

# **Chapter - 1**

## **BIA Wildland Fire and Aviation Program Organization and Responsibilities**

### **A. Introduction**

This guide is intended to be a reference guide that documents the standards for operations and fire business practices of the Bureau of Indian Affairs (BIA) Wildland Fire and Aviation Management Program. These standards are based on current policy and support safe, consistent, efficient and effective wildland fire and aviation operations.

### **B. Wildland Fire Management Organization**

The Bureau of Indian Affairs (BIA) Wildland Fire and Aviation Management organization consists of a Director (Branch of Wildland Fire Management), Deputy Director, Assistant Directors for Fire Operations, Fuels, Planning, Training and an Aviation Program Manager. The Organization Chart is show in **Appendix 1-1**.

### **C. Program Manager Responsibilities**

#### **1. Director, Branch of Fire Management**

The Director, Branch of Fire Management is also identified by the title Fire Director, BIA-National Interagency Fire Center (NIFC).

- a. Develops Policies and Standards for firefighting safety and training, and for the prevention, suppression and use of wildland fires on Indian Trust lands.
- b. Provides guidance to Regional Directors on the use of prescribed fire and fuels management to achieve hazardous and fuels reduction and resource management objectives.
- c. Integrates wildland fire with natural resource management.
- d. Establishes position competencies, standards and minimum qualifications for fire management officers, wildland fire specialists and leaders based on standards approved by the National Wildfire Coordinating Group (NWCG).
- e. Implements the Fire Program Analysis (FPA) process and develops procedures and standards for the distribution of program resources.
- f. Reviews and evaluates Regional Wildland Fire Management programs.
- g. Represents Indian Affairs in the coordination of overall wildland fire management activities at NIFC and on wildland fire committees, groups and working teams.

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- h. Serves as a member of the National Multi Agency Coordinating Group (NMAC) which establishes priorities for assignment of critical resources during wildfire emergencies.
- i. Initiates or participates in Boards of Review concerning actions taken on selected wildland fires.
- j. Negotiates national level cooperative agreements to improve wildland fire management activities on Indian lands.
- k. Reviews funding requests for a variety of fire related programs, makes determinations on funding levels, and recommends approval to the Deputy Director, Trust Services, based on guiding principles in the *Federal Fire Policy*, National Fire Plan (NFP), supporting documents and Secretarial directives.

### **2. Deputy Director, Branch of Fire Management**

- a. Shares the responsibilities and duties of the Director, Branch of Wildland Fire Management. Serves as acting for the Branch of Wildland Fire Management in the absence of the Director.
- b. Provides oversight and direction to BIA-NIFC Administration and Budget sections in the performance of their duties. This includes the day to day supervision of the BIA-NIFC Administrative Management Specialist and Budget Officer positions.
- c. Provides oversight and direction to the Bureau's fire business management policies and procedures to ensure maximum effectiveness and utilization of services in meeting Bureau and interagency program objectives.
- d. Provides oversight including development and execution for the Bureau's fire management budget.
- e. Serves as designated contact (BIA Data Custodian) for the Emergency Firefighter (EFF)/Vendor Pay System to the Division of Disbursement, US Treasury and is responsible for designation of BIA employees as Regional System Point of Contacts (SPOCs).
- f. Serves as liaison between the Branch of Wildland Fire Management and the Office of the Chief Information Officer-Indian Affairs (OCIO-IA), for all Information Technology (IT) support issues.

### **3. Assistant Director, Fire Operations**

- a. Responsible for administering and coordinating the Bureau's Preparedness, Model 52 Engine, Interagency Hotshot Crew, Emergency Firefighter Crew, Ready Reserve, Facility Construction, Suppression, Severity, and Emergency Stabilization and Rehabilitation programs. Represents the Bureau on issues related to interagency fire operations.

- b. Participates in developing policies related to wildland fire operations in Indian country and provides specialized assistance to Bureau and DOI officials.

#### **4. Assistant Director, Fuels Management**

The Fuels Section is responsible for the development and coordination of the Bureau's hazardous fuels management program which includes prescribed fire, mechanical treatments, fire effects monitoring and fire prevention-education programs. The Section provides executive oversight, guidance and direction for the distribution and use of program funds to the BIA regions. They also track all program fund distributions, and accomplishments, and maintain a national database for fuels management in Indian Country. The Section maintains policy and process to assess risk on a national scale and allocates budget based on this risk assessment and priorities established at the field level. The Section also examines and analyzes laws and regulations pertaining to fire investigation and fire trespass, prescribed fire use/fuels management in wildland urban interface zones. The Section also provides representation on national interagency working teams and task groups.

#### **5. Assistant Director, Planning**

- a. Responsible for the development and implementation of the Bureau-wide fire planning program. Provides guidance and assistance in administering the technical and operational aspects of the Bureau's fire planning program at the Regional and Agency/Tribal levels for the accurate identification of program funding needs. Checks for accuracy in computations with instructions and policies.
- b. Serves as Bureau's primary subject matter expert for Fire Planning Analysis (FPA), Personal Computer Historical Analysis (PCHA), Geographic Information System (GIS), Global Positioning System (GPS), Lightning Detection System (LDS), Wildland Fire Management Information (WFMI) System, Weather Information Management System (WIMS), Fire Danger Rating System program, fire weather and related support systems, prescribed fire software programs and provides user training in those applications.

#### **6. Assistant Director, Training**

- a. Responsible for developing, coordinating, and implementing wildland fire training programs.
- b. Provides consultation and assistance to the workforce in charting natural resource and fire management career paths that includes

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- education requirements, fire management training, and supporting developmental programs.
- c. Provides for mentoring programs, developmental details and term appointments for aspiring fire management leaders.
- d. Promotes and develops dedicated professional training cadres to support our organization's employee development and training needs.
- e. Supports national incident responder qualification and certification standards (IQCS).
- f. Support interagency fire program management qualification standards (IFPM).
- g. Develops and maintains a communication plan which supports training operations at all levels.
- h. Is a member of the NWCG Training Working Team and the DOI Aviation Training Advisory Group on matters concerning job analysis and curriculum development.

### 7. Aviation Program Manager

- a. Responsible for formulating and recommending national policy standards and procedures for the management and operation of the Bureau's wildland fire aviation program.
- b. Plans and executes analysis of scientific, technological and economic factors as they relate to aircraft and personnel performance to ensure proper selection to fulfill specific or "special use" missions.
- c. Interprets Federal Aviation Administration and Department of the Interior (DOI) regulations/policy and prepares guidance and procedures manuals for application to Bureau aviation operations.
- d. Serves as the Bureau's authority on aviation technical information and economic matters providing consultation and assistance to all bureau heads in aircraft operating procedures, pilot and aircraft certification programs, air operations safety and training programs.
- e. Serves as the Bureau representative to the DOI Aviation Management Directorate and provides representation to the interagency committee for aviation policy.
- f. Plans and executes specialized aviation programs to include aircraft acquisition, safety, training, maintenance, and the certification of both pilots and aircraft.
- g. Manages aviation specialists who provide services related to aviation flight activities, safety, training, data analysis, aviation budgets and program coordination.
- h. Participates in or leads safety inspections and evaluations of Regional or Agency aviation programs to ensure compliance with Federal Acquisition Regulations, Office of Safety and Health Administration (OSHA), and other federal regulations.
- i. Has full authority to instantly curtail any Bureau aviation activity observed to be in violation of policy.

**APPENDIX 1-1**  
**Bureau of Indian Affairs**  
**Wildland Fire and Aviation Management Organization Chart**

