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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.

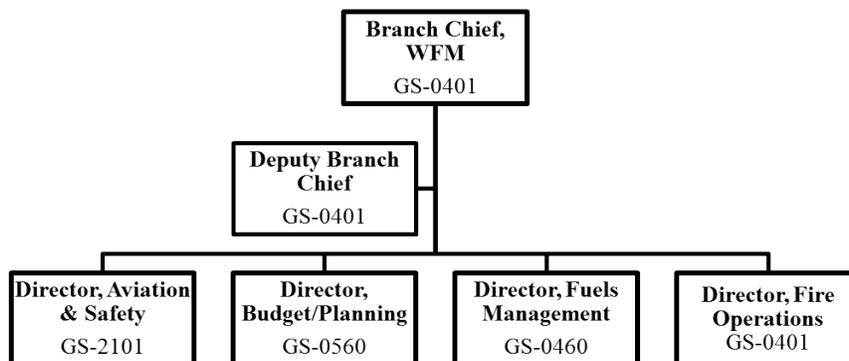
### BIA Mission

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 Plans;
  - 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 Standards for Wildland Fire Position*  
36 *Qualifications* PMS 310-1 is mandatory for all firefighters fighting  
37 wildfires on and off their respective jurisdictions.
  - 38 ○ Adherence to the IFPM Guide standards are mandatory for fire  
39 program management officers, fire specialists and fire project leaders.
  - 40 ○ Self-governance compact standards for qualification, physical fitness  
41 and safety will be those established by the parties to the agreement, but  
42 will not be less than NWCG and IFPM standards when mobilized off  
43 their Tribal lands.

- 1 ○ Tribal fire management officers are responsible for certifying Tribal  
2 program employee qualifications and maintaining records of their  
3 employee qualifications. All BIA/Tribal units with fire management  
4 programs are required to use the Incident Qualifications and  
5 Certification System (IQCS) to track all federal emergency responders.
- 6 ○ Fire occurrence reports will be encoded to the Wildland Fire  
7 Management Information (WFMI) system within two weeks after a  
8 wildfire is declared out. Wildfires that burn Indian trust lands under a  
9 Tribe's protection must be reported and certified in InFORM promptly  
10 after being declared out. Obligating government funds is an inherently  
11 federal function and fire reports are an essential element in accounting  
12 for the obligation of federal funds.
- 13 ○ Placing resource orders for incident management teams (IMT) to  
14 manage extended, large fire operations or for post wildland fire activity  
15 teams requires the involvement of the Bureau. All actions require that  
16 the Bureau approve delegations of authority to teams.

### 17 **Program Planning**

18 Strategic planning for BIA field-level units relies primarily on two required  
19 documents, Fire Management Plans (including Spatial Fire Management Plans)  
20 and Fire Danger Operating Plans, per the interagency guidance in Chapters 9  
21 and 10 respectively. Such plans rely on historical weather and fire occurrence  
22 data to depict the range of conditions in burning environment, define the fire  
23 season, and quantify the unit's workload.

### 24 **Fire Occurrence Data and Reporting**

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

30 Specific guidance regarding prescribed fire data and reporting is provided in the  
31 *BIA Fuels Management Program Planning and Implementation Guide*. Starting  
32 in calendar year 2020, all wildfires that burn on Indian trust lands must be  
33 documented with a single, certified Individual Final Fire Report in the  
34 Interagency Fire Occurrence Reporting Modules (InFORM) application, which  
35 replaced the Wildland Fire Management Information (WFMI) fire reporting  
36 application. For large or otherwise significant wildfires involving Indian trust  
37 lands, approved Incident Status Summary (ICS-209) reports, including a  
38 designated final report, must also be submitted per the requirements and  
39 guidance in Chapter 11.

### 40 **Records Management for Fire Reports**

41 Individual Final Fire Reports and final ICS-209 reports are official records for  
42 wildfires that burn on Indian trust lands. Accordingly, the BIA administrative

1 unit overseeing the affected land is responsible for adhering to *Indian Affairs*  
2 *Records Management Manual* (<https://www.doi.gov/ost/indian-affairs-records->  
3 [management-manual](https://www.doi.gov/ost/indian-affairs-records-)) and the local *File Maintenance and Disposition Plan*  
4 concerning management and archiving these records.

5 Additional guidance regarding wildland fire incident records can be found on  
6 the NWCG Incident Records Management website at  
7 <https://www.nwcg.gov/committees/incident-planning-subcommittee>.

#### 8 **Fire Weather/RAWS**

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

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

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

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

23 The BIA Central Office, Branch of Wildland Fire Management (BOWFM)  
24 maintains a national contract with Forest Technology Systems, Ltd., (FTS) to  
25 provide annual maintenance, factory exchange service, and emergency repair to  
26 81 permanent NFDRS weather stations. When noncompliant or malfunctioning  
27 RAWS are identified or suspected, fire managers should implement the  
28 following hazard mitigation actions to expedite RAWS repair and to reduce risk  
29 to fire personnel: Contact a Technical Support Specialist at FTS and the BIA  
30 National RAWS Coordinator to resolve the noncompliance or emergency repair  
31 issue.

#### 32 **Non-NFDRS Weather Stations**

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

- 38 • Non-NFDRS stations do not have to have a NWS station number or a  
39 station catalog in WIMS, but units may establish them as needed.
- 40 • Non-NFDRS weather stations, such as portable or research stations that  
41 support fire operations are required to receive annual calibration and

- 1 certification. The equipment will meet the requirements of the Annual  
2 Rehabilitation Maintenance Section of the *NWCG Standards for Fire*  
3 *Weather Stations* (PMS 426-3) publication.
- 4 • The maintenance will be documented in the WFMI Weather module.

#### 5 **Weather Station Naming Conventions**

- 6 To ensure the continuity with historic records, the names of existing stations  
7 should not be changed without a good justification. Proposed name changes  
8 must have the concurrence of the BIA national fire weather program manager.
- 9 • New weather stations should be named after the nearest local geographic  
10 feature.
  - 11 • Portable RAWS stations will use the following naming conventions: The  
12 Unit ID and the word “Port” followed by a sequential number. For example  
13 the portable RAWS at Crow Agency is named MTCRA\_Port1, where  
14 “MTCRA” represents Crow Agency in Montana and “Port1” represents a  
15 unique number to identify the station. If another portable RAWS was  
16 deployed at Crow Agency, the name of that station would then be  
17 MTCRA\_Port2. Portable stations should not be renamed when relocated on  
18 the unit or temporarily assigned to another unit.
  - 19 • For weather data collection and archiving standards for NFDRS, refer to the  
20 *NWCG Standards for Fire Weather Stations* (PMS 426-3) publication and  
21 the WIMS Web Application User Guide.

22 When any station (i.e., including portable stations) is desired to be moved to a  
23 different location, specific processes identified in the *NWCG Standards for Fire*  
24 *Weather Stations* (PMS 426-3) must be adhered to. The LPOC must first notify  
25 the BIA National RAWS Coordinator before notifying the BLM RAWS Depot  
26 Help Desk (208-387-5475) to make notification that the station is to be  
27 shutdown. Following the relocation, the LPOC must again first notify the BIA  
28 National RAWS Coordinator before informing the RAWS Depot Help Desk  
29 with the new location information and the time of reactivation.

#### 30 **Station Identifiers**

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

#### 34 **Weather Module in Wildland Fire Management Information (WFMI)**

##### 35 *Weather Module Access*

- 36 • The WFMI Weather Module provides access to the weather data that is  
37 transmitted from the more than 2,500 Remote Automatic Weather Stations  
38 (RAWS) located throughout the U.S.
- 39 • Individuals who desire access to the WFMI Weather Module must complete  
40 and submit only sections I and II of the “Weather Module – User Access  
41 Request” form to the BIA National RAWS Coordinator. Due to the terms of  
42 the BIA’s national RAWS contract, individuals may only request “view-

1 only” access to the weather module. Edit access is restricted to prevent  
2 possible contractual issues.

### 3 **Program Preparedness**

4 The wildland fire management program should reference the following  
5 agreements, contracts, and operating plans as identified in the Program Planning  
6 section above.

#### 7 **Preseason Agreements, Contracts and Operating Plans**

8 The authority to enter into Interagency Agreements, Cooperative Agreements,  
9 Memorandum of Understanding, Mutual-Aid Agreements and Contracts is cited  
10 in *Departmental Manual, Part 620* and respective statutes; *Indian Affairs*  
11 *Manual (LAM) 90; the Reciprocal Fire Protection Act 42 U.S.C. 1856*; and is  
12 referenced in the *Federal Wildland Fire Management Policy and Program*  
13 *Review*. See Chapter 8 for additional guidance.

#### 14 **Tribal Disaster Assistance**

15 On January 29, 2013, the president signed the Sandy Recovery Improvement  
16 Act of 2013, which amended the Stafford Act. The Act included a provision to  
17 provide federally-recognized Indian Tribal governments the option to request a  
18 Presidential emergency or major disaster declaration independent of a state.  
19 Tribal governments may still choose to seek assistance under a state declaration  
20 request.

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

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

#### 28 **Tribal Support for Emergency Support Function (ESF)**

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

### 33 **National Program Preparedness/Readiness Reviews**

34 Branch of Wildland Fire Management will conduct regularly scheduled fire  
35 preparedness review of regional offices. Each review will include fiscal and  
36 budget reviews of standard operating procedures (SOP) and administrative  
37 activities. A schedule will be developed by BIA-NIFC, with input from the  
38 Regions, to coordinate review scheduling. At least one review every five (5)  
39 years will be conducted at each region, though more frequent reviews would be

1 preferable. BIA-NIFC's implementation intentions are to administer one  
2 preparedness review and one fiscal accountability review in two separate regions  
3 every year. Additionally, local unit pre-season fire preparedness/readiness  
4 reviews will be conducted.

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

#### 8 **FireCode Business Rules**

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

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

- 14 • BIA/Tribe host unit dispatcher will access the FireCode website and enter  
15 the incident information and generate a FireCode for every wildfire. This  
16 FireCode will be used for all financial obligations charged to an incident  
17 and by all resources assigned to an incident. The FireCode will be a  
18 required entry on the fire report.
- 19 • The FireCode will be used by the BIA when entering an obligation to  
20 FBMS. Contract/Compact Tribes will use this code to identify all costs  
21 associated with an incident.
- 22 • Compact/Contract Tribes will use the FireCode to identify costs for  
23 wildfires when reporting to the BIA Regional office.
- 24 • A fire report must be created for each wildfire in WFMI. The fire report  
25 form will require the entry of a FireCode.
- 26 • BIA-NIFC will generate one false alarm FireCode for each region, which  
27 will be used for each false alarm fire report.

28 Wildfires on BIA Trust lands when BIA/Tribal resources are ordered from  
29 another BIA/Tribal unit(s).

- 30 • All BIA/Tribal resources responding will use the hosting BIA/Tribal unit's  
31 FireCode to charge all financial obligations related to that wildfire.
- 32 • BIA/Tribal units will create a support action fire report in WFMI when  
33 responding to another unit's wildfire.
- 34 • Compact/Contract Tribes will use the FireCode to identify their respective  
35 costs for assistance to other BIA/Tribal units when reporting to the Regional  
36 office.

37 Wildfires on other federal lands when the BIA/Tribe is ordered (another federal  
38 agency is the host unit).

- 39 • All BIA/Tribal resources responding to other federal agency fires will use a  
40 FireCode created by the host federal agency.

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

1 Casual Training – A FireCode established by the BWFM will be used by all BIA  
2 units to charge obligations related to Administratively Determined (AD) or  
3 casual workers during training. BIA units must use a FireCode with their  
4 organizational code to charge obligations for casual field exercises.

5 Wildland Fire Severity Support to Other Agencies – To account for resource  
6 usage and costs incurred when BIA provides severity support to other agencies,  
7 the BWFM will generate a separate FireCode for each agency (USFS, BLM,  
8 FWS, NPS, and State/Local). In lieu of using the requesting Agency’s own  
9 FireCode (if any), the BIA-issued FireCode will be used by BIA units to charge  
10 all authorized financial obligations for readiness related to their support of  
11 another agency’s severity actions.

## 12 **Wildland Fire Management Funding**

### 13 **Preparedness Activity**

14 This activity consists of all the actions needed to prepare for the response to  
15 wildland fire ignitions. Preparedness funds provide support to the overall  
16 management and planning of the Bureau’s and Indian Tribal fire management  
17 programs. Preparedness includes, but is not limited to, readiness and capability  
18 to provide safe, cost-effective fire management programs in support of land and  
19 resource management plans. This activity includes the hiring and training of fire  
20 personnel, purchasing/contracting of equipment and supplies, support, planning  
21 and coordination, policy development, oversight, and research. Interagency  
22 coordination and direction includes establishment and funding of interagency  
23 agreements and interagency fair share contributions.

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

### 38 **Suppression Activity**

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

- 41 • Funding is obtained by Indian Tribes through agreements established by  
42 Bureau regional offices or other federal agencies to reimburse Indian Tribes

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

### 19 **Interagency Severity Funding Request Procedures**

#### 20 *Qualification of Need*

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

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

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 WFM will issue a memo annually during the second quarter with a standard  
4 form that will identify timelines for current year. The Individual plans are  
5 required to be submitted to Regional offices for review, changes or rejection.  
6 Once approved at the regional level, the requests will be forwarded to WFM.  
7 Critical needs projects are high priority or an activity ready for implementation,  
8 and require immediate funding at the start of the FY, before appropriations bills  
9 are signed. Critical needs should only cover three (3) months of project needs,  
10 but will continue under Continuing Resolutions (CR) until an appropriations bill  
11 is passed.

12 One-time funding for Preparedness (signed by appropriate Regional Director)  
13 will be submitted to WFM Budget Officer no later than May 15<sup>th</sup> for the  
14 upcoming Fiscal Year for current year needs. Requests received after deadlines  
15 will be given lower priority. WFM-NIFC will evaluate all requests based on the  
16 region's prioritization and the availability of funds.

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

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

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

#### 25 **BIA National Fire Fleet Program Wildland Fire Model 52 Engine Program**

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

#### 31 **Mission/Policy**

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

5 Daily preventative maintenance checks, regular servicing, and prompt repairs,  
 6 and lifecycle replacement are critical to providing mission readiness,  
 7 performance, and safe operation.

#### 8 **Annual Safety Inspections, Scheduled Maintenance, and Daily Inspections**

9 It is required to complete and document annual safety inspections, regularly  
 10 scheduled preventative maintenance and daily (or pre-trip) inspections for all  
 11 BIA wildland fire vehicles. Annual safety inspections must be documented on  
 12 Form 1520-35 or designated local form. Regularly scheduled preventative  
 13 maintenance, unscheduled maintenance and repairs for interior owned (I-plate)  
 14 vehicles are recorded in FBMS. Daily inspections must be kept with the vehicle  
 15 records for the life of that vehicle.

16 The cost of all vehicle repairs and maintenance is the responsibility of the  
 17 individual region, agency or Tribe unless the damage is directly attributable to  
 18 operations on a wildfire. In that case, with approval from the IC, the damages  
 19 may be paid for under the fire's suppression account.

20 Wildland fire vehicles that are not operationally sound or have safety  
 21 deficiencies must not be put into service. In addition, vehicles that suffer from  
 22 mechanical or safety issues while en route or on assignment must be taken out of  
 23 service at the earliest opportunity in which it is safe to do so and must not be put  
 24 back into service until corrective action can be completed.

#### 25 **Replacement Guidelines**

26 BIA Model 52 GSA Standards updated replacement schedule is set as follows:

27 Model 52 Type 6	8 Years	100,000 Miles
28 Model 52 Type 4	10 Years	250,000 Miles

#### 29 **Organization**

30 The program is organized into three geographical areas:

- 31 • Missoula, MT services the Northwest, Rocky Mountain and north half of  
 32 the Pacific Region.  
 33 • Eagle Butte, SD services the Great Plains, Midwest, and Eastern Regions.  
 34 • Dulce, NM services the Southwest, Western, Navajo, Eastern Oklahoma,  
 35 Southern Plains, and south half of the Pacific Region.

#### 36 **Emergency Repairs**

37 Emergency fire related repairs to a BIA Model 52 pumping package will be  
 38 requested through the assigned user area Model 52 Center. The request will be

1 reviewed and approved by the Center Manager before a Service Truck is  
2 dispatched or replacement parts are sent to the requesting agency.

3 **Non-Emergency/Non-Suppression Repairs**

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

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

12 All Emergency and Non-Emergency repair expenditures shall be charged to an  
13 appropriate account.

14 **Administration**

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

21 **Fire Facility Construction and Maintenance Activity**

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

36 Consists of the following:

- 37 • Projects for construction of fire facilities must be included in the five-year  
38 DOI Facilities Construction Plan and identified as part of the Wildland Fire  
39 Annual Budget Appropriation.
- 40 • Funding is obtained by Indian Tribes through Bureau regional offices via  
41 cooperative agreements, contracts or through agreements with other federal

- 1 agencies to reimburse Indian Tribes for fire facilities construction costs on a  
2 project-by-project basis.
- 3 • Indirect costs for fire facilities and deferred maintenance construction  
4 projects are not authorized. Administrative fees are authorized when  
5 requests have them built into the total cost of the construction project as a  
6 direct cost.

### 7 **National Aviation Program**

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

### 16 **Aviation Program Goals**

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

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

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

### 29 **Regional Office Level**

30 Regional FMOs are responsible for providing oversight for aircraft hosted in  
31 their region and have the authority and responsibility to approve, with the WFM  
32 Branch Chief concurrence, acquisition of supplemental aircraft resources within  
33 their region.

- 34 • Regional FMOs have the authority to prioritize the allocation, pre-  
35 positioning and movement of all aircraft assigned to the BIA within their  
36 region.
- 37 • Regional Offices will coordinate with the National Office on movement of  
38 their aircraft outside of their region.

39 Regional Aviation Managers (RAM) are associated with every BIA Region.  
40 They implement aviation program objectives and directives to support the BIA

1 mission and each Region's goals. Some Regions may have additional support  
2 staff assigned to support aircraft operations and to provide technical expertise. A  
3 Regional Aviation Management Plan is required to outline goals of the Region's  
4 aviation program and to identify policy and procedures specific to that Region.

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

#### 8 **Agency/Field Office Level**

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

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

16 When other duties interfere or compete with effective aviation management,  
17 request assistance from the Regional Office. Agencies are responsible for  
18 hosting, supporting, providing daily management, and dispatching all aircraft  
19 assigned to their unit. Agencies have the authority to request additional  
20 resources, establish priorities, and make assignments for all aircraft assigned to  
21 the BIA within their agency.

- 22 • AAMs have the responsibility for aviation activities at the local level,  
23 including aviation mission planning, risk management and safety,  
24 supervision, and evaluation. AAMs assist Line Officers with risk  
25 assessment/management and cost analysis.

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

#### 28 **Aviation Safety**

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

#### 32 **Flight Request and Approval**

33 Bureau flights will be requested and documented using the process defined in  
34 the Regional or Agency Aviation Plans. As a minimum, flight management  
35 procedures will follow the *National Interagency Mobilization Guide*, Chapter  
36 80, Flight Management Procedures. The BLM Aircraft Flight Request/Schedule  
37 (9400- 1a) form is one example which may be used.

**1 Safety and Risk Management****2 Motor Vehicle Operation Policy**

3 Effective immediately, the Bureau requires supervisors to ensure all wildland  
4 fire personnel who operate government owned and/or leased vehicles have the  
5 proper licensure and are adhering to their respective state laws and licensing  
6 requirements, prior to operating any government owned and/or leased vehicles.  
7 This includes ensuring employees have the appropriate commercial driver's  
8 license, tank endorsements, air brake endorsements and other applicable  
9 certifications. Additional resources regarding BIA driving requirements can be  
10 found under Motor Vehicle Information on the Branch of Wildland Fire  
11 Management, Fire Safety web page:  
12 <https://www.bia.gov/bia/ots/dfwfm/bwfm/safety>.

13 On January 1, 2021, the BL-300 course will become mandatory for all wildland  
14 fire management and support personnel who operate vehicles. Course material is  
15 accessible at: <https://www.nifc.gov/training/trainingFireVehicle.html>.

**16 Lights and Siren Response**

17 Responding to BIA wildfire incidents normally does not warrant the use of  
18 emergency lights and siren to safely and effectively perform the BIA mission.  
19 However, there may be rare or extenuating circumstances when limited use of  
20 lights and sirens are appropriate and necessary due to an immediate threat to life.

21 Those BIA Regions that determine a lights and sirens response is necessary to  
22 meet mission requirements must develop an operating plan that is signed and  
23 approved by the Regional Director and forwarded to the Chief, Division of Fire  
24 Operations, BIA. The operating plan must ensure the following:

- 25 1. All vehicles (command, engines, etc.) will be properly marked, equipped,  
26 and operated in accordance with state statutes, codes, permits, and BIA unit  
27 requirements.
- 28 2. Drivers will complete training in the proper use of lights and sirens  
29 response in accordance with National Fire Protection Association (NFPA)  
30 1451 and 1002 standards, as well as any state requirements.
- 31 3. Engine drivers responding with lights and sirens will be minimally qualified  
32 as engine operator with a qualified engine boss in the engine; otherwise,  
33 driver must be engine boss qualified. Command vehicle drivers will be  
34 minimally qualified as single resource boss.
- 35 4. Lights and sirens will meet NFPA and state code requirements.
- 36 5. Posted speed limits will be followed at all times, regardless of response  
37 type.
- 38 6. Operators will stop or reduce speed as circumstances dictate prior to  
39 proceeding through all intersections.
- 40 7. Traffic light changing mechanisms (e.g., Opticons) will only be used under  
41 formal written agreement with state and local governments. They will be  
42 used only when they are necessary to create safe right-of-way through urban

- 1 high-traffic areas. All pertinent state and local statutes and procedures will  
2 be adhered to.
- 3 8. Authorization to respond with lights and sirens does not cross state lines.  
4 No driver will be authorized by one state to operate with lights and sirens in  
5 another state.

#### 6 **Physical Fitness and Conditioning**

7 The *NWCG Standards for Wildland Fire Position Qualifications* (PMS 310-1)  
8 establishes physical fitness standards for NWCG sanctioned firefighters. These  
9 standards are assessed using the Work Capacity Tests (WCT). Prior to  
10 attempting the WCT, all permanent, career-seasonal, temporary, Student Career  
11 Experience Program (SCEP), and AD/EFF employees who participate in  
12 wildland fire activities requiring a fitness level of arduous must participate in the  
13 DOI Medical Qualification Standards Program (DOI MSP).

14 Employees serving in wildland fire line-going positions that require a fitness  
15 rating of arduous, moderate or light are *authorized* to perform physical fitness  
16 conditioning for up to five hours per week, not to exceed more than 2 hours per  
17 day.

18 Units will maintain a fitness program that ensures BIA firefighters will possess  
19 the physical ability to perform the duties of their positions safely and effectively  
20 while ensuring compliance with the requirements of the Work Capacity Test  
21 (WCT).

22 Information on the WCT and the DOI MSP is located in Chapter 13 of this  
23 publication. Fitness and conditioning information may be found at  
24 <https://www.nifc.gov/FireFit/index.htm>.

#### 25 **Business Management and Administration**

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

#### 32 **Casuals Hired as Drivers When Employed by BIA**

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

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

- 1 • Form 3607 will be processed through Regional channels to retrieve the  
2 driving record of the application with the State, or National Driver Registry  
3 and applicable Tribe.
- 4 • Regional Directors can contact the Division of Safety and Risk  
5 Management for information on completing and submitting Form 3607.
- 6 • Meeting the qualification requirements for a motor vehicle license is a  
7 condition of employment within BIA for those individuals whose duties  
8 require the operation of a motor vehicle for official wildland fire operations  
9 business. Failure to adhere to the policy will result in automatic termination  
10 of the casual.

#### 11 **Request for Funding Authorization**

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

- 15 • A regional funding request plan must be completed that identifies the  
16 program need for casual funding for field activities only;
- 17 • The request must be submitted through the Regional FMO by January 1st of  
18 each year; and
- 19 • The requests will be reviewed and authorized in writing to the respective  
20 agency.

#### 21 **Acquisitions**

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

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

- 29 • Meals, Beverages and Lodging – This exception will be used to lodge and  
30 feed employees without credit cards or to support mixed charge card/non-  
31 charge card crews.
- 32 • Personal Gear – This exception will be used to purchase personal items if  
33 destroyed, lost or stolen while serving on the fire crew/emergency incident,  
34 (e.g., clothing, footwear and/or toiletries).
- 35 • Payment of medical treatment for casualties and overhead when authorized for  
36 Incident Agency Provided Medical Care (APMC).

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

38 The Emergency Equipment Payment Operating Guidelines provides procedure,  
39 guidance and instructions to the BIA WFM Programs, Regional fire  
40 management offices and agency offices, Office of Financial Management,  
41 Office of Acquisition and Property for implementation of the EERAs payment

1 process. Refer to the *NWCG Standards for Interagency Incident Business*  
2 *Management*, Chapter 20, for EERA Administration.

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

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

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

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

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

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

### 21 **Prescribed Fire Review**

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

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

27 The review team and their expertise should be commensurate with the scope,  
28 and focus of the review. Interagency participation is encouraged with team  
29 selection.

### 30 **Fire Communications and Education**

#### 31 **Early Alert Notification Process**

32 Early Alerts will be made via phone call and a written Early Alert Notification.  
33 All units (federal and tribal) will provide information to the Regional Fire  
34 Management Office and the Branch of Wildland Fire Management Duty Officer  
35 within six hours of the incident.

- 36 • Crew Supervisor notifies the Unit Fire Management Officer (FMO)
- 37 • Unit FMO notifies Regional Fire Management Officer (RFMO) and  
38 Dispatch Center.

- 1 ○ Dispatch Center: If 4<sup>th</sup> tier, notifies 3<sup>rd</sup> tier Dispatch Center who then
- 2 notifies the Geographic Area Coordination Center.
- 3 ● Regional Fire Management Officer (RFMO) will immediately notify the
- 4 Branch of Wildland Fire Management On-Call Duty Officer at: **208-387-**
- 5 **5080** AND within six hours, email to: [EarlyAlert@bia.gov](mailto:EarlyAlert@bia.gov).

#### 6 **Situations Requiring an Early Alert Notification**

- 7 ● Fatality
- 8 ● Injury Requiring Transports to Medical Facility
- 9 ● Significant Property Damage to Equipment
- 10 ● Serious Wildland Fire Accident
- 11 ● Wildland Fire Accident
- 12 ● Entrapment/Burnover
- 13 ● Shelter Deployment
- 14 ● Near-miss
- 15 ● Aviation accident
- 16 ● Evacuations
- 17 ● Highway and interstate closures
- 18 ● Structure loss
- 19 ● Escape prescribed fire
- 20 ● Fire approaching Large Fire thresholds (100 acres in timber; 300 acres in
- 21 grass)
- 22 ● Any Wildland Fire Management Delegation of Authority issued by a line
- 23 officer

24 The Early Alert Notification Communication Process, Template and PMS 405-1  
25 are accessible online at <https://www.bia.gov/bia/ots/dfwfm/bwfm/safety>.

#### 26 **Notification Requirements for Entrapments or Fatalities**

27 If a wildland fire entrapment or fatality occurs, immediate notification to the  
28 National Interagency Coordination Center (NICC) is required using the  
29 Wildland Fire Entrapment/Fatality Initial Report (PMS 405-1). Following the  
30 issuance of an Early Alert, the local unit will provide the PMS 405-1 to the 3<sup>rd</sup>  
31 tier Dispatch Center which will then provide it to the Geographic Area  
32 Coordination Center (GACC) electronically within 24 hours. The GACC  
33 immediately notifies the NICC Coordinator on Duty (COD) and within 24  
34 hours, submits the PMS 405-1 to NICC COD.

#### 35 **Wildland Fire Media Relations Guidance**

36 During dynamic events such as wildland fire, providing accurate information is  
37 critical for public safety. To be effective, communication must be timely, if not  
38 immediate. For this reason news bulletins and routine fire information pertaining  
39 to the topics listed below are authorized for media release on behalf of the BIA,  
40 Branch of Wildland Fire Management (DFWFM). For cases that may include  
41 multiple agency jurisdictions, these releases are also approved for use. The

- 1 DFWFM media release template and approved supporting fire messages can be
- 2 found online at <https://www.bia.gov/bia/ots/dfwfm/bwfm/fire-information>.

<b>Wildland Fire Prevention</b>	<b>Fire Operations, Fire Use, and Fuels Management</b>	<b>Burned Area Emergency Response</b>	<b>Training</b>
<ul style="list-style-type: none"> <li>• Fire Danger Alerts</li> <li>• Fire Restrictions/ Burn Bans</li> <li>• Burn Permits</li> <li>• Fire Preparedness Activities</li> <li>• WeTip</li> <li>• FIREWISE</li> <li>• Arson Prevention</li> <li>• Juvenile Fire Setter Prevention</li> <li>• Seasonal and Holiday Wildfire Precautions</li> <li>• Outdoor Cooking</li> <li>• Debris Burning</li> <li>• Campfire Safety</li> <li>• Fireworks Safety</li> <li>• Equipment/Vehicle Safety</li> <li>• Other Wildland Fire Prevention Message specific to a home unit that may target a cause of wildland fire starts.</li> </ul>	<ul style="list-style-type: none"> <li>• Evacuations</li> <li>• Road Closures</li> <li>• Smoke in Area</li> <li>• Fire Equipment Use</li> <li>• Incident Management Team Mobilizations/ Status Updates</li> <li>• Multiple objectives being met using natural wildfires.</li> <li>• Prescribed Fire Planned/Complete</li> <li>• Mechanical Treatment Planned/Complete</li> <li>• Annual Refresher Announcements</li> </ul>	<ul style="list-style-type: none"> <li>• BAER Team Status updates</li> <li>• Closures</li> <li>• Treatment Planned/ Completed</li> </ul>	<ul style="list-style-type: none"> <li>• Training Season</li> <li>• Administratively Determined Firefighter Announcements</li> <li>• Special Training Sessions</li> <li>• Indian Country Fitness Challenge</li> </ul>

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