

Chapter – 1

BIA Wildland Fire and Aviation Program Organization and Responsibilities

A. Introduction

This guide is intended to be a program reference guide that documents the standards for operations and fire business practices of the Bureau of Indian Affairs (the Bureau), Wildland Fire Management Program. These standards and practices are based on policy and provide program guidance to ensure safe, consistent, efficient and effective wildland fire and aviation operations. For more information, see www.bia.gov/NIFC

B. Wildland Fire Management Organization

The Bureau's Branch of Wildland Fire Management 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. Oversight Responsibilities

1. Director, Branch of Wildland Fire Management

The Director, Branch of Wildland Fire Management, is also identified by the title Fire Director, Bureau of Indian Affairs (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 wildland fire policy, prescribed fire and fuels management to achieve hazardous fuel reduction and resource management objectives.
- c. Integrates wildland fire procedures into natural resource management.
- d. Establishes position competencies, standards and minimum qualifications for fire management officers, wildland fire specialists and leaders based on federal interagency standards recommended by the National Wildfire Coordinating Group (NWCG).

- e. Implements the interagency Fire Program Analysis (FPA) process and develops procedures and standards for the distribution of program resources.
- f. Reviews and evaluates regional Wildland Fire Management (WFM) programs.
- g. Represents the Bureau in the coordination of overall wildland fire management activities at NIFC and on intra- and interagency wildland fire committees, groups and working teams.
- h. In conjunction with other National Directors, establishes priorities for assignment of critical resources during wildfire emergencies.
- i. Serves as the BIA representative on the NWCG, Executive Board.
- j. Initiates or participates in Boards of Review concerning actions taken on selected wildland fires.
- k. Negotiates agreements and/or modifications of existing national agreements to improve wildland fire management activities on Indian trust lands.
- l. Reviews funding requests for hazardous fuel reduction, wildland fire prevention, community assistance, fire facilities and deferred maintenance construction, and rehabilitation requests. Makes determinations on funding levels and recommends approval to the Deputy Bureau Director, Trust Services, based on guiding principles in the *Federal Fire Policy*, National Fire Plan (NFP), Cohesive Strategy (CS), supporting documents and Secretarial directives.
- m. Determines and approves funding levels for severity and emergency stabilization requests.

2. Deputy Director, Branch of Wildland Fire Management

- a. Shares all the responsibilities and duties of and serves as ex-officio to the Director, Branch of Wildland Fire Management.
- b. Provides oversight and direction to the Branch's Administrative, Budget, Information Technology (IT), and Public Affairs sections.
- c. Serves as liaison between the Branch and the Office of the Chief Information Officer-Indian Affairs (OCIO-IA) for all IT support issues.

3. Assistant Director, Fire Operations

- a. Oversees administration and coordination of the following Bureau's programs: preparedness, Model 52 Engine, hotshot, emergency firefighter (EFF), rural fire assistance, ready reserve, fire facility construction and deferred maintenance, suppression, severity, emergency stabilization (ES) and burn area rehabilitation (BAR).
- b. Develops policies in collaboration with Federal and State cooperators relating to wildland fire operations in Indian country. Provides specialized staff assistance to Departmental and Bureau officials.
- c. Represents the Bureau on issues related to interagency fire operations nationally.

4. Associate Director, Fire Use & Fuels Management

- a. Responsible for the development and coordination of the Bureau's prescribed fire, fuels management, and fire prevention annual program and recommends the distribution of program funds to Regions.
- b. Tracks all fuels management fund distributions and prior year carryover funds. Develops and maintains a national database for fuels management accomplishments in Indian Country.
- c. Analyzes hazards and risks in the wildland urban interface using fuel modification or reduction techniques and develops and makes recommendations for Bureau-wide application. Examines and analyzes laws and regulations pertaining to prescribed fire use/fuels management in the wildland urban interface, and works with top level representatives of Tribes, states and rural fire districts to recommend policy which will achieve uniformity.

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.
- b. Serves as Bureau's primary subject matter expert on the following: Fire Planning Reference, Elements, Procedures (Fire PREP), Wildland Fire Management Information (WFMI) System, Weather Information Management System (WIMS), Wildland Fire Decision Support System (WFDSS), Fire Danger Rating System program, Remote Automated Weather Systems (RAWS) and related support systems, and provides user training in those applications.

6. Assistant Director, Training

- a. Responsible for developing, coordinating, and implementing wildland fire training programs. Formulates procedures and instructions for conducting training need analysis and usage of training materials.
- b. Develops long range plans for what the training and development structure, organization, direction, policies, programs, services and practices will be to accomplish the mission.
- c. Is a member of NWCG Operations and Workforce Development Committee and the Interagency Aviation Training Advisory Group on matters concerning job analysis, curriculum needs, and succession planning and development.

7. Aviation Program Manager

- a. Recommends and develops policy standards and procedures for the management and operation of the Bureau's wildland fire aviation support activities.
- b. Plans and executes analysis of scientific, technological, and economic factors pertaining to aircraft and personnel performance to ensure proper selection to fulfill specific or "special use" missions.
- c. Interprets Federal Aviation Administration (FAA) regulations and departmental policies. Prepares guidance and procedural manuals for Bureau aviation operations.
- d. Serves as the Bureau's authority on aviation technical and economic matters, practices, and techniques. Provides consultation and assistance to Office of Justice Services, and Deputy Bureau Director of Trust Services in aircraft operating procedures, pilot and aircraft certification programs, and air operations safety and training programs.
- e. Represents the Deputy Bureau Director, Trust Services, in meetings, conferences, and negotiations with other Federal and State agencies and with non-governmental organizations such as aircraft and equipment manufacturers. Serves as the Bureau representative on the Aviation Board of Directors Working Group (ABOD).
- f. Plans and executes specialized aviation programs to include aircraft acquisition and safety, training, and maintenance. Assures certification of pilots and aircraft for Bureau use.
- g. Manages specialists to provide services in aviation flight activities, safety, training, data analysis, aviation budgets, and program coordination.
- h. Participates in or leads safety inspections and evaluations of Region/Agency aviation organizations, standards and procedures and operational activities for compliance with Federal Acquisition Regulations, Office of Safety and Health Administration (OSHA), and other federal regulations, Departmental and agency rules, policies, and required effectiveness and economy. Has full authority to instantly curtail any Bureau aviation activity observed to be in violation of directives or operating in an unsafe manner endangering lives and/or equipment, and presenting an unnecessary hazard to the safety of personnel involved.

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

