

Chapter 4

U.S. Fish and Wildlife Service Program Organization and Responsibilities

Introduction

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

Agency Administrator Roles

Director

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

Chief, National Wildlife Refuge System

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

Regional Director

Regional directors are responsible to the Director for fire management programs and activities within their region. The regional director will meet the required elements outlined in the *Management Performance Requirements for Fire Operations* and ensure training is completed to support delegations to line managers and principal acting. The regional director ensures that refuge managers/project leaders, and/or field supervisors are qualified to approve prescribed fire plans.

For FWS-declared wildfire reviews, regardless of level, a draft copy of the final report will be submitted to the agency's National Fuels Management Specialist within 45 days of the fire being declared out, prior to signatures. After which, the National Fuels Management Specialist will work with appropriate regional staff to finalize the report for signature. Once finalized, signatures must include, at a minimum: 1) preparer(s), 2) the zone fire management officer (reviewed

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

12 **Regional Chief and Refuge Supervisors**

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

18 **Project Leader/Refuge Manager**

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

- 25 • If an AADM is absent during an incident, the refuge supervisor and RFMC
- 26 will assess of the acting AADM’s capabilities and provide appropriate
- 27 additional support.

28 **Management Performance Requirements for Fire Operations**

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

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

| PERFORMANCE REQUIRED | FWS Director | Regional Director | Regional Chief/ Refuge Supervisor | Project Leader/ Refuge Manager |
|---|-----------------|----------------------|--|---|
| Program Management | | | | |
| 5. Provide a written delegation of authority to zone fire management officers (ZFMO) giving an adequate level of operational authority. For zoned/area units, ensure all appropriate AADMs have signed the delegation. When applicable, develop an inter-refuge agreement specifying reciprocal responsibilities of the project leader/refuge manager and the zone FMO. | | | | X |
| 6. Ensure all fire management activities are supported by a current fire management plan (FMP) with documented annual updates and are integrated with an approved comprehensive conservation plan. | | X | X | X |
| 7. Ensure investigations and reviews are conducted for incidents, accidents, escaped prescribed fires, and near misses as described in chapter 17 of <i>Fire Management Handbook</i> and chapter 18 of <i>Interagency Standards for Fire and Fire Aviation Operations</i> . | X | X | X | X |
| 8. Annually update and review the <i>FWS Line of Duty Death Response Handbook</i> and the <i>Agency Administrator's Guide to Critical Incident Management</i> , or equivalent. | | X | X | X |

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

| PERFORMANCE REQUIRED | FWS Director | Regional Director | Regional Chief/ Refuge Supervisor | Project Leader/ Refuge Manager |
|--|-----------------|----------------------|--|---|
| 14. Ensure fire and fire aviation preparedness reviews are conducted annually in all unit offices. Ensure timely follow-up to fire management program reviews. | | | X | X |
| 15. Ensure resource advisors are identified, trained, and available for incident assignment. Refer to the <i>Resource Advisor's Guide for Wildland Fire</i> (PMS 313). | | | | X |
| 16. Personally visit at least one wildland fire each year. | | | | X |
| 17. Ensure appropriate management of social/political/media resources and relationships affecting wildland fire. | | X | X | X |
| 18. Ensure smoke impacts to the public and fire personnel are addressed through IMTs ordering of technical specialist - air resources advisors (THSP ARA) on type 1 fires to the maximum extent practicable. Consider ordering ARAs on type 2 fire (As per Public Law 116-9, the Dingell Act, 2019). | | | | X |
| 19. Provide oversight to emergency stabilization (ES) and burned area rehabilitation (BAR) processes and procedures. | | | | X |

| PERFORMANCE REQUIRED | FWS Director | Regional Director | Regional Chief/ Refuge Supervisor | Project Leader/ Refuge Manager |
|---|-----------------|----------------------|--|---|
| <i>Training/Certification</i> | | | | |
| 20. Ensure only trained and certified fire and non-fire personnel are available to support fire operations at the local, geographic, and national levels. | | X | X | X |
| 21. Fire management leadership, local fire management leadership training and NIPFTC training will be tracked in the Incident Qualifications and Certification System (IQCS). | | | X | X |
| 22. Serves as management official (MO) within the DOI Wildland Firefighter Medical Standards Program. | | | X | X |
| <i>Prescribed Fire/Fuels Management</i> | | | | |
| 23. Ensure compliance with national and regional policies for prescribed fire activities. Conduct periodic reviews of the prescribed fire program. | | X | X | X |
| 24. Ensure all wildfires resulting from prescribed fire actions are reported to regional director within 24 hours of the wildfire declaration. | | | X | X |
| 25. Ensure prescribed fire plans have been reviewed and recommended by a qualified technical reviewer other than the plan author. | | | | X |
| 26. Review and approve the Agency Administrator Ignition Authorization. | | | | X |

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

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

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

15 Regional Office**16 Regional Fire Management Coordinator**

17 The regional fire management coordinator (RFMC) provides leadership,
18 direction, coordination, training, planning, evaluation, and technical guidance
19 for the region and provides assistance for intra-agency and interagency wildland
20 fire management needs. The RFMC will meet qualification requirements
21 established by the *Interagency Fire Program Management Qualifications*
22 *Standards and Guide* for the position. The RFMC, through written delegation by
23 the regional director, is delegated authority to represent the region on GMAC.
24 The RFMC is responsible for implementing the decisions of the GMAC as they
25 affect FWS areas. The decisions of the GMAC include the prioritizing of
26 incidents, interagency master/statewide agreements and the allocation or
27 reallocation of firefighting resources to meet wildland fire management
28 priorities.

29 Refuge**30 Zone Fire Management Officer**

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

1 Fire Management Staff Performance Requirements for Fire Operations

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

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

| PERFORMANCE REQUIRED | Fire Director | RFMC | Zone FMO |
|---|------------------|------|-------------|
| 23. Annually updates and reviews the FWS <i>Line of Duty Death Response Handbook</i> and the <i>Agency Administrator's Guide to Critical Incident Management</i> , or equivalent. | X | X | X |
| 24. Ensures that fire season severity predictions, weather forecasts, fire behavior predictors, and fire activity levels are monitored and communicated (hard copy, web page, email, radio, or fax) daily to all employees. | X | X | X |
| 25. Uses current national, geographic, and local mobilization guides, and ensures standards are followed. | X | X | X |
| 26. Ensures that reports and records are properly maintained according to FWS policies. | X | X | X |
| 27. Ensures all job-related accidents/incidents resulting in, or having the potential to cause fatalities, injuries, illnesses, property or environmental damage are reported and/or investigated. All such reports are electronically submitted through the Safety Management Information System (SMIS), SAFENET or SAFECOM, as appropriate. | | X | X |
| 28. Ensures that a current emergency medical response plan is in place and accessible. | | X | X |
| 29. Ensures compliance with the DOI Wildland Firefighter Medical Standards process to include risk mitigation/waiver processes. | X | X | X |
| Planning | | | |
| 30. Develops and/or updates fire management plans and associated operational plans for approval by project leaders and regional fire and refuge staff (as determined by the region). Annually review FMPs per Service policy. | | | X |
| 31. Responsible for the coordination of remote automated weather station (RAWS) maintenance, sensor calibration, and oversight of daily inputs. | | | X |

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| PERFORMANCE REQUIRED | Fire Director | RFMC | Zone FMO |
|--|------------------|------|-------------|
| <i>Training</i> | | | |
| 32. Ensures IQCS accounts are established, and training records are maintained for AADMs. | | X | X |
| 33. Organizes trains, equips, and directs a qualified workforce. Ensures that only trained and qualified personnel are assigned to fire and fire aviation duties. Establishes and implements performance review process(es). | | X | X |
| <i>Prescribed Fire and Fuels</i> | | | |
| 34. Ensures compliance with Service, regional, and/or local policies for prescribed fire activities. Provides periodic reviews of the prescribed fire program. | X | X | X |
| 35. Reports all wildfires resulting from prescribed fires to the regional fire management coordinator within 12 hours of the wildfire declaration. | | | X |
| 36. Ensures a draft copy of the declared wildfire final report is submitted to the agency's National Fuels Management Specialist within 45 days of the fire being declared out, prior to signatures. | | X | |

1 **National Fire Leadership Team**

- 2 The National Fire Leadership Team (NFLT) is established under the guidance
3 and support of the NWRS Leadership Team. The team is established to provide
4 regional input on issues of national importance, to advise the Chief, Fire
5 Management Branch, and provide leadership, coordination, and guidance in the
6 development and implementation of a safe and effective fire management
7 program within the Service. The team serves as a national clearing house,
8 provides discussion of wildland fire management issues, and recommends
9 actions to improve coordination and integration of regional fire management
10 activities into national direction. The team will be responsible for the following:
- 11 • Provide leadership, coordination, and guidance for the Wildland Fire
12 Management Program.
 - 13 • Identify potential fire management issues and recommend strategies that
14 will enhance the Service's ability to safely and effectively manage fire on
15 Service lands.

- 1 • Develop and recommend common guidance and business rules as needed to
2 manage fire management activities while recognizing individual regional
3 needs.
- 4 • Provide a forum for the exchange of ideas, best management practices, and
5 lessons learned relating to Service fire management activities.
- 6 • Provide a forum to discuss budget methodology applications that are
7 consistent with appropriation language authority as well as providing for the
8 collaboration and coordination within FWS and with our interagency
9 partners.
- 10 • Form task groups, working teams, or other collections of subject matter
11 experts as needed to deal with specific tasks or long-term issues. These
12 groups or teams will each have a leader who usually works in the subject
13 matter area with members assigned who may have the subject area as a
14 collateral duty. They will have representation from across the Service and
15 will provide guidance or operational recommendations to the NFLT.

16 **Line Officer Team**

17 The line officer team (LOT) consists of representatives from each region and
18 each level of the NWRS with primary responsibilities to advise and promote a
19 safe, effective, and integrated fire management program in the NWRS.

20 **Delegation of Authority**

21 **Regional Fire Management Coordinator**

22 In order to effectively perform their duties, the regional director will delegate
23 certain authorities to the Regional Fire Management Coordinator (RFMC). This
24 delegation is normally placed in the regional office supplement to agency
25 manuals. This delegation of authority should include:

- 26 • Serve as the regional director's authorized representative on geographic
27 area coordination groups, including MAC groups.
- 28 • Coordinate and establish priorities on uncommitted fire suppression
29 resources during periods of shortages.
- 30 • Coordinate logistics and suppression operations regionwide.
- 31 • Relocate agency wildland fire resources within the region based on relative
32 fire potential/activity.
- 33 • Correct unsafe wildland fire activities.
- 34 • Enter into agreements to provide for the management, fiscal, and
35 operational functions of combined agency operated facilities.
- 36 • Suspend prescribed fire activities when warranted.
- 37 • Give authorization to hire emergency firefighters (EFF) in accordance with
38 the DOI Administratively Determined (AD) Pay Plan for Emergency
39 Workers.
- 40 • Approve short-term fire severity funding expenditures not to exceed the
41 region's annual authority.

1 Zone Fire Management Officer

2 In order to effectively perform their duties, the zone fire management officer
3 (ZFMO) will have the delegated authority outlining the operational and
4 administrative fire management duties. All unit AADMs within a zone will sign
5 a zone and/or refuge fire management delegation. A sample delegation of
6 authority can be found in appendix C.

7 Inter-Refuge Agreements

8 Inter-refuge agreements may be used when ZFMOs provide fire management
9 oversight to multiple refuges. This is in addition to the delegation of authority
10 from the project leaders/refuge managers to the ZFMO and further defines the
11 roles and expectations between the ZFMO and refuges. An example can be
12 found on the FWS Fire Operations Policy and Guidance SharePoint site.

13 Fire Duty Officer

14 Fire management officers are responsible to provide fire duty officer (FDO)
15 coverage during periods of predicted incident activities. FDO responsibilities
16 may be performed by any individual delegated the authority, either written or
17 verbal, from the ZFMO. The duties for FDOs include:

- 18 • Monitor unit incident activities for compliance with FWS safety policies.
- 19 • Coordinate and set priorities for unit preparedness activities, incident
20 response, and resource allocation.
- 21 • Keep AADMs and resources informed of the current and expected situation.
- 22 • Plan for and implement actions required for future needs.
- 23 • Document decisions and actions.
- 24 • FDOs will not fill Incident Command System (ICS) functions. If the FDO
25 needs to fulfil an ICS function, they must reassign the FDO duties.

26 Emergency Lighting and Sirens

27 Fire staff may only use emergency lighting and sirens en route to incidents if
28 their region has an approved regional policy and their unit has an approved
29 refuge/unit emergency lighting and siren plan.

- 30 • Use must be limited to imminent threat to life and public property.
- 31 • All lighting and siren equipment installed on emergency vehicles must
32 comply with NFPA 1901 and 1906 standards.
- 33 • Regional policy must:
 - 34 ○ Address the training requirements in NFPA 1002 and 1451;
 - 35 ○ Establish oversight for emergency lighting and siren use; and
 - 36 ○ Not supersede State and local safety and traffic laws or regulations.
- 37 Personnel must comply with posted speed limits at all times, regardless
38 of the type of response.

39 Use of stationary emergency lighting is encouraged and does not require
40 authorization.

1 Wildland Fire Field Attire

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

5 Fire Severity Funding

6 Service-specific fire severity funding guidance can be found in chapter 10 of this
7 guide; chapter 10 of the Service *Fire Management Handbook*; and the *Fire*
8 *Business Guide*, Severity Subactivity.

9 Fire Reporting

10 Field units will report wildland fire occurrence and fire status to their local
11 dispatch office and regional fire management coordinator or designee.

12 Individual Fire Report

13 An individual fire report must be completed in the Fire Management
14 Information System (FMIS) for the following types of fires or treatments within
15 15 days after the fire is declared out or treatment is complete:

- 16 • All wildland fires on Service lands;
- 17 • Support actions;
- 18 • Fires suppressed on other lands under an agreement;
- 19 • All false alarms;
- 20 • Natural outs (by natural out definition); and
- 21 • Non-fire treatments completed with fuels funding.

22 Detailed information about a support action is only required from an initial entry
23 into FMIS to establish a work breakdown structure (WBS). Once the WBS has
24 been established, users are not required to establish additional fire reporting
25 information for the same fire.

26 Reports are required regardless of who takes action, e.g., force account,
27 cooperator, or contractor. When actions are taken on a cooperative fire, the
28 agency having jurisdiction over the land on which the wildfire occurs will file a
29 complete report to record and bill for assistance when necessary.

**30 Fish and Wildlife Service Use of the Wildland Fire Decision Support
31 System**

32 FWS follows interagency policy regarding use of WFDSS. Standards for when
33 WFDSS will be used are found in chapter 11 of this guide.

34 Documentation of all other wildfires in WFDSS is at the discretion of the
35 regional office or local unit. All fires in Alaska will have WFDSS initiated by
36 the protecting agency.

1 Final Wildland Fire Record

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

- 3 • FMIS data entry (required)
- 4 • Narrative
- 5 • WFDSS analyses and decisions
- 6 • Incident action plan(s)
- 7 • Daily weather forecasts and spot weather forecasts
- 8 • Daily fire progression map
- 9 • Total cost summary
- 10 • Monitoring data (wildland fire observation records)
- 11 • Critique of fire projections on incident action plan

12 Physical Fitness and Conditioning

13 Employees serving in wildland fire positions that require a fitness rating of
14 arduous as a condition of employment are authorized one hour of duty time each
15 workday for physical fitness conditioning. Employees not having a fitness rating
16 of arduous as a condition of employment, but who are required by a critical
17 performance element or other written agreement to maintain an arduous level,
18 will be authorized three hours per week of duty time for physical fitness
19 conditioning. All other wildland firefighting personnel holding qualifications
20 requiring ratings of moderate or arduous may be authorized, by their supervisor,
21 up to three hours per week of duty time for fitness conditioning. Prior to any
22 duty time being allowed for physical fitness conditioning, employees and
23 supervisors must agree, in writing, what physical conditioning activities the
24 employee will engage in, and when and where they will occur. Activities outside
25 of the agreement will not be authorized or allowed. A combination of activities
26 designed to increase both physical strength and aerobic fitness, while
27 minimizing the possibility of physical injury, should be utilized.

28 FWS National Fire Operations Fitness Challenge

29 The FWS Fire Fitness Challenge encourages and recognizes achievement in
30 physical fitness by FWS firefighters. The fitness challenge provides a common
31 system by which FWS firefighters can measure current fitness, establish fitness
32 goals, track fitness improvement, and receive recognition for their efforts. The
33 fitness challenge is voluntary, but strongly encouraged. Nationally, the Branch
34 of Fire Management will annually recognize individuals that demonstrate the
35 most improvement and top over-all scores by gender and age group. Information
36 about the fitness challenge is available at: <https://www.nifc.gov/about-us/our-partners/blm/training/fitness-challenge>.
37

38

39 Training**40 Agency Administrator Training**

41 The qualification standards identified in the *Interagency Fire Program*
42 *Management Qualifications Standards and Guide* are required, in conjunction

- 1 with specific agency requirements, when filling vacant fire program positions,
 2 and as an aid in developing individual development plans (IDPs) for employees.
- 3 • Refuge managers/project leaders with Service lands under their jurisdiction
 4 which require the development and maintenance of a fire management plan
 5 must attend *Fire Program Management, an Overview* (M-581), or may
 6 upon concurrence of the RFMC, attend the Prescribed Fire Workshop for
 7 Agency Administrators offered by NIPFTC.
 - 8 • Projects leaders/refuge managers who oversee or have the potential to
 9 oversee complex fire management programs should consult with their
 10 RFMC about attending *Fire Program Management, Leading Complex Fire*
 11 *Programs* (M-582).
 - 12 • Field supervisors who may approve prescribed fire plans must attend *Fire*
 13 *Program Management, an Overview* (M-581), or may upon concurrence of
 14 the RFMC, attend the Prescribed Fire Workshop for Agency Administrators
 15 offered by the NIPFTC.
 - 16 • Regional chiefs, regional refuge supervisors, and refuge managers/project
 17 leaders must complete periodic refresher training as determined by their
 18 supervisor in consultation with the RFMC. Refresher training options may
 19 include attending fire management training/workshops, trainee experiences,
 20 or mentoring.
 - 21 • Guidance for use of the agency qualification for AADMs can be found in
 22 the *Federal Wildland Fire Qualifications Supplement*.

23 **Zone Fire Management Officer Training**

24 All ZFMOs are required to attend the M-581, *Fire Program Management, an*
 25 *Overview* course, either as a student or as a member of the instructor cadre. If
 26 attending as an instructor, the ZFMO must be present for the entire course. See
 27 Interagency Fire Program Management (IFPM) standards.

28 **FWS Firefighter General Training Requirements**

29 For firefighter qualification documentation guidance, reference chapter 13.

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

| Required Training | Initial Requirement/ Frequency | Completion/ Tracking Method | Reference |
|--|---|--|---|
| Hazardous Materials- First Responder Awareness Level | <ul style="list-style-type: none"> • Upon initial employment • Annual refresher | <ul style="list-style-type: none"> • Classroom or onsite • Employee personnel file | 242 FW 6, Hazardous Waste Operations and Emergency Response, OSHA 29 CFR 1910.120(q)(6)(i); 1910.120(q)(8)(i- ii) |

| Required Training | Initial Requirement/ Frequency | Completion/ Tracking Method | Reference |
|---|--|--|---|
| Wildland Fire Safety Training Annual Refresher (RT-130) | <ul style="list-style-type: none"> Annually | <ul style="list-style-type: none"> Classroom IQCS | 621 FW1, Fire Management Program |
| First Aid/ Cardiopulmonary Resuscitation (CPR) | <ul style="list-style-type: none"> Upon initial employment Every 2 years or per certifying authority | <ul style="list-style-type: none"> Classroom Employee personnel file | 240 FW 3, Safety and Health Training |
| Defensive Driving | <ul style="list-style-type: none"> Upon initial employment Refresher every 3 years or per regional requirements, whichever if most restrictive | <ul style="list-style-type: none"> Employee personnel file | 321 FW 1, Authorization, Training and Safety Requirements |
| Do What's Right Prevention of Sexual Harassment (POSH) | <ul style="list-style-type: none"> Annually | <ul style="list-style-type: none"> Classroom Employee personnel file | |

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

- 2 • First aid/CPR (every 2 years)
- 3 • Defensive driving (every 3 years)
- 4 • Do What's Right (Annually)
- 5 • Prevention of Sexual Harassment (POSH) (Annually)

6 **Fish and Wildlife Service Specific Qualifications**

7 Guidance regarding agency-specific qualifications that are not contained in the

8 *National Wildfire Coordinating Group (NWCG) Standards for Wildland Fire*

9 *Position Qualifications* (PMS 310-1) can be found in the *Federal Wildland Fire*

10 *Qualifications Supplement*. For qualifications with agency standards which

11 exceed minimums established in the PMS 310-1, refer to the *Service Fire*

12 *Management Handbook*.

1 **FWS Global Positioning System (GPS) Datum and Coordinate Format**
2 **Standard**

3 To ensure safe and efficient suppression operations, all FWS fire resources will
4 use a standard global position system (GPS) datum and latitude/longitude
5 (coordinate) format when communicating GPS references. The standard datum
6 is WGS84, and the standard coordinate format is Degrees Decimal Minutes
7 (DDM). For other activities (e.g., mapping, fire reporting, planning), agency
8 standards will apply.

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