

1 **Chapter 4**  
2 **U.S. Fish and Wildlife Service Program Organization and**  
3 **Responsibilities**

4 **Introduction**

5 This document states, references, or supplements policy for the U.S. Fish and  
6 Wildlife Service (Service or FWS) Wildland Fire Management Program. The  
7 standards provided in this document are based on current U.S. Department of the  
8 Interior (DOI) and Bureau policy, and are intended to provide fire program  
9 guidance. If there is a discrepancy between guidance found in this document and  
10 the Service Manual, information contained within this document will be  
11 considered authoritative as updates occur on a more frequent cycle than the  
12 Service Manual. The intent is to ensure safe, consistent, efficient, and effective  
13 fire and aviation operations. This document will be reviewed and updated  
14 annually.

15 **Agency Administrator Roles**

16 **Director**

17 The Director of the Fish and Wildlife Service has overall responsibility for the  
18 Service's Wildland Fire Management Program. The Director will ensure  
19 regional fire management activities are formally evaluated.

20 **Chief, National Wildlife Refuge System**

21 The Chief of the National Wildlife Refuge System (NWRS) provides leadership  
22 for the Wildland Fire Management Program. The Chief also formally evaluates  
23 all regional fire activities as needed. The Assistant Director of the NWRS has  
24 delegated the authority to approve the *Service Fire Management Handbook* and  
25 other fire related handbooks as needed to provide guidance to the Chief, Branch  
26 of Fire Management.

27 **Regional Director**

28 The Regional Director is responsible to the Director for fire management  
29 programs and activities within their region. The Regional Director will meet the  
30 required elements outlined in the *Management Performance Requirements for*  
31 *Fire Operations* and ensure training is completed to support delegations to line  
32 managers and principal actings. The Regional Director ensures that Refuge  
33 Managers/Project Leaders, and or Field Supervisors are qualified to approve  
34 prescribed fire plans.

35 For USFWS declared wildfire reviews, regardless of level; a draft copy of the  
36 final report will be submitted to the agency's National Fuels Management  
37 Specialist within 45 days of the fire being declared out, prior to signatures. After  
38 which, the National Fuels Management Specialist will work with appropriate  
39 regional staff to finalize the report for signature. Once finalized, signatures must  
40 include, at a minimum: 1) preparer(s), 2) the Zone Fire Management Officer

- 1 (reviewed by), and 3) appropriate level agency administrator (approved by).  
 2 Additional signatories may be added as desired.
- 3 Once signatures are obtained, the National Fuels Management Specialist will  
 4 submit the final report to the Wildland Fire Lessons Learned Center (LLC) after  
 5 approved by the Chief, Branch of Fire Management. The Branch of Fire  
 6 Management will then notify Regional Fire Management Coordinators that it is  
 7 available to facilitate additional learning.
- 8 Regional Directors will provide a written Delegation of Authority to the  
 9 Regional Fire Management Coordinator (RFMC) to represent the region on the  
 10 Geographic Multi-Agency Coordinating Group (GMAC) and perform other  
 11 duties as described in this chapter under the heading “Delegation of Authority.”

#### 12 **Regional Chief and Refuge Supervisors**

13 Regional Chiefs and Refuge Supervisors are delegated specific leadership  
 14 responsibilities by the Regional Director. They provide oversight and direction,  
 15 in coordination with, the Wildland Fire Management Program for the NWRS.  
 16 These responsibilities occur through established lines of authority as assigned by  
 17 the Regional Director.

#### 18 **Project Leader/Refuge Manager**

19 The Project Leader/Refuge Manager is responsible for the safe and efficient  
 20 implementation of fire management activities within their unit, including  
 21 cooperative activities with other agencies or landowners, in accordance with  
 22 delegations of authorities. The Project Leader/Refuge Manager, or principal  
 23 acting, will meet required elements outlined in the *Management Performance*  
 24 *Requirements for Fire Operations* table below.

- 25 • If an Agency Administrator is absent during an incident, the Refuge  
 26 Supervisor and RFMC will make an assessment of the Acting Agency  
 27 Administrator’s capabilities and provide appropriate additional support.

#### 28 **Management Performance Requirements for Fire Operations**

PERFORMANCE REQUIRED	FWS Director	Regional Director	Regional Chief/ Refuge Supervisor	Project Leader/ Refuge Manager
<i>Policy</i>				
1. Ensure any standards developed are compliant with agency wildland fire policies.			X	X
2. Ensure use of fire funds is in compliance with department and agency policies.			X	X

PERFORMANCE REQUIRED	FWS Director	Regional Director	Regional Chief/Refuge Supervisor	Project Leader/Refuge Manager
3. Attends the M-581, <i>Fire Program Management, an Overview</i> course (offered at the geographic level) or the Agency Administrator Training Workshop hosted by the Prescribed Fire Training Center (see agency policy) within two years of appointment to Refuge Manager/Project Leader, unless there have been no wildfire or prescribed fires recorded in the last 10 years within the complex/refuge. Ensures that personnel assigned oversight responsibilities for the fire program have completed the M-581 course.			X	X
4. Review critical operations and safety policies and procedures, including <i>Interagency Fire Program Management Qualifications Guide</i> and <i>Interagency Standards for Fire and Fire Aviation Operations</i> (Redbook) with fire and fire aviation personnel.		X	X	X

PERFORMANCE REQUIRED	FWS Director	Regional Director	Regional Chief/ Refuge Supervisor	Project Leader/ Refuge Manager
<b><i>Program Management</i></b>				
5. Provide a written Delegation of Authority to Zone Fire Management Officer (ZFMOs) giving an adequate level of operational authority. For zoned/area units, ensure all appropriate Agency Administrators have signed the delegation. When applicable, develop an Inter-refuge Agreement specifying reciprocal responsibilities of the Project Leader/Refuge Manager and the Zone FMO.				X
6. Ensure all fire management activities are supported by a current Fire Management Plan (FMP) with documented annual updates and are integrated with an approved Comprehensive Conservation Plan.		X	X	X
7. Ensure investigations and reviews are conducted for incidents, accidents, escaped prescribed fires, and near misses as described in Chapter 17 of <i>Fire Management Handbook</i> and Chapter 18 of <i>Interagency Standards for Fire and Fire Aviation Operations</i> .	X	X	X	X
8. Annually update and review the <i>FWS Line of Duty Death Response Handbook</i> and the <i>Agency Administrator's Guide to Critical Incident Management</i> .		X	X	X

PERFORMANCE REQUIRED	FWS Director	Regional Director	Regional Chief/ Refuge Supervisor	Project Leader/ Refuge Manager
9. Ensure master agreements with cooperators are valid and in compliance with agency policies, and operating plans are current.		X	X	X
10. Ensure trespass actions are initiated and documented to recover cost of suppression activities, land rehabilitation, and damages to resources and improvements for all human-caused fires where liability can be determined, as per <i>Service Fire Management Handbook</i> .		X	X	X
11. Ensure Wildland Fire Decision Support System (WFDSS) is used to publish timely decisions and to provide decision support documentation for all fires that escape initial attack or initial response.		X	X	X
12. Convene and participate in annual fire meetings.			X	X
13. Participate as part of in-briefings and post fire closeouts on Type 1 and Type 2 fires and provide a written Delegation of Authority, WFDSS analysis, Agency Administrator briefings to Incident Management Teams.				X

<b>PERFORMANCE REQUIRED</b>	<b>FWS Director</b>	<b>Regional Director</b>	<b>Regional Chief/Refuge Supervisor</b>	<b>Project Leader/Refuge Manager</b>
14. Ensure fire and fire aviation preparedness reviews are conducted annually in all unit offices. Ensure timely follow-up to fire management program reviews.			X	X
15. Ensure resource advisors are identified, trained, and available for incident assignment. Refer to the <i>Resource Advisor Guide</i> (PMS 313).				X
16. Personally visit at least one wildland fire each year.				X
17. Ensure appropriate management of Social/Political/Media resources and relationships affecting wildland fire.		X	X	X
18. Provide oversight to Emergency Stabilization (ES) and Burned Area Rehabilitation (BAR) processes and procedures.				X
<b><i>Training/Certification</i></b>				
19. Ensure only trained and certified fire and non-fire personnel are available to support fire operations at the local, geographic, and national levels.		X	X	X

PERFORMANCE REQUIRED	FWS Director	Regional Director	Regional Chief/Refuge Supervisor	Project Leader/Refuge Manager
20. Fire Management Leadership, Local Fire Management Leadership training and Prescribed Fire Training Center training will be tracked in the Incident Qualifications and Certification System (IQCS).			X	X
<b><i>Prescribed Fire/Fuels Management</i></b>				
21. Ensure compliance with National and Regional policies for prescribed fire activities. Conduct periodic reviews of the prescribed fire program.		X	X	X
22. Ensure all wildfires resulting from prescribed fire actions are reported to Regional Director within 24 hours of the wildfire declaration.			X	X
23. Ensure Prescribed Fire Plans have been reviewed and recommended by a qualified technical reviewer other than the plan author.				X
24. Review and approve the Agency Administrator Ignition Authorization.				X

**1 Fire Management Staff Roles****2 National Office****3 Fire Director**

4 The Fire Director is the Chief of the Fire Management Branch (FMB) in the  
5 National Wildlife Refuge System (NWRS), and is the Service representative at  
6 the National Interagency Fire Center (NIFC). The Fire Director, through *Service*  
7 *Manual 621 FW 1*, is delegated authority by the Director to represent the Service  
8 on the National Multi-Agency Coordinating Group (NMAC Group). The Fire  
9 Director is responsible for implementing the decisions of the NMAC as they  
10 affect U.S. Fish and Wildlife Service areas. The decisions of the NMAC include  
11 the prioritizing of incidents nationally and the allocation or reallocation of  
12 firefighting resources to meet national priorities.

13 The Fire Management Branch is responsible for providing technical direction  
14 and coordination of fire management planning, policy development, and  
15 procedures Service wide.

**16 Regional Office****17 Regional Fire Management Coordinator (RFMC)**

18 The Regional Fire Management Coordinator provides leadership, direction,  
19 coordination, training, planning, evaluation, and technical guidance for the  
20 region and is available to provide assistance for intra-agency and interagency  
21 wildland fire management needs. The RFMC will meet qualification  
22 requirements established by IFPM for the position. The RFMC, through written  
23 delegation by the Regional Director, is delegated authority to represent the  
24 region on the GMAC. The RFMC is responsible for implementing the decisions  
25 of the GMAC Group as they affect U.S. Fish and Wildlife Service areas. The  
26 decisions of the GMAC include the prioritizing of incidents, Interagency  
27 Master/statewide agreements and the allocation or reallocation of firefighting  
28 resources to meet wildland fire management priorities.

**29 Refuge****30 Zone Fire Management Officer (ZFMO)**

31 The ZFMO is responsible and accountable for providing leadership for the fire  
32 management program. The ZFMO determines program requirements to  
33 implement land use decisions through the FMP to meet land management  
34 objectives. The ZFMO negotiates interagency agreements and as delegated,  
35 represents the Agency Administrator on local interagency fire and fire aviation  
36 groups. The ZFMO is responsible for coordinating with Agency Administrators  
37 to annually review and update (as required) their respective Fire Management  
38 Plans to comply with agency policy.

## 1 Fire Management Staff Performance Requirements for Fire Operations

PERFORMANCE REQUIRED	Fire Director	RFMC	Zone FMO
<b><i>Policy</i></b>			
1. Establishes and manages a safe, effective, and efficient fire program.	X	X	X
2. Ensures that FMPs reflect the agency's commitment to firefighter and public safety, while utilizing the full range of fire management activities available for ecosystem sustainability.		X	X
3. Provides the expertise and skills to fully integrate fire and fire aviation management into interdisciplinary planning efforts.	X	X	X
4. Ensures fire and fire aviation policies are understood, implemented, and coordinated with other agencies as appropriate including work/rest guidelines.	X	X	X
<b><i>Program Management</i></b>			
5. Ensure appropriate risk management, administration, management and oversight of wildland incidents. Ensure Incident Business Analysts, Strategic Operational Planners, Resource Advisors, and Agency Representative positions are utilized as needed.	X	X	X
6. Ensures completion of a Job Hazard Analysis (JHA)/Risk Assessment for fire and fire aviation activities to mitigate risk.		X	X
7. Develop, negotiate, and implement cost share, Service First, and reimbursable protection agreements with cooperators.	X	X	X
8. Monitors fire suppression activities to recognize when complexity levels exceed current management capabilities. Increases managerial and operational resources to meet the need.	X	X	X
9. Ensures that agreements with cooperators and operational plans (e.g., operating plans, dispatch, preparedness, prevention) are valid and in compliance with agency policy.	X	X	X

<b>PERFORMANCE REQUIRED</b>	<b>Fire Director</b>	<b>RFMC</b>	<b>Zone FMO</b>
10. Ensures use of fire funds is in compliance with department and agency policies.	X	X	X
11. Ensures that fire severity funding is requested, used, and documented in accordance with agency standards.	X	X	X
12. Ensures a process is established to communicate fire information to public, media, and cooperators.	X	X	X
13. Participates in annual fire meetings.	X	X	X
14. Oversees pre-season preparedness review of fire and fire aviation program.		X	X
15. Initiates, conducts, and/or participates in fire program management reviews and investigations.	X	X	X
16. Personally participates in periodic site visits to individual incidents and projects.		X	X
17. Ensures that transfer of command occurs as per <i>Interagency Standards for Fire and Fire Aviation Operations</i> , Appendix G on incidents.		X	X
18. Ensure the proper level of management complexity is assigned to all incidents.		X	X
19. Ensures that incoming personnel and crews are briefed prior to fire and fire aviation assignments.		X	X
20. Ensures a WFDSS analysis is initiated, updated, approved, and published as necessary.		X	X
21. Works with cooperators, groups, and individuals to develop and implement processes and procedures for providing fire safe communities within the wildland urban interface.	X	X	X
22. Ensures unit is capable of wildfire cause determination.	X	X	X

PERFORMANCE REQUIRED	Fire Director	RFMC	Zone FMO
23. Annually updates and reviews the FWS <i>Line of Duty Death Response Handbook</i> and the <i>Agency Administrator's Guide to Critical Incident Management</i> .	X	X	X
24. Ensures that fire season severity predictions, weather forecasts, fire behavior predictors, and fire activity levels are monitored and communicated daily to all employees (hard copy, web page, email, radio, or fax).	X	X	X
25. Uses current National, Geographic, and Local Mobilization Guides and ensures standards are followed.	X	X	X
26. Ensures that reports and records are properly maintained according to FWS policies.	X	X	X
27. Ensures all job related accidents/incidents resulting in, or having the potential to cause fatalities, injuries, illnesses, property or environmental damage are reported and/or investigated. All such reports are electronically submitted through the Safety Management Information System (SMIS), SAFENET or SAFECOM as appropriate.		X	X
28. Ensures that current emergency medical response plan is in place and accessible.		X	X
<b>Planning</b>			
29. Develops and/or updates fire management plans and associated operational plans for approval by project leaders and regional fire and refuge staff (as determined by the region). Annually review FMPs per Service policy.			X
30. Responsible for the coordination of Remote Automated Weather Station (RAWS) maintenance, sensor calibration, and oversight of daily inputs.			X
<b>Training</b>			
31. Ensures IQCS accounts are established and training records maintained for Agency Administrators.		X	X

PERFORMANCE REQUIRED	Fire Director	RFMC	Zone FMO
32. Organizes trains, equips, and directs a qualified work force. Ensures that only trained and qualified personnel are assigned to fire and fire aviation duties. Establishes and implements performance review process(es).		X	X
<b><i>Prescribed Fire and Fuels</i></b>			
33. Ensures compliance with Service, Regional, and/or local policies for prescribed fire activities. Provides periodic reviews of the prescribed fire program.	X	X	X
34. Reports all wildfires resulting from prescribed fires to the Regional Fire Management Coordinator within 12 hours of the wildfire declaration.			X
35. A draft copy of the final report will be submitted to the agency's National Fuels Management Specialist within 45 days of the fire being declared out, prior to signatures.		X	

#### 1 **National Fire Leadership Team**

- 2 The National Fire Leadership Team (NFLT) is established under the guidance  
3 and support of the NWRS Leadership Team. The team is established to provide  
4 regional input on issues of National importance, to advise the Chief, FMB, and  
5 provide leadership, coordination, and guidance in the development and  
6 implementation of a safe and effective fire management program within the  
7 Service. The team serves as a national clearing house, provides discussion of  
8 wildland fire management issues, and recommends actions to improve  
9 coordination and integration of regional fire management activities into national  
10 direction. The team will be responsible for the following:
- 11 • Provide leadership, coordination, and guidance for the Service's fire  
12 management program.
  - 13 • Identify potential fire management issues, and recommend strategies that  
14 will enhance the Service's ability to safely and effectively manage fire on  
15 Service lands.
  - 16 • Develop and recommend common guidance and business rules as needed to  
17 manage fire management activities while recognizing individual regional  
18 needs.
  - 19 • Provide a forum for the exchange of ideas, best management practices, and  
20 lessons learned relating to Service fire management activities.
  - 21 • Provide a forum to discuss budget methodology applications that are  
22 consistent with appropriation language authority as well as providing for the

- 1 collaboration and coordination within FWS and with our interagency  
2 partners.
- 3 • Form task groups, working teams, or other collections of subject matter  
4 experts as needed to deal with specific tasks or long-term issues. These  
5 groups or teams will each have a Leader who usually works in the subject  
6 matter area with members assigned who may have the subject area as a  
7 collateral duty. They will have representation from across the Service, and  
8 will provide guidance or operational recommendations to the NFLT.

#### 9 **Line Officer Team (LOT)**

10 The Line Officer Team (LOT) consists of representatives from each Region and  
11 each level of the National Wildlife Refuge System (NWRS). Their primary  
12 responsibility is to advise and promote a safe, effective and integrated fire  
13 management program in the NWRS.

#### 14 **Delegation of Authority**

##### 15 **Regional Fire Management Coordinator**

16 In order to effectively perform their duties, an RFMC must have certain  
17 authorities delegated from the Regional Director. This delegation is normally  
18 placed in the regional office supplement to agency manuals. This Delegation of  
19 Authority should include:

- 20 • Serve as the Regional Director's authorized representative on geographic  
21 area coordination groups, including MAC groups.
- 22 • Coordinate and establish priorities on uncommitted fire suppression  
23 resources during periods of shortages.
- 24 • Coordinate logistics and suppression operations region-wide.
- 25 • Relocate agency wildland fire resources within the region based on relative  
26 fire potential/activity.
- 27 • Correct unsafe wildland fire activities.
- 28 • Enter into agreements to provide for the management, fiscal, and  
29 operational functions of combined agency operated facilities.
- 30 • Suspend prescribed fire activities when warranted.
- 31 • Give authorization to hire Emergency Firefighters (EFF) in accordance with  
32 the DOI Pay Plan for Emergency Workers.
- 33 • Approve short-term fire severity funding expenditures not to exceed the  
34 region's annual authority.

##### 35 **Zone Fire Management Officer (ZFMO)**

36 In order to effectively perform their duties, the ZFMO will receive a Delegation  
37 of Authority outlining the operational and administrative fire management  
38 duties. All Unit Agency Administrators within a Zone will sign a Zone and/or  
39 Refuge Fire Management delegation. A sample Delegation of Authority can be  
40 found on the FWS Fire Operations Policy and Guidance SharePoint site.

**1 Inter-refuge Agreements**

2 Inter-refuge Agreements may be used when ZFMOs provide fire management  
3 oversight to multiple refuges. This is in addition to the Delegation of Authority  
4 from the Project Leaders/Refuge Managers to the ZFMO, and further defines the  
5 roles and expectations between the ZFMO and Refuges. An example can be  
6 found on the FWS Fire Operations Policy and Guidance SharePoint site.

**7 Fire Duty Officer**

8 Fire Management Officers are responsible to provide Fire Duty Officer (FDO)  
9 coverage during periods of predicted incident activities. FDO responsibilities  
10 may be performed by any individual delegated the authority, either written or  
11 verbal, from the ZFMO. The duties for FDOs include:

- 12 • Monitor unit incident activities for compliance with FWS safety policies.
- 13 • Coordinate and set priorities for unit preparedness activities, incident  
14 response and resource allocation.
- 15 • Keep Agency Administrators and resources informed of the current and  
16 expected situation.
- 17 • Plan for and implement actions required for future needs.
- 18 • Document decisions and actions.
- 19 • FDOs will not fill Incident Command System (ICS) functions. If the FDO  
20 needs to fulfil an ICS function, they must re-assign the FDO duties.

**21 Wildland Fire Field Attire**

22 Wildland fire field attire will be worn by primary preparedness funded personnel  
23 on all duty days during the predetermined “fire season” for the home unit in  
24 accordance with their approved step-up plan.

**25 Fire Severity Funding**

26 Service specific fire severity funding guidance can be found in Chapter 10 of  
27 this guide, Chapter 10 of the Service *Fire Management Handbook*, and the *Fire*  
28 *Business Guide*, Severity Subactivity.

**29 Fire Reporting**

30 Field units will report wildland fire occurrence and fire status to their local  
31 dispatch office and Regional Fire Management Coordinator or designee.

**32 Individual Fire Report**

33 An Individual Fire Report must be completed in the Fire Management  
34 Information System (FMIS) for the following types of fires or treatments within  
35 15 days after the fire is declared out or treatment is complete:

- 36 • All wildland fires on Service lands;
- 37 • Support actions;
- 38 • Fires suppressed on other lands under an agreement;

- 1 • All false alarms;
  - 2 • Natural outs (by natural out definition); and
  - 3 • Non-fire treatments completed with fuels funding.
- 4 Detailed information about a support action is only required from an initial entry  
5 into FMIS to establish a work breakdown structure (WBS). Once the WBS has  
6 been established, users are not required to establish additional fire reporting  
7 information for the same fire.
- 8 Reports are required regardless of who takes action, e.g., force account,  
9 cooperater, or contractor. When actions are taken on a cooperative fire, the  
10 agency having jurisdiction over the land on which the wildfire occurs will file a  
11 complete report to record and bill for assistance when necessary.

#### 12 **Fish and Wildlife Service Use of WFDSS**

13 FWS follows interagency policy regarding use of WFDSS. Standards for when  
14 WFDSS will be used are found in Chapter 11 of this guide.

15 Documentation of all other wildfires in WFDSS is at the discretion of the  
16 Regional Office or local unit. All fires in Alaska will have WFDSS initiated by  
17 the Protecting Agency.

#### 18 **Final Wildland Fire Record**

19 The final wildland fire or project record may include the following:

- 20 • FMIS data entry (required)
- 21 • Narrative
- 22 • WFDSS analyses and decisions
- 23 • Incident Action Plan(s)
- 24 • Daily weather forecasts and spot weather forecasts
- 25 • Daily fire progression map
- 26 • Total cost summary
- 27 • Monitoring data (Wildland Fire Observation Records)
- 28 • Critique of fire projections on Incident Action Plan

#### 29 **Physical Fitness and Conditioning**

30 Employees serving in wildland fire positions that require a fitness rating of  
31 arduous as a condition of employment are authorized one hour of duty time each  
32 work day for physical fitness conditioning. Employees not having a fitness  
33 rating of arduous as a condition of employment, but who are required by a  
34 Critical Performance element or other written agreement to maintain an arduous  
35 level, will be authorized three hours per week of duty time for physical fitness  
36 conditioning. All other wildland firefighting personnel holding qualifications  
37 requiring ratings of moderate or arduous may be authorized, by their supervisor,  
38 up to three hours per week of duty time for fitness conditioning. Prior to any  
39 duty time being allowed for physical fitness conditioning, employees and

1 supervisors must agree, in writing, what physical conditioning activities the  
2 employee will engage in, and when and where they will occur. Activities outside  
3 of the agreement will not be authorized or allowed. A combination of activities  
4 designed to increase both physical strength and aerobic fitness, while  
5 minimizing the possibility of physical injury, should be utilized.

#### 6 **National Fire Operations Fitness Challenge**

7 The national fire operations fitness challenge encourages and recognizes  
8 achievement in physical fitness by FWS firefighters. The fitness challenge  
9 provides a common system by which FWS firefighters can measure current  
10 fitness, establish fitness goals, and track fitness improvement. The fitness  
11 challenge is voluntary, but FWS firefighters are encouraged to participate.

12 The fitness challenge tests participants in four basic exercises - push-ups, pull-  
13 ups, sit-ups and a timed run of either 1.5 miles or 3 miles. Test results are  
14 compiled into a final overall score.

15 Unit and Regional offices are encouraged to support firefighter participation.  
16 Individual accomplishments can be forwarded to the national office for  
17 employee recognition by the Branch Chief. Specific information on the fitness  
18 challenge is located at  
19 [https://fishnet.fws.doi.net/regions/9/nwrs/fire/Shared%20Documents/Memo's%20From%20The%20Branch/FY19/FWS%20National%20Fitness%20Challenge\\_](https://fishnet.fws.doi.net/regions/9/nwrs/fire/Shared%20Documents/Memo's%20From%20The%20Branch/FY19/FWS%20National%20Fitness%20Challenge_2.15.19.pdf)  
21 [2.15.19.pdf](https://fishnet.fws.doi.net/regions/9/nwrs/fire/Shared%20Documents/Memo's%20From%20The%20Branch/FY19/FWS%20National%20Fitness%20Challenge_2.15.19.pdf).

## 22 **Training**

### 23 **Agency Administrator Training**

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

- 28 • Refuge Managers/Project Leaders with Service lands under their  
29 jurisdiction which require the development and maintenance of a Fire  
30 Management Plan must attend *Fire Program Management, an Overview*  
31 (M-581), or may upon concurrence of the RFMC, attend the Prescribed Fire  
32 Workshop for Agency Administrators offered by the National Interagency  
33 Prescribed Fire Training Center.
- 34 • Projects leaders/refuge managers who oversee or have the potential to  
35 oversee complex fire management programs should consult with their  
36 RFMC about attending *Fire Program Management, Leading Complex Fire*  
37 *Programs* (M-582).
- 38 • Field supervisors who may approve prescribed fire plans must attend *Fire*  
39 *Program Management, an Overview* (M-581), or may upon concurrence of  
40 the RFMC, attend the Prescribed Fire Workshop for Agency Administrators  
41 offered by the National Interagency Prescribed Fire Training Center.

- 1 • Regional Chiefs, Regional Refuge Supervisors, and Refuge
- 2 Managers/Project Leaders must complete periodic refresher training as
- 3 determined by their supervisor in consultation with the RFMC. Refresher
- 4 training options may include attending fire management
- 5 training/workshops, trainee experiences, or mentoring.
- 6 • Guidance for use of the agency qualification for Agency Administrators
- 7 (AADM) can be found in the *Federal Wildland Fire Qualifications*
- 8 *Supplement*.

9 **Zone Fire Management Officer Training**

10 All ZFMOs are required to attend the M-581, *Fire Program Management, an*

11 *Overview* course, either as a student or as a member of the instructor cadre. If

12 attending as an instructor, the ZFMO must be present for the entire course. See

13 IFPM requirements.

14 **FWS Firefighter General Training Requirements**

15 For firefighter qualification documentation guidance, reference chapter 13.

16 ***Agency Permanent, Career Seasonal, and Temporary Firefighters***

Required Training	Initial Requirement/Frequency	Completion/Tracking Method	Reference
Hazardous Materials-First Responder Awareness Level	<ul style="list-style-type: none"> <li>• Based on regional safety requirements</li> </ul>	<ul style="list-style-type: none"> <li>• Classroom or onsite</li> <li>• Employee personnel file</li> </ul>	242 FW 6, Hazardous Waste Operations and Emergency Response
A-100 Basic Aviation Safety (classroom/online)	<ul style="list-style-type: none"> <li>• Upon initial employment</li> <li>• Refresher every 2 years</li> </ul>	<ul style="list-style-type: none"> <li>• Interagency Aviation Training</li> </ul>	330 FW 3, Flight Authority and Aviation Training  FWS Memo October 17, 2011 found on the IAT website at: <a href="https://www.iat.gov/docs/FWS_Memo_2011_A-223_A-312.pdf">https://www.iat.gov/docs/FWS_Memo_2011_A-223_A-312.pdf</a>
Fireline Safety Refresher (RT-130)	<ul style="list-style-type: none"> <li>• Annually</li> </ul>	<ul style="list-style-type: none"> <li>• Classroom</li> <li>• IQCS</li> </ul>	621 FW1, Fire Management Program

Required Training	Initial Requirement/ Frequency	Completion/ Tracking Method	Reference
First Aid/ Cardiopulmonary Resuscitation (CPR)	<ul style="list-style-type: none"> <li>• Upon initial employment</li> <li>• Every 2 years or per certifying authority</li> </ul>	<ul style="list-style-type: none"> <li>• Classroom</li> <li>• Employee personnel file</li> </ul>	240 FW 3, Safety and Health Training
Defensive Driving	<ul style="list-style-type: none"> <li>• Based on regional safety requirements</li> </ul>	<ul style="list-style-type: none"> <li>• Employee personnel file</li> </ul>	321 FW 1, Authorization, Training and Safety Requirements
A-312 Water Ditching and Survival (Alaska only)	<ul style="list-style-type: none"> <li>• Upon initial employment</li> <li>• Every 2 years</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="https://www.iat.gov/">https://www.iat.gov/</a></li> </ul>	See regional direction

1 ***Administratively Determined (AD) and EFF Required Training***

- 2 • First Aid/CPR (every 2 years)
- 3 • Defensive driving (every 3 years)

4 **Fish and Wildlife Service Specific Qualifications**

5 Guidance regarding agency-specific qualifications that are not contained in the  
6 *NWCG Standards for Wildland Fire Position Qualifications* (PMS 310-1) can be  
7 found in the *Federal Wildland Fire Qualifications Supplement*. For  
8 qualifications with agency standards which exceed minimums established in the  
9 PMS 310-1, refer to the Service Fire Management Handbook.

10 **FWS Global Positioning System (GPS) Datum and Coordinate Format**  
11 **Standard**

12 To ensure safe and efficient suppression operations, all FWS fire resources will  
13 use a standard GPS datum and latitude/longitude (coordinate) format when  
14 communicating GPS references. The standard datum is WGS84, and the  
15 standard coordinate format is Degrees Decimal Minutes (DDM). For other  
16 activities (e.g., mapping, fire reporting, planning), agency standards will apply.