

Chapter 6 BIA Program Organization and Responsibilities

Bureau of Indian Affairs Fire Management Policy

Policy and responsibility for the Bureau of Indian Affairs (BIA) WFM program is documented in Part 90 Indian Affairs Manual (IAM), chapters 1-8 and can be found at <https://www.bia.gov/policy-forms/manual>. This part identifies the authorities, standards, and procedures that have general and continuing applicability to wildland fire activities under the jurisdiction of the Assistant Secretary – Indian Affairs.

BIA Mission

The Bureau of Indian Affairs Mission is to enhance the quality of life, to promote economic opportunity and to carry out responsibility to protect and improve the trust assets of American Indians, Indian Tribes, and Alaska Natives. Our Mission is to execute our fiduciary trust responsibility by protecting lives, property, and resources while restoring and maintaining healthy ecosystems through cost-effective and creative fire management programs, collaboration, and promoting Indian self-determination.

BIA Fire Operations Website

BIA Fire Operations maintains a website that hosts operational, informational, and policy-related documents. The website also contains information about the following programs: Job Recruitment, BIA Training, Pathways Internship Program, Fuels Management, Aviation Safety and Wildland Fire Prevention. The address to the BIA Fire Management website is <https://www.bia.gov/bia/ots/dfwfm/bwfm>.

Agency Administrator's Responsibilities

Bureau administrators have many responsibilities relating to Wildland Fire Management activities which are provided in Part 90 (Wildland Fire Management), Indian Affairs Manual (IAM), chapters 1-8, subchapter 1.5 (Responsibilities). These also include such activities when contracted for, in whole or in part, with other agencies or Tribes under the statutes cited in 620 DM 1, appendix 1.

These bureau administrators also share three additional common responsibilities not listed in the 90 IAM. These are:

- Responsible for the implementation of an effective WFM program;
- Responsible for implementation of policies and recommendations in the Federal Wildland Fire Management Policy; and
- Integrates wildland fire management into natural resource management;

Additionally, the following responsibilities are applicable and will ultimately reside in 90 IAM 7 (Wildfire Response) once this chapter is published.

1 Director, Bureau of Indian Affairs

- 2 • Reference Part 90 (Wildland Fire Management), Indian Affairs Manual (IAM),
3 chapters 1-8, Subchapter 1.5 Authorities; and
- 4 • Responsible for implementation of policies and recommendations in the
5 Federal Wildland Fire Management Policy.

6 Deputy Bureau Director, Office of Trust Services

- 7 • Provides for the coordination of wildland fire management activities with
8 other federal, state, and non-government fire protection agencies.
- 9 • Reference Part 90 (Wildland Fire Management), Indian Affairs Manual (IAM),
10 chapters 1-8, Subchapter 1.5 Authorities.

11 Chief, Division of Forestry and Wildland Fire Management

- 12 • Reference Part 90 (Wildland Fire Management), Indian Affairs Manual (IAM),
13 chapters 1-8, Subchapter 1.5 Authorities.

14 Chief, Branch of Wildland Fire Management

- 15 • Reference Part 90 (Wildland Fire Management), Indian Affairs Manual
16 (IAM), chapters 1-8, Subchapter 1.5 Authorities;
- 17 • In conjunction with other federal fire directors, establishes priorities for
18 assignment of critical resources during wildland fire emergencies;
- 19 • Initiates or participates in boards of review concerning actions taken on
20 selected wildland fires; and
- 21 • Oversees the national casual and vendor payment programs for emergency
22 incident payments.

23 Regional Directors

- 24 • Reference Part 90 (Wildland Fire Management), Indian Affairs Manual (IAM),
25 chapters 1-8, Subchapter 1.5 Authorities;
- 26 • Oversees allocation model implementation, preparedness, fuels
27 management, community assistance, prevention, emergency wildland fire
28 operations, post fire activities, medical standards, and IFPM standards;
- 29 • Determines when a critical fire situation has exceeded agency capability and
30 ensures that qualified personnel take immediate charge of fire suppression
31 activities; requests assistance when the wildfire situation exceeds the
32 capability of the region's resources; and
- 33 • Assigns boards of review on selected individual wildland fires which
34 presented unusual problems or situations;

35 Agency Superintendent (unless excepted in regional directives)

- 36 • Reference Part 90 (Wildland Fire Management), Indian Affairs Manual
37 (IAM), chapters 1-8, Subchapter 1.5 Authorities.

38 Tribal Contracts/Compacts

39 The Tribes have three options to manage fire protection services. Tribes may use
40 direct services, self-determination contracts or self-governance compacts to
41 manage either a portion, or all of a bureau program.

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

9 **Fire Management Administration**

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

13 **Guiding Principles**

- 14 • Indian Tribal fire management programs are held to the same standards as
15 bureau fire management programs. Both bureau and Indian Tribal programs
16 will strive to achieve excellence.
- 17 • Indian Tribal and bureau WFM programs receive equal consideration for
18 available budget and resources.
- 19 • The bureau is committed to working with Indian Tribes to ensure the
20 success of their WFM programs.
- 21 • Indian Tribes who desire to compact or contract national, regional or agency
22 fire program functions or services provided by the bureau, to benefit more
23 than one Indian Tribe, must have a plan to provide comparable functionality
24 or services and agreement of other affected Indian Tribes.

25 **Inherently Federal Activities**

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

1 **Program Operational Standards**

- 2 • Unless waivers to the following standards are explicitly approved and
3 identified in Tribal annual funding agreements, the following standards will
4 apply to Tribal fire management programs (Personnel Qualifications (90
5 IAM chapter 3, 3.1, C.) (1) and (2)):
 - 6 ○ Adherence to the *NWCG Standards for Wildland Fire Position*
7 *Qualifications* PMS 310-1 is mandatory for all firefighters fighting
8 wildfires on and off their respective jurisdictions.
 - 9 ○ Adherence to the IFPM Guide standards are mandatory for fire
10 program management officers, fire specialists and fire project leaders.
 - 11 ○ Self-governance compact standards for qualification, physical fitness
12 and safety will be those established by the parties to the agreement, but
13 will not be less than NWCG and IFPM standards when mobilized off
14 their Tribal lands.
 - 15 ○ Tribal fire management officers are responsible for certifying Tribal
16 program employee qualifications and maintaining records of their
17 employee qualifications. All BIA/Tribal units with fire management
18 programs are required to use the Incident Qualifications and
19 Certification System (IQCS) to track all federal emergency responders.
 - 20 ○ Wildfires that burn Indian trust lands under a Tribe's protection must
21 be reported and certified in InFORM promptly after being declared out.
22 Obligating government funds is an inherently federal function and fire
23 reports are an essential element in accounting for the obligation of
24 federal funds.
 - 25 ○ Placing resource orders for incident management teams (IMT) to
26 manage extended, large fire operations or for post wildland fire activity
27 teams requires the involvement of the bureau. All actions require that
28 the bureau approve delegations of authority to teams.

29 **Program Planning**

30 Strategic planning for BIA field-level units relies primarily on two required
31 documents, fire management plans (including spatial fire management plans)
32 and fire danger operating plans, per the interagency guidance in chapters 9 and
33 10 respectively. Such plans rely on historical weather and fire occurrence data
34 to depict the range of conditions in burning environment, define the fire season,
35 and quantify the unit's workload.

36 **Fire Occurrence Data and Reporting**

37 Consistent with the *Guidance for Implementation of Federal Wildland Fire*
38 *Management Policy* (February 13, 2009), the bureau recognizes two types of
39 wildland fires when collecting and recording fire occurrence data. Those two
40 types are: planned ignitions (i.e., prescribed fires) and unplanned ignitions (i.e.,
41 including escaped prescribed fires).

42 Specific guidance regarding prescribed fire data and reporting is provided in the
43 *BIA Fuels Management Program Planning and Implementation Guide*. Starting
44 in calendar year 2020, all wildfires that burn on Indian trust lands must be

1 documented with a single, certified Individual Final Fire Report in the
2 Interagency Fire Occurrence Reporting Modules (InFORM) application, which
3 replaced the Wildland Fire Management Information (WFMI) fire reporting
4 application. For large or otherwise significant wildfires involving Indian trust
5 lands, approved Incident Status Summary (ICS-209) reports, including a
6 designated final report, must also be submitted per the requirements and
7 guidance in chapter 11.

8 **Records Management for Fire Reports**

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

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

18 **Fire Weather/RAWS**

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

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

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

32 **Bureau and Tribal NFDRS Weather Stations**

33 The BIA Central Office, Branch of Wildland Fire Management (BWFM)
34 maintains a national contract with Forest Technology Systems, Ltd., (FTS) to
35 provide annual maintenance, factory exchange service, and emergency repair to
36 81 permanent NFDRS weather stations. When noncompliant or malfunctioning
37 RAWS are identified or suspected, fire managers should implement the
38 following hazard mitigation actions to expedite RAWS repair and to reduce risk
39 to fire personnel: Contact a Technical Support Specialist at FTS and the BIA
40 National RAWS Coordinator to resolve the noncompliance or emergency repair
41 issue.

1 Non-NFDRS Weather Stations

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

- 7 • Non-NFDRS stations do not have to have a NWS station number or a
8 station catalog in WIMS, but units may establish them as needed.
- 9 • Non-NFDRS weather stations, such as portable or research stations that
10 support fire operations are required to receive annual calibration and
11 certification. The equipment will meet the requirements of the Annual
12 Rehabilitation Maintenance Section of the *NWCG Standards for Fire*
13 *Weather Stations* (PMS 426-3) publication.
- 14 • The maintenance will be documented in the WFMI Weather module.

15 Weather Station Naming Conventions

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

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

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

40 Station Identifiers

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

Weather Module in Wildland Fire Management Information (WFMI)

Weather Module Access

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

Program Preparedness

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

Preseason Agreements, Contracts and Operating Plans

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

Tribal Disaster Assistance

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

BIA Office of Emergency Management (OEM)

The 92 Indian Affairs Manual outlines BIA Office of Emergency Management’s (OEM) purpose, scope, policy, authorities, responsibilities, definitions, standards and requirements, reports and forms, and training requirements.

OEM is an office within the Office of the Director, BIA (DBIA) and serves Indian Affairs by promoting self-sufficiency among Tribes in managing emergency preparedness and response activities. OEM supports the BIA and Tribes with coordinating response, recovery, and hazard mitigation activities when requested. It also supports the Federal Emergency Management Agency (FEMA) and other federal agencies with prompt cooperation, coordination, resources, and capabilities for preventing, protecting against, mitigating, responding to, and recovering from disasters and emergency incidents that impact Tribal communities, lands, and resources, and the nation as a whole.

OEM is also responsible for maintaining bureau-wide situational awareness of incident response operations and developing a common operating picture for Indian Affairs senior leaders. This applies to all incidents and events that impact Indian Affairs personnel, lands, facilities, infrastructure, or resources; Tribal lands or insular areas; or incidents and events for which assistance is provided to other units of government under Federal laws, executive orders, interagency plans, or other agreements that requires coordination and communication of emergency situations to IA senior leaders and to the DOI, OEM, Interior Operations Center (IOC). To that end, OEM provides daily consolidated reports of emergencies/ disasters to the Assistant Secretary - Indian Affairs, BIA, and BIE Leadership and the department and serves as the central point of contact to coordinate data calls and other information pertaining to emergencies that occur on Trust and Tribal lands.

Director, BIA OEM (DOEM)

The DOEM reports directly to the DBIA and is responsible for:

- Coordinating IA EM program activities, and supervising BIA OEM personnel;
- Supporting the AS-IA by leading the coordination of activities undertaken by IA bureaus and offices during federally declared and non-declared disasters and other serious emergency incidents;
- Integrating planning and preparedness activities with IA bureaus, offices, and EM programs and responsibilities;
- Serving as the IA representative on the DOI EM Council, as delegated by the DBIA;
- Leading the IA EM Coordination Council (IAEMCC);
- Serving as the IA and bureau principal point of contact with FEMA and other Federal Government agencies and departments with regard to overall EM, continuity of operations, and national security emergency programs as they pertain to IA's bureaus and to Tribal communities;
- Providing oversight of EM programs and plans across all of IA to ensure policy compliance, readiness, and effectiveness;
- Developing EM policy consistent with federal EM laws, regulation, guidance, and direction; issuing appropriate memorandums to provide updated guidance and direction on the IA EM program;
- Facilitating timely reporting and information sharing to appropriate stakeholders on the status of activities, damage, and unmet needs for incidents that have impacted Tribes; and
- Providing overall coordination of IA activities related to the National Preparedness System and its corresponding framework and specific responsibilities therein.

Deputy Director, OEM (DDOEM)

The DDOEM provides support to the DOEM's programmatic efforts, policy initiatives, and special projects, and serves as Acting Director in their absence. Position responsibilities are:

- 1 • Serving as the initial interface for program management, projects, and other
- 2 initiatives for the OEM Continuity Coordinator and Administrative Officer;
- 3 • Managing special projects as assigned, and coordinating with appropriate
- 4 partners to ensure successful completion of the projects;
- 5 • Representing the DOEM at meetings, conferences, etc. where the DOEM
- 6 has a conflict or is unable to attend;
- 7 • Serving as an alternate to the DOI OEM EM Council;
- 8 • Provides logistics and communication support to the Regional EM
- 9 Coordinators during deployments and other incidents and events; and
- 10 • Providing backfill for steady state duties of the regional EM Coordinators
- 11 during large scale or long duration incidents or events particularly involving
- 12 deployments.

13 **Public Affairs Specialist, Office of EM**

14 The public affairs specialist reports to the DOEM and is responsible for:

- 15 • Supporting IA's Office of Public Affairs with particular emphasis on
- 16 information coordination and dissemination during emergency or natural
- 17 disaster situations and other events with high public visibility;
- 18 • Evaluating the communication needs of the EM program, and developing,
- 19 implementing, and re-evaluating outreach programs designed to meet IA's
- 20 need for information;
- 21 • Advancing bureau messaging for an event or unique program with national
- 22 significance as determined by the IA OEM and/or the DBIA;
- 23 • Working with the DOI OEM, DOI Office of Wildland Fire, and IA bureau
- 24 and office safety managers to coordinate and communicate crisis
- 25 communications to internal and external audiences;
- 26 • Coordinating development and release of information in a variety of
- 27 formats, including: press releases, talking points, fact sheets, newsletters,
- 28 articles, editorials, website material, briefings and briefing papers, speeches,
- 29 brochures, white papers, and other products;
- 30 • Coordinating with the Director, IA OEM and other public affairs staff,
- 31 regional leadership, program managers, and technical experts to develop
- 32 effective strategies to convey technical information in structure, format, and
- 33 terms the general public and service population will easily understand;
- 34 • Participating on the IA EM Coordination Council (IAEMCC), to foster
- 35 effective communication of incident-related information to all stakeholders.
- 36 The IA-EMCC may be activated during, or in preparation for, an emergency
- 37 situation where a bureau-wide response is appropriate;
- 38 • Participating on the Tribal Assistance Coordination Group (TAC-G) as an
- 39 alternate federal official tasked with information coordination of the multi-
- 40 agency TAC-G, as outlined in the NRF; and
- 41 • Supporting BIA offices, regions, and agencies with providing responses to
- 42 requests for information from the public, cooperators, and from local and
- 43 national media outlets.

1 **BIA Regional OEM Coordinators (ROEMC)**

2 The ROEMC reports to the BIA DOEM and serve as the primary regional point
3 of contact for BIA's regions in emergencies (except wildland fires) and disasters
4 impacting federally recognized Tribes in their respective assigned area of
5 responsibility. Specific responsibilities include:

- 6 • Assisting with the development of guidance, training, and exercises for
7 regional EM plans including emergency operations plans, COOP plans,
8 environmental safeguards plans, and other plans as required by the region;
- 9 • Representing BIA EM to internal audiences and external stakeholders to
10 support preparedness activities, including the Federal Executive Board, DOI
11 bureaus and offices, FEMA, and other federal government regional and
12 national Tribal Liaisons to coordinate and share information;
- 13 • Working with regional senior BIA managers to provide situational
14 awareness to Tribes and BIA's regional offices and agencies;
- 15 • Building and fostering strong relationships with other federal agencies and
16 stakeholders involved in Tribal EM issues, including participation with the
17 TAC-G as well as other appropriate regional coordination groups and
18 organizations;
- 19 • Coordinating with the appropriate FEMA region(s), attending FEMA
20 Regional Interagency Steering Committee (RISC) meetings, and supporting
21 the BIA RD in coordinating with the FEMA Regional Administrator;
- 22 • Maintaining situational awareness of incidents, disasters, or other
23 emergencies that have impacted or have the potential to significantly impact
24 Tribes in their respective regions;
- 25 • Providing coordination of OEM response activities to Tribes impacted by
26 incidents, disasters or other emergencies in their respective regions as well
27 as serving as a liaison to the affected Tribe(s) to provide guidance and
28 technical assistance as requested by the Tribe(s); and
- 29 • Reporting on the status of activities, damage, and unmet needs related to
30 incidents that have impacted Tribes in their respective regions in
31 compliance with EM Policy Bulletin 2010-2, *Reporting of Serious*
32 *Emergency Incident*.

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

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

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

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

1 **National Program Preparedness/Readiness Reviews**

2 Branch of Wildland Fire Management will conduct regularly scheduled fire
3 preparedness review of regional offices. Each review will include fiscal and
4 budget reviews of standard operating procedures (SOP) and administrative
5 activities. A schedule will be developed by BIA-NIFC, with input from the
6 Regions, to coordinate review scheduling. At least one review every five (5)
7 years will be conducted at each region, though more frequent reviews would be
8 preferable. BWFM implementation intentions are to administer one
9 preparedness review and one fiscal accountability review in two separate regions
10 every year. Additionally, local unit pre-season fire preparedness/readiness
11 reviews will be conducted.

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

15 **FireCode Business Rules**

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

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

- 21 • BIA/Tribal host unit dispatcher will ensure that a unique FireCode is
22 associated with every wildfire. The recommended workflow is to acquire
23 the FireCode via the Computer Aided Dispatch application or InFORM
24 (instead of creating a record directly in the FireCode application).
- 25 • The FireCode will be used by the BIA when entering an obligation to
26 FBMS. Contract/Compact Tribes will use this code to identify all costs
27 associated with an incident.
- 28 • Compact/Contract Tribes will use the FireCode to identify costs for
29 wildfires when reporting to the BIA Regional office.
- 30 • BIA-NIFC will generate one false alarm FireCode for each region, which
31 will be used for each false alarm fire report.

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

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

39 Wildfires on other federal lands when the BIA/Tribal is ordered (another federal
40 agency is the host unit).

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

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

1 the BWFM will generate a separate FireCode for each agency (USFS, BLM,
2 FWS, NPS, and state/local). In lieu of using the requesting agency's own
3 FireCode (if any), the BIA-issued FireCode will be used by BIA units to charge
4 all authorized financial obligations for readiness related to their support of
5 another agency's severity actions.

6 **Wildland Fire Management Funding**

7 **Preparedness Activity**

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

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

32 **Suppression Activity**

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

- 35 • Funding is obtained by Indian Tribes through agreements established by
36 bureau regional offices or other federal agencies to reimburse Indian Tribes
37 for fire costs on a fire-by-fire basis (per FireCode). Indirect costs for fire
38 suppression are not authorized.
- 39 • Severity (short- and long-term) authority and funding for activities
40 necessary to augment initial attack capability when abnormal fire conditions
41 occur throughout a region resulting in the fire season starting earlier than
42 normal, or exceeding average high fire danger ratings for periods. Funding
43 is obtained by Tribes through agreements established by bureau regional
44 offices or other federal agencies to reimburse Indian Tribes for severity

- 1 costs incurred under an approved fire severity cost request. Indirect costs
2 for severity funds are not authorized.
- 3 • Post Wildland Fire Activities includes all post fire burned area activities
4 covered by approved plans. Funding is obtained by Indian Tribes through
5 agreements established by the bureau regional offices or other federal
6 agencies to reimburse Indian Tribes for costs on a project by project basis
7 (per FireCode). Indirect costs for emergency stabilization projects are not
8 authorized, however reasonable administrative and overhead costs incurred
9 by Indian Tribes in such projects may be authorized within stabilization
10 plans and should be built into the project and treated as a direct cost.

11 **Interagency Severity Funding Request Procedures**

12 ***Qualification of Need***

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

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

34 ***Narrative Statement***

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

38 When requesting prevention or investigation resources, the following
39 information must be included:

- 40 • Human-Caused Fire Activity; number of human-caused fires to date as
41 compared to previous years, include fire cause category;
- 42 • Description of how the team will be utilized; shared resource covering
43 multiple areas, etc.;

- 1 • Any significant upcoming events or activities; and
 - 2 • Justification for additional funds for prevention materials or supplies.
- 3 Severity requests for prevention/investigation resources are to be reviewed by
- 4 the regional WUI/prevention specialist.

5 ***Requested Resources***

6 Requested resources should be identified by type, quantity, and cost using the

7 severity cost estimation worksheet. Utilize the Prevention tab for requesting

8 prevention/investigation resources.

9 **Budget Management**

10 This section governs use of the bureau's Wildland Fire Management (WFM)

11 appropriation account structure, procedures, cost accounting and one-time

12 funding procedures. Personnel at all levels within the bureau need to be aware of

13 the responsibilities and limitations on the use of these funds, which this chapter

14 and other financial and budget handbooks address.

15 **Program Budget Annual Appropriations**

16 Annual appropriations are made available for the WFM, pursuant to the passage

17 of the annual appropriation act for the DOI and related agencies. The WFM

18 appropriation is a no-year appropriation.

19 **Funded Program Procedures**

20 WFM funds, excluding emergency suppression funding (unless under a

21 Continuing Resolution), will be distributed to the BWFM Budget Management

22 office, which distributes funds to WFM regional office programs. The exception

23 to the allocation is compacted programs which will be disbursed directly from

24 WFM-NIFC to OSG. Instructions documented on a financial allocation forms

25 (e.g., Funding Entry Document or FED) detail how distributions are to be made

26 from regions to Agencies/Tribes for preparedness programs.

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

28 The one-time Funding program provides mechanisms to request funding for

29 special projects or needs that exceed an agency's regular budgeted funds. Funds

30 used in this program are non-recurring in nature, and are based on either

31 available prior year un-obligated balances, or unused Indirect costs.

32 WFM will issue a memo annually during the second quarter with a standard

33 form that will identify timelines for current year. The individual plans are

34 required to be submitted to regional offices for review, changes or rejection.

35 Once approved at the regional level, the requests will be forwarded to WFM.

36 Critical needs projects are high priority or an activity ready for implementation,

37 and require immediate funding at the start of the FY, before appropriations bills

38 are signed. Critical needs should only cover three (3) months of project needs,

39 but will continue under continuing resolutions (CR) until an appropriations bill

40 is passed.

1 One-time funding for Preparedness (signed by appropriate regional director) will
2 be submitted to WFM Budget Officer no later than May 15th for the upcoming
3 fiscal year for current year needs. Requests received after deadlines will be
4 given lower priority. WFM-NIFC will evaluate all requests based on the
5 region's prioritization and the availability of funds.

6 **Procedures for One-Time Funding Submission**

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

- 8 • Requests are submitted to the regional office for approval. The process
9 verifies the request meets the intent and fire policy of Interior appropriation
10 act language.
- 11 • The regional office then submits prioritized funding requests to the Branch
12 of Wildland Fire Management Budget office.
- 13 • WBS to be assigned by WFM-NIFC Budget or the DC Central Office.

14 **BIA National Wildland Fire Fleet Engine Program**

15 The BIA National Wildland Fire Fleet Engine program was created by the BIA
16 in 1996. The objective of the program is to provide a centralized process for
17 replacement parts and training of BIA fleet engine pumping systems. Detailed
18 information on the program can be found in the *BIA National Fleet Wildland*
19 *Engine Program Operations Guide*.

20 **Mission/Policy**

- 21 • Provide a standardized BIA fleet engine for the participating Agency or
22 Tribal organization.
- 23 • Provide an opportunity to supply trucks for BIA fleet engine pumping
24 systems.
- 25 • Provide repair support services to agency/tribally-owned apparatus for
26 approved number of engines.
- 27 • Provide training in the use and maintenance of the BIA fleet engine
28 pumping systems.
- 29 • Evaluate new equipment and BIA fleet engine center improvements to meet
30 the wildland fire program needs.
- 31 • Provide emergency repair or replacement for BIA fleet engine pumping
32 systems.
- 33 • No aftermarket parts of any kind are to be placed on any BIA fleet engine
34 equipment without prior approval from the deputy, fire operations and
35 concurrence from the program center managers.

36 **Vehicle Maintenance, Replacement and Repairs**

37 Daily preventative maintenance checks, regular servicing, and prompt repairs,
38 and lifecycle replacement are critical to providing mission readiness,
39 performance, and safe operation.

1 Annual Safety Inspections, Scheduled Maintenance, and Daily Inspections

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

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

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

18 Replacement Guidelines

19 BIA Fleet Engine standards updated replacement schedule is set as follows:

20 BIA Fleet Engine Type 6	8 Years	100,000 Miles
21 BIA Fleet Engine Type 4	10 Years	250,000 Miles

22 Organization

23 The program is organized into three geographical areas:

- 24 • Missoula, MT services the Northwest, Rocky Mountain and north half of
25 the Pacific Region.
- 26 • Eagle Butte, SD services the Great Plains, Midwest, and Eastern Regions.
- 27 • Dulce, NM services the Southwest, Western, Navajo, Eastern Oklahoma,
28 Southern Plains, and south half of the Pacific Region.

29 Emergency Repairs

30 Emergency fire related repairs to a BIA fleet engine pumping package will be
31 requested through the assigned user area BIA fleet engine centers. The request
32 will be reviewed and approved by the center manager before a Service Truck is
33 dispatched or replacement parts are sent to the requesting agency.

34 Non-Emergency/Non-Suppression Repairs

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

38 Authorization of account will be sent by email or signed fax identifying account,
39 name and title of authorizing official. Initial request for all non-emergency
40 repairs will be requested through the assigned user area BIA fleet engine center.
41 The request will be reviewed and approved by the BIA Fleet Engine Center

- 1 Manager before a service truck is dispatched or replacement part is mailed to the
2 requesting agency.
- 3 All emergency and non-emergency repair expenditures shall be charged to an
4 appropriate account.

5 **Administration**

- 6 The program is administered through the BWFM Fire Operations Section. A
7 BIA Fleet Engine Oversight Group has been established to plan, develop and
8 budget for the annual operations of the program. The Group is comprised of the
9 BIA fleet engine program leads at each center and the Deputy, Fire Operations.
10 Trucks and fabrication orders for the BIA fleet engines are procured nationally
11 through the BIA-NIFC office.

12 **Fire Facility Construction and Maintenance Activity**

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

27 Consists of the following:

- 28 • Projects for construction of fire facilities must be included in the five-year
29 DOI Facilities Construction Plan and identified as part of the Wildland Fire
30 Annual Budget Appropriation.
- 31 • Funding is obtained by Indian Tribes through bureau regional offices via
32 cooperative agreements, contracts or through agreements with other federal
33 agencies to reimburse Indian Tribes for fire facilities construction costs on a
34 project-by-project basis.
- 35 • Indirect costs for fire facilities and deferred maintenance construction
36 projects are not authorized. Administrative fees are authorized when
37 requests have them built into the total cost of the construction project as a
38 direct cost.

39 **National Aviation Program**

- 40 The BIA Wildland Fire and Aviation Management program recommends bureau
41 policy, procedures, and standards; and maintains functional oversight and
42 interagency coordination for all aviation activities. The BIA-BWFM established

1 two inter-regional aviation management offices to provide technical aviation
2 expertise support for regional, agency, and field offices. Each of these offices
3 supports bureau regions across geographic boundaries. Each of the inter-regional
4 offices is staffed by an IRAM and an AOS, both of which are available to
5 provide support for any region.

6 **Aviation Program Goals**

7 The primary goals of each of these positions are to promote aviation safety and
8 cost-effectiveness. The branch of wildland fire management director, aviation
9 and safety supports bureau aviation activities and missions, which includes fire
10 suppression, through strategic program guidance, managing aviation programs
11 of national scope, coordination with Office of Aviation Services (OAS) and
12 interagency partners.

13 The director, aviation and safety has the responsibility and authority, after
14 consultation with regional FMOs, for funding and acquisition of all fire aircraft,
15 prioritizing the allocation of BIA aircraft on a bureau-wide basis, and approving
16 regional office requests to acquire supplemental aircraft resources.

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

19 **Regional Office Level**

20 Regional FMOs are responsible for providing oversight for aircraft hosted in
21 their region and have the authority and responsibility to approve, with the WFM
22 Branch Chief concurrence, acquisition of supplemental aircraft resources within
23 their region.

- 24 • Regional FMOs have the authority to prioritize the allocation, pre-
25 positioning and movement of all aircraft assigned to the BIA within their
26 region.
- 27 • Regional offices will coordinate with the national office on movement of
28 their aircraft outside of their region.

29 Regional aviation managers (RAM) are associated with every BIA region. They
30 implement aviation program objectives and directives to support the BIA
31 mission and each region's goals. Some regions may have additional support staff
32 assigned to support aircraft operations and to provide technical expertise. A
33 regional aviation management plan is required to outline goals of the region's
34 aviation program and to identify policy and procedures specific to that region.

35 Important Note: A region is not generally authorized to supplement this policy
36 with more restrictive policy or procedures than the national policy, unless the
37 policy or procedure is approved by the director, aviation and safety.

38 **Agency/Field Office Level**

39 Agency, field managers and staff manage their programs as necessary to conduct
40 their aviation operations safely. Agency aviation managers (AAMs) serve as the
41 focal point for the agency aviation program by providing technical expertise and
42 management of aviation resources to support agency programs.

- 1 While many agencies have aviation management as a collateral duty, during
2 periods of intense aviation activity (e.g., wildland fire support) it is still
3 absolutely critical that aviation oversight be maintained.
- 4 When other duties interfere or compete with effective aviation management,
5 request assistance from the regional office. Agencies are responsible for hosting,
6 supporting, providing daily management, and dispatching all aircraft assigned to
7 their unit. Agencies have the authority to request additional resources, establish
8 priorities, and make assignments for all aircraft assigned to the BIA within their
9 agency.
- 10 • AAMs have the responsibility for aviation activities at the local level,
11 including aviation mission planning, risk management and safety,
12 supervision, and evaluation. AAMs assist line officers with risk
13 assessment/management and cost analysis.
- 14 All Tribal and agency offices utilizing aircraft should have a current and
15 approved aviation management plan on file.

16 **Aviation Safety**

17 The BIA and the interagency partners have adopted Safety Management
18 Systems (SMS) as the foundation to our aviation safety program. For further
19 information, reference chapter 16.

20 **Flight Request and Approval**

21 Bureau flights will be requested and documented using the process defined in
22 the regional or agency aviation plans. As a minimum, flight management
23 procedures will follow the *National Interagency Mobilization Guide*, chapter 80,
24 Flight Management Procedures. The BLM Aircraft Flight Request/Schedule
25 (9400-1a) form is one example which may be used.

26 **Safety and Risk Management**

27 **Motor Vehicle Operation Policy**

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

38 BL-300 course and the annual RT-301 refresher is mandatory for all BIA
39 wildland fire management and support personnel who operate vehicles. This
40 includes all general schedule (GS), administratively determined (AD), and
41 Tribal personnel performing wildland fire and prescribed fire operations. Course
42 material is accessible at <https://www.nifc.gov/fire-vehicle-training>.

1 Lights and Siren Response

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

6 Those BIA Regions that determine a lights and sirens response is necessary to
7 meet mission requirements must develop an operating plan that is signed and
8 approved by the regional director and forwarded to the chief, division of fire
9 operations, BIA. The operating plan must ensure the following:

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

33 Physical Fitness and Conditioning

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

41 Employees serving in wildland fire line-going positions that require a fitness
42 rating of arduous, moderate or light are *authorized* to perform physical fitness

- 1 conditioning for up to five hours per week, not to exceed more than 2 hours per
2 day.
- 3 Units will maintain a fitness program that ensures BIA firefighters will possess
4 the physical ability to perform the duties of their positions safely and effectively
5 while ensuring compliance with the requirements of the Work Capacity Test
6 (WCT).
- 7 Information on the WCT and the DOI MSP is located in chapter 13 of this
8 publication.

9 **Business Management and Administration**

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

16 **Casuals Hired as Drivers When Employed by BIA**

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

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

- 23 • Form 3607 will be processed through regional channels to retrieve the
24 driving record of the application with the state, or National Driver Registry
25 and applicable Tribe.
- 26 • Regional directors can contact the Division of Safety and Risk Management
27 for information on completing and submitting Form 3607.
- 28 • Meeting the qualification requirements for a motor vehicle license is a
29 condition of employment within BIA for those individuals whose duties
30 require the operation of a motor vehicle for official wildland fire operations
31 business. Failure to adhere to the policy will result in automatic termination
32 of the casual.

33 **Request for Funding Authorization**

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

- 37 • A regional funding request plan must be completed that identifies the
38 program need for casual funding for field activities only;
- 39 • The request must be submitted through the regional FMO by January 1st of
40 each year; and
- 41 • The requests will be reviewed and authorized in writing to the respective
42 agency.

1 **Acquisitions**

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

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

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

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

18 The Emergency Equipment Payment Operating Guidelines provides procedure,
19 guidance and instructions to the BIA WFM Programs, regional fire management
20 offices and agency offices, Office of Financial Management, Office of
21 Acquisition and Property for implementation of the EERAs payment process.
22 Refer to the *NWCG Standards for Interagency Incident Business Management*,
23 chapter 20, for EERA Administration.

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

25 BIA follows interagency policy regarding use of WFDSS found in chapter 11.

26 **Fuels Management, Planning & Implementation**

27 The national and interagency policy guides for fuels management programs are
28 contained in the following guides and handbooks:

- 29 • *Interagency Prescribed Fire Planning and Implementation Procedures*
30 *Reference Guide* (PMS 484) July 2017.
31 (<https://www.nwcg.gov/publications/484>)
- 32 • *BIA Fuels Management Program Supplement to the Interagency Prescribed*
33 *Fire Planning and Implementation Procedures Reference Guide* 2008.
- 34 • *BIA Fuels Program Business Management Handbook*, February 2008.
- 35 • Chapter 17 – NFES 2724, *Interagency Standards for Fire and Fire Aviation*
36 *Operations* (Red Book).

37 Exclusive use of these handbooks and guides enhances intra- and inter-agency
38 program continuity, avoids duplication, reduces the chances to misinterpret
39 policy and provides one stop shopping for the fuels programs policy in a fire
40 management and political environment where changes occur frequently. Please
41 call the director of fuels management for more information.

1 Prescribed Fire Review

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

5 Any prescribed fire related incident that has resource or property damage that
6 may result in a claim for compensation shall initiate a review.

7 The review team and their expertise should be commensurate with the scope,
8 and focus of the review. Interagency participation is encouraged with team
9 selection.

10 Fire Communications and Education**11 Early Alert Notification Process**

12 Early Alerts will be made via phone call and a written Early Alert Notification.
13 All units (federal and tribal) will provide information to the regional fire
14 management office and the branch of wildland fire management duty officer
15 within six hours of the incident.

- 16 • Crew supervisor notifies the unit fire management officer (FMO).
- 17 • Unit FMO notifies regional fire management officer (RFMO) and dispatch
18 center.
 - 19 ○ Dispatch center: If 4th tier, notifies 3rd tier dispatch center who then
20 notifies the geographic area coordination center.
- 21 • Regional fire management officer (RFMO) will immediately notify the
22 branch of wildland fire management on-call duty officer at: **208-387-5080**
23 AND within six hours, email to: EarlyAlert@bia.gov.

24 Situations Requiring an Early Alert Notification

- 25 • Fatality
- 26 • Injury requiring transports to medical facility
- 27 • Significant property damage to equipment
- 28 • Serious wildland fire accident
- 29 • Wildland fire accident
- 30 • Entrapment/burnover
- 31 • Shelter deployment
- 32 • Near-miss
- 33 • Aviation accident
- 34 • Evacuations
- 35 • Highway and interstate closures
- 36 • Structure loss
- 37 • Escape prescribed fire
- 38 • Fire approaching large fire thresholds (100 acres in timber; 300 acres in
39 grass)
- 40 • Any wildland fire management delegation of authority issued by a line
41 officer

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

3 **Notification Requirements for Entrapments or Fatalities**

4 If a wildland fire entrapment or fatality occurs, immediate notification to the
5 National Interagency Coordination Center (NICC) is required using the
6 *Wildland Fire Fatality and Entrapment Initial Report* (PMS 405-1). Following
7 the issuance of an Early Alert, the local unit will provide the PMS 405-1 to the
8 3rd tier Dispatch Center which will then provide it to the geographic area
9 coordination center (GACC) electronically within 24 hours. The GACC
10 immediately notifies the NICC coordinator on duty (COD) and within 24 hours,
11 submits the PMS 405-1 to NICC COD.

12 **Wildland Fire Media Relations Guidance**

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

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

Wildland Fire Prevention	Fire Operations, Fire Use, and Fuels Management	Burned Area Emergency Response	Training
<ul style="list-style-type: none">• Equipment/Vehicle Safety• Other Wildland Fire Prevention Message specific to a home unit that may target a cause of wildland fire starts.			