

Program Review Guide

Bureau of Indian Affairs

Branch of Fire Management

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Table of Contents

Introduction	1
Overview	1
Scope and Purpose	2
Program Review and the Strategic Plan	3
Review Process	3
Team Composition	3
The Information Collection Effort	5
Site Visit Itinerary.....	5
Other things to consider in the schedule include:.....	6
Findings and Recommendations	6
Final Report Outline.....	7
Follow-up.....	8
Review Criteria	8
Evaluation Standards	9
Appendices	10
Appendix 1 - Program Review Report.....	10
Appendix 2 - Guide for Responding to Draft Report.....	12
Appendix 3 - Follow up Tracking Matrix	13
Appendix 4 – Sample Program Review Team Members.....	14
Appendix 5 – Sample Regional Review Letter	15
Appendix 6 – Sample On-Site Review Schedule	16
Appendix 7 - Program Review Checklists	18
Agency Administrator Overview Checklist.....	19
Interagency Fire Program Management Standards Checklist	24
Budget and Fiscal Management Checklist	27
Emergency Stabilization & Rehabilitation Checklist	31
Hazardous Fuel Reduction Program Checklist	35
Fire Ecology and Fuels Treatment Monitoring	41
Communication and Education Checklist.....	44
Preparedness & Wildland Fire Operations Checklist.....	48
Rural Fire Assistance Program Checklist.....	55
Training and Qualifications Checklist	57
Five Year Deferred Maintenance & Capital Improvement Plan Checklist.....	61
Fire Planning Checklist	64
Aviation Program Management Checklist	72
Wildfire Prevention Checklist	81
Business Management and Administration Checklist.....	88
Specific Regional Emphasis Checklist	94

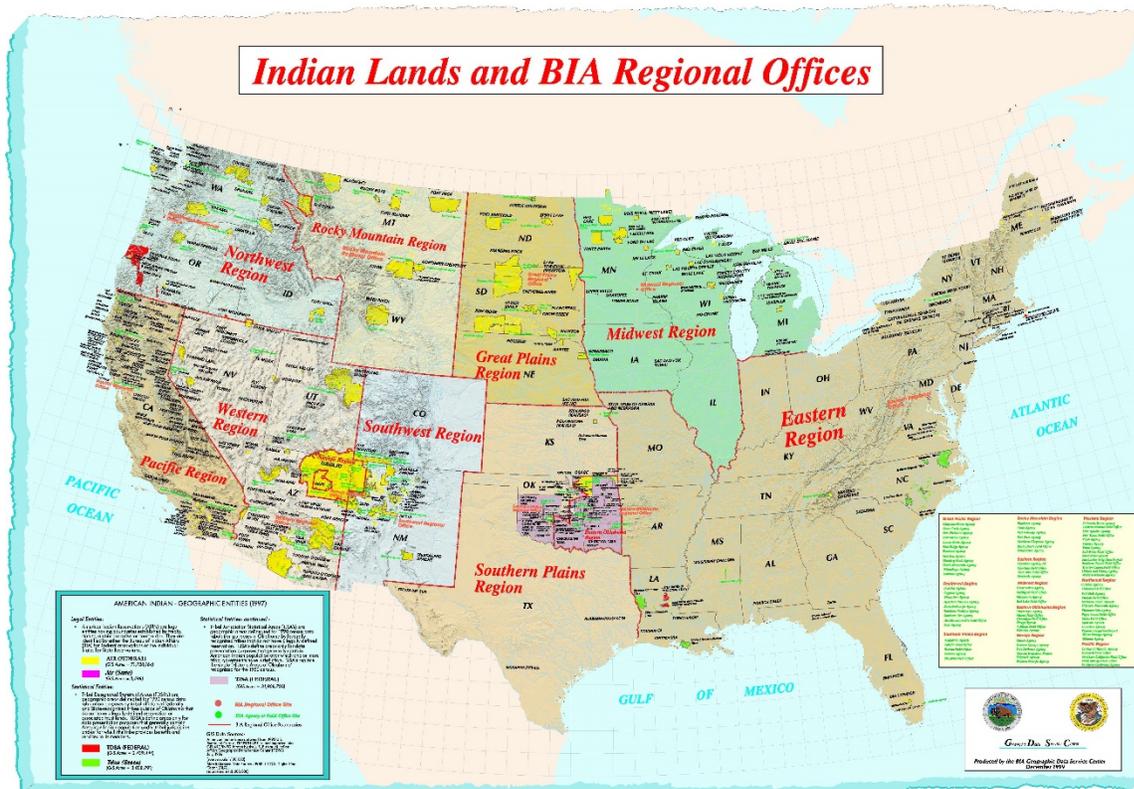
Introduction

Overview

This Guide provides general guidelines and describes the processes and tools for conducting Wildland Fire Management Program Reviews within the Bureau of Indian Affairs (BIA). Its primary purpose is to provide a frame of reference for effective program evaluation techniques and it discusses the specifics of each phase of the program evaluation process.

Evaluation of wildland fire management program performance should be done on a continuing basis and should provide an overall framework for all individuals involved with the program in order that they may find the evaluations and recommendations useful. To be effective, however, program evaluation efforts must be placed within the broader context of program and organization management and control. A flexible capacity for internal self-evaluation is fundamental to the management and ongoing improvement of programs, processes and activities.

Evaluations should address whether quantity, quality, effectiveness and efficiency are satisfactory based on national Bureau and interagency standards. As a result, suggestions are made for improvement including alternative processes, new approaches or strategies, workforce adjustments, funding strategies, and/or changes in information technology.



Scope and Purpose

Program evaluations will focus on the wildland fire management areas within the program, the new and innovative ideas that may have Regional, National or interagency application, and on the services being provided to agencies and tribes. Most important in the evaluation will be the safety policies and practices within the program and the people involved in the program.

The review is designed to obtain, analyze, and evaluate information concerning the management, planning, and operational procedures of the program. The review will look at what guides the program has now, what is in place, how well guides are working and focus on policy, procedures and practices. If a policy or procedure is not being followed, the reason behind this must be determined and suggestions for change identified.

The general objectives of the program review are to:

- ✓ Validate adequacy of management policy, structure, and guidance to support field organizations in performing their duties.
- ✓ Confirm compliance with laws, regulations, and Departmental and national program guidance.
- ✓ Share ideas, methods, and techniques developed by other offices or individuals and incorporate those that improve program effectiveness.

In general, the focus of the review deals with accountability, whether policy and other guidance are clear and adequate, the Regional Office's interpretation and implementation of policy and areas where change or addition is required in policy. The evaluation is a systematic method to determine effectiveness of projects through implementation of the 2001 Federal Wildland Fire Management Policy and its 2009 Implementation Guide, and The National Fire Plan and supporting documents i.e., The Cohesive Fuels Treatment Strategy, February 2006; the 10-year Strategy Implementation Plan, December 2006; and Secretarial directives. Compliance with Bureau guidelines provided in handbooks, operations guides and directives will also be evaluated.

Program Review and the Strategic Plan

The Bureau of Indian Affairs' mission is to enhance the quality of life, to promote economic opportunity, and to carry out the responsibility to protect and improve the trust assets of American Indians, Indian tribes, and Alaska Natives. This is accomplished through the delivery of quality services, maintaining government to government relationships within the spirit of Indian self-determination.

The Branch of Fire Management's mission is to provide for safe and effective wildland fire protection on privately owned Indian forest and range lands held in trust by the United States of America through the use of modern and efficient Interagency fire management practices including appropriate fire suppression; a responsive and cost effective pre-suppression program based upon a cooperative approach to a common problem with other wildland fire protection agencies; a creative fire prevention program focusing on hazard abatement through the application of prescribed fire; and the implementation of tribal control of the program under Indian Self Determination as requested by tribal government.

In addition, the Branch of Fire Management's mission is to provide safe and cost effective use of aviation resources on an interagency basis throughout all Bureau operations that comply with existing statutes, regulations and policies governing their use; implementation of modern technology in the Bureau's use of aviation assets; and to provide technical assistance to tribal governments, as requested, in the safe and effective use of tribal managed aviation resources and facilities.

The Director, Branch of Wildland Fire Management has national program oversight and intra and interagency coordination responsibility for all aspects of the wildland fire management program. This oversight includes ensuring that there is continuity within the program, compliance with Bureau and Departmental policy and uniformity and compliance in the use of program funds. Program areas to be reviewed are listed under Evaluation Standards below. Modifications to this list may be necessary to address needs that are unique to each region.

Review Process

Team Composition

A team approach will be used during the review process. Membership on this team may vary depending upon the objectives that are to be met. Members may be selected from local, regional and national offices and, when appropriate, other agencies. General composition will involve the following positions or expertise:

- ✓ Chief, Branch of Fire Management or designee (Team Leader)
- ✓ Regional Fire Management Officer from a different Region
- ✓ Program Specialist/Analyst e.g. Contracting, Human Resources, etc. as needed
- ✓ Branch of Fire Management staff specialists as needed including Fuels, ESR, and Aviation specialists

The basic review team optimal size should be five or six people. These numbers may vary depending on program size and complexity.

Building the Evaluation Team: Team Composition is approved by the Director, Branch of Wildland Fire Management. Composition of a team is influenced by the objective and scope of the evaluation.

- ✓ Identify key internal personnel and external stakeholders.
- ✓ Define team responsibilities, priorities and critical success factors.
- ✓ Establish clear goals and set expectations.

Generally, the following should be represented on an evaluation team:

Team Leader: Evaluations should have one Team Leader. A Deputy Team Leader may be added to the Review Team depending upon the extent and complexity of the program review. The team leader(s) serve as the link between the team and the Regional Office program manager(s) leadership. The team leader(s) are responsible for ensuring adherence to the Bureau's evaluation standards and guidelines. The team leader supervises and manages the evaluation team, manages entrance and close-out meetings, keeps the team focused on review scope and objectives, manages complex and controversial issues that arise during the review, assembles review team drafts, and compiles a final review document for the Regional Director.

Team members: should include subject matter experts in the areas related to those being evaluated. Team members work under the direction of the team leader and are responsible for conducting the evaluation in accordance with Bureau standards and guidelines, and the evaluation work plan. Team members are not limited to Bureau or tribal affiliations, but rather belong to any organization and organizational level deemed appropriate by the Director, Branch of Wildland Fire Management.

Consultants/advisors: may be called upon for specific tasks to provide information and assistance to the team, while not being full team members.

Liaison: Regional Fire Management Officer from the Region being reviewed.

The Information Collection Effort

The Regional Office will need to make certain information available to the Review Team prior to the review. This material will be standard types of reports that would normally be available at the Regional Office. If necessary, some information will be requested by individual team members before the Review Team's arrival in order to reduce the amount of time required to address some of the program review questions.

The types of information may include but are not limited to:

- ✓ Fire management plans and related support documents.
- ✓ Fire FTE profile for the Region including location, job title, and funding source.
- ✓ FFS reports that show expenditures of fire funds including emergency funds for current year.
- ✓ Budget allocation documents showing funding spread at the Regional Office and at the Unit.
- ✓ End-of-year summary reports showing actual expenditures against planned expenditures.
- ✓ Copies of most recent internal reviews conducted by the Region.
- ✓ Cooperative agreements and/or contracts.
- ✓ Latest reviews or evaluations that have relevance to the wildland fire program.
- ✓ Personal interviews may also be conducted with individuals outside of the fire program at the Regional and Unit levels. Interviews may include cooperators, Finance, Procurement, Human Resource staffs, etc.
- ✓ NFPORS, WFMI, and Fire Management Plan Analysis (FMPA) documentation.

Site Visit Itinerary

Entrance Briefing: The review will begin with an entrance meeting of the Review Team, Regional Fire Leadership, and Regional Director (or designee). The purpose of this meeting will be to clarify the review objectives, ensure understanding of the process and the expected product, finalize schedules for meetings and interviews and coordinate information gathering. A close-out with the same group will occur at the conclusion of the review. See Closeout/Exit briefing below.

Schedule and Conduct Site Visit: It may be necessary to develop a schedule of all meetings and interviews several weeks prior to starting the review. The schedule should be developed to ensure full implementation of the evaluation work plan and to meet the needs of the Regional Office leadership. The team leader should work with the Regional Fire Management Officer, or other designee to identify who needs to be interviewed during the site visit, to schedule interviews and meeting rooms, and to obtain any additional materials needed by the Review

Team. To facilitate the interview process, consideration should be given to conducting group interviews. Time should be provided to meet with the Regional Office leadership at the beginning and end of the site visit to discuss the evaluation objectives and scope, as well as present the preliminary findings contained in a draft report. The interview schedule should also allow time for review team meetings at the end of each day. These meetings will allow the team to reach consensus on findings and recommendations to be included in the evaluation report.

Other things to consider in the schedule include:

- ✓ An all employee meeting - so employees will know who you are, why you are there, what you are going to cover, and what will happen as a result of the evaluation.
- ✓ An hour each day for one-on-one interviews with employees or external customers.
- ✓ Downtime between interviews.
- ✓ Time to interview Agency/tribal personnel.
- ✓ Time for team members to review records.
- ✓ Evening Review Team meetings to recap the day, adjust schedules, provide team feedback on complex and controversial issues, and make new assignments.

In addition, team members will interview regional employees and review records to determine if procedures are being followed, the effectiveness of management controls and to validate performance results. The team will also interview agency/tribal employees to identify issues or concerns regarding the quality of the Regional Office relationship with its agencies and tribes. During all interviews, the Review Team should attempt to identify solutions to potential problems mentioned during the interviews.

Closeout/exit briefing: A closeout session with the Regional Fire Leadership, Regional Director (or designee) and selected staff is usually scheduled on the last day or next to the last day of the evaluation. The closeout should be planned, so there is sufficient time for team members to meet with the office staff after the closeout to make needed changes in the evaluation report or to clarify findings and recommendations, if needed. The purpose of the close-out session is to discuss preliminary findings with the organization's leadership. The team leader conducts the closeout session, or may assign a member of the team this responsibility with support from individual team members on their activity or program as necessary. If time allows, minor findings, recommendations and observations may be discussed, even though they may not be in the draft evaluation report.

Findings and Recommendations

The key findings and recommendations will be addressed in the Close-out meeting. The intent again is to improve the program so this will be approached in a positive manner. The final report will be issued from the Director, Branch of Wildland Fire Management. Due dates for any follow-up actions and responsibility will be negotiated to ensure reasonable dates are established that will lead to success in improving the program.

Final Report Outline

The purpose of an evaluation report is to promptly and objectively convey the evaluation results to those who will utilize this information. The evaluation report generally contains eight sections: (1) Table of Contents; (2) Background; (3) Executive Summary; (4) Purpose of the Evaluation (Goals and Objectives); (5) Methodology; (6) Areas of Satisfactory or better Performance; (7) Opportunities for Improvement (findings, recommendations, and follow-up actions (immediate, long-term, national issues)); and, (8) Appendices. See Appendix 1 (Program Review Report). The report should identify control weaknesses and describe plans for corrective action.

Develop Draft Evaluation Report: By the end of the first day, the team should be able to outline what they think the final evaluation report should look like (you can base this outline on the results of your first day interviews and on the information developed during the scoping phase). The outline will aid the team members in developing each topic and will help in keeping the evaluation on track. The team leader should consider making writing assignments, at this step in the evaluation process.

Draft report writing should start as soon as possible to fully develop findings, recommendation and support for them and to be prepared for the close-out meeting.

The report is a team product with consensus reached on each finding and recommendation.

- ✓ The findings are tied directly to the evaluation objectives.
- ✓ The recommendations are tied directly to the finding.

In most cases, the Review Team will issue, through the Director, Branch of Wildland Fire Management, a draft report within 30 days of the close out report. Copies of the draft evaluation report will be provided to the Regional Office leadership for their review and their comments will be considered prior to finalizing the report.

Response to the Draft Report: Within 30 days of receipt of the draft report, the Regional Director will review the report for accuracy and adequacy and reply with the following information: comments and concerns on the draft report; concurrence or non-concurrence with the recommendations for corrective action; and dates for completion of the corrective action. The Regional Office leadership may request changes be made to the report. However, such changes must be supported by additional information and provided to the Team Leader. See Appendix 2 (Guide for Responding to Draft Report).

Finalize Report: Within 60 days of issuance of the draft report, the Review Team will consider any comments received and submit a final report for the Director, Wildland Fire Management's signature. It is essential that Review Team's review of the comments on the draft report, any ensuing amendments, and transmittal memorandum are promptly carried out. A timely report encourages responsive follow-up by the evaluated office.

Distribution: The Director, Branch of Wildland Fire Management may choose to distribute any final report of Bureau-wide significance through the Central Office.

Follow-up

Follow-up responsibilities should be assigned to the Regional Director or designee. The action would serve to bring the review and its recommendations to closure by validating that all actions had been completed. These final steps add validity to the process and illustrate top management support to enhancing the program through the review process.

Conducting the Follow-up Phase: The purpose of evaluation follow-up is to ensure the changes recommended in the final evaluation report are addressed. The only practical way to do this is to actually look at the program or office to see if the desired change has occurred. If the desired results were not achieved, assistance should be provided in developing a process that will ensure correction of the weakness identified. Appendix 3 (Follow up Tracking Matrix) shows a matrix tracking approach to follow up.

Review Criteria

The Wildland Fire Management Program Review is an evaluation of the Region's program operations to measure actual outcomes and results against program goals and objectives. This may include assessing attainment of Bureau priority objectives; application of Bureau policy; and examining program execution against established standards. The following core elements will be used to design and plan program evaluations. The Review Team may supplement these criteria with additional areas for analysis to meet other specific purposes. Suggested coverage within these elements can be amended based on the nature and scope of the evaluation.

Regional Offices implement national policies; appraise and monitor their operations to assure effectiveness and goal attainment; and recommend to the Branch of Fire Management revisions in national policies, plans, and procedures. Within this context, the criteria for Regional Office program evaluations are:

- (1) Implementation of policy and guidance;** e.g., Region wide consistency in interpretation and application.
- (2) Effectiveness of program** execution and compliance with laws, regulations, policies, and procedures; region wide consistency in program execution; and outcomes and accountability.
- (3) Effectiveness in meeting goals and objectives;** e.g., accomplishment of Regional work plans, Bureau priority objectives, and the Bureau's mission; deviations to plans; impediments to meeting goals.
- (4) Improvements in program execution;** e.g., program review and corrective actions; recommendations to the Branch of Fire Management for revisions in policies, plans, and procedures; increase in program efficiency; cost savings.
- (5) Ability to meet the needs of agencies and tribes;** e.g., knowledge of the tribal objectives and their needs; responsiveness; feedback from agencies and tribes.
- (6) Processes,** if required, e.g., system operations, workflow, timeliness, impediments.

Evaluation Standards

The data collection instruments and analysis of information obtained reflect program standards that are established national policy requirements and are not arbitrary standards set by the Review Team. Checklists are designed to evaluate specific wildland fire management program areas to accomplish evaluation objectives. Appendix 7 (Program Review Checklists & Questions) reflect the evaluation standards and core elements for administration, coordination and management, and effectiveness and operations in each wildland fire management program area of review. These checklists are used on all regional wildland fire management program reviews to maintain a consistent level of review nationwide. The wildland fire management program areas of review include: Agency Administrator Overview, Interagency Fire Program Management Standards, Budget and Fiscal Management, Emergency Stabilization and Rehabilitation, Hazardous Fuels Reduction, Fire Ecology and Fuels Treatment Monitoring, Communication and Education, Preparedness and Wildland Fire Operations, Rural Fire Assistance, Training and Qualifications, Five Year Deferred Maintenance and Capital Improvement Plan, Fire Planning, Wildfire Investigation and Trespass, Aviation Program Management, Wildfire Prevention, Business Management and Administration, and Specific Regional Emphasis.

Appendices

Appendix 1 - Program Review Report

1. TABLE OF CONTENTS - Presents the first view of the substance of the report to the reader. For this reason, it is important that it is organized well and that information is easily transferred to the reader to guide him/her through the report.

2. EXECUTIVE SUMMARY -The most important section of the report because many managers may only take the time to read the summary. Therefore, the summary should be able to stand alone from the entire report. This information may be stated in the body of the report as the “EXECUTIVE SUMMARY”, or it may be provided in the transmittal memorandum to which the report is attached. The purpose is to summarize:

- ✓ What was evaluated
- ✓ Why it was evaluated
- ✓ When the evaluation was done
- ✓ Where the site visit was conducted
- ✓ What approach was used
- ✓ What was found

3. BACKGROUND – Describe briefly the program, office, or problem evaluated. Include major issues, budget, organization, staffing, and authorization, responsibilities of program, priorities, and recent history as applicable to the review.

4. PURPOSE OF THE REVIEW/GOALS AND OBJECTIVES – What are the objectives of the review. For example: The objectives of the review are to assess the overall effectiveness and efficiency of the Regions Wildland Fire Management Program and to develop recommendations which will solve (help solve) the problem(s) of ...or increase efficiency, effectiveness, etc.

5. METHODOLOGY – Describe the method and approach used to conduct the review. Include:

- ✓How was scoping conducted?
- ✓Who is the intended audience for the review report?
- ✓How was the review carried out? Dates? Locations? If interviews or focus groups were conducted, how were they conducted? What was the number and type of individuals interviewed (program staff, supervisors, managers, internal or external, etc)? Number and type of records examined? Type of data gathered and analyzed? Other observations made and how? Steps in review process should be tied to the specific objectives. Plans for follow-up should be included.
- ✓Who were the team members?

6. AREAS OF SATISFACTORY PERFORMANCE (Specify topics) – Focus on success of organization/program in achieving intended results and breakthrough improvement (might also be a benchmark if it can help improve other organizations/programs within the Service).

7. OPPORTUNITIES FOR IMPROVEMENT (Specify topics) – This should discuss, in detail, the findings and recommendations made for each major topic. All findings and

recommendations should be related to the evaluation goals and objectives. Findings should be clear, convincing statements of a problem based on the analysis conducted, and should include all elements of a finding: criteria (how should it be working), condition (how it is working now) include evidence/support, effect (the difference between what is and what should be), and cause (the explanation for the effect). Recommendations should include implementable steps for eliminating the problem. Recommendations should be tied to a finding or group of findings. They should be specific and use clear and direct language, reasonable, implementable, and directed at correcting basic causes of the identified problem; identify WHAT needs to be done and by WHO, WHEN, and WHERE. Offer specific examples, if possible. Finally, discuss the intent of the recommendation (to improve, to correct, to reduce, etc.).

8. APPENDICES – May be used to present detailed information, results of analyses, or other materials that the team feels should be attached to the report. Very often, the list of outside contacts and a summary of the outside interviews are included in the Appendix. Other items that can be included in the Appendix are: Survey results, work plan, or additional background information.

Appendix 2 - Guide for Responding to Draft Report

There are three options for responding:

1. Agreement with finding and recommendation.

In this case, clearly state that you agree and that you will take (or have already taken) action. State what that action is, who will implement it, how it will be done, and when it will be done. If you feel that your response is sufficient to close out the recommendation, say so.

2. Disagree with all or portions of finding/recommendation and want to propose an alternative.

Explaining what you disagree with and why. Describe your alternative(s) including what action is proposed, why, who will be responsible for implementing, and when it will be done. Also include the advantages and disadvantages of your alternatives compared with the recommendation.

3. Disagree with finding and/or recommendation.

Again, clearly state what you disagree with and what you agree with. Explain why you disagree and why you will not take the recommended action. Point out where the facts, assumptions, etc., in the evaluation report are incorrect. Back up your explanation with data, explain your assumptions, and separate fact from feeling.

When responding to recommendations, make it clear what recommendation you are responding to. It may be helpful to repeat or summarize the recommendation for easy reference. Also, remember the "WHO, WHAT, WHEN, HOW" when responding.

Appendix 3 - Follow up Tracking Matrix

Program Review Recommendations

Number	Program Activity	Recommendation	Assigned to/Due date

Appendix 4 – Sample Program Review Team Members

Member Role	Name and Title	Phone	Email Address
Team Leader			
Deputy Team Leader			
Program Review Section	Name and Title	Phone	Email Address
Program Review Section	Name and Title	Phone	Email Address

Appendix 5 – Sample Regional Review Letter

NOTE: This memo will be formatted by Central Office once the surnaming process starts. The following template is a guide.

To: Regional Director, XX Region
Attention: Regional Fire Management Staff
Branch Chief, Branch of Wildland Fire Management

From: Director, Bureau of Indian Affairs

Subject: XX Regional Wildland Fire Management Program Review

Purpose: The Bureau of Indian Affairs, Branch of Wildland Fire Management (Branch) will conduct Regional Wildland Fire Management Program (WFMP) the week of (month day, year). During the week, the RT will interview key personnel involved with the program including regional office staff/administrators, fire program managers and state and federal cooperators.

The Review Team (RT) will analyze and evaluate information concerning the management, planning, and operational procedures of the regional WFMP. The review also serves as an opportunity to share ideas, methods, and techniques with the Branch which may improve the overall WFMP program.

Timeframes: A national review team (attached 1), regional staff and others involved in the review will conduct an entrance meeting on (date) at (time). The briefing will outline the evaluation objectives and provide a national WFMP overview. It also serves as an important forum to provide feedback to the RT. The review will conclude with a brief exit briefing on (day,) at (time) with the Regional Director and key program staff. The RT will present preliminary findings, programmatic recommendations and identify areas of high performance and those that may need improvement. This meeting may also address regional office concerns with the RT's recommendations.

Regional Preparations: Due to the size and logistical needs of the RT, I ask your assistance with the following:

- Review the Regional Wildland Fire Management Program Review Guide (attachment 2) before the meeting.
- Select key goals and objectives the region may wish the RT focus on during the review. These will be addressed during the entrance meeting.
- Set up a room capable of handling 20 to 25 people for the entrance and close-out meetings.
- The RT will need a conference room to work in during the week and breakout rooms to conduct interviews. Your assistance in securing these arrangements is greatly appreciated.
- Ensure key staff attend the entrance meeting. This includes program leaders and specialists the RT will interview throughout the week.

Contact: Mr. Leon Ben Jr., Branch Chief, Branch of Wildland Fire Management, at 208-387-5597, or the XXXXXXXXXX Regional Review Team Leader, at 208-387-XXXX

Appendix 6 – Sample On-Site Review Schedule

Topic	Day	Time	Participants	Evaluator
<i>Entrance Meeting*</i>	Monday	0900-1200	All	All
<i>Emergency Stabilization & Rehabilitation**</i>	Monday	1300-1700	Dominick Chicharello	Darryl Martinez/ Ed Brunson
<i>Training and Qualifications</i>	Monday	1300-1700	Tanya Smith/Pat Willetto	Dave Koch
<i>Outreach & Communication</i>	Monday	1300-1500	Jason Greenlee/ Valdis Neha	Robyn Broyles/Gary Hilton
<i>Prevention/Outreach and Communication</i>	Monday	1500-1700	Val Christianson	Gary Hilton/Robyn Broyles
Tuesday 11/17/09				
<i>Outreach and Communication</i>	Tuesday	0800-1200	Sharon Pinto/Omar Bradley	Robyn Broyles/Gary Hilton
<i>Agency Administrator Overview</i>	Tuesday	1300-1700	Sharon Pinto/Omar Bradley	Dennis Dupuis/Dalan Romero/K. Clark
<i>Interagency Fire Program Management Standards</i>	Tuesday	0800-1700	Jason Greenlee/ Valdis Neha	Dave Koch
<i>Rural Fire Assistance Program</i>	Tuesday	0800-1700	Pat Willetto	John Szulc
<i>Hazardous Fuel Reduction Program**</i>	Tuesday	0800-1700	Darryl Wilson/ Dennis Teller/	Sam Scranton/Ed Brunson
<i>Prevention/Wildfire Investigation and Trespass</i>	Tuesday	0800-1200	Val Christianson	Gary Hilton/Jonathan Whitefoot
<i>Prevention/Wildfire Investigation and Trespass</i>	Tuesday	1300-1700	Alex Becenti/Michael Yazzie	Gary Hilton/Jonathan Whitefoot
Wednesday 11/18/09				
<i>Budget and Fiscal Management</i>	Wednesday	0800-1700	Emma Hubbard/ Katherine Ridenour/	Gini Broyles/Anjulie White
<i>Outreach and Communication</i>	Wednesday	0800-1200	Ernie Watson	Sam Scranton/Robyn Broyles
<i>Preparedness & Wildland Fire Operations</i>	Wednesday	0800-1700	Jason Greenlee/Valdis Neha	John Szulc/Tony Beitia
<i>Wildfire Investigation and Trespass/Prevention</i>	Wednesday	1300-1700	Pat Willetto	Jonathan Whitefoot/Gary Hilton
<i>Aviation Program Management</i>	Wednesday	0800-1700	Dannell Begay/Natalie Lynch	Dave Underwood
<i>Business Management and Administration</i>	Wednesday	0800-1700	Emma Hubbard/ Katherine Ridenour	Nancy Hunt/Emma Richardson
<i>Fuels Field Trip</i>	Wednesday	0800-1700	Darryl Wilson/Dennis Teller/	*All that are available
Thursday 11/19/09				
<i>Safety</i>	Thursday	0800-1200	Darryl Wilson/Dennis Teller	Tony Beitia
<i>Fire Year Deferred Maintenance and Capital Improvement Plan</i>	Thursday	1300-1700	Natalie Lynch/Dannell Begay	Tony Beitia
<i>Resource Management Integration</i>	Thursday	0800-1200	Jason Greenlee/Valdis Neha	Scott Bradshaw/John Barborinas

Topic	Day	Time	Participants	Evaluator
<i>Fire Planning</i>	Thursday	1300-1700	Jason Greenlee/Valdis Neha	Scott Bradshaw
<i>Outreach and Communication</i>	Thursday	1400-1700	Darryl Wilson/Dennis Teller/	Robyn Broyles
Friday 11/20/09				
<i>Closeout</i>				

**Key Leadership must attend including Regional Director, Deputies, Regional FMO, Fuels Specialists & Fire Management Supervisory Staff.*

***Fire Ecology and Fuels Treatment Monitoring will be reviewed tin these interviews.*

Appendix 7 - Program Review Checklists

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Agency Administrator Overview Checklist

Location: _____

Contact(s): _____

Date: _____

Reviewed By: _____

Key Code: E = Exceeds M = Meets NI = Needs Improvement NR = Not Reviewed		
Element/Activity	Code	Remarks
<p>Standard 1: Safety: <i>Firefighter safety comes first on every wildland fire, every time. Every firefighter has the right to a safe assignment. Every Agency Administrator, every wildland fire manager, every fireline supervisor, and every firefighter is responsible to ensure that established safe practices are known and observed.</i></p>		
1.1 Ensures that safety is maintained as the highest priority in all aspects of management, including daily operations, briefings, training, management plans and other documents, etc.		
1.2 Ensure appropriate investigations are conducted for incidents, entrapments, and serious accidents.		
<p>Standard 2: Response to Wildland Fire: <i>Every wildland fire on or threatening our lands requires an initial action by using an appropriate management response. Where hazardous fuels dominate the landscape, establish a strong, decisive initial action capability as a key component in minimizing large wildfire suppression costs. As fire danger levels increase and suppression resources become scarce, initial action capacity must be maintained as the most effective means of preventing new costly wildfires.</i></p>		
2.1 Ensure effective protocols are in place to assure incident responses are based on current and approved programmatic and Fire Management Plans for the agencies and tribes. Develop protection and use standards and constraints that are in compliance with agency fire policies.		

Key Code: E = Exceeds M = Meets NI = Needs Improvement NR = Not Reviewed		
Element/Activity	Code	Remarks
2.2 Utilize the incident complexity analysis to ensure the proper level of management is assigned to all incidents		
2.3 Monitor fire season severity predictions, fire behavior, and fire activity levels. Take appropriate actions to ensure safe, efficient, and effective operations.		
Standard 3: Use of Wildland Fire		
<i>Wildland fire will be used to protect, maintain, and enhance resources and, as nearly as possible, be allowed to function in its natural ecological role. Use of fire will be based on approved Fire Management Plans and will follow specific prescriptions contained in operational plans.</i>		
3.1 The management of Any Wildland Fire or portion thereof, for beneficial use as described above should consider utilizing the appropriate decision support tools available in WFDSS. If the management actions are outside of the preplanned response for resource benefit, a decision document is required in WFDSS, justifying the new course of action.		
Standard 4: Preparedness		
<i>Agencies will ensure their capability to provide safe, cost-effective fire management programs in support of land, and resource management plans through appropriate planning, staffing, training, equipment, and management oversight.</i>		
4.1 Ensure timely follow-up actions to program reviews, fire preparedness reviews, fire and fire aviation safety reviews, fire critiques, and postseason reviews		
4.2 Ensure fire and fire aviation preparedness reviews are conducted in all unit offices each year.		
4.3 Ensure fire and fire aviation policies are understood, followed, and coordinated with other agencies as appropriate.		

Key Code: E = Exceeds M = Meets NI = Needs Improvement NR = Not Reviewed		
Element/Activity	Code	Remarks
4.4 Ensures cooperative agreements with tribes, state, and other federal agencies are current and annual operating plans are in place.		
Standard 5: Suppression		
<i>Fires are suppressed at minimum cost, considering firefighter and public safety, and all values to be protected, consistent with resource objectives.</i>		
5.1 Ensure reviews are conducted on all fires that required a decision document in WFDSS. WFDSS will document that incident response is commensurate with the protection of values at risk, while meeting land management objectives, based on expected fire behavior. Personally attend reviews on Type 1 and Type 2 fires. (Regional Director may delegate).)		
5.2 Monitor the fire situation and provide oversight during periods of critical fire activity/situations of high risk.		
5.3 Monitor to recognize when complexity levels exceed program capabilities. Increase managerial and operational resources to meet the need.		
5.4 Ensure a decision document is completed and retained in WFDSS for all fires that escape initial attack and are outside of the preplanned response (FMP).		
5.5 Ensure effective transfer of command of incident management occurs and oversight is in place.		

Key Code: E = Exceeds M = Meets NI = Needs Improvement NR = Not Reviewed		
Element/Activity	Code	Remarks
Standard 6: Agency Administrator Roles		
<i>Agency Administrator will ensure that their employees are trained, certified, and made available to participate in the wildland fire program locally, regionally, and nationally as the situation demands. Agency administrators are responsible and will be held accountable for making employees available.</i>		
6.1 Ensure Fire Management Officers are fully qualified.		
6.2 Ensure sufficient qualified fire and non-fire personnel are available to support fire operations at a level commensurate with the local and national fire situations.		
6.3 Provide a written Delegation of Authority to Fire Management Officers that provides an adequate level of operational authority. Include Multi-Agency Coordinating (MAC) Group authority, as appropriate.		
6.4 Ensure that the fire and fire aviation management staff understand their role, responsibilities, authority, and accountability.		
Standard 7: Evaluation		
<i>Agencies will develop and implement a systematic method of evaluation to determine effectiveness of projects through implementation of the 2001 Federal Wildland Fire Management Policy. The evaluation will assure accountability, facilitate resolution of areas of conflict, and identify resource shortages and agency priorities.</i>		
7.1 Convene and participate in annual pre- and post-season fire meetings.		
7.2 Initiate, conduct, and/or participate in fire management related reviews and investigations.		
7.3 Provide for and personally participate in periodic site visits to individual incidents and projects.		

Key Code: E = Exceeds M = Meets NI = Needs Improvement NR = Not Reviewed		
Element/Activity	Code	Remarks
7.4 Review and evaluate performance of the fire management organization and take appropriate actions to correct deficiencies and maintain or increase positive accomplishments.		
Standard 8: Performance Reporting		
<i>Performance of the fire management program in providing a service to the agencies and tribes to develop an effective program that meets BIA policy and/or develops tribal programs.</i>		
8.1 Identify performance measures that are relevant to Regional-level and Field-unit level program management.		
8.2 Ensure Field-unit level and Regional-level program activities and accomplishments that are subject to the Government Performance and Results Act (GPRA) and/or specified by the Wildland Fire Leadership Council (WFLC) are reported per current standards and guidelines.		
Additional Management issues not specific to standards:		
PL 93-638 Contracting		
Commercial Contracting		
Program Self Determination		
Severity Program/Step-up Plans		
Supplemental Information to 4.3		

Interagency Fire Program Management Standards Checklist

Location: _____

Contact(s): _____

Date: _____

Reviewed By: _____

Key Code: E = Exceeds M = Meets NI = Needs Improvement NR = Not Reviewed		
Element/Activity	Code	Remarks
<p>Standard 1: IFPM</p> <p><i>Regional and agency fire program managers are responsible for knowing which employees in their workforce are required to meet IFPM standards.</i></p> <p><i>DOI Memo from Asst. Secretary, June 18, 2004, Lynn Scarlett</i></p> <p><i>BIA Memo from BIA Director, September 2, 2004</i></p> <p><i>http://www.ifpm.nifc.gov/</i></p> <p><i>IFPM Position Identification Worksheet</i></p> <p><i>BIA Position Crosswalk</i></p>		
1.1 Has the region and all agencies identified which positions in their organization fall under IFPM?		
1.2 Have these positions been documented for each agency using the IFPM Position Identification Worksheet?		
1.3 Can the regional office produce IFPM Position Identification Worksheets for each Agency?		
1.4 Are the Position Identification Worksheets Accurate and Up-to-date?		

Key Code: E = Exceeds M = Meets NI = Needs Improvement NR = Not Reviewed		
Element/Activity	Code	Remarks
Standard 2: Communicating		
<i>Regional and Agency Fire Program Managers are responsible for communicating IFPM requirements to line officers, supervisors, and affected employees.</i>		
2.1 Have Regional Fire Program Managers, Agency Fire Program Managers, and supervisors educated their employees affected by IFPM?		
2.2 Have Fire Program Managers briefed Line Officers and other agency administrators on the IFPM Standard?		
Standard 3: IFPM Employee Responsibilities		
3.1 Have Incumbent Declarations been submitted to Central Human Resources (Anadarko) or your Servicing Personnel Office in order for Determinations to be made?		
3.2 Have employees who received notification letters from Central HR or Servicing Personnel Office signed the attached Employee Agreement and returned the agreement to HR? (Note: this applies to employees who do not meet the IFPM requirements as identified in the Notification Letter from HR).		
Standard 4: Supervisor Responsibilities		
4.1 For IFPM employees not meeting the Standard, is the supervisor doing their part in developing an IDP and providing training or other developmental opportunities (e.g. position performance assignments)?		

Key Code: E = Exceeds M = Meets NI = Needs Improvement NR = Not Reviewed		
Element/Activity	Code	Remarks
4.2 Is the supervisor using IQCS to track IFPM Minimum Qualification Standards?		
Standard 5: Human Resource Management Responsibilities		
5.1 Have IFPM Employees and their supervisors received Notification Letters from the Servicing Personnel Office which indicate whether or not the employee meets the standard?		
5.2 If not, have Fire Management Officers contacted HR to determine notification status and follow-up?		
5.3 Does it appear that HR is using DOI Standard Position Descriptions for recruitment of key fire management positions?		
5.4 Do Job Announcements for IFPM positions include all required IFPM language in the posting?		

Budget and Fiscal Management Checklist

Location: _____

Contact(s): _____

Date: _____

Reviewed By: _____

Key Code: E = Exceeds M = Meets NI = Needs Improvement NR = Not Reviewed		
Element/Activity	Code	Remarks
<p>Standard 1: Accountability <i>Budget and Administration practices are in line with current Wildland Fire and Aviation Program Management and Operations Guide and 26 IAM Part 26 on Budget. Accountability processes are in place to ensure proper utilization of all Wildland Fire Management appropriations.</i></p>		
1.1 Are Position Descriptions for Wildland Fire staff in place and maintained? Provide current Names and Position Titles of Fire-Dedicated Positions [permanent & seasonal] Provide current Names and Position Titles of non-Fire-Dedicated Positions [permanent & seasonal]		
1.2 Are Labor Distribution Reports [BIA160's] reviewed, corrected in a timely manner & maintained for all costs charged to the fire accounts?		
1.3 Do you maintain current Budget Authorization Documents [sub allotments and allocations] on file?		
1.4 Are Budget Tracking Documents: Doc Direct [Info Pac] Reports, FFS printouts and Ad Hoc Reports reviewed and maintained? If discrepancies are found are they corrected in a timely manner?		
1.5 Were total obligations within 98% of final cost target allocation? Do you compare status of fund FFS reports to final cost target allocations? How frequently?		

Key Code: E = Exceeds M = Meets NI = Needs Improvement NR = Not Reviewed		
Element/Activity	Code	Remarks
1.6 Did total obligations exceed final cost target allocations? Compare FFS reports to final cost target allocation.		
1.7 What is the process for reviewing un liquidated obligations? How frequently is this function performed throughout the fiscal year?		
1.8 What is the percentage of activities currently being performed by Fire funded personnel on other activities?		
1.9 Is Base 8 salary charged appropriately for non-Fire funded staff assisting with fire operations?		
1.10. Did employees funded by fuels charge regular and overtime to suppression when assigned to a fire? If not why?		
1.11. Do regional allocations match the FFS allocations?		
1.12. What is the status of funds process for agencies, field offices and tribes to the regional office?		
1.13. Is information flow sufficient to allow for appropriate and efficient management of fiscal elements and process?		
1.14. What support does the regional office provide to the Fire Management organization? Do you see any changes that can be made or modified that would eliminate any inefficiency?		
1.15. Are assist costs to other Federal offices being properly coded to the benefiting office's organization code?		

Key Code: E = Exceeds M = Meets NI = Needs Improvement NR = Not Reviewed		
Element/Activity	Code	Remarks
<p>Standard 2: Project and Activity Codes</p> <p><i>Project codes and Activity Codes (ABC) are being assigned and used in accordance with current policy.</i></p>		
2.1. Are project codes are being used in accordance with current policy? i.e., Fuels Management Guide, Wildland Fire and Aviation Program Management and Operations guide, Fire Code guidance, FFS Handbook PCAS Section.		
2.2. Are the ABC's being used appropriately?		
2.3 Are Budget Tracking Documents: Doc Direct [Info Pac] Reports, FFS printouts and Ad Hoc Reports reviewed and maintained to ensure that proper Cost accounting is being used? If discrepancies are found are they corrected in a timely manner?		
<p>Standard 3: Interagency Assistance</p> <p><i>Assistance is conducted in accordance with existing guidance and policy.</i></p>		
3.1. Is Interagency assistance is in accordance with the Interagency Incident Business Management Handbook and Interagency Policies & Standards?		
<p>Standard 4: Accountability</p> <p><i>Knowledge and Accountability of each fire account to ensure integrity of fire dollars monthly.</i></p>		
4.1 What process is in place at the regional level to fund target dollars to the region fire management office, agencies, field offices and tribes?		

Key Code: E = Exceeds M = Meets NI = Needs Improvement NR = Not Reviewed		
Element/Activity	Code	Remarks
4.2 Knowledge of the main purpose and proper use of all fire accounts: Fund 92200, Wildland Fire Preparedness Fund 92400, Construction & Deferred Maintenance Fund 92500, Emergency Suppression Fund 92600 Hazardous Fuels Reduction, Non-WUI Fund 92610, Burned Area Rehabilitation Fund 92620, Rural Fire Assistance Fund 92670, Hazardous Fuels Reduction, WUI Fund 9FIRE, Reimbursable – Wildland Fire Management		
Standard 5: RFA Agreements		
<i>What process is in place to ensure the obligation and execution of Rural Fire Assistance Agreements?</i>		

Emergency Stabilization & Rehabilitation Checklist

Location: _____

Contact(s): _____

Date: _____

Reviewed By: _____

Key Code: E = Exceeds M = Meets NI = Needs Improvement NR = Not Reviewed

Element/Activity	Code	Remarks
<p>Standard 1: Policy <i>Supervisors are responsible for assuring that employees engaged in emergency stabilization and rehabilitation actions follow Departmental and bureau policy, including National Wildfire coordinating Group (NWCG) standards, when adopted, and that conditions of employment are consistent with provisions of the Occupational Safety and Health Act, as may be required by law. Employees involved in emergency stabilization and rehabilitation work are responsible for knowing, understanding and practicing safe operations. 620 (DM 3.5.D and 5.F)</i></p>		
<p>1.1 How many post fire recovery planning or plan implementing accidents or injuries occurred over the past 5 years?</p>		
<p>1.2 Was each accident or injury evaluated and avoidance measures implemented to prevent future incidents?</p>		
<p>1.3 Are job hazard analyses prepared for all wildfire recovery projects?</p>		

Key Code: E = Exceeds M = Meets NI = Needs Improvement NR = Not Reviewed		
Element/Activity	Code	Remarks
<p>Standard 2: Monitoring</p> <p><i>Emergency stabilization and burned area rehabilitation funding is provided for no more than 1 and 3 years respectively following wildfire containment with burned area rehabilitation funds provided in one-year increments and subsequent year funding contingent on accomplishment report(s) and monitoring reports(s). In addition monitoring and evaluation to determine the effectiveness of treatments is funded for up to three years following containment of a wildland fire.</i></p> <p><i>Funding beyond the first year of monitoring requires submission of annual accomplishment report(s) on success/failure of treatments during the first or second year. (620 DM 3.7.J and 3.8.J)</i></p>		
2.1 What regional process is in place to monitor project expenditures within the 1 and 3 year expenditure limits?		
2.2 How are annual accomplishment reports reviewed for accuracy and completeness? Where are the annual accomplishment report archived?		
2.3 How are NFORS reported accomplishments checked for accuracy and completeness?		
<p>Standard 3: Burned Area Emergency Team</p> <p><i>A standing or ad hoc group of technical specialists (hydrologists, rangeland management specialists, biologists, soil scientists, etc.) that is assigned to prepare an Emergency Stabilization Plan. Bureaus may establish national, regional, and local BAER teams as needed to ensure that qualified personnel are available to prepare burned area emergency stabilization plans. (620 DM 3.3.C. and 3.7.D)</i></p>		
3.1 What regional process is used to support Emergency Stabilization Plan development which exceeds the field unit's capacity but does not justify a standing team mobilization?		
3.2 Are a sufficient number of qualified regional employees identified in ROSS as available resources for post wildfire recovery assignments? What incentives are in place to insure qualified ESR staff are available		

Key Code: E = Exceeds M = Meets NI = Needs Improvement NR = Not Reviewed		
Element/Activity	Code	Remarks
<p>Standard 4: Plan Approval</p> <p><i>Any treatment or activity will have an approved plan developed prior to implementation.</i></p>		
4.1 Were planned treatments accomplished or were plans amended to address treatments issues that occurred during plan implementation that effected treatment accomplishment?		
4.2 What percentage of treatments needed to be modified over the past 5 years?		
<p>Standard 5: Plans</p> <p><i>Emergency stabilization and rehabilitation treatments and activities will be written in separate plans. Clear delineation of funding and responsibilities for implementation, operation, maintenance, monitoring, and evaluation throughout the entire life of the project, including rehabilitation actions and follow-up actions beyond three years that may be necessary to ensure the effectiveness of initial investments, although funding for such activities beyond three years may not be funded from the Wildland fire management account. 620 DM 3.6.A, 3.7.C(3)(e) and 3.8.C(3)</i></p>		
5.1 Is there a clear understanding about the delineations between wildfire suppression activity damage repair, first order fire effects monitoring and assessments, emergency stabilization, burned area rehabilitation, and restoration?		
5.2 Do treatments that require active management (i.e., invasive species management) or maintenance beyond the 1 (i.e., emergency stabilization) and/or 3 (burned area rehabilitation) year funding limit receive sufficient funding to justify the initial investment?		

Key Code: E = Exceeds M = Meets NI = Needs Improvement NR = Not Reviewed		
Element/Activity	Code	Remarks
<p>Standard 6: Monitoring Data</p> <p><i>Standard treatments are to be used that have been validated by monitoring data from previous projects, or when there is documented research establishing the effectiveness of such actions. 620 DM 6.B</i></p>		
6.1 How are proposed treatments evaluated to ensure that monitoring data or research findings demonstrate effectiveness and justify the use of the treatment?		

Hazardous Fuel Reduction Program Checklist

Location: _____

Contact(s): _____

Date: _____

Reviewed By: _____

Key Code: E = Exceeds M = Meets NI = Needs Improvement NR = Not Reviewed		
Element/Activity	Code	Remarks
Standard 1: Policy and Direction		
<i>Hazardous Fuel Reduction program and funding (92630 and 92W00) is being managed in accordance with current policy and direction</i>		
1.1. The Region maintains copies of national and interagency policy and direction for reference.		
1.2. There is an effective process for communicating and educating line officers, fire staff, and other agency and tribal staff regarding hazardous fuel reduction policy and direction.		
1.3. Regional, agency and tribal staff are aware of and adhering to policy and direction.		
1.4. Fuel treatments are consistent with Forest Management and/or other land management plans.		
1.5. The Region has systems and procedures to assure that: a) Fuel treatments are consistent with and tied to FMP and NEPA; b) Fire management plan clearly identifies hazardous fuels and treatment options; c) high priority treatments are funded; d) Fire management plan clearly identifies non-fuels prescribed fire benefits and needs; e) Fire management plan identifies areas and conditions where WFU is appropriate; f) Fuel treatments are integrated with other land management programs.		

Key Code: E = Exceeds M = Meets NI = Needs Improvement NR = Not Reviewed		
Element/Activity	Code	Remarks
Standard 2: Fuels Treatments		
<i>Fuel treatments are planned, prioritized, and implemented in collaboration with interested partners to reduce wildland fire risk to both communities and the environment, and meet tribal natural resource objectives.</i>		
2.1. There is an effective process supported by the Region that allows all interested partners to collaborate on the planning, prioritization, and implementation of treatments at the local level.		
2.2. Region assures that treatments are prioritized and implemented in collaboration with the GACC and appropriate wildland fire management partners.		
2.3. The collaborative process result in encouraging the development of multi-year landscape level treatment plans across ownership boundaries.		
2.4. Regional treatment priorities reflect priority criteria found in the 10-Year Comprehensive Strategy and Implementation Plan.		
2.5. Projects which create significant landscape changes in high risk areas for both wildland/urban interface and ecosystem health given priority over disconnected small scale projects which may not affect significant change.		
2.6. Project implementation such as technical and operational support resource sharing, burn day scheduling, etc. is being coordinated among agencies and tribes and interagency partners to ensure safe, efficient, and effective implementation.		
2.7. Line Officers are actively involved in and support the collaborative process.		

Key Code: E = Exceeds M = Meets NI = Needs Improvement NR = Not Reviewed		
Element/Activity	Code	Remarks
Standard 3: Funding		
<i>Annual 92630 and 92W00 funding is utilized appropriately and effectively.</i>		
3.1. Funded and implemented projects meet national project prioritization guidance Including those reestablished in a memorandum from the Assistant Secretary, Policy, Management and Budget dated March 17, 2005.		
3.2. Regional accomplishment targets are met.		
3.3 Approved target amount and funding agrees with projects in NFPORS for fuels accounts.		
3.3. The Region has made efforts to facilitate the contracting of fuels projects when appropriate.		
3.4 What process is in place to review status of contracting of fuels projects?		
3.4. The Region has taken efforts to identify, support and implement projects where biomass utilization can be utilized in a cost-effective manner.		
3.5. The Region has identified appropriate staffing needs that are balanced appropriately to meet WUI and Non-WUI program goals, and has an effective plan for recruiting and retaining qualified staff to meet those needs given current levels of funding.		
3.6. The region encourages cost effectiveness by supporting biomass utilization, landscape level projects, maintenance burns, and cost sharing HFR funds with other programs.		

Key Code: E = Exceeds M = Meets NI = Needs Improvement NR = Not Reviewed		
Element/Activity	Code	Remarks
Standard 4: Monitoring		
<i>The Hazardous Fuels Program is monitored and report requirements are met.</i>		
4.1. All HF planned projects are entered and accomplishments reported in NFPORS.		
4.2. Accomplishments are routinely reported into NFPORS after treatments are completed.		
4.3. NFPORS quality assurance is 95% or greater.		
4.4. FRCC (both pre and post treatment) is accurately documented in NFPORS using a defensible methodology.		
4.5. The Region has an effective process for identifying and reporting non-NFP treatments in NFPORS.		
4.6. The Region has a realistic strategy for completing and implementing monitoring plans for each unit that receives fuels management funding.		
4.7. Monitoring data is routinely used to validate or revise fuels planning.		
Standard 5: Operations and Policy Compliance		
<i>Prescribed fire and WFU operations adhere to national policy and direction</i>		
5.1. FMPs adequately cover prescribed fire and WFU operations.		
5.2. Prescribed Burn Plans and WFIPs comply with national and interagency handbooks, directives guidelines.		
5.3. Burn Plan preparation, technical review and approval comply with national standards.		

Key Code: E = Exceeds M = Meets NI = Needs Improvement NR = Not Reviewed		
Element/Activity	Code	Remarks
5.4. The Region has an effective process for reviewing and approving prescribed burn plans and WFIPs, and this process complies with national and interagency guidelines including monitoring requirements and documentation.		
5.5. The Region ensures agencies have an effective process to ensure an approved burn plan is followed (including follow-up monitoring and documentation).		
5.6. Prescribed fire escapes and incidents are investigated and reported according to interagency and national guidance.		
5.7. AARs are utilized on all burns, and lessons learned are shared with partners as appropriate.		
5.8. Project files are maintained with all required documentation including monitoring data and analysis.		
5.9. Administratively Determined (AD) staffing is being appropriately used and meets the standards for fuels management activities.		
5.10. Regions perform periodic reviews and inspections of prescribed fire programs.		
Standard 6: Program and Policy Compliance		
<i>92W00 program is being managed in accordance with current national policy and direction.</i>		
6.1. Communities at risk are identified and prioritized in accordance with national guidance.		
6.2. CWPPs or equivalent meet national minimum requirements.		

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Element/Activity	Code	Remarks
6.3. The Region has an effective process to assure the appropriate level of funds is reaching allottees and home sites so that critical work is performed in the home ignition zone where it is appropriate as part of a larger project.		
Standard 4: AD Staffing		
<i>Administratively Determined (AD) staffing is being appropriately used and meets the Standards for fuels management activities.</i>		
4.1 Are you using AD's?		
4.2 What process is in place to ensure they don't exceed 300 hours per calendar year?		
4.3 Is the work restricted to Prescribed fire versus Mechanical or Chemical?		

Fire Ecology and Fuels Treatment Monitoring

Location: _____

Contact(s): _____

Date: _____

Reviewed By: _____

Key Code: E = Exceeds M = Meets NI = Needs Improvement NR = Not Reviewed

Element/Activity	Code	Remarks
Standard 1: Monitoring and Policy		
<i>Regional Fire Ecology and Fuels Treatment Monitoring program is being managed in accordance with current policy and direction</i>		
1.1 The Region maintains copies of national and interagency policy and direction for reference (BIA Fuels Management Program Supplement to the Interagency Prescribed Fire Planning and Implementation Procedures Reference Guide)		

Key Code: E = Exceeds M = Meets NI = Needs Improvement NR = Not Reviewed		
Element/Activity	Code	Remarks
1.2. The Region has systems and procedures to assure that: a) Fuel treatments monitoring is consistent with and tied to BIA national guidance; b) Overall Fuels Treatment monitoring includes both treatment and strategic level monitoring; c) Treatment and Strategic level monitoring records are available and kept in Treatment Project and Program files. d) Fire ecology and fuels treatments efforts are integrated with other land management programs, where possible.		
1.3. Regional, agency and tribal staff are aware of and adhering to policy and direction regarding Fuels Treatment monitoring.		

Key Code: E = Exceeds M = Meets NI = Needs Improvement NR = Not Reviewed		
Element/Activity	Code	Remarks
Standard 2: Monitoring and Policy		
<i>Fuels Treatment Monitoring Programs within the region adhere to national policy and direction.</i>		
2.1. Treatment level monitoring conducted within the region adequately covers levels 1-4 (pre-treatment, fire behavior, short term post treatment and long term re-measurement), per BIA Fuels Management Program Supplement to the Interagency Prescribed Fire Planning and Implementation Procedures Reference Guide.		
2.2. Fuels Treatment Strategic Monitoring Plans comply with national and interagency handbooks, directives, guidelines and address A-L from BIA Fuels Management Program Supplement to the Interagency Prescribed Fire Planning and Implementation Procedures Reference Guide.		
2.3. The Region provides the most current (2008 Supplement) monitoring and reporting forms to agencies and tribes and reviews these documents on an annual or semi-annual basis. (Reference: App. 7-B. Post Treatment Assessment Report, App. 7-C. Annual Monitoring Work Plan, App 7-D. Annual Monitoring Summary.)		
2.4. The Region ensures agencies have an effective process to develop and implement approved monitoring plans (including documentation).		
2.5. Through its work with agencies and tribes, the Region maintains a fuels treatment monitoring standard that results in an adequate level of data collection to determine "Was the treatment successful in meeting the project management objectives?"		
2.6. Project files are maintained with all required documentation including monitoring data and analysis.		

Communication and Education Checklist

Location: _____

Contact(s): _____

Date: _____

Reviewed By: _____

Checklist #	Documentation
1-A,G	<i>BIA – NIFC Wildland Fire Workforce Analysis and Strategic Plan 2009-1013</i>
2 A-M	<i>90 IAM 1.2A (15)</i>
2,H	<i>90 IAM 1.4C(6)-H, Chapter 9</i>

Key Code: E = Exceeds M = Meets NI = Needs Improvement NR = Not Reviewed

Element/Activity	Code	Remarks
Introduction: The BIA, Branch of Wildland Fire - Fire Communication and Education Program sponsors pro-active communication efforts to promote awareness of the Bureau as an experienced, technical expert in applying safe, cost-effective and science-based fire management practices while promoting Indian self-determination. The desired outcome of the program is an integrated interdisciplinary Fire Management Program (FMP) within the BIA and tribal governments.		
Standard 1: Core Values <i>Highlight Branch Core values</i>		
1.1 Interagency / divisional relationships are established, professional and complementary to communication, coordination and cooperation with tribes and interagency partners. This communication is vital to the effective and efficient use of Indian Country's wildland fire management resources. <i>(List examples how region accomplishes.)</i>		

Key Code: E = Exceeds M = Meets NI = Needs Improvement NR = Not Reviewed		
Element/Activity	Code	Remarks
1.2 Joint communication and education efforts are coordinated, planned and implemented. Fire and interdivisional staff communicate regularly and collaborate on programs, which enhance BIA Fire Management.		
Standard 2: Communication and Education		
<i>The Bureau will enhance knowledge and understanding of the fire management policies and practices through internal and external communication and education programs.</i>		
2.1 The Region has a written Communications Plan addressing the wildland fire program. Either within the plan or as a separate plan, notification protocol for emergency communication is established. (i.e. In the event of serious fire injury or fatality, the formal hierarchy and critical significant courtesy contacts and procedures are defined.)		
2.2 The Regional Staff has taken steps to increase visibility of the fire program within and without the region. (<i>Identify steps.</i>)		
2.3 Communication channels and policy for disseminating information, sharing products and media relations with national, regional and local offices are in place. (<i>Identify channels and see policy</i>)		

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Element/Activity	Code	Remarks
2.4 Program contact establishes partnerships and works with various constituency groups to promote awareness of the Bureau as an experienced technical expert in the cost-effective and science-based use and management of fire to restore, maintain and protect healthy fire resistant communities. <i>(Identify who, how and what examples of products/projects have been distributed.)</i>		
2.5 Improves interagency coordination for fire messages and applies guidelines for fire messages. The program actively participates in tribal/federal/state coalitions <i>(when necessary, coordinating groups, cooperatives or other partnership organizations to improve interagency coordination for fire messages.</i>		
2.6 Program provides timely information to local news media and communities about issues pertaining to the WFM program as it relates to fire activity.		
2.7 Designated regional/tribal fire management staff serves as subject matter experts and/or spokespersons for media relations.		
2.8 Communicates the NWCG National Five Key Messages to agency and tribal program leads in an effective measurable form.		

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Element/Activity	Code	Remarks
2.9 The region ensures distribution and availability of current information and outreach materials are available to other interdisciplinary program areas, including Natural Resources, tribal and interdisciplinary partners. Examples include use of Internets sources (Lessons Learned Center, My Fire Community, NIFC webpage, news releases and exhibits. (List examples)		
2.10 Information for target audiences about fire management activities consistently includes or showcases the expected or resulting benefits to both people and natural resources, with clear descriptions of public safety, community protection, economic and other benefits to people.		
2.11 Facilitates and assists tribe/agency with the development, writing and placement of various program specific “success stories” and photos which serve to educate target audiences Examples include Smoke Signals, Fire Management Today etc.		
2.11 Outreach reflects public and firefighter safety is the top priority, regardless of resources at stake.		
2.12 Outreach material reflects the cultural resource and values of the tribes in order to reach desired objectives of the WFM program.		

Preparedness & Wildland Fire Operations Checklist

Location: _____

Contact(s): _____

Date: _____

Reviewed By: _____

Key Code: E = Exceeds M = Meets NI = Needs Improvement NR = Not Reviewed		
Element/Activity	Code	Remarks
<p>Standard 1: Safety: <i>Firefighter safety comes first on every wildland fire, every time. Every firefighter has the right to a safe assignment. Every Agency Administrator, every wildland fire manager, every fireline supervisor, and every firefighter is responsible to ensure that established safe practices are known and observed.</i></p>		
1.1 Take necessary and prudent actions to ensure firefighter and public safety.		
1.2 Ensure appropriate investigations are conducted for incidents, entrapments, and serious accidents.		
1.3 Maintain safety first as the foundation for all aspects of fire and fire aviation management.		
1.4 Ensures work/rest and length of assignment guidelines are followed during all fire and fire aviation activities. Deviations must be approved and documented.		
1.5 Ensures the fireline fitness standards are known, and that Agencies are participating regularly.		
1.6 Ensures driving limitations are known and followed.		
1.7 Ensures that all personnel know of and participate in the SAFENET program.		

Key Code: E = Exceeds M = Meets NI = Needs Improvement NR = Not Reviewed		
Element/Activity	Code	Remarks
<p>Standard 2: Response to Wildland Fire:</p> <p><i>Every wildland fire on or threatening our lands requires an initial action by using an appropriate management response. Where hazardous fuels dominate the landscape, establish a strong, decisive initial action capability as a key component in minimizing large wildfire suppression costs. As fire danger levels increase and suppression resources become scarce, initial action capacity must be maintained as the most effective means of preventing new costly wildfires.</i></p>		
2.1 Ensure effective protocols are in place to assure incident responses are based on current and approved programmatic and Fire Management Plans for the agencies and tribes. Develop protection and use standards and constraints that are in compliance with agency fire policies. Ensure adherence to these protocols and standards with response operations.		
2.2 Utilize the incident complexity analysis to ensure the proper level of management is assigned to all incidents.		
2.3 Monitor fire season severity predictions, fire behavior, and fire activity levels. Take appropriate actions to ensure safe, efficient, and effective operations.		
<p>Standard 3: Use of Wildland Fire:</p> <p><i>Wildland fire will be used to protect, maintain, and enhance resources and, as nearly as possible, be allowed to function in its natural ecological role. Use of fire will be based on approved Fire Management Plans and will follow specific prescriptions contained in operational plans.</i></p>		
3.1 A Wildland Fire Implementation Plan (WFIP) will be initiated for all wildland fire use events.		
<p>Standard 4: Preparedness:</p> <p><i>Agencies will ensure their capability to provide safe, cost-effective fire management programs in support of land, and resource management plans through appropriate planning, staffing, training, equipment, and management oversight.</i></p>		

Key Code: E = Exceeds M = Meets NI = Needs Improvement NR = Not Reviewed		
Element/Activity	Code	Remarks
4.1 Ensure timely follow-up actions to program reviews, fire preparedness reviews, fire and fire aviation safety reviews, fire critiques, and post-season reviews.		
4.2 Ensure fire and fire aviation preparedness reviews are conducted in all unit offices each year.		
4.3 Ensure fire and fire aviation policies are understood, followed, and coordinated with other agencies as appropriate.		
Standard 5: Suppression		
<i>Fires are suppressed at minimum cost, considering firefighter and public safety, and all values to be protected, consistent with resource objectives.</i>		
5.1 Ensure reviews are conducted on all fires that require a WFSA. Personally attend reviews on Type 1 and Type 2 fires.(Regional Director may delegate)		
5.2 Monitor the fire situation and provide oversight during periods of critical fire activity/situations of high risk.		
5.3 Monitor to recognize when complexity levels exceed program capabilities. Increase managerial and operational resources to meet the need.		
5.4 Ensure a Wildland Fire Situation Analysis (WFSA) is completed and retained for all fires that escape initial attack.		
5.5 Ensure effective transfer of command of incident management occurs and oversight is in place.		

Key Code: E = Exceeds M = Meets NI = Needs Improvement NR = Not Reviewed		
Element/Activity	Code	Remarks
Standard 6: Standardization		
<i>Agencies will use compatible planning processes, funding mechanisms, training and qualification requirements, operational procedures, values-to-be protected methodologies, and public education programs for all fire management activities.</i>		
6.1 Develop common operational field guidance to deal with all aspects of fire management operations.		
6.2 Develop a common process for determining budget needs and cost sharing for all aspects of fire management operations.		
Standard 7: Interagency Coordination and Cooperation		
<i>Fire management planning, preparedness, prevention, suppression, fire use, restoration, and rehabilitation, monitoring, research, and education will be conducted on an interagency basis with the involvement of cooperators and partners.</i>		
7.1 Meet annually with major cooperators and review interagency agreements to ensure their continued effectiveness and efficiency.		
7.2 Develop and maintain agreements, annual operating plans, and contracts on an interagency basis to increase effectiveness and efficiencies.		
7.3 Represent bureau/tribal units within regional office jurisdiction on geographic area(s) working group(s) and develop an effective information distribution process with units.		

Key Code: E = Exceeds M = Meets NI = Needs Improvement NR = Not Reviewed		
Element/Activity	Code	Remarks
<p>Standard 8: Agency Administrator and Employee Roles</p> <p><i>Agency Administrator will ensure that their employees are trained, certified and made available to participate in the wildland fire program locally, regionally, and nationally as the situation demands. Employees with operational, administrative, or other skills will support the wildland fire program as necessary. Agency administrators are responsible and will be held accountable for making employees available.</i></p>		
8.1 Ensure Fire Management Officers are fully qualified.		
8.2 Ensure sufficient qualified fire and non-fire personnel are available to support fire operations at a level commensurate with the local and national fire situations.		
8.3 Ensure that the fire and fire aviation management staff understand their role, responsibilities, authority, and accountability.		
<p>Standard 9: Evaluation</p> <p><i>Agencies will develop and implement a systematic method of evaluation to determine effectiveness of projects through implementation of the 2001 Federal Wildland Fire Management Policy. The evaluation will assure accountability, facilitate resolution of areas of conflict, and identify resource shortages and agency priorities.</i></p>		
9.1 Convene and participate in annual pre- and postseason fire meetings.		
9.2 Initiate, conduct, and/or participate in fire management related reviews and investigations.		
9.3 Provide for and personally participate in periodic site visits to individual incidents and projects.		
9.4 Review and evaluate performance of the fire management organization and take appropriate actions.		

Key Code: E = Exceeds M = Meets NI = Needs Improvement NR = Not Reviewed		
Element/Activity	Code	Remarks
Standard 10: RAWs/ NFDRS		
<i>To assure data quality for NFDRS calculations, the system will be monitored at all time levels of data acquisition and storage. The local station owner and line officer are responsible for ensuring weather data and quality.</i>		
10.1 Have all Active station sites been physically secured and maintained per NFDRS standards?		
10.2 Have stations that are portable had an indicator placed in their name in ASCADS and WIMS? i.e. Kenai Portable #1?		
10.3 Has the complete station metadata been captured in ASCADS and WIMS? This would include location, elevation, and data measurement elements etc.		
10.4 Have photos of each site been taken in the four compass point direction and posted on the Western Region Climate Center web page?		
10.5 Are outputs checked on a daily basis to assure that weather observation information is reflective of actual conditions and that the station is actually transmitting?		
10.6 Has annual maintenance and sensor replacement been performed to NFDR standards? Are stations located in appropriate sites that meet standards? (PMS 426-3)		
10.7 Has complete documentation of all site visits been captured in the ASCADS data base? This would include, at a minimum: a) Maintenance date (date that relative humidity/air temperature was changed or calibrated. b) Specific sensors and serial numbers of the sensors. c) A narrative of the site visit, including the date of the visit, the personnel at the site and what maintenance was accomplished. NOTE: generally all ASCADS information is entered by contractors and coordinated by BIA-NIFC.		

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Element/Activity	Code	Remarks
10.8 Has a hard copy document file been maintained for each station? This would include photos, site access instructions, purchase history, sensor replacement dates, serial numbers, next scheduled maintenance and other related site information.		
10.9 Is a ten year life cycle management plan for the weather station network in place and budgeted for?		
10.10 Is a fire weather station network in place that provides adequate weather data for fire operations and fire planning? This would usually include agency owned and interagency RAWS.		

Rural Fire Assistance Program Checklist

Location: _____

Contact(s): _____

Date: _____

Reviewed By: _____

Key Code: E = Exceeds M = Meets NI = Needs Improvement NR = Not Reviewed

Element/Activity	Code	Remarks
Standard 1: RFA Program		
<i>The RFA program provides funding to appropriate and eligible departments, through administratively appropriate means.</i>		
1.1 Department eligibility criteria are verified.		
1.2. Assistance/mutual aid agreements are in place and current.		
Standard 2: Collaboration		
<i>To the extent practical and appropriate, local and statewide collaboration between state, local and federal agencies is adequate to ensure efficiency and equity of funds allocation.</i>		
2.1. Applications and awards are coordinated with other DOI bureaus, and, as appropriate, local and state agencies.		

Key Code: E = Exceeds M = Meets NI = Needs Improvement NR = Not Reviewed		
Element/Activity	Code	Remarks
Standard 3: Program Administration		
<i>Program funds and awards are administered in accordance with prescribed guidelines.</i>		
3.1 Awarded grants are used for national priorities.		
3.2. No administrative or salary expenses charged to sub-activity 92620.		
3.3. Funds are obligated and liquidated in a timely manner.		
3.4. In-kind contributions are assigned appropriate values, and are not from other federal sources.		
3.5. Matching contributions are adequately documented.		
Standard 4: Program Reporting		
Program reporting, monitoring and accountability measures are in place.		
4.1. Administration of grants is in compliance with applicable sections of CFR 43 and 12.		
4.2. Measures are in place to ensure grants were expended as proposed originally by grantee.		

Training and Qualifications Checklist

Location: _____

Contact(s): _____

Date: _____

Reviewed By: _____

Key Code: E = Exceeds M = Meets NI = Needs Improvement NR = Not Reviewed		
Element/Activity	Code	Remarks
Standard 1: Training		
<i>Minimum training requirements for personnel involved in fire management.</i>		
1.1 Initial Training. All of our personnel who perform on-line wildland firefighter or prescribed fire duties must complete the National Wildfire Coordinating Group (NWCG) courses: S-130 Basic Firefighter, S-190 Introduction to Fire Behavior, I-100 Introduction to ICS.		
1.2 Agency Administrator Training. Fire Management Leadership, offered by the National Advance Fire and Resource Institute (NAFRI) is required for all Bureau Line Officers including Agency Superintendents, Agency Foresters or Natural Resource Managers, and Regional Foresters. Regional Directors, Deputy Directors in natural resource program areas, and Tribal Natural Resource Program Administrators are also encouraged to attend this course.		
1.3 Fire Management Officer Training. Ensure that all Fire Management Officers (FMO) to attend the interagency Fire Program Management course (M581), either as a student or as a member of the instructor cadre.		

Key Code: E = Exceeds M = Meets NI = Needs Improvement NR = Not Reviewed		
Element/Activity	Code	Remarks
1.4 Annual Training. Ensure an annual firefighter safety refresher course RT-130, covering the Standard Fire Orders, 18 Watch Out Situations, and fire shelter training, for all personnel who serve in fireline position, as defined by the PMS 310-1, prior to participation in fireline duties.		
Standard 2: Training and Qualifications		
<i>All personnel will meet minimum wildland fire qualification requirements which are equal to or exceed those recommended by the NWCG.</i>		
2.1 Individuals meet the agency qualifications and certifications for duties assigned in wildland fire and aviation operations.		
2.2 Use of the Wildland Fire Qualification System Guide, PMS 310-1 curriculum supporting fire management qualifications and position certification.		
2.3 Use of the NWCG Field Manager's Course Guide, PMS 901-1 (NFES 2194) relating to course descriptions and trainee/instructor qualifications.		
2.4 Regional prioritization process in place for Geographic Area training course nominations?		
2.5 Regional prioritization process in place for National Level training course nominations?		

Key Code: E = Exceeds M = Meets NI = Needs Improvement NR = Not Reviewed		
Element/Activity	Code	Remarks
<p>Standard 3: Implementation of the Federal Interagency Wildland Firefighter Medical Qualification Standards</p> <p><i>The Federal Interagency Wildland Firefighter Medical Qualification Standards continue to be implemented throughout the USFWS.</i></p>		
3.1. What procedure is established to provide management oversight and review to ensure all employees involved in arduous duties have been medically cleared prior to taking the work capacity test?		
3.2. What process is established to monitor those individuals in pending status and facilitate their progression to cleared status where appropriate?		
<p>Standard 4: IGCS</p> <p><i>The Incident Qualifications and Certification System</i></p>		
4.1 Each BIA region will designate an IQCS representative to approve IQCS account manager requests, and annually validate account manager list. The regional FMO will ensure a regional level Fire Qualifications Administrator is designated, to ensure all incident experience, incident training, and position Task Books for employees within the region are Accurately recorded in the IQCS.		
4.2 An employee file is maintained for: Experience, Evaluations, Training, Position Task Books, annual Incident Qualification and Certification System (IQCS) updates, Master File Report from IQCS (RPTC028) or other approved qualification and reporting system.		
4.3 What process is established at the Regional Office to provide management oversight and review of wildland fire and aviation positions?		

Key Code: E = Exceeds M = Meets NI = Needs Improvement NR = Not Reviewed		
Element/Activity	Code	Remarks
4.4 All employees IQCS records are updated annually or modified as changes occur.		

Five Year Deferred Maintenance & Capital Improvement Plan Checklist

Location: _____

Contact(s): _____

Date: _____

Reviewed By: _____

Key Code: E = Exceeds M = Meets NI = Needs Improvement NR = Not Reviewed		
Element/Activity	Code	Remarks
Standard 1: 5 Year Plan		
<i>The 5-Year plan focuses on projects that stabilize, restore or replace Constructed Assets that are mission critical or mission dependent but are in poor condition.</i>		
1.1 All Constructed Assets have a facility Condition Index (FCI) that indicates the Deferred Maintenance need of the Asset. The FCI is a key data element in the Federal Real Property Profile (FRPP), to which all Bureaus input their inventory of Buildings and Structures. Have all fire facilities been identified in this system and is the data current?		
1.2 All Constructed Assets have an Asset Priority Index (API), which indicates the importance of that asset to the organizations Mission. The FCI is another Key data element in the FRPP. What process is in place to ensure prioritization of fire facilities' are in place to meet critical needs of the local unit?		
1.3 Does the region work with the local units on an annual update of facilities needs?		

Key Code: E = Exceeds M = Meets NI = Needs Improvement NR = Not Reviewed		
Element/Activity	Code	Remarks
Standard 2: Facilities		
<i>What is the protocol by the regional facilities staff to management and maintenance fire facilities?</i>		
2.1 Do all units submit project information and justification on a Project Data Sheet to the regional Facilities Group?		
2.2 What mechanisms are used to track the requests by the local units?		
Standard 3:		
<i>Project Cost and Status applies only to the project or portion of a project being requested in a project data sheet.</i>		
3.1 How are these costs being formulated with projects with the regional facilities staff or contractor, etc?		
3.2 Large projects are they being submitted as two phase construction projects? If not why?		
3.3 Does the region implement the Construction-In-Progress Accounting Management Handbook on all fire facilities?		
Standard 4. Project Funding History (Entire Project)		
<i>This is the summation of all costs associated with projects, if more than one Project Data Sheet (PDs) is involved, this shows the total of all the PDs, for all years.</i>		
4.1 Total funds that have been appropriated to a project from all funding sources through and including the current fiscal year is track by what office and reported to whom? (This applies primarily to capital improvement (construction) projects)		

Key Code: E = Exceeds M = Meets NI = Needs Improvement NR = Not Reviewed		
Element/Activity	Code	Remarks
4.2 Are expenditures of project dollars being monitored in accordance to regulations on appropriate expenditures? If not explain?		
4.3. Construction Start/Award this is the project date that the project bid will be awarded is monitor by which office?		
4.4 Project completion this is the date that the work in the project is scheduled to be completed. For contracted projects, it is not the contract close-out date or end of warranty. Which office monitors this area of the project?		
Standard 5: Annual Operations & Maintenance Costs		
5.1 Are all fire facilities reported current: Annual O&M dollars currently spent to maintain fire facility asset(s)? Are these recorded in the FRPP?		
5.2 Projected: Annual O&M dollars projected to maintain the asset(s) resulting from this project. Are these cost being recorded with regional facilities staff?		

Fire Planning Checklist

Location: _____

Contact(s): _____

Date: _____

Reviewed By: _____

Key Code: E = Exceeds M = Meets NI = Needs Improvement NR = Not Reviewed

Element/Activity	Code	Remarks
<u>Standard 1. Fire Management Plans</u>		
<p>1.1 Reviews and approves the Regional Fire Management Plan or corresponding elements in the Regional Land Management Plan. The plan and its proposed management activities should:</p> <p>Reflect the Bureau's commitment to firefighter and public safety.</p> <p>Cover all wildland Trust acres with burnable vegetation that are within the unit's jurisdiction.</p> <p>Fulfill the interagency Fire Management Plan template requirements.</p> <p>Be consistent with bureau, regional, and tribal policies and directives.</p> <p>Be based on management objectives.</p> <p>Be tiered to existing programmatic plans, as appropriate.</p> <p>Satisfy National Environmental Policy Act requirements, as appropriate.</p>		

Key Code: E = Exceeds M = Meets NI = Needs Improvement NR = Not Reviewed		
Element/Activity	Code	Remarks
1.2 Monitor program activities to determine whether the current Fire Management Plan is appropriate. Develop a strategy to update the plan, as needed.		
Standard 2: Preparedness Planning		
<i>Addresses strategic planning processes, such as Fire Program Analysis (FPA) associated with resource allocation for recurring (i.e. non-project) funds and resources. Process includes analysis of resource needs, documenting of current and proposed program elements, and decision-making in support of resource and funds allocation</i>		
2.1 Uses the FPA planning process to analyze and document the Regional Office fire program for initial attack resources, fuels, and prevention. Consolidated annual budget request for Regional Office and all subordinate units.		
2.2 Coordinates and supports planning efforts, as needed.		
2.3 Reviews and approves planning submission.		
2.4 Represents the Bureau and Region for interagency planning efforts and support activities. Coordinates interagency fire planning activities for regional office. Represents bureau, and tribes, within regional office jurisdiction on geographic area(s) planning groups and develops an effective information distribution process for tribes.		
2.5 Reviews and, as appropriate, approves interagency preparedness planning inputs and outputs.		

Key Code: E = Exceeds M = Meets NI = Needs Improvement NR = Not Reviewed		
Element/Activity	Code	Remarks
2.6 Implements preparedness planning for Regional Office resources and activities. When resource and funding allocations from the National Office differ from the Regional Office's original proposal, uses the planning information to allocate the actual resources and funding for maximum efficiency.		
2.7 Uses planning information to support decision-making when allocating funds and resources		
2.8 Monitors program activities to ensure preparedness plans are implemented, including any modifications necessary when actual resources and funding differ from original proposals.		
2.9 Ensures planning efforts comply with the national policy and directives. Ensures any deviations from national guidelines are identified, with the rationale fully documented and submitted to the National Office for review and concurrence.		
Standard 3: Decision Support		
<i>Addresses strategic planning processes, such as Wildland Fire Decision Support System (WFDSS), associated with incident decision documentation.</i>		
3.1 Trained and using WFDSS to document that incident response is commensurate with the protection of values at risk, while meeting land management objectives, based on expected fire behavior		

Key Code: E = Exceeds M = Meets NI = Needs Improvement NR = Not Reviewed		
Element/Activity	Code	Remarks
3.2 Ensures decision support efforts comply with the national policy and directives. Ensures any deviations from national guidelines are identified, with the rationale fully documented and submitted to the National Office for review and concurrence.		
3.3 Ensures that, within WFDSS, all reportable incidents are documented in a timely manner and are complete and accurate; and that each fire is associated with appropriate strategic land management and incident objectives.		
Standard 4: Complexity Analysis		
<i>Pertains to the complexity analyses performed for the Regional Office and subordinate units. The resulting complexity rating (low, medium, high) is used to determine pay grade for key fire staff positions, per IFPM directives, and also used for preparedness planning.</i>		
4.1 Coordinates and participates in the complexity analyses performed by the National Office for the Regional.		
4.2 Monitors program activities to confirm that the current complexity rating is appropriate, and requests re-analysis by the National Office as needed. <i>Note, complexity ratings are locked at current levels pending revision of the complexity analysis process.</i>		

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Element/Activity	Code	Remarks
<u>Standard 5. Planning Data</u>		
Pertains to the data that is commonly used in support of preparedness and management planning, as well as reporting for performance measures. Minimally, this includes fire occurrence data and fire weather observations.		
5.1 Ensures fire occurrence is documented per the BIA Fire Occurrence Reporting System User Guide. Monitors reporting activity to ensure the data is submitted in a timely manner, is complete, and is accurate.		
5.2. Ensures fire weather observations collected meet requirements stated in the Weather Information Management System handbook.		
5.3.4 Identifies a network of fire weather stations that adequately represent the range of burning conditions for the Region as a whole.		
<u>Standard 6: Program Organization and Resource Allocation</u>		
6.1 Ensures Regional Office staffing level and resource inventory are commensurate with current and projected funding levels.		
6.2 Monitors staffing levels and resource inventories to determine whether they are commensurate with current and projected funding levels. Notifies managers if shortfalls or surpluses are likely and, as needed, develops appropriate alternatives.		

Wildfire Investigation and Trespass Checklist

Location: _____

Contact(s): _____

Date: _____

Reviewed By: _____

Key Code: E = Exceeds M = Meets NI = Needs Improvement NR = Not Reviewed

Element/Activity	Code	Remarks
<p>Standard 1. <i>Region enforces rules and regulations concerning the unauthorized ignition of wildland fires, and aggressively pursues violations</i> 620 DM Section 1.7 2007-2012 GPRA Performance Measures – Serving Communities Goal 1, Public Safety and Security (Law Enforcement - 6) 90 IAM 1 & 4</p>		
<p>1.1 Region has developed a wildfire investigation policies and procedures. These policies and procedures are made known to all BIA and Tribal natural resource employees.</p>		
<p>1.2 Line officers and Tribal Management staff are educated and supportive of wildland investigation and fire trespass efforts</p>		
<p>1.3 GPRA performance measures that are relevant to wildfire investigation and trespass are known and understood.</p>		
<p>1.4 Procedures for trespass from wildfire are carried out in accordance with 25 CFR 163.29 and 53 IAM 7, Forest Trespass and with any IAM Parts which supersedes 53IAM.</p>		
<p>1.5 Wildfire Investigation reports are complete and up to date for criminal and/or civil and/or administrative procedures and distributed to appropriate venue</p>		

Key Code: E = Exceeds M = Meets NI = Needs Improvement NR = Not Reviewed		
Element/Activity	Code	Remarks
1.6. The Regional Fire Management Program and/or Tribe(s) have a wildfire investigation strategy that identifies staffing levels and law enforcement involvement.		
1.7 The Region and/or Tribe have a written Standard Operating Procedure document in place that addresses wildfire investigation and law enforcement duties and responsibilities.		
1.8 The Region and/or Tribe initiates trespass actions to recover cost of suppression activities, land rehabilitation, and damages to the resource and improvements for all unplanned human-caused fires where liability could be determined.		
1.9 Resource codes are reviewed annually and revisions are recommended as necessary to address unwanted wildfire and prevention issues		
<u>Standard 2.</u>		
<i>Management encourages and supports investigation training and development of investigation qualifications at all levels and across departmental boundaries</i>		
90 IAM 3		
2.1. Numbers of qualified wildland investigators and law enforcement staff is adequate for performing investigations		
2.2. Qualifications of origin and cause fire investigation staff are documented in the IQCS database.		
2.3. Individual Development Plans have been developed for wildland investigators		

Key Code: E = Exceeds M = Meets NI = Needs Improvement NR = Not Reviewed		
Element/Activity	Code	Remarks
2.4. Position Descriptions for wildland fire investigator, conservation officer, or police officer are in place are maintained and accurate.		
2.5 Ensure that the fire investigation staff understands their role, responsibilities, authority, and accountability.		
<u>Standard 3.</u>		
<i>Collaboration with other federal, state, and Tribal authorities in wildfire investigations.</i>		
3.1 Effective communication among wildfire investigation and trespass case preparers exists across land ownership boundaries		
3.2 The Regional Fire Management Staff and/or Tribe have promoted WETIP to employees and its local public.		
3.3 The Regional Fire Management Program and/or Tribe(s) utilize fire investigation teams to augment local resources with the desired impact.		
3.4 An Industrial Fire Precaution program has been developed to address all types of programs within the unit.		
3.5 A Juvenile Fire Setter Intervention program is established		

Aviation Program Management Checklist

Location: _____

Contact(s): _____

Date: _____

Reviewed By: _____

Key Code: E = Exceeds M = Meets NI = Needs Improvement NR = Not Reviewed

Element/Activity	Code	Remarks
Standard 1: Aviation Safety		
<i>Every employee has the right to a safe work assignment. Every Agency Administrator, every aviation manager, every supervisor of aviation users, and every employee aviation user is responsible to ensure that established safe practices are known and observed.</i>		
1.1 Ensures that aviation safety is maintained as the highest priority in all aspects of management, including daily operations, briefings, training, management plans and other documents, etc.		
1.2 Ensure appropriate departmental and bureau reporting is accomplished for incidents, hazards, maintenance deficiencies incidents with potential, and accidents.		
1.3 Take necessary and prudent actions to ensure aviation user and public safety.		
1.4 Ensure appropriate investigations and boards of review are conducted for incidents, incidents with potential, and accidents.		
1.5 Maintain Safety and Risk Management as the foundation for all aspects of aviation management.		

Key Code: E = Exceeds M = Meets NI = Needs Improvement NR = Not Reviewed		
Element/Activity	Code	Remarks
1.6 Ensures work/rest, length of assignment guidelines and flight and duty limitations are followed during all fire aviation activities. Documents and reports all discrepancies to the appropriate level of management.		
1.7 Ensures the fireline fitness standards are known, and that Agencies are participating regularly. Encourage the Bureau's Wildland Fire and Aviation Program Operations Guide recommendations for Helitack crews to meet type one fire fighter physical standards.		
1.8 Ensures driving limitations are known and followed.		
1.9 Ensures that all personnel know of and participate in the SAFECOM system.		
Standard 2: Agency Administrator Roles		
<i>Agency Administrator will ensure that their employees are trained, certified and made available to participate in the aviation program locally, regionally, and nationally as the situation demands. Agency administrators are responsible and will be held accountable for making employees available.</i>		
2.1 Ensure Aviation Management Officers/Managers are fully qualified.		
2.2 Ensure sufficient qualified fire and non-fire personnel with aviation qualifications are available to support fire and aviation operations at a level commensurate with the local and national fire situations.		
2.3 Ensure that the aviation management staff understands their role, responsibilities, authority, and accountability.		

Key Code: E = Exceeds M = Meets NI = Needs Improvement NR = Not Reviewed		
Element/Activity	Code	Remarks
Standard 3. Evaluation:		
<i>Agencies will develop and implement a systematic method of evaluation to determine effectiveness of the aviation program under their control or responsibility. The evaluation will assure accountability, facilitate resolution of areas of conflict, and identify resource shortages and agency priorities.</i>		
3.1 Convene and participate in annual aviation base readiness evaluations.		
3.2 Initiate, conduct, and/or participate in aviation management related reviews and investigations.		
3.3 Provide for and personally participate in periodic site visits to individual bases, incidents and projects.		
3.4 Review and evaluate performance of the aviation management organization and take appropriate actions to correct deficiencies and maintain or increase positive accomplishments.		
<u>Standard 4:</u>		
<i>Budget and Administration practices are in line with current Wildland Fire and Aviation Program Management and Operations Guide and 26 IAM Part 26 on Budget. Accountability processes are in place to ensure proper utilization of all bureau appropriations.</i>		
4.1 Are Position Descriptions for Aviation Management staff in place and maintained? Provide current Names and Position Titles of Aviation-Dedicated Positions [permanent & seasonal] Provide current Names and Position Titles of non-Aviation-Dedicated Positions [permanent & seasonal].		
4.2 Is the Interagency Agreement between the Regional Office and DOI Aviation Management current with an agreement number and an identified Point of Contact (POC).		

Key Code: E = Exceeds M = Meets NI = Needs Improvement NR = Not Reviewed		
Element/Activity	Code	Remarks
4.3 Are Budget Tracking Documents: Doc Direct [InfoPac] Reports, FFS printouts, Aviation Management (AMD) Finance reports, Form OAS-23 Flight Use and Ad Hoc Reports reviewed and maintained? If discrepancies are found are they corrected in a timely manner?		
4.4 What support does the regional office provide to the aviation management organization at the agency? Do you see any changes that can be made or modified that would eliminate any inefficiency?		
4.5 Are costs to other Federal offices being properly coded to the benefiting office's organization code?		
<u>Standard 5.</u>		
<i>Project codes and Activity Codes (ABC) are being assigned and used in accordance with current policy.</i>		
5.1 Are project codes are being used in accordance with current policy? i.e., Fuels Management Guide, Wildland Fire and Aviation Program Management and Operations guide, FireCode guidance, FFS Handbook PCAS Section.		
5.2 Are Budget Tracking Documents: Doc Direct [InfoPac] Reports, FFS printouts, Aviation Management (AMD) Finance reports, Form OAS-23 Flight Use and Ad Hoc Reports reviewed and maintained to ensure that proper Cost accounting is being used? If discrepancies are found are they corrected in a timely manner?		

Key Code: E = Exceeds M = Meets NI = Needs Improvement NR = Not Reviewed		
Element/Activity	Code	Remarks
Standard 6: Preparedness and Operations		
<i>Regional Offices will ensure their capability to provide safe, cost-effective Aviation management programs in support of land, and resource management plans through appropriate planning, staffing, training, equipment, and management oversight.</i>		
6.1 Ensure timely follow-up actions to program reviews, fire and aviation preparedness reviews, fire and fire aviation safety reviews, After Action Reviews and post-season reviews.		
6.2 Ensure fire aviation preparedness reviews are conducted in all unit offices which host permanent aircraft bases each year.		
6.3 Ensure aviation policies are understood, followed, and coordinated with the tribes and other agencies as appropriate.		
6.4 Provide oversight and direction for field operations including monitoring compliance to policy and guidance contained in the various departmental (350-354 DM), bureau (57 IAM) (Wildland Fire and Aviation Program Operations Guide) and Interagency documents (Interagency Helicopter Operations Guide, Interagency Single Engine Airtanker Operations Guide, Interagency Aerial Ignition Guide, Interagency Airspace Coordination Guide and others).		
Standard 7: Planning		
<i>Regional Office ensures each unit with aviation activity must have an approved Aviation Management Plan.</i>		
7.1 All units with aviation activity in the Region will have an approved Aviation Management Plan, or have a current aviation operations plan tiered from the Regional Aviation Management Plan.		

Key Code: E = Exceeds M = Meets NI = Needs Improvement NR = Not Reviewed		
Element/Activity	Code	Remarks
7.2 All operational aircraft bases are to be covered by an operating plan which covers the requirements and recommendations of the appropriate Interagency operations Guide. I.E. IHOG, ISOG. These plans must include a current Incident Accident Response Plan or checklist with unit specific points of contact and contact information.		
7.3 Determine if project and administrative aviation missions meet Departmental and Bureau minimum flight planning requirements.		
7.4 Review and approve (as appropriate, per Regional Office direction) Aviation Management Plans or corresponding elements in aviation operating Plans for subordinate units. The plans and their proposed management activities should: Reflect the Bureau's commitment to optimized use and safety. Cover all any unit level which experiences aviation use within their programs. Be consistent with Bureau, Regional, and Tribal policies and directives. Be based on management objectives. Be tiered to existing programmatic plans, as appropriate.		
7.5 Monitor program activities at the subordinate units to determine whether the current Aviation Management Plan is appropriate. Develop a strategy to update plans, as needed.		
7.6 Coordinates and supports planning efforts, as needed, for subordinate units.		

Key Code: E = Exceeds M = Meets NI = Needs Improvement NR = Not Reviewed		
Element/Activity	Code	Remarks
7.7 Review and approve planning submissions for subordinate units as appropriate for aviation oversight and Line Officer delegation.		
7.8 Represents the Bureau and Region for interagency planning efforts and support activities. Coordinates interagency fire planning activities for Regional Office and subordinate units within the Region. Represent bureau, tribes, and subordinate units within regional office jurisdiction on geographic area(s) planning groups and develops an effective information distribution process for tribes and subordinate units.		
7.9 Uses planning information to support decision-making when allocating funds and resources to subordinate units.		
7.10 Monitors program activities at subordinate units to ensure aviation plans are implemented, including any modifications necessary when actual resources and funding differ from original proposals.		
7.11 Ensures planning efforts comply with the national policy and directives. Ensures any deviations from national guidelines are identified, with the rationale fully documented and submitted to the National Office for review and concurrence.		
Standard 8: Planning Data		
<i>Pertains to the data that is commonly used in support of preparedness and management planning, as well as reporting for performance measures. Minimally, this includes aviation activity and utilization data.</i>		
8.1 Gather and summarize aviation activity data on an annual basis for use in improving safety and efficiency.		

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Element/Activity	Code	Remarks
<u>Standard 9:</u>		
<i>The Incident Qualifications and Certification System</i>		
9.1 Each BIA region will designate an IAT representative to approve IAT account manager requests, and annually validate the account manager list. The Regional Aviation Manager will ensure a regional level aviation training officer be designated; to ensure all aviation training is accurately recorded in ICQS and IAT.		
9.2 An employee file is maintained for: Aviation Experience, Evaluations, Training, Position Task Books, annual Incident Qualification and Certification System (IQCS) updates, Master File Report from IQCS (RPTC028) or other approved qualification and reporting system (I.E: IAT).		
9.3 What process is established at the Regional Office to provide management oversight and review of aviation positions?		
9.4 All employees IQCS, IAT records are updated annually or modified as changes occur.		
<u>Standard 10.</u>		
<i>Aviation Training as required by the 350-354 DM, 57 IAM, NWCG 310-1 and the Wildland Fire and Aviation Program Management and Operations Guide.</i>		
10.1 Line officers, managers, supervisors and employees meet the required training, qualification and experience for their position, role or responsibility within the regions aviation management program.		
10.2 Training plans and IDPs are in place for aviation employees and reviewed and update annually.		

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<u>Standard 11.</u>		
<i>Facilities and support equipment meet bureau and interagency standards for permanent and temporary operational bases.</i>		
11.1 Aviation facilities are included in the regional and agency facility management system. Are on a schedule of repair and replacement as appropriate for the region.		
11.2 Aviation facilities are appropriate to the purposes for which they are being used. Are maintained in a safe and health manner.		
<u>Standard 12:</u>		
<i>Program Organization and Resource Allocation</i>		
12.1 Ensures Regional Office staffing level and resource inventory are commensurate with current and projected funding levels.		
12.2 Monitors staffing levels and resource inventories at subordinate units to determine whether they are commensurate with current and projected funding levels. Notifies subordinate unit managers if shortfalls or surpluses are likely and, as needed, develops appropriate alternatives.		

Wildfire Prevention Checklist

Location: _____

Contact(s): _____

Date: _____

Reviewed By: _____

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Element/Activity	Code	Remarks
<p><u>Standard 1.</u> <i>Region will work together and with tribes, their partners and other affected groups and individuals to prevent unauthorized ignition of wildfires.</i> DOI 620 DM , Section 1.4 G 90 IAM 1.4C(6)- H</p>		
<p>1.1 Ensure program activities and accomplishments that are subject to the Government Performance and Results Act (GPRA) and/or specified by the Wildland Fire Leadership Council (WFLC) are reported per current standards and guidelines.</p>		

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1.2 The Regional Fire Management Staff understands their role, responsibilities, authority, and accountability regarding wildfire prevention.		
1.3 Performance measures that are relevant to wildfire prevention program management are understood.		
1.4 Management (Regional and Tribal) encourages and supports prevention & investigation training and development of prevention & investigation qualifications at all levels and across departmental boundaries		
1.5 The Agency Administrator has reviewed and concurs with contents of current WFPPs and insures that the designed program is being implemented		
1.6 Appropriate delegation of authority has been developed and maintained for fire investigation needs		
1.7 An active ignition reduction program is understood and supported by the Regional Office and Tribal management.		
1.8 A burn permit system is supported by all levels of management (bureau and tribal).		

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Element/Activity	Code	Remarks
1.9 The Regional Fire Management Program and/or Tribe(s) recognize the need for wildland fire prevention and provide leadership and direction in the wildland fire prevention program to reduce the number of human caused ignitions.		
1.10 The Regional Fire Management Program and/or Tribe supports opportunities for training and performance evaluation in wildland fire prevention activities at local, regional and national levels.		
1.11 The Regional Fire Management Staff has taken steps to increase visibility of the prevention program within the reservation or jurisdictional area.		
Standard 2: Budget and Program Accomplishment		
90 IAM 1.4C(6)- H		
2.1 Supplemental funding requests have been received and expended appropriately.		
2.2 All documentation for supplemental expenditures is available.		
2.3 If prevention does directly maintain program budget does information flow sufficiently to allow for appropriate and efficient local management of fiscal elements and process?		

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<u>Standard 3.</u>		
A Wildland Fire Management Strategy is in place for implementing a proactive and effective wildland fire education/prevention/trespass program. DOI 620 DM , Section 1.6 A.2 90 IAM 1.4C(6)- H		
3.1 The Regional Fire Management Program and/or Tribe(s) have a prevention strategy that has prioritized the wildland fire prevention program implementation. This strategy has been communicated to all field levels.		
3.2 Wildfire Prevention Plan (WFPP) at this location reflects a commitment to reduce human caused ignitions resulting in improved firefighter and public safety and a reduction of loss to property.		
3.3 The WFPP is consistent with the Bureau of Indian Affairs Wildfire Prevention Program Handbook requirements and guidelines, 90 IAM 1.4C (6)-H 2009, Chapter 3.		
3.4. The plan has been approved thru appropriate Regional Office and tribal management and a resolution has been passed by the tribe(s) supporting the prevention program.		
3.5 WFPP is tiered to an approved FMP, or other Resource Management Plan that includes FMP required outline		
3.6 WFPP objectives are consistent with FMP and/or Tribal objectives		

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3.7 The WFPP includes an implementable 5-year plan that prioritizes actions based on hazards, risks to communities and resources, and human and resource values.		
3.8 The Regional Fire Management Program and/or Tribe has a written Patrol Plan that is current and addresses prevention activities.		
3.9 The Regional Fire Management Program and/or Tribe has developed a prevention readiness plan or added prevention needs to the current fire readiness plan.		
3.10 Regional and/or Tribal directives or policies have been developed as needed for the Prevention program. These directives/policies were effectively communicated to field personnel.		
3.11 The Regional Fire Management Program and/or Tribe(s) have utilized Fire Prevention and Education Teams (FPET) and/or fire investigation teams to augment local resources with the desired impact.		
3.12 The Region has developed a prevention program with an annual work plan that targets human caused wildfire occurrence issues.		
3.13 The Regional Fire Management Program and/or Tribe utilize the community assistance program and funding.		
3.14 The Regional Fire Management Program and/or Tribe has directed the movement of its fire management personnel to meet wildfire prevention needs.		

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3.15 Prevention program evaluations are included in fire readiness reviews conducted at tribal and at the Regional Fire Management Program locations.		
3.16 Severity requests include local prevention activities.		
3.17 An Industrial Fire Precaution program has been developed to address all types of programs within the unit.		
3.18 An inspection program has been developed to conduct and maintain annual inspections necessary for the fire prevention program.		
3.19 Community actions reflect Community at risk prioritization		
<p>Standard 4.</p> <p><i>Wildland fire education and prevention are an integral part of the total wildland fire management program. Bureaus will develop and participate in interagency wildland fire education and prevention programs</i></p> <p><i>DOI 620 DM , Section 1.8</i></p>		
4.1 In cooperation with other wildland fire management agencies, the Region has developed and implemented prevention strategies at the local, regional and national levels.		
4.2 The Regional Fire Management staff is attending/participating on regional/state/zone prevention working teams and/or meetings.		

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4.3 The Region actively participates in federal, state and/or local coalitions, coordinating groups, cooperatives or other partnership organizations to improve interagency coordination for fire messages.		
4.4 The Regional Fire Management staff provides timely information to local news media and communities about fire danger levels and fire restrictions.		
4.5 The Regional Fire Management Program and/or Tribe has promoted FIREWISE (or a similar concept) to its local public.		
4.6 The Regional Fire Management staff effectively works with cooperators to ensure fire danger ratings are consistent across jurisdictions.		
4.7 A fire danger adjective rating system is developed and maintained across the unit.		

Business Management and Administration Checklist

Location: _____

Contact(s): _____

Date: _____

Reviewed By: _____

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Element/Activity	Code	Remarks
Standard 1: Personnel		
<i>Management of Human Resources; i.e.; recruitment, pay, injury compensation and travel, is a large portion of the cost of every wildland fire. In order to effectively manage wildland cost, each Agency Administrator, wildland fire manager, and fire line supervisor is responsible to ensure that procedures and policy of Chapter 10 of the Interagency Incident Management Handbook (Yellow Book) and Chapter 10 of the Wildland Fire and Aviation Program Management and Operations Guide (Blue Book) is adhered to and observed.</i>		
1.1 Ensure Time and Attendance records and procedures are in compliance with agency standards and policy.		
1.2 Timekeepers, fire line supervisors and employees are trained on fire timekeeping.		
1.3 Hiring Documents and Payroll Documents complete and maintained according to policy.		
1.4 Crew Time Reports and Emergency Time Report OF 288's are completed according to IIBMH.		
1.5 Pay Documents are submitted timely, and with appropriate accounting and position codes.		
1.6 Work Rest days off are monitored and documented.		
1.7 Injury compensation is paid according to the IIBMH.		

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Standard 2: Acquisitions		
<i>Every wildland fire on or threatening our lands may require the purchase of equipment or supplies from appropriate sources in accordance with applicable procurement regulations. Government equipment must be managed and tracked. To ensure emergency incident acquisition procedures are followed each Agency Administrator, wildland fire manager, and fire line supervisor is responsible for following appropriate acquisition methods.</i>		
2.1 Review Emergency Equipment Rental Agreements and Incident blanket Purchase Agreements (IBPA) to ensure compliance with policy.		
2.2 Is there a Service and Supply Plan in place?		
2.3 Incident Contracting Officers (CO's) are identified. Delegation of Authorities and warrants are on file for all CO's/ procurement officers acting as an ordering official during incidents.		
2.4 Pre-season agreements are in place.		
2.5 Agreement Records are maintained. Purchases reflect resource order and request number on all acquisition documents.		
2.6 There is an established process in place for hiring, ordering and inspecting emergency equipment.		
Standard 3:		
<i>To effectively manage the business and administrative activities of Wildland Fire. Operating Guidelines must be available and used by incident support staff.</i>		
3.1 The Wildland Fire and Aviation Program Management and Operations Guide is available and used by support staff.		

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3.2 The Interagency Incident Business Management Handbook is available and used by support staff.		
3.3 Staff is familiar with and utilizes the Administratively Determined Pay Plan under the guidance issued by the Director of Wildland Fire Management.		
3.4 Geographic Area Supplements are available and utilized by wildland fire staff.		
3.5 Trained Incident Business Advisors have been identified for the Region.		
Standard 4: Casual Hiring Process		
<i>Hiring of emergency personnel may be made under the provisions of the Administratively Determined (AD) Pay Plan. This Hiring process is governed by the AD Pay Plan, the IIBMH and Wildland fire and Aviation Program Management and Operations Guide.</i>		
4.1 Ensure Recruitment Plans are developed annually addressing the hiring of Administratively Determined (AD) Casual Worker.		
4.2 Ensure Authority has been delegated for appropriate agency personnel to hire casuals.		
4.3 Ensure a process is in place for notifying and hiring Casuals for local and out of area use		
4.4 Ensure hiring documents and Payroll Documents are complete and maintained according to policy.		
4.4a Qualification Cards (red cards) are current and maintained on all Casuals.		
4.4b Incident Behavior Form.		

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4.4c I-9 complete appropriately on each Casual annually.		
4.4d Single Resource Hiring Form, if needed.		
4.4e Travel Authorization is appropriate for Casuals and Single Resources prior to travel.		
4.4f W-4, W-5, W-7 State Income tax form if applicable, exemption from Tribal/State Tax Form.		
4.4g Direct Deposit Form.		
4.4h Health Screen Questionnaires are completed when necessary.		
Standard 5: Casual Hiring Payments		
<i>Payments documents for Casuals are initiated and authorized by field staff who are responsible for submitting appropriate authorized documents to the Casual Payment Center (CPC) for payment.</i>		
5.1 Ensure time records are being kept for all casuals and local single resource casuals and are in compliance with agency standards and policy.		
5.2 Determine who approves the time worked.		
5.3 Ensure a process in place for processing payment for local single resource casuals.		
5.4 Identify who process payments.		

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Standard 6: Casual Payment Center		
<i>The CPC provides an automated method to pay and record pay transactions of Administratively Determined (AD) (Casual) workers.</i>		
6.1 Casuals are paid for only work authorized under the AD Pay Plan.		
6.1a Emergency Stabilization.		
6.1b Severity/High Fire Danger.		
6.1c Prescribed Fire.		
6.1d Training/Instructor.		
6.2 Agency Approving Officials and Regional Points of Contact are identified by the Regional Fire Management Officer.		
6.3 Regional and agency points of contact are kept current.		
6.4 Tribal employees serving as Time Officers are authorized under contract or compact language, in the cooperative agreement or Annual Funding Agreement (AFA).		
6.5 Regional Review and batching to CPC is performed at the regional level, if required.		
6.6 Timekeepers, fire line supervisors and employees are trained on fire timekeeping.		
6.7 Emergency Time Report OF 288's are completed according to IIBMH. submitted timely, and with appropriate accounting and position codes.		
6.8 Work Rest days off are monitored and documented.		
6.9 Injury compensation is paid according to the IIBMH		

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Standard 7: Evaluation		
<i>The BIA Casual Pay program for AD's is a high risk program requiring active management and oversight by the Regional Director. Agencies will develop and implement a systematic method of evaluation to determine adherence to and the effectiveness of the hiring and utilization of Casuals under the AD Pay Plan.</i>		
7.1 Determine if annual regional audits or reviews are performed on Agency use of AD Pay Plan.		

