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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 Part 90 Indian Affairs Manual (IAM), chapters 1-8. 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. Our Mission is to execute our fiduciary trust responsibility by protecting lives, property, and resources while restoring and maintaining healthy ecosystems through cost-effective and creative fire management programs, collaboration, and promoting Indian self-determination.

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>.

Agency Administrator’s Roles

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

Director, Bureau of Indian Affairs

Responsible for the implementation of an effective WFM program:

- Responsible for implementation of policies and recommendations in the Federal Wildland Fire Management Policy;
- Ensures compliance and capacity to comply with statutes, regulations, IA policy, and Department of the Interior (DOI) policy applicable to the prevention of human-caused wildfires on Indian Lands;
- Represents Indian Affairs on the Federal Fire Policy Council; and
- Approves national level cooperative wildland fire management agreements with other federal agencies and interagency wildland fire coordinating groups.

1 **Director, Office of Trust Services**

- 2 • Implements the policies and recommendations in the Federal Wildland Fire
3 Management Policy and Program Review Report;
4 • Reviews and recommends national wildfire prevention policy for Indian
5 Country;
6 • Coordinates wildfire prevention activities among and between Office of
7 Trust Services programs;
8 • Coordinates with Division Directors to ensure consistent implementation of
9 wildfire prevention policies;
10 • Provides for the coordination of wildland fire management activities with
11 other federal, state, and non-government fire protection agencies; and
12 • Represents Indian Affairs in Interior Fire Executive Council and Fire
13 Executive council.

14 **Division Chief, Forestry and Wildland Fire Management**

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

16 **Branch Chief, Wildland Fire Management**

17 Responsible to recommend policies and standards for firefighter safety, training,
18 prevention, suppression and use of wildland fires on Indian Trust lands.

- 19 • Integrates wildland fire management into natural resource management;
20 • Establishes wildland fire management position competencies, standards and
21 minimum qualifications for fire management officers, wildland fire
22 specialists and leaders based on federal interagency standards;
23 • Implements national fire programs and activities including: current planning
24 model, preparedness, fuels management, community assistance, prevention,
25 emergency wildland fire operations, post fire activities, medical standards,
26 and Interagency Fire Program Management Qualifications (IFPM);
27 • Reviews and evaluates regional wildland fire management programs;
28 • Represents or delegates representation for Indian Affairs in the coordination
29 of overall wildland fire management activities at the National Interagency
30 Fire Center (NIFC) and coordinates Indian Affairs representation on intra-
31 and interagency wildland fire committees, groups and working teams,
32 which include but are not limited to:
33 a. National Wildfire Coordinating Group (NWCG)
34 b. Fire Management Board
35 c. Executive Aviation Committee (EAC)
36 d. National Interagency Aviation Council (NIAC)
37 e. Interior Fire Executive Council
38 f. National Multi-Agency Coordinating Group (NMAC)
39 g. Information Technology Management Advisory Board (ITAB)
40 • In conjunction with other federal fire directors, establishes priorities for
41 assignment of critical resources during wildland fire emergencies;
42 • Initiates or participates in boards of review concerning actions taken on
43 selected wildland fires;

- 1 • Oversees prevention policy development and evaluates impacts on other
2 wildland fire programs;
- 3 • Provides policy and procedural guidance to Regional Directors to achieve
4 wildland fire prevention and education objectives;
- 5 • Negotiates cooperative agreements and/or modification of existing national
6 level agreements to improve wildland fire management activities on Indian
7 trust and restricted lands;
- 8 • Develops policies and standards for firefighter safety, equipment and
9 training for the prevention, investigation, suppression and use of wildland
10 fires on Indian trust and restricted lands;
- 11 • Reviews funding requests for fuels management, prevention, community
12 assistance, facility construction, subsidiary and rehabilitation requests;
13 makes determinations on funding levels and recommends approval to the
14 Director, Office of Trust Services, based on guiding principles in the
15 Federal Fire Policy, National Fire Plan (NFP), supporting documents and
16 Secretarial directives;
- 17 • Approves and makes determination of funding levels for severity and post
18 fire activity requests; and
- 19 • Oversees the national casual and vendor payment programs for emergency
20 incident payments.

21 **Regional Directors**

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

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

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

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

27 Ensures that every wildland firefighter, fireline supervisor and fire manager
28 takes positive action to obtain compliance with established standards and safe
29 firefighting practices.

- 30 • Protects Indian trust and restricted lands from wildfire by taking appropriate
31 action as specified in the approved fire management plan to meet Indian
32 landowner objectives or in the absence of an approved plan, takes
33 immediate suppression action, consistent with other standards;
- 34 • Ensures agency fire management personnel develop and maintain fire
35 management job qualifications and meet physical fitness standards in
36 accordance with policy and assign personnel to fire suppression, prescribed
37 fire, wildland fire use activities according to qualifications and
38 demonstrated ability;
- 39 • Manages personnel to ensure that prevention goals and objectives are being
40 achieved;
- 41 • Develops, updates, and maintains the local fire preparedness planning
42 activities, wildland fire prevention plan, annual mobilization plans, and
43 ensures initial attack capability and management personnel availability to
44 provide for an adequate level of protection from wildfire;

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

30 **Tribal Contracts/Compacts**

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

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

1 Fire Management Administration

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

5 Guiding Principles

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

17 Inherently Federal Activities

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

34 Program Operational Standards

- 35 • Unless waivers to the following standards are explicitly approved and
36 identified in Tribal annual funding agreements, the following standards will
37 apply to Tribal fire management programs (Personnel Qualifications (90
38 IAM Chapter 3, 3.1, C.) (1) and (2)):
 - 39 ○ Adherence to the *NWCG Standards for Wildland Fire Position*
40 *Qualifications* PMS 310-1 is mandatory for all firefighters fighting
41 wildfires on and off their respective jurisdictions.
 - 42 ○ Adherence to the IFPM Guide standards are mandatory for fire
43 program management officers, fire specialists and fire project leaders.

- 1 ○ Self-governance compact standards for qualification, physical fitness
2 and safety will be those established by the parties to the agreement, but
3 will not be less than NWCG and IFPM standards when mobilized off
4 their Tribal lands.
- 5 ○ Tribal fire management officers are responsible for certifying Tribal
6 program employee qualifications and maintaining records of their
7 employee qualifications. All BIA/Tribal units with fire management
8 programs are required to use the Incident Qualifications and
9 Certification System (IQCS) to track all federal emergency responders.
- 10 ○ Wildfires that burn Indian trust lands under a Tribe's protection must
11 be reported and certified in InFORM promptly after being declared out.
12 Obligating government funds is an inherently federal function and fire
13 reports are an essential element in accounting for the obligation of
14 federal funds.
- 15 ○ Placing resource orders for incident management teams (IMT) to
16 manage extended, large fire operations or for post wildland fire activity
17 teams requires the involvement of the Bureau. All actions require that
18 the Bureau approve delegations of authority to teams.

19 **Program Planning**

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

26 **Fire Occurrence Data and Reporting**

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

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

1 **Records Management for Fire Reports**

2 Individual Final Fire Reports and final ICS-209 reports are official records for
3 wildfires that burn on Indian trust lands. Accordingly, the BIA administrative
4 unit overseeing the affected land is responsible for adhering to *Indian Affairs*
5 *Records Management Manual* ([https://www.doi.gov/ost/indian-affairs-records-](https://www.doi.gov/ost/indian-affairs-records-management-manual)
6 [management-manual](https://www.doi.gov/ost/indian-affairs-records-management-manual)) and the local *File Maintenance and Disposition Plan*
7 concerning management and archiving these records.

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

11 **Fire Weather/RAWS**

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

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

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

25 **Bureau and Tribal NFDRS Weather Stations**

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

35 **Non-NFDRS Weather Stations**

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

- 41 • Non-NFDRS stations do not have to have a NWS station number or a
42 station catalog in WIMS, but units may establish them as needed.

- 1 • Non-NFDRS weather stations, such as portable or research stations that
2 support fire operations are required to receive annual calibration and
3 certification. The equipment will meet the requirements of the Annual
4 Rehabilitation Maintenance Section of the *NWCG Standards for Fire*
5 *Weather Stations* (PMS 426-3) publication.
- 6 • The maintenance will be documented in the WFMI Weather module.

7 **Weather Station Naming Conventions**

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

- 11 • New weather stations should be named after the nearest local geographic
12 feature.
- 13 • Portable RAWS stations will use the following naming conventions: The
14 Unit ID and the word “Port” followed by a sequential number. For example
15 the portable RAWS at Crow Agency is named MTCRA_Port1, where
16 “MTCRA” represents Crow Agency in Montana and “Port1” represents a
17 unique number to identify the station. If another portable RAWS was
18 deployed at Crow Agency, the name of that station would then be
19 MTCRA_Port2. Portable stations should not be renamed when relocated on
20 the unit or temporarily assigned to another unit.
- 21 • For weather data collection and archiving standards for NFDRS, refer to the
22 *NWCG Standards for Fire Weather Stations* (PMS 426-3) publication and
23 the *WIMS Web Application User Guide*.

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

32 **Station Identifiers**

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

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

37 *Weather Module Access*

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

1 the BIA’s national RAWS contract, individuals may only request “view-
2 only” access to the weather module. Edit access is restricted to prevent
3 possible contractual issues.

4 **Program Preparedness**

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

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

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

15 **Tribal Disaster Assistance**

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

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

26 More information about Tribal Declaration and Disaster Assistance resources, is
27 on the FEMA Tribal Affairs web page at
28 <https://www.fema.gov/about/organization/tribes>.

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

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

34 **National Program Preparedness/Readiness Reviews**

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

1 preparedness review and one fiscal accountability review in two separate regions
2 every year. Additionally, local unit pre-season fire preparedness/readiness
3 reviews will be conducted.

4 Standards for preparedness reviews are documented in the *Interagency Fire*
5 *Preparedness Review Guide*. The guide is currently available at
6 <https://www.bia.gov/bia/ots/dfwfm/bwfm>.

7 **FireCode Business Rules**

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

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

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

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

- 27 • All BIA/Tribal resources responding will use the hosting BIA/Tribal unit's
28 FireCode to charge all financial obligations related to that wildfire.
- 29 • Compact/Contract Tribes will use the FireCode to identify their respective
30 costs for assistance to other BIA/Tribal units when reporting to the Regional
31 office.

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

- 34 • All BIA/Tribal resources responding to other federal agency fires will use a
35 FireCode created by the host federal agency.
- 36 • Compact/Contract Tribes will use the FireCode to identify their respective
37 costs for assistance to other federal agencies when reporting to the Regional
38 office.

39 Wildfires on state lands when the BIA/Tribe is ordered (state agency is the host
40 unit).

- 1 • All BIA/Tribal resources responding to state agency wildfires will create a
2 FireCode for each fire if a FireCode has not already been created by another
3 federal agency. If a FireCode has been created, the BIA/Tribal unit(s) will
4 use that FireCode as the charge code (project code) for all financial
5 obligations related to that wildfire.
 - 6 • BIA/Tribal units will create a support action fire report in WFMI when
7 responding to another unit's wildfire.
 - 8 • Compact/Contract Tribes will use the FireCode to identify their respective
9 costs for assistance to state agencies when reporting to the Regional office.
- 10 Short-term Severity actions where additional local resources are employed under
11 operations to supplement readiness capability as a direct result of short duration
12 high fire danger on BIA Trust lands.
- 13 • BWFM will generate one short-term severity FireCode for each region.
 - 14 • Each region will use the short-term severity FireCode to cover local short-
15 term severity needs relating to employing additional personnel.
 - 16 • Request to use the short-term severity FireCode must be made to the
17 Regional FMO, or their acting, and approval given before the FireCode is to
18 be used.
- 19 Long-term Severity FireCodes will be used by BIA resources to identify all
20 costs related to approve BIA wildfire severity actions.
- 21 • All severity requests will be submitted to the BWFM for approval. Upon
22 approval, the BWFM will generate a FireCode and notify the Region of the
23 FireCode and authorized funding level.
 - 24 • The FireCode will be used to charge all authorized financial obligations for
25 readiness under the severity request.
 - 26 • If a BIA Agency/Tribe responds to another BIA Agency/Tribe's severity
27 request, the responding BIA Agency/Tribe will use the hosting
28 Agency/Tribal unit's FireCode to charge all financial obligations.
 - 29 • Compact/Contract Tribes will use the FireCode to identify their respective
30 severity costs when reporting to the Regional office.
- 31 Casual Training – A FireCode established by the BWFM will be used by all BIA
32 units to charge obligations related to Administratively Determined (AD) or
33 casual workers during training. BIA units must use a FireCode with their
34 organizational code to charge obligations for casual field exercises.
- 35 Wildland Fire Severity Support to Other Agencies – To account for resource
36 usage and costs incurred when BIA provides severity support to other agencies,
37 the BWFM will generate a separate FireCode for each agency (USFS, BLM,
38 FWS, NPS, and State/Local). In lieu of using the requesting Agency's own
39 FireCode (if any), the BIA-issued FireCode will be used by BIA units to charge
40 all authorized financial obligations for readiness related to their support of
41 another agency's severity actions.

1 Wildland Fire Management Funding**2 Preparedness Activity**

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

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

27 Suppression Activity

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

- 30 • Funding is obtained by Indian Tribes through agreements established by
31 Bureau regional offices or other federal agencies to reimburse Indian Tribes
32 for fire costs on a fire-by-fire basis (per FireCode). Indirect costs for fire
33 suppression are not authorized.
- 34 • Severity (short- and long-term) authority and funding for activities
35 necessary to augment initial attack capability when abnormal fire conditions
36 occur throughout a region resulting in the fire season starting earlier than
37 normal, or exceeding average high fire danger ratings for periods. Funding
38 is obtained by Tribes through agreements established by Bureau regional
39 offices or other federal agencies to reimburse Indian Tribes for severity
40 costs incurred under an approved fire severity cost request. Indirect costs
41 for severity funds are not authorized.
- 42 • Post Wildland Fire Activities includes all post fire burned area activities
43 covered by approved plans. Funding is obtained by Indian Tribes through
44 agreements established by the Bureau regional offices or other federal

1 agencies to reimburse Indian Tribes for costs on a project by project basis
2 (per FireCode). Indirect costs for emergency stabilization projects are not
3 authorized, however reasonable administrative and overhead costs incurred
4 by Indian Tribes in such projects may be authorized within stabilization
5 plans and should be built into the project and treated as a direct cost.

6 **Interagency Severity Funding Request Procedures**

7 ***Qualification of Need***

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

- 16 • Fire danger models or analysis software (FireFamily Plus) graphically
17 contrasts the current seasonal trend for ERC and/or BI, with all-time worst
18 and historical average ERC and/or BI, based on an analysis of year-round
19 data.
- 20 • Palmer Index or standardized precipitation indices that specify the departure
21 from normal.
- 22 • Fuel Loading Quantitative information comparing current to the average.
- 23 • Current local fuel moisture compared to average trend and all-time worst
24 provided by Normalized Differences Vegetative Index (NDVI) and/or Live
25 Fuel Moisture Project reports. Note: Data from NDVI and Live Fuel
26 Moisture Project may be a week old or older.
- 27 • NWS 30-day weather outlook.
- 28 • Weather station NFDRS number and name.

29 ***Narrative Statement***

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

33 When requesting prevention or investigation resources, the following
34 information must be included:

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

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

1 ***Requested Resources***

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

5 **Budget Management**

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

11 **Program Budget Annual Appropriations**

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

15 **Funded Program Procedures**

16 WFM funds, excluding emergency suppression funding (unless under a
17 Continuing Resolution), will be distributed to the BWFM Budget Management
18 office, which distributes funds to WFM Regional Office programs. The
19 exception to the allocation is compacted programs which will be disbursed
20 directly from WFM-NIFC to OSG. Instructions documented on a financial
21 allocation forms (e.g., Funding Entry Document or FED) detail how
22 distributions are to be made from regions to Agencies/Tribes for preparedness
23 programs.

24 **One-Time Funding/Critical Needs**

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

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

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

1 Procedures for One-Time Funding Submission

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

- 3 • Requests are submitted to the Regional Office for approval. The process
- 4 verifies the request meets the intent and fire policy of Interior appropriation
- 5 act language.
- 6 • The Regional Office then submits prioritized funding requests to the Branch
- 7 of Wildland Fire Management Budget office.
- 8 • WBS to be assigned by WFM-NIFC Budget or the DC Central Office.

9 BIA National Fire Fleet Program Wildland Fire Model 52 Engine Program

10 The Model 52 Wildland Engine program was created by the BIA in 1996. The

11 objective of the program is to provide a centralized process for replacement

12 parts and training of Model 52 pumping systems. Detailed information on the

13 program can be found in the BIA National Model 52 Wildland Engine Program

14 Operations Guide.

15 Mission/Policy

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

29 Vehicle Maintenance, Replacement and Repairs

30 Daily preventative maintenance checks, regular servicing, and prompt repairs,

31 and lifecycle replacement are critical to providing mission readiness,

32 performance, and safe operation.

33 Annual Safety Inspections, Scheduled Maintenance, and Daily Inspections

34 It is required to complete and document annual safety inspections, regularly

35 scheduled preventative maintenance and daily (or pre-trip) inspections for all

36 BIA wildland fire vehicles. Annual safety inspections must be documented on

37 Form 1520-35 or designated local form. Regularly scheduled preventative

38 maintenance, unscheduled maintenance and repairs for interior owned (I-plate)

39 vehicles are recorded in FBMS. Daily inspections must be kept with the vehicle

40 records for the life of that vehicle.

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

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

10 **Replacement Guidelines**

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

12 Model 52 Type 6	8 Years	100,000 Miles
13 Model 52 Type 4	10 Years	250,000 Miles

14 **Organization**

15 The program is organized into three geographical areas:

- 16 • Missoula, MT services the Northwest, Rocky Mountain and north half of
17 the Pacific Region.
- 18 • Eagle Butte, SD services the Great Plains, Midwest, and Eastern Regions.
- 19 • Dulce, NM services the Southwest, Western, Navajo, Eastern Oklahoma,
20 Southern Plains, and south half of the Pacific Region.

21 **Emergency Repairs**

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

26 **Non-Emergency/Non-Suppression Repairs**

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

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

35 All Emergency and Non-Emergency repair expenditures shall be charged to an
36 appropriate account.

37 **Administration**

38 The program is administered through the BWFM Fire Operations Section. A
39 Model 52 Oversight Group has been established to plan, develop and budget for
40 the annual operations of the program. The Group is comprised of the Model 52
41 Program Leads at each center and the Deputy, Fire Operations. Trucks and

1 fabrication orders for the Model 52 are procured nationally through the
2 BIA-NIFC office.

3 **Fire Facility Construction and Maintenance Activity**

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

18 Consists of the following:

- 19 • Projects for construction of fire facilities must be included in the five-year
20 DOI Facilities Construction Plan and identified as part of the Wildland Fire
21 Annual Budget Appropriation.
- 22 • Funding is obtained by Indian Tribes through Bureau regional offices via
23 cooperative agreements, contracts or through agreements with other federal
24 agencies to reimburse Indian Tribes for fire facilities construction costs on a
25 project-by-project basis.
- 26 • Indirect costs for fire facilities and deferred maintenance construction
27 projects are not authorized. Administrative fees are authorized when
28 requests have them built into the total cost of the construction project as a
29 direct cost.

30 **National Aviation Program**

31 The BIA Wildland Fire and Aviation Management program recommends
32 Bureau policy, procedures, and standards; and maintains functional oversight
33 and interagency coordination for all aviation activities. The BIA-BWFM
34 established two Inter-Regional Aviation Management Offices to provide
35 technical aviation expertise support for Regional, Agency, and field offices.
36 Each of these offices supports Bureau Regions across geographic boundaries.
37 Each of the Inter-Regional offices is staffed by an IRAM and an AOS, both of
38 which are available to provide support for any Region.

39 **Aviation Program Goals**

40 The primary goals of each of these positions are to promote aviation safety and
41 cost-effectiveness. The Branch of Wildland Fire Management Director, Aviation
42 and Safety supports Bureau aviation activities and missions, which includes fire

- 1 suppression, through strategic program guidance, managing aviation programs
2 of national scope, coordination with Office of Aviation Services (OAS) and
3 interagency partners.
- 4 The Director, Aviation and Safety has the responsibility and authority, after
5 consultation with Regional FMOs, for funding and acquisition of all fire aircraft,
6 prioritizing the allocation of BIA aircraft on a Bureau wide basis, and approving
7 Regional Office requests to acquire supplemental aircraft resources.
- 8 Refer to *Indian Affairs Manual; Part 57* for information on BIA aviation policy
9 and procedures. Refer to *112 DM 12* for a list of responsibilities.

10 **Regional Office Level**

11 Regional FMOs are responsible for providing oversight for aircraft hosted in
12 their region and have the authority and responsibility to approve, with the WFM
13 Branch Chief concurrence, acquisition of supplemental aircraft resources within
14 their region.

- 15 • Regional FMOs have the authority to prioritize the allocation, pre-
16 positioning and movement of all aircraft assigned to the BIA within their
17 region.
- 18 • Regional Offices will coordinate with the National Office on movement of
19 their aircraft outside of their region.

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

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

29 **Agency/Field Office Level**

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

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

37 When other duties interfere or compete with effective aviation management,
38 request assistance from the Regional Office. Agencies are responsible for
39 hosting, supporting, providing daily management, and dispatching all aircraft
40 assigned to their unit. Agencies have the authority to request additional

- 1 resources, establish priorities, and make assignments for all aircraft assigned to
2 the BIA within their agency.
- 3 • AAMs have the responsibility for aviation activities at the local level,
4 including aviation mission planning, risk management and safety,
5 supervision, and evaluation. AAMs assist Line Officers with risk
6 assessment/management and cost analysis.
- 7 All Tribal and agency offices utilizing aircraft should have a current and
8 approved aviation management plan on file.

9 **Aviation Safety**

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

13 **Flight Request and Approval**

14 Bureau flights will be requested and documented using the process defined in
15 the Regional or Agency Aviation Plans. As a minimum, flight management
16 procedures will follow the *National Interagency Mobilization Guide*, Chapter
17 80, Flight Management Procedures. The BLM Aircraft Flight Request/Schedule
18 (9400- 1a) form is one example which may be used.

19 **Safety and Risk Management**

20 **Motor Vehicle Operation Policy**

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

31 On January 1, 2021, the BL-300 course will become mandatory for all wildland
32 fire management and support personnel who operate vehicles. Course material is
33 accessible at <https://www.nifc.gov/about-us/our-partners/blm>.

34 **Lights and Siren Response**

35 Responding to BIA wildfire incidents normally does not warrant the use of
36 emergency lights and siren to safely and effectively perform the BIA mission.
37 However, there may be rare or extenuating circumstances when limited use of
38 lights and sirens are appropriate and necessary due to an immediate threat to life.
39 Those BIA Regions that determine a lights and sirens response is necessary to
40 meet mission requirements must develop an operating plan that is signed and

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

26 **Physical Fitness and Conditioning**

27 The *NWCG Standards for Wildland Fire Position Qualifications* (PMS 310-1)
28 establishes physical fitness standards for NWCG sanctioned firefighters. These
29 standards are assessed using the Work Capacity Tests (WCT). Prior to
30 attempting the WCT, all permanent, career-seasonal, temporary, and AD/EFF
31 employees who participate in wildland fire activities requiring a fitness level of
32 arduous must participate in the DOI Medical Qualification Standards Program
33 (DOI MSP).

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

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

42 Information on the WCT and the DOI MSP is located in Chapter 13 of this
43 publication.

1 Business Management and Administration

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

8 Casuals Hired as Drivers When Employed by BIA

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

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

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

25 Request for Funding Authorization

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

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

35 Acquisitions

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

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

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

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

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

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

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

18 **Fuels Management, Planning & Implementation**

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

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

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

34 **Prescribed Fire Review**

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

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

1 The review team and their expertise should be commensurate with the scope,
2 and focus of the review. Interagency participation is encouraged with team
3 selection.

4 **Fire Communications and Education**

5 **Early Alert Notification Process**

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

- 10 • Crew Supervisor notifies the Unit Fire Management Officer (FMO).
- 11 • Unit FMO notifies Regional Fire Management Officer (RFMO) and
12 Dispatch Center.
 - 13 ○ Dispatch Center: If 4th tier, notifies 3rd tier Dispatch Center who then
14 notifies the Geographic Area Coordination Center.
- 15 • Regional Fire Management Officer (RFMO) will immediately notify the
16 Branch of Wildland Fire Management On-Call Duty Officer at: **208-387-**
17 **5080** AND within six hours, email to: EarlyAlert@bia.gov.

18 **Situations Requiring an Early Alert Notification**

- 19 • Fatality
- 20 • Injury Requiring Transports to Medical Facility
- 21 • Significant Property Damage to Equipment
- 22 • Serious Wildland Fire Accident
- 23 • Wildland Fire Accident
- 24 • Entrapment/Burnover
- 25 • Shelter Deployment
- 26 • Near-miss
- 27 • Aviation accident
- 28 • Evacuations
- 29 • Highway and interstate closures
- 30 • Structure loss
- 31 • Escape prescribed fire
- 32 • Fire approaching Large Fire thresholds (100 acres in timber; 300 acres in
33 grass)
- 34 • Any Wildland Fire Management Delegation of Authority issued by a line
35 officer

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

38 **Notification Requirements for Entrapments or Fatalities**

39 If a wildland fire entrapment or fatality occurs, immediate notification to the
40 National Interagency Coordination Center (NICC) is required using the
41 *Wildland Fire Fatality and Entrapment Initial Report* (PMS 405-1). Following
42 the issuance of an Early Alert, the local unit will provide the PMS 405-1 to the

1 3rd tier Dispatch Center which will then provide it to the Geographic Area
 2 Coordination Center (GACC) electronically within 24 hours. The GACC
 3 immediately notifies the NICC Coordinator on Duty (COD) and within 24
 4 hours, submits the PMS 405-1 to NICC COD.

5 **Wildland Fire Media Relations Guidance**

6 During dynamic events such as wildland fire, providing accurate information is
 7 critical for public safety. To be effective, communication must be timely, if not
 8 immediate. For this reason news bulletins and routine fire information pertaining
 9 to the topics listed below are authorized for media release on behalf of the BIA,
 10 Branch of Wildland Fire Management (DFWFM). For cases that may include
 11 multiple agency jurisdictions, these releases are also approved for use. The
 12 DFWFM media release template and approved supporting fire messages can be
 13 found online at <https://www.bia.gov/bia/ots/dfwfm/bwfm/fire-information>.

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

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