings for periods. Funding  
9 is obtained by Tribes through agreements established by Bureau regional  
10 offices or other Federal agencies to reimburse Indian tribes for severity  
11 costs incurred under an approved fire severity cost request. Indirect costs  
12 for severity funds are not authorized.
- 13 • Post Wildland Fire Activities includes all post fire burned area activities  
14 covered by approved plans. Funding is obtained by Indian tribes through  
15 agreements established by the Bureau regional offices or other Federal  
16 agencies to reimburse Indian tribes for costs on a project by project basis  
17 (per FireCode). Indirect costs for emergency stabilization projects are not  
18 authorized, however reasonable administrative and overhead costs incurred  
19 by Indian tribes in such projects may be authorized within stabilization  
20 plans and should be built into the project and treated as a direct cost.

## 21 **Interagency Severity Funding Request Procedures**

### 22 *Qualification of Need*

23 To adequately quantify the need for severity funding, at least one of the criteria  
24 listed below should demonstrate that abnormal conditions exist. Severity funds  
25 and project approval will be identified by a severity FireCode generated by BIA-  
26 NIFC. Requests for special projects must be evaluated and approved by the  
27 respective Regional Office and forwarded to BIA-NIFC for approval and  
28 execution. All costs associated with a severity request must include the severity  
29 FireCode when procuring and/or encoding to the Financial Business and  
30 Management System (FBMS).

- 31 • Fire danger models or analysis software (FireFamily Plus) graphically  
32 contrasts the current seasonal trend for ERC and/or BI, with all-time worst  
33 and historical average ERC and/or BI, based on an analysis of year-round  
34 data.
- 35 • Palmer Index or standardized precipitation indices that specify the departure  
36 from normal.
- 37 • Fuel Loading Quantitative information comparing current to the average.
- 38 • Current local fuel moisture compared to average trend and all-time worst  
39 provided by Normalized Differences Vegetative Index (NDVI) and/or Live  
40 Fuel Moisture Project reports. Note: Data from NDVI and Live Fuel  
41 Moisture Project may be a week old or older.
- 42 • NWS 30-day weather outlook.
- 43 • Weather station NFDRS number and name.



1 ***Narrative Statement***

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

5 When requesting prevention or investigation resources, the following  
6 information must be included:

- 7 • Human Caused Fire Activity; number of human-caused fires to date as  
8 compared to previous years, include fire cause category;
- 9 • Description of how the team will be utilized; shared resource covering  
10 multiple areas, etc.;
- 11 • Any significant upcoming events or activities; and
- 12 • Justification for additional funds for prevention materials or supplies.

13 Severity requests for prevention/investigation resources are to be reviewed by  
14 the Regional WUI/Prevention Specialist.

15 ***Requested Resources***

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

19 **Budget Management**

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

25 **Program Budget Annual Appropriations**

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

29 **Funded Program Procedures**

30 WFM funds, excluding emergency suppression funding (unless under a  
31 Continuing Resolution), will be distributed to the BWFM Budget Management  
32 office, which distributes funds to WFM Regional Office programs. The  
33 exception to the allocation is compacted programs which will be disbursed  
34 directly from WFM-NIFC to OSG. Instructions documented on a financial  
35 allocation forms (e.g., Funding Entry Document or FED) detail how  
36 distributions are to be made from regions to Agencies/Tribes for preparedness  
37 programs.

38 **One-Time Funding**

39 The one-time Funding program provides mechanisms to request funding for  
40 special projects or needs that exceed an agency's regular budgeted funds. Funds

- 1 used in this program are non-recurring in nature, and are based on either  
2 available prior year un-obligated balances, or unused Indirect costs.
- 3 Individual plans should be submitted to Regional offices for review, changes or  
4 rejection. Once approved at the regional level, the requests will be forwarded to  
5 WFM. Critical needs projects are high priority or an activity ready for  
6 implementation, and require immediate funding at the start of the FY, before  
7 appropriations bills are signed. Critical needs should only cover three (3) months  
8 of project needs, but will continue under Continuing Resolutions (CR) until an  
9 appropriations bill is passed.
- 10 One-time funding for Preparedness (signed by appropriate Regional Director)  
11 will be submitted to WFM by May 15 for the upcoming Fiscal Year for current  
12 year needs. Requests received after deadlines will be given lower priority.  
13 WFM-NIFC will evaluate all requests based on the region's prioritization and  
14 the availability of funds.

#### 15 **Procedures for One-Time Funding Submission**

- 16 One-time funding requests must be submitted using the following process:
- 17 • Requests are submitted to the Regional Office for approval. The process  
18 verifies the request meets the intent and fire policy of Interior appropriation  
19 act language.
  - 20 • The Regional Office then submits prioritized funding requests to the Branch  
21 of Wildland Fire Management Budget office.
  - 22 • WBS to be assigned by WFM-NIFC Budget or the DC Central Office.

#### 23 **National Model 52 Wildland Engine Program**

24 The Model 52 Wildland Engine program was created by the BIA in 1996. The  
25 objective of the program is to provide a centralized process for replacement  
26 parts, training and fabrication of Model 52 pumping systems. Detailed  
27 information on the program can be found in the BIA National Model 52  
28 Wildland Engine Program Operations Guide.

#### 29 **Mission/Policy**

- 30 • Provide a standardized Model 52 engine for the participating Agency or  
31 Tribal organization.
- 32 • Provide an opportunity to supply trucks for Model 52 pumping systems.
- 33 • Provide repair services for Fire Management Planning Analysis (FMPA)  
34 approved number of engines.
- 35 • Provide training in the use and maintenance of the Model 52 pumping  
36 systems.
- 37 • Evaluate new equipment and Model 52 improvements to meet the wildland  
38 fire program needs.
- 39 • Provide emergency repair or replacement for Model 52 pumping systems.

- 1 • No aftermarket parts of any kind are to be placed on any Model 52  
2 equipment without prior approval from the Deputy, Fire Operations and  
3 concurrence from the Program Center Managers.

#### 4 **Replacement Guidelines**

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

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

#### 8 **Organization**

9 The program is organized into three geographical areas:

- 10 • Northwest Center (Missoula, MT) services the Northwest, Rocky Mountain  
11 and north half of the Pacific Region.  
12 • Northern Center (Eagle Butte, SD) services the Great Plains, Midwest, and  
13 Eastern Regions.  
14 • Southwest Center (Dulce, NM) services the Southwest, Western, Navajo,  
15 Eastern Oklahoma, Southern Plains, and south half of the Pacific Region.

#### 16 **Administration**

17 The program is administered through the BWFM Fire Operations Section. A  
18 Model 52 Oversight Group has been established to plan, develop and budget for  
19 the annual operations of the program. The Group is comprised of the Model 52  
20 Program Leads at each center and the Deputy, Fire Operations. Trucks and  
21 fabrication orders for the Model 52 are procured nationally through the  
22 BIA-NIFC office.

#### 23 **Emergency Repairs**

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

#### 28 **Non-Emergency/Non-Suppression Repairs**

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

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

37 All Emergency and Non-Emergency repair expenditures shall be charged to an  
38 appropriate account.

## 1 **National Aviation Program**

2 The BIA, Wildland Fire and Aviation Management program recommends  
3 Bureau policy, procedures, and standards; and maintains functional oversight  
4 and interagency coordination for all aviation activities. The BIA-BWFM  
5 established two Inter-Regional Aviation Management Offices to provide  
6 technical aviation expertise support for Regional, Agency, and field offices.  
7 Each of these offices supports Bureau Regions across geographic boundaries.  
8 Each of the Inter-Regional offices is staffed by an IRAM and an AOS, both of  
9 which are available to provide support for any Region.

### 10 **Aviation Program Goals**

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

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

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

### 23 **Regional Office Level**

24 Regional FMOs are responsible for providing oversight for aircraft hosted in  
25 their region and have the authority and responsibility to approve, with the WFM  
26 Branch Chief concurrence, acquisition of supplemental aircraft resources within  
27 their region.

- 28 • Regional FMOs have the authority to prioritize the allocation, pre-  
29 positioning and movement of all aircraft assigned to the BIA within their  
30 region.
- 31 • Regional Offices will coordinate with the National Office on movement of  
32 their aircraft outside of their region.

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

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

1 **Agency/Field Office Level**

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

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

9 When other duties interfere or compete with effective aviation management,  
10 request assistance from the Regional Office. Agencies are responsible for  
11 hosting, supporting, providing daily management, and dispatching all aircraft  
12 assigned to their unit. Agencies have the authority to request additional  
13 resources, establish priorities, and make assignments for all aircraft assigned to  
14 the BIA within their agency.

- 15 • AAMs have the responsibility for aviation activities at the local level,  
16 including aviation mission planning, risk management and safety,  
17 supervision, and evaluation. AAMs assist Line Officers with risk  
18 assessment/management and cost analysis.

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

21 **Aviation Safety**

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

25 **Flight Request and Approval**

26 Bureau flights will be requested and documented using the process defined in  
27 the Regional or Agency Aviation Plans. As a minimum, flight management  
28 procedures will follow the *National Interagency Mobilization Guide*, Chapter  
29 80, Flight Management Procedures. The BLM Aircraft Flight Request/Schedule  
30 (9400- 1a) form is one example which may be used.

31 **Safety and Risk Management**

32 **Motor Vehicle Operation Policy**

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

**1 Business Management and Administration**

2 The BIA follows the uniform application (IAM Part 90, 1.2, (18)) of the  
3 interagency policies and guidelines as developed in the *NWCG Standards for*  
4 *Interagency Incident Business Management*. BIA will follow the direction set  
5 forth in the *NWCG Standards for Interagency Incident Business Management* in  
6 all incident business management functions except where specific to agency  
7 legal mandates, policies, rules or regulations.

**8 Casuals Hired as Drivers When Employed by BIA**

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

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

- 15 • Form 3607 will be processed through Regional channels to retrieve the  
16 driving record of the application with the State, or National Driver Registry  
17 and applicable Tribe.
- 18 • Regional Directors can contact the Division of Safety and Risk  
19 Management for information on completing and submitting Form 3607.
- 20 • Meeting the qualification requirements for a motor vehicle license is a  
21 condition of employment within BIA for those individuals whose duties  
22 require the operation of a motor vehicle for official wildland fire operations  
23 business. Failure to adhere to the policy will result in automatic termination  
24 of the casual.

**25 Request for Funding Authorization**

26 The authorization and procedure for use of the operations "suppression"  
27 (AF2001010) program account, for emergency workers field activities is as  
28 follows.

- 29 • A regional funding request plan must be completed that identifies the  
30 program need for casual funding for field activities only;
- 31 • The request must be submitted through the Regional FMO by January 1st of  
32 each year; and
- 33 • The requests will be reviewed and authorized in writing to the respective  
34 agency.

**35 Acquisitions**

36 Per 90 IAM, the WFM program requires adherence to the *NWCG Standards for*  
37 *Interagency Incident Business Management* in conducting wildland fire  
38 business.

39 The BIA Branch of Fire Management's waiver for fire/emergency personnel  
40 purchases are cited in Memoranda Expanded Government Charge Card

- 1 Purchase Authority During Emergency Wildland Fire Operations, dated 6/12/03  
2 at <https://www.bia.gov/nifc/library/Memos/index.htm>. The exceptions are:
- 3 Meals, Beverages and Lodging: This exception will be used to lodge and feed  
4 employees without credit cards or to support mixed charge card/non-charge card  
5 crews.
- 6 • Personal Gear – This exception will be used to purchase personal items if  
7 destroyed, lost or stolen while serving on the fire crew/emergency incident,  
8 (e.g., clothing, footwear and/or toiletries).
  - 9 • Payment of medical treatment for casualties and overhead when authorized for  
10 Incident Agency Provided Medical Care (APMC).

### 11 **Emergency Equipment Rental Agreements (EERA)**

12 The Emergency Equipment Payment Operating Guidelines provides procedure,  
13 guidance and instructions to the BIA WFM Programs, Regional fire  
14 management offices and agency offices, Office of Financial Management,  
15 Office of Acquisition and Property for implementation of the EERAs payment  
16 process. Refer to the *NWCG Standards for Interagency Incident Business*  
17 *Management*, Chapter 20, for EERA Administration.

### 18 **Wildland Fire Decision Support System (WFDSS)**

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

### 20 **Fuels Management, Planning & Implementation**

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

- 23 • *Interagency Prescribed Fire Planning and Implementation Procedures*  
24 *Reference Guide* (PMS 484) July 2017.  
25 (<https://www.nwcg.gov/publications/484>);
- 26 • *BIA Fuels Management Program Supplement to the Interagency Prescribed*  
27 *Fire Planning and Implementation Procedures Reference Guide* 2008; and
- 28 • *BIA Fuels Program Business Management Handbook*, February 2008
- 29 • Chapter 17 – NFES 2724, *Interagency Standards for Fire and Fire Aviation*  
30 *Operations (Red Book)*.

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

### 36 **Prescribed Fire Review**

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

- 1 Any Prescribed Fire related incident that has resource or property damage that
- 2 may result in a claim for compensation shall initiate a review.
- 3 The review team and their expertise should be commensurate with the scope,
- 4 and focus of the review. Interagency participation is encouraged with team
- 5 selection.