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## Chapter 02

### BLM Wildland Fire and Aviation Program Organization and Responsibilities

#### Introduction

This document states, references, or supplements policy for Bureau of Land Management (BLM) Fire and Aviation Program Management. The standards provided in this document are based on current Department of Interior (DOI) and Bureau policy, and are intended to provide fire program guidance. The intent is to ensure safe, consistent, efficient and effective fire and aviation operations. This document will be reviewed and updated annually.

#### Office of Fire and Aviation

The Bureau of Land Management Office of Fire and Aviation (OF&A) consists of a Director (OF&A), Deputy Director (Boise), Deputy Director (Washington), Fire Operations Group Manager, Aviation Group Manager, Planning and Resources Group Manager, Support Services Group Manager, Budget and Evaluation Chief, External Affairs Group Manager, and the International Program Manager.

#### Program Manager Responsibilities

##### Director, Office of Fire and Aviation

- Develops policies and standards for firefighting safety, training, and for the prevention, suppression and use of wildland fires on Bureau lands.
- Provides guidance to State Directors on the use of prescribed fire and fuels management to achieve hazardous fuels reduction and resource management objectives.
- Integrates fire and aviation management procedures into natural resource management.
- Establishes position competencies, standards and minimum qualifications for Fire Management Officers, Fire Management Specialists, and leaders based on federal interagency standards recommended by the National Fire and Aviation Executive Board.
- Implements the interagency Fire Program Analysis (FPA) process and develops procedures and standards for the distribution of program resources.
- Reviews and evaluates state fire and aviation management programs.
- Represents the Bureau of Land Management in the coordination of overall fire and aviation management activities at NIFC, on intra- and interagency fire committees, groups, and working teams.
- In conjunction with other Federal Fire Directors, establishes priorities for assignment of critical resources during wildland fire emergencies.
- Initiates or participates in Boards of Review concerning actions taken on selected wildland fires.

- 1 • Negotiates cooperative agreements and/or modifications of existing  
2 national level agreements to improve fire and aviation management  
3 activities on bureau lands.
- 4 • Reviews funding requests for severity, hazardous fuel reduction, and  
5 emergency rehabilitation of bureau lands damaged by wildland fires,  
6 makes determinations on funding levels, and recommends approval to the  
7 Director, Bureau of Land Management.
- 8 • Serves as designated contact for the United States Department of the  
9 Treasury for the certification and revocation of Certifying Officers and  
10 Assistant Disbursing Officers (CO/ADO) and Designated Officials for  
11 emergency incident payments.

12

**13 Fire Operations Group Manager**

- 14 • Serves as the principal technical expert on fire operations to the Director,  
15 OF&A and to the BLM State Fire Programs.
- 16 • Provides the Director, OF&A, technical advice, operational oversight, and  
17 leadership in all aspects of fire operations.
- 18 • Performs annual fire program preparedness reviews. Evaluates compliance  
19 with policies, objectives, and standards. Assesses operational readiness  
20 and provides technical assistance to solve identified problems. Performs  
21 other operations reviews as required /requested.
- 22 • Assists the Director, OF&A, in the formulation and establishment of  
23 national policies and programs pertinent to wildland fire preparedness,  
24 suppression, shared national resources, safety, training, and equipment.
- 25 • Serves as the BLM technical expert on national interagency mobilization  
26 and utilization of fire suppression resources.
- 27 • Develops national plans, standards, and technical guides for BLM and  
28 interagency fire management operations.

29

**30 Aviation Group Manager**

- 31 • Serves as principal aviation advisor to the Director, Office of Fire and  
32 Aviation, other staffs, states, and to the DOI.
- 33 • Identifies and develops bureau aviation policies, methods and procedures,  
34 as well as standardized technical specifications for a variety of specialized  
35 firefighting and other missions for incorporation into the directives system.
- 36 • Coordinates aviation-related activities between the WO, states, and with  
37 other wildland firefighting, regulatory, investigative, and military agencies  
38 and services.
- 39 • Coordinates provision and use of aviation resources with Business  
40 Practices, aviation user staffs at the WO, and state office level.
- 41 • Represents the BLM at interagency meetings, in interagency committees  
42 developing government-wide aviation policies, requirements, procedures,  
43 reports, and at aviation industry meetings and conventions.
- 44 • Develops and implements aviation safety programs, accident investigation  
45 procedures, and aviation safety trend analyses.

- 1 • Plans and conducts reviews and evaluations of state aviation programs.
- 2 • Plans and conducts technical and managerial analyses relating to the
- 3 identification of aviation organization and resources appropriate for agency
- 4 use, cost-effectiveness of aviation firefighting, other specialized missions,
- 5 aircraft acquisition requirements, equipment developmental needs, and
- 6 related areas.

7

#### 8 **Planning and Resources Group Manager**

- 9 • Responsible for the development and implementation of the bureau wide
- 10 fire planning program. Provides guidance and assistance in administering
- 11 the technical and operational aspects of the Bureau's fire planning program
- 12 at the regional and agency levels for the accurate identification of program
- 13 funding needs. Checks for accuracy in computations with instructions and
- 14 policies.
- 15 • Responsible for the development and coordination of the Bureau's
- 16 prescribed fire, fuels management, and fire prevention annual program, and
- 17 recommends the distribution of program funds to regions.
- 18 • Tracks all fuels management fund distributions and prior year carryover
- 19 funds. Develops and maintains a national database for fuels management
- 20 accomplishments in Indian Trust Lands.
- 21 • Analyzes hazards and risks in the wildland urban interface using fuels
- 22 modification or reduction techniques, and develops recommendations for
- 23 bureau-wide application. Examines and analyzes laws and regulations
- 24 pertaining to prescribed fire use/fuels management in the wildland urban
- 25 interface, and works with top level bureau representatives, states and rural
- 26 fire districts to recommend policy which will achieve uniformity.
- 27 • Serves as the BLM's primary subject matter expert for National Fire
- 28 Management Analysis System (NFMAS) fire planning, Personal Computer
- 29 Historical Analysis (PCHA), Geographic Information System (GIS),
- 30 Global Positioning System (GPS), Lightning Detection System (LDS),
- 31 Weather Information Management System (WIMS), prescribed fire
- 32 software programs, and provides user training in those applications.

33

#### 34 **Support Services Group Manager**

- 35 • Manage all aspects of the responsibilities and programs under the
- 36 jurisdiction of NIFC for the benefit of the BLM and cooperating agencies.
- 37 • Directs the accomplishment of the approved operating budget, exercising
- 38 appropriate control to assure program quality goals are met according to
- 39 established standards.
- 40 • Interprets departmental and bureau policies and directives as they affect
- 41 NIFC programs.
- 42 • Participates in the bureau-wide and interagency task force activities as a
- 43 leader or member.
- 44 • Responsible for the NIFC Site and Facilities Management, Business
- 45 Practices, Human Resources, and Information Resource Management.

- 1 • Is a focal point and frequent spokesperson for the bureau and the national  
2 level management, assures a public awareness of bureau programs and  
3 coordinates with key officials in affected federal agencies, states, and  
4 occasionally with other entities such as: foreign governments, private  
5 individuals, private organizations, vendors, suppliers, transportation  
6 groups, airlines, and others.
- 7 • Supports the implementation of the Bureau's  
8 Automation/Modernization/Information Resource Management (IRM)  
9 initiatives as they apply to the BLM/NIFC.

10

**11 External Affairs Group Manager**

- 12 • Responsible for coordination of information between the Departmental  
13 Office of Wildland Fire Coordination to the BLM, BIA, USFWS, NPS, FS,  
14 NASF, and FEMA at NIFC.
- 15 • Responsible for coordination of the responses to: OMB, GAO,  
16 congressional, political and other external inquires between agencies and  
17 departments, establishing and maintaining cooperative relationships  
18 resulting in quality work products.
- 19 • Serves as the manager of the External Affairs program for the National  
20 Interagency Fire Center.
- 21 • Develops recommendations pertaining to External Affairs aspects for BLM  
22 Fire and Aviation policies.
- 23 • Initiates External Affairs policies and procedures pertaining to Fire and  
24 Aviation for adoption at the department level in conjunction with other  
25 departments and agencies.
- 26 • Serves as personal and direct representative of the Director, Office of Fire  
27 and Aviation at various meetings and functions with members of congress  
28 and staff, state governors and legislatures, officials of local, state and  
29 federal agencies, major private corporations, public and private interest  
30 groups, and foreign governments.
- 31 • Serves as External Affairs expert and consultant to the Director, Office of  
32 Fire and Aviation on a wide variety of issues and policies of controversial  
33 nature, providing analysis and advice on public reaction to major policy  
34 and program issues.

35

**36 Equal Employment Opportunity Manager (EEO)**

- 37 • Manages the Equal Employment Opportunity (EEO) program in  
38 accordance with legal, regulatory, and policy requirements.
- 39 • Manages and directs the Counseling Program, and Alternative Dispute  
40 Resolution (ADR) programs, in accordance with Equal Employment  
41 Opportunity Commission (EEOC) regulations and BLM policy as well as  
42 for other NIFC agencies.
- 43 • Advises managers and aggrieved persons of employee rights and  
44 responsibilities, procedural options and timeframes in conflict situations,  
45 formulates proposed resolutions.

- 1 • Negotiates with managers, aggrieved persons and their representatives to
- 2 informally resolve EEO matters, and executes final settlement agreements.
- 3 • Manages the Affirmative Employment Program (AEP).
- 4 • Develops and maintains the accessibility program for the disabled, required
- 5 under Section 504 of the Rehabilitation Act of 1973, as amended, and the
- 6 Americans with Disability Act (ADA of 1990).
- 7 • Conducts analyses to evaluate progress in meeting equal employment
- 8 opportunity program goals.
- 9 • Administers training activities for the organization.
- 10 • Provides managers and supervisors with guidance and advice on issues
- 11 related to EEO/civil rights program activities.
- 12 • Represents the organization in meetings with public and private groups,
- 13 universities, minority and women's organizations, other DOI components,
- 14 and other federal agencies.

15

**16 International Program Coordinator**

- 17 • Defines the mission, goals, and objectives of the BLM Office of Fire and
- 18 Aviation International Program (IP).
- 19 • Develops and updates written guidelines for Internal Affairs and manages
- 20 the program on a day-to-day basis.
- 21 • Is the primary liaison between BLM and departmental level offices
- 22 (Policy, Management and Budget, External and Inter-governmental
- 23 Affairs, and the Solicitor's Office) on Fire and Aviation's IP activities.
- 24 • Initiates, plans, and coordinates the preparation of letters of invitation,
- 25 necessary visas and clearances, prepares agendas, and presents briefings to
- 26 high level international visitors brought to the United States through the IP.
- 27 • Collaborates in the formulation of interagency fire management and fire
- 28 suppression program activities in order to identify and promote domestic
- 29 "best practices" for potential use in the international fire management
- 30 environment.
- 31 • Advises the Director and other senior managers within the Office of Fire
- 32 and Aviation on issues related to BLM involvement in all-risk disasters
- 33 such as wildfire, other natural disasters, and terrorism.
- 34 • Identifies qualified BLM employees for international disaster assistance
- 35 support and international assignments.
- 36 • Coordinates the interagency relationship with the Forest Service's Disaster
- 37 Assistance Support Program (DASP), the U.S. Agency for International
- 38 Development's Office of Foreign Disaster Assistance (OFDA), and
- 39 manages the MOU between DASP and BLM.
- 40 • Provides leadership in developing disaster management coordination
- 41 mechanisms, procedures, methodologies, and written guidelines for use
- 42 during international disaster response activities with DASP, OFDA, the
- 43 Department of Defense, UN relief organizations, and humanitarian relief
- 44 organizations.

- 1 • Performs as both the National Military Logistics Coordinator and the  
 2 International Logistics Coordinator during National Preparedness Levels 4  
 3 and 5.  
 4

5 **State Director**

6 The State Director is responsible to the Director of BLM for fire management  
 7 programs and activities within their state. The State Director will meet the  
 8 required elements outlined in the *Interagency Fire Program Management*  
 9 *Qualifications Standards and Guide* and ensure training is completed to support  
 10 delegations to line managers and principal actings.

11

12 **District/Field Manager**

13 The District/Field Manager is responsible to the State Director for the safe and  
 14 efficient implementation of fire management activities within their unit. This  
 15 includes cooperative activities with other agencies or landowners in accordance  
 16 with delegations of authorities. The District/Field Manager and their principal  
 17 actings will meet the required elements outlined in the *Management*  
 18 *Performance Requirements for Fire Operations* below.  
 19  
 20

**Management Performance Requirements for Fire Operations**

PERFORMANCE REQUIRED	OF&A Directorate	State Director /Associate	District /Resource Area Manager	Field Manager
1. Ensures that Fire Management Plans (FMP) reflects the agency commitment to firefighter and public safety, while utilizing the full range of fire management activities available for ecosystem sustainability.	X	X	X	X
2. Develops fire prevention, fire suppression, and fire use standards that are compliant with agency fire policies.	X	X	X	X
3. Ensures use of fire funds is in compliance with department and agency policies.	X	X	X	X

PERFORMANCE REQUIRED	OF&A Directorate	State Director /Associate	District /Resource Area Manager	Field Manager
4. Ensures that incident responses will be based on current and approved Resource Management Plans (RMP) and FMPs.		X	X	X
5. Attends the <i>Fire Management Leadership Course</i> . Ensure that personnel delegated fire program responsibilities have completed the <i>Fire Management Leadership Course</i> .			X	X
6. Provides a written Delegation of Authority to FMOs that gives them an adequate level of operational authority. If fire management responsibilities are zoned, ensure that all appropriate Agency Administrators have signed the delegation.		X	X	X
7. Ensures that only trained, certified fire and non-fire personnel are available to support fire operations at the local and national level.	X	X	X	X
8. Ensures that master agreements with cooperators are valid and in compliance with agency policy, and that attached Annual Operating Plans are current.	X	X	X	X
9. Personally visits at least one wildland and one prescribed fire each year.			X	X
10. Annually convenes and participates in pre-and post season fire meetings.	X	X	X	X

PERFORMANCE REQUIRED	OF&A Directorate	State Director /Associate	District /Resource Area Manager	Field Manager
11. Reviews critical operations and safety policies and procedures with fire and fire aviation personnel.		X	X	X
12. Ensures timely follow-up to fire management program reviews.	X	X	X	X
13. Ensures that fire and fire aviation preparedness reviews are conducted annually in all unit offices. Personally participate in at least one review annually.	X	X	X	X
14. Ensures that investigations are conducted for incidents with potential, entrapments, and serious accidents as per agency policy.	X	X	X	X
15. Provides a written delegation of authority, WFSAs, and an Agency Administrator Briefing to Incident Management Teams.		X	X	X
16. Ensures that resource advisors are identified, trained and available for incident assignment. Refer to <i>Resource Advisors Guide for Wildland Fire</i> PMS 313, NFES 1813, Nov 1996.			X	X
17. Attends post fire closeout on Type 1 and Type 2 fires. (Attendance may be delegated.)		X	X	X



PERFORMANCE REQUIRED	OF&A Directorate	State Director /Associate	District /Resource Area Manager	Field Manager
18. Ensures that a Wildland Fire Implementation Plans (WFIP) are completed, implemented and updated daily for all fires managed as wildland fire use.		X	X	X
19. Ensures that trespass actions are initiated and documented to recover cost of suppression activities, land rehabilitation, and damages to the resource and improvements for all human-caused fires where liability can be determined, as per " <i>Fire Trespass Handbook</i> " H-9238-1.		X	X	X
20. Ensures compliance with National and State Office policy for prescribed fire activities. Provides periodic reviews of the prescribed fire program.	X	X	X	X
21. Ensures that Prescribed Fire Plans are approved and meet agency policies.		X	X	X
22. Ensures that the Prescribed Fire Plan has been reviewed and recommended by a qualified technical reviewer who was not involved in the plan preparation.			X	X
23. Ensures that a policy has been established to review and sign the go-no/go checklist.			X	X

PERFORMANCE REQUIRED	OF&A Directorate	State Director /Associate	District /Resource Area Manager	Field Manager
24. Ensures Unit Safety Program is in place, has a current plan, has an active safety committee, and includes the fire program.	X	X	X	X
25. Annually updates and reviews the <i>Agency Administrator's Guide to Critical Incident Management</i> (NFES 1356)	X	X	X	X
26. Ensure that current fire and weather information is posted and available for all employees.			X	X

1

2 **State Office**

3 The State Fire Management Officer (SFMO) provides leadership for their  
4 agency fire and fire aviation management program. The SFMO is responsible  
5 and accountable for providing planning, coordination, training, technical  
6 guidance, and oversight to the state fire management programs. The SFMO also  
7 represents the State Director on interagency geographic coordination groups and  
8 Multi-Agency Coordination (MAC) groups. The SFMO provides feedback to  
9 Districts/Field Offices on performance requirements.

10

11 **District/Field Office**

12 The District/Field Office Fire Management Officer (FMO) is responsible and  
13 accountable for providing leadership for fire and fire aviation management  
14 programs at the local level. The FMO determines program requirements to  
15 implement land use decisions through the Fire Management Plan (FMP) to meet  
16 land management objectives. The FMO negotiates interagency agreements and  
17 represents the District/Field Office Manager on local interagency fire and fire  
18 aviation groups.

19

20 **Manager's Oversight**

21 Agency Administrators are required to personally visit an appropriate number of  
22 fires each year. Appendix A contains information to support the Agency  
23 Administrators during these visits.

24

25 **After Action Review**

26 Appendix B the "Managers Supplement for After Action Review" emphasizes  
27 the factors that are critical for ensuring safe and efficient wildland fire

1 suppression, and provides examples for managers to use in their review of  
2 incident operations and incident commanders.

3

4 Requirements for fire management positions are outlined in the Interagency Fire  
5 Program Management Qualifications Standards and Guide, referred to as the  
6 IFPM Standard. The supplemental Qualification Standard for professional GS-  
7 0401 Fire Management Specialist positions, approved by the Office of Personnel  
8 Management, is also included in the IFPM Standard. The Interagency Fire  
9 Program Management Qualification Standards and Guide can be found in it's  
10 entirety on the IFPM website:

11 [http://www.nifc.gov/training\\_quals/IFPM/ifpm.htm](http://www.nifc.gov/training_quals/IFPM/ifpm.htm)

12

### 13 **Training for Acting Agency Administrators**

14 The following training is required for acting Agency Administrators

- 15 • National- *Fire Management Leadership*
- 16 • Geographic- *Local Fire Management Leadership*

17

18 The national course is the preferred alternative. The training should be  
19 completed within two years of appointment to a designated management  
20 position.

21

22 Experience requirements for positions in AFS, O&C Districts, NIFC, national  
23 office, and other fire management positions in units and state/regional offices  
24 will be established as vacancies occur, but will be commensurate with the  
25 position's scope of responsibilities. The developmental training to fully achieve  
26 competencies should be addressed in an IDP within a defined time period.

27

### 28 **Fire Management Staff Performance Requirements for Fire Operations**

PERFORMANCE REQUIRED	State FMO	District/ Zone FMO	Field Office/ Resource Area FMO
1. Establishes and manages a safe, effective, and efficient fire program.	X	X	X
2. Ensures that the Fire Management Plan (FMP) reflects the agency commitment to firefighter and public safety, while utilizing the full range of fire management activities available for ecosystem sustainability. <i>(Federal Wildland Fire Management Plan 2001 [FWFMP])</i>	X	X	X
3. Provides the expertise and skills to fully integrate fire and fire aviation management into interdisciplinary planning efforts.	X	X	X

<b>PERFORMANCE REQUIRED</b>	<b>State FMO</b>	<b>District/ Zone FMO</b>	<b>Field Office/ Resource Area FMO</b>
4. Ensures that only trained and qualified personnel are assigned to fire and fire aviation duties.	X	X	X
5. Ensures completion of a Job Hazard Analysis (JHA) for fire and fire aviation activities so mitigation measures are taken to reduce risk.		X	X
6. Ensures compliance with work/rest guidelines during all fire and fire aviation activities.	X	X	X
7. Ensures that the fire and fire aviation management employees understand their role, responsibilities, authority, and accountability.	X	X	X
8. Organizes, trains, equips, and directs a qualified work force. Establishes and implements performance review process.	X	X	X
9. Develops, implements, evaluates, and documents fire and fire aviation training to meet current and anticipated needs.	X	X	X
10. Ensures fire and fire aviation policies are understood, implemented, and coordinated with other agencies as appropriate.	X	X	X
11. Monitors fire suppression activities to recognize when complexity levels exceed program capabilities. Increases managerial and operational resources to meet the need.	X	X	X
12. Monitors fire season severity predictions, fire behavior, and fire activity levels. Takes action to ensure safe, efficient, and effective operations.	X	X	X
13. Ensures that master agreements with cooperators are valid and in compliance with agency policy, and that attached Annual Operating Plans are current.	X	X	X
14. Develops, maintains and implements current operational plans. (e.g., dispatch, preparedness, prevention).		X	X
15. Ensures use of fire funds is in compliance with department and agency policies.	X	X	X

PERFORMANCE REQUIRED	State FMO	District/ Zone FMO	Field Office/ Resource Area FMO
16. Ensures that fire severity funding is requested, used, and documented in accordance with agency standards ( <i>Interagency Standards for Fire and Fire Aviation Operations</i> , Chapter 9).	X	X	X
17. Reviews and approves appropriate overtime authorization requests for personnel providing fire suppression coverage during holidays, special events, and abnormal fire conditions.		X	X
18. Ensures a process is established to communicate fire info to public, media, and cooperators.	X	X	X
19. Annually convenes and participates in pre-and post season fire meetings. Specifically address management controls and critical safety issues.	X	X	X
20. Oversees pre-season preparedness review of fire and fire aviation program.	X	X	X
21. Initiates, conducts, and/or participates in fire program management reviews and investigations.	X	X	X
22. Personally participates in periodic site visits to individual incidents and projects.		X	X
23. Utilizes the Incident Complexity Analysis appendix L & M to ensure the proper level of management is assigned to all incidents.	X	X	X
24. Ensures that transfer of command occurs as per appendix D on incidents.		X	X
25. Ensures that incoming personnel and crews are briefed prior to fire and fire aviation assignments.		X	X
26. Ensures an accurate and defensible Wildland Fire Situation Analysis (WFSA) is completed and updated daily for all fires that escape initial attack.	X	X	X
27. Ensures that a Wildland Fire Implementation Plan (WFIP) is completed, approved, and certified daily for all fires managed for Wildland Fire Use objectives.	X	X	X

PERFORMANCE REQUIRED	State FMO	District/ Zone FMO	Field Office/ Resource Area FMO
28. Works with cooperators, groups and individuals develop and implement processes and procedures for providing fire safe communities within the wildland urban interface.	X	X	X
29. Ensures that trespass actions are initiated and documented to recover cost of suppression activities, land rehabilitation, and damages to the resource and improvements for all human-caused fires where liability can be determined, as per H-9238-1.	X	X	X
30. Ensures training for fire cause determination and fire trespass.	X	X	X
31. Ensures compliance with National and State Office policy for prescribed fire activities. Provides periodic reviews of the prescribed fire program.	X	X	X
32. Annually updates and reviews the <i>Agency Administrator's Guide to Critical Incident Management</i> . (NFES 1356)	X	X	X
33. Ensures that fire season severity predictions, weather forecasts, fire behavior predictors, and fire activity levels are monitored and communicated daily to all employees (hard copy, web page, email, radio, or fax).		X	X
34. Uses current National and Local Mobilization Guides and ensures that national, geographic and local mobilization standards are followed.	X	X	X
35. Complies with established property control/management procedures.	X	X	X

1

2 **Delegation of Authority**

3

4 **Delegation for State Fire Management Officers**

5 In order to effectively perform their duties, a SFMO must have certain  
6 authorities delegated from the State Director. This delegation is normally placed  
7 in the state office supplement to agency manuals. This delegation of authority  
8 should include the following roles and responsibilities:

- 1 • Serve as the State Director’s authorized representative on geographic area
- 2 coordination groups, including MAC groups.
- 3 • Coordinate and establish priorities on uncommitted fire suppression
- 4 resources during periods of shortages.
- 5 • Coordinate logistics and suppression operations statewide.
- 6 • Relocate agency pre-suppression/suppression resources within the
- 7 state/region based on relative fire potential/activity.
- 8 • Correct unsafe fire suppression activities.
- 9 • Direct accelerated, aggressive initial attack when appropriate.
- 10 • Enter into agreements to provide for the management, fiscal, and
- 11 operational functions of combined agency operated facilities.
- 12 • Suspend prescribed fire activities when warranted.
- 13 • Give authorization to hire Emergency Firefighters in accordance with the
- 14 DOI Pay Plan for Emergency Workers.
- 15 • Approve emergency fire severity funding expenditures not to exceed the
- 16 agency’s annual authority.
- 17 • Appendix C provides a sample “Delegation of Authority”.

18  
19 **Safety Officer**

20 Safety and occupational health program responsibilities are interwoven  
21 throughout Bureau program areas, including fire management. Safety of our  
22 employees lies within every level of the organization and program  
23 implementation can have a direct impact on firefighting personnel. To ensure  
24 that program requirements are met, the following checklist shall be utilized.

25 **Safety Responsibilities to the Fire Program**

PERFORMANCE REQUIRED	State Safety Manager	District/Zone Safety Manager	Unit Fire Management Officer	Field/Resource Area Manager
1. A Unit Safety Plan, addressing general safety and health program management, has been approved by the Agency Administrator.		X	X	X
2. A work place hazard/risk assessment has been completed for non suppression related fire activities.		X		
3. An individual has been designated as the Unit Safety Officer.	X			X
4. Maintains a working relationship with all facets of the fire organization including outstations.		X	X	

PERFORMANCE REQUIRED	State Safety Manager	District/Zone Safety Manager	Unit Fire Management Officer	Field/Resource Area Manager
5. A safety committee or group which includes fire representation is organized to monitor safety and health concerns and activities.		X	X	X
6. Written safety and health programs required by OSHA are in place and being implemented to include fire personnel.	X	X		
7. Employees are being provided mandatory safety and health training.		X	X	
8. Fire safety programs (e.g., SAFENET, 6 Minutes for Safety, Safety Alerts) are known and being utilized.			X	
9. Safety publications are available to all fire employees (e.g., <i>Incident Response Pocket Guide</i> , <i>1112-2 Manual</i> , <i>Fireline Handbook 410-1</i> ).			X	
10. Procedures are in place to ensure <i>Interagency Standards for Fire and Fire Aviation Operations</i> is being followed.			X	
11. Procedures are in place to monitor WCT results and ensure medical examination policies are followed.			X	
12. Material Safety Data Sheets (MSDS) are present, accessible, and available for all hazardous materials used and stored in the work area.		X	X	
13. Special projects risk assessments are completed and crew briefings are given prior to beginning work.		X	X	



PERFORMANCE REQUIRED	State Safety Manager	District/Zone Safety Manager	Unit Fire Management Officer	Field/Resource Area Manager
14. Procedures are in place to purchase non-standard equipment as identified in the JHA/Risk Assessment process, and to ensure compliance with consensus standards (e.g., ANSI, NIOSH) for PPE.	X	X		X
15. PPE is being supplied, serviceable, and being utilized.		X	X	
16. Ensures tailgate safety meetings are held and documented.			X	
17. Monitors and reviews wildland fire activities to ensure adherence to agency safety policy.		X	X	
18. Procedures are in place for reporting unsafe and unhealthful working conditions.		X		X
19. Accident reporting procedures are documented and supervisors are trained in the use of Safety Management Information System (SMIS).	X	X		X
20. Injury data is monitored and reviewed to determine trends affecting the health and welfare of employees.	X	X		
21. General facility and work areas inspections are conducted to ensure requirements are met per 29 CFR 1910.	X	X		

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**Employee Responsibility**

All employees, cooperators, contractors, and volunteers who participate in wildland fire operations have the duty to treat one another with respect and to maintain a work environment free of misconduct and harassment.

Misconduct includes but is not limited to: alcohol misuse, driving while intoxicated, the use of illegal drugs, hazing, insubordination, disregard for policies and procedures and the destruction or theft of government property.

1 Harassment is coercive or repeated, unsolicited and unwelcome verbal  
2 comments, gestures or physical contacts and includes retaliation for confronting  
3 or reporting harassment.

4  
5 Harassment and misconduct will not be tolerated under any circumstances and  
6 will be dealt with in the strictest of terms. We must all take responsibility for  
7 creating and ensuring a healthy and safe work environment. Employees who  
8 experience or witness harassment, misconduct or any inappropriate activity  
9 should report it to the proper authority immediately.

10  
11 **Examples of harassment and misconduct**

- 12 • **Physical conduct-** Unwelcome touching, standing too close, looking up  
13 and down, inappropriate or threatening staring or glaring, obscene,  
14 threatening, or offensive gestures.
- 15 • **Verbal or written misconduct-** Inappropriate references to body parts;  
16 derogatory or demeaning comments, jokes, or personal questions; sexual  
17 innuendoes; offensive remarks about race, gender, religion, age ethnicity,  
18 or sexual orientation: obscene letters or telephone calls, catcalls, whistles  
19 or sexually suggestive sounds.
- 20 • **Visual or symbolic misconduct-** Display of nude pictures, scantily-clad,  
21 or offensively-clad people; display of offensive, threatening, demeaning, or  
22 derogatory symbols, drawings, cartoons, or other graphics; offensive  
23 clothing or beverage containers, bumper stickers, or other articles.
- 24 • **Hazing-** Hazing is considered a form of harassment. “Hazing” is defined  
25 as *“any action taken, or situation created intentionally, to produce mental*  
26 *or physical discomfort, embarrassment, or ridicule”*.
- 27 • **Alcohol-** The use of alcohol during any work period is strictly prohibited.  
28 The performance of job duties while under the influence of alcohol is  
29 prohibited. Underage personnel alcohol use is prohibited at all times