Chapter 02
BLM Wildland Fire and Aviation Program
Organization and Responsibilities

Introduction

This chapter 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 chapter will be reviewed and updated annually.

BLM Fire Operations Website

BLM Fire Operations maintains a website that hosts operational, informational, and policy-related documents. The website also contains information about the National Fire Equipment Program, the BLM Fire Training Unit, and the BLM Fire Operations Group and its subcommittees. This website is referenced throughout this document. The address of the BLM Fire Operations website is: http://web.blm.gov/internal/fire/fire_ops/index.html

Fire and Aviation Directorate

The BLM Fire and Aviation Directorate (FAD) consists of the Assistant Director (FA) in Boise, the Deputy Assistant Director (FA) in Washington, DC, the Fire Operations Division Chief, the Aviation Division Chief, the Planning and Resources Division Chief, the Support Services Division Chief, the Budget and Evaluation Chief, the External Affairs Division Chief, and the Equal Employment Opportunity Manager.

Program Manager Responsibilities

Assistant Director, Fire and Aviation (FA-100)
- 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.

1   ● Implements the interagency Fire Program Analysis (FPA) process and
2   develops procedures and standards for the distribution of program
3   resources.
4   ● Reviews and evaluates state fire and aviation management programs.
5   ● Represents the BLM in the coordination of overall fire and aviation
6   management activities at National Interagency Fire Center (NIFC), on intra-
7   and interagency fire committees, groups, and working teams.
8   ● In conjunction with Federal Fire Directors, establishes priorities for
9   assignment of critical resources during wildland fire emergencies.
10 ● Initiates or participates on Boards of Review concerning actions taken on
11   selected wildland fires.
12 ● Negotiates cooperative agreements and/or modifications of existing national
13   level agreements to improve fire and aviation management activities on
14   Bureau lands.
15 ● Reviews funding requests for severity, hazardous fuel reduction, and
16   emergency rehabilitation of Bureau lands damaged by wildland fires; makes
17   determinations on funding levels and recommends approval to the BLM
18   Director.
19 ● Serves as designated contact for the United States Department of the
20   Treasury for the certification and revocation of Certifying Officers and
21   Assistant Disbursing Officers (CO/ADO) and Designated Officials for
22   emergency incident payments.
23
24 **Equal Employment Opportunity Manager (EEO) (FA-102)**
25 ● Manages the Equal Employment Opportunity (EEO) program in accordance
26   with legal, regulatory, and policy requirements.
27 ● Manages and directs the Counseling Program, and Alternative Dispute
28   Resolution (ADR) programs, in accordance with Equal Employment
29   Opportunity Commission (EEOC) regulations and BLM policy as well as
30   for other NIFC agencies.
31 ● Advises managers and aggrieved persons of employee rights and
32   responsibilities, procedural options and timeframes in conflict situations and
33   formulates proposed resolutions.
34 ● Negotiates with managers, aggrieved persons and their representatives to
35   informally resolve EEO matters, and executes final settlement agreements.
36 ● Manages the Affirmative Employment Program (AEP).
37 ● Develops and maintains the accessibility program for the disabled, required
38   under Section 504 of the Rehabilitation Act of 1973, as amended, and the
39   Americans with Disability Act (ADA of 1990).
40 ● Conducts analyses to evaluate progress in meeting equal employment
41   opportunity program goals.
42 ● Administers training activities for the organization.
43 ● Provides managers and supervisors with guidance and advice on issues
44   related to EEO/civil rights program activities.

- Represents the organization in meetings with public and private groups, universities, minority and women's organizations, other DOI components, and other federal agencies.

Support Services Division Chief (FA-200)

- Manages all aspects of the responsibilities and programs under the jurisdiction of NIFC for the benefit of the BLM and cooperating agencies.
- Directs the accomplishment of the approved operating budget, exercising appropriate control to assure program quality goals are met according to established standards.
- Interprets departmental and Bureau policies and directives as they affect NIFC programs.
- Participates in the BLM-wide and interagency task force activities as a leader or member.
- Responsible for the NIFC Site and Facilities Management, Business Practices, Human Resources, and Information Resource Management.
- Is a focal point and frequent spokesperson for the Bureau and the national level management, assures a public awareness of Bureau programs and coordinates with key officials in affected federal agencies, states, and occasionally with other entities such as: foreign governments, private individuals, private organizations, vendors, suppliers, transportation groups, airlines, and others.
- Supports the implementation of the BLM's Automation/Modernization/ Information Resource Management (IRM) initiatives as they apply to BLM/NIFC.

Fire Operations Division Chief (FA-300)

- Serves as the principal technical expert on fire operations to the Assistant Director (FA), Deputy Assistant Director (FA), and to the BLM State Fire Programs.
- Provides the Assistant Director (FA) and the Deputy Assistant Director (FA) technical advice, operational oversight, and leadership in all aspects of fire operations.
- Performs annual fire program preparedness reviews. Evaluates compliance with policies, objectives, and standards. Assesses operational readiness and provides technical assistance to solve identified problems. Performs other operations reviews as required/requested.
- Assists the Assistant Director (FA) and Deputy Assistant Director (FA), in the formulation and establishment of national policies and programs pertinent to wildland fire preparedness, suppression, shared national resources, safety, training, and equipment.
- Serves as the BLM technical expert on national interagency mobilization and utilization of fire suppression resources.
- Develops national plans, standards, and technical guides for the BLM and interagency fire management operations.

1　● Develops and implements safety programs, accident investigation
2　procedures, and safety trend analyses.
3　● Supervises the Branch of Radio Operations (FA-350) which is responsible
4　for tactical and operational national radio planning for the Bureau to meet
5　the needs of all business users (law enforcement (LE), fire, cadastral survey,
6　recreation, and natural resource programs). FA-350 is responsible for
7　managing the BLM's nationwide radio frequency (RF) assignments;
8　conducting management control reviews; user satisfaction surveys; Exhibit
9　300 Business Case; operational analysis; equipment test plans; testing
10　resources for the DOI Technical Service Center (TSC); implementation of
11　facilities standards, and management of equipment lifecycles.
12

13 **Budget and Evaluation Division Chief (FA-400)**
14　● Serves as principal budget advisor of the Wildland Fire program to the
15　Assistant Director (FA), Deputy Assistant Director (FA), BLM Fire
16　Leadership Team, and to other BLM staffs.
17　● Serves as primary BLM representative in the DOI Wildland Fire Budget
18　formulation and execution process.
19　● Represents BLM on the DOI Fire Budget Team and at other interagency
20　meetings in regards to budget related policies, requirements, procedures,
21　and reports.
22　● Coordinates all budget activities between Washington Office, Office of
23　Wildland Fire Coordination, and Fire and Aviation.
24　● Provides national oversight for BLM Wildland Fire program budget
25　formulation, justification, and execution. Responsible for the development
26　and preparation of the budget justifications, Planning Target Allocation,
27　Annual Work Plan, capability statements, effects statements, and
28　congressional responses.
29　● Reviews NIFC offices at mid-year, third quarter, and end-of-year and
30　distributes available funding in accordance with BLM policy.
31　● Provides oversight of Casual Payment Center. Ensures all DOI casual
32　payments are processed in a timely and cost-effective manner adhering to
33　procedures and practices set forth by the DOI agencies.
34

35 **Aviation Division Chief (FA-500)**
36　● Serves as principal aviation advisor to the Assistant Director (FA), Deputy
37　Assistant Director (FA), other staffs, states, and to the DOI.
38　● Identifies and develops Bureau aviation policies, methods and procedures,
39　as well as standardized technical specifications for a variety of specialized
40　firefighting missions for incorporation into the directives system.
41　● Coordinates aviation-related activities and services between the Washington
42　Office (WO) and states with other wildland firefighting, regulatory,
43　investigative, and military agencies.
44　● Coordinates provision and use of aviation resources with business practices,
45　aviation user staffs at the WO, and state office level.

- Represents the BLM at interagency meetings, in interagency committees developing government-wide aviation policies, requirements, procedures and reports, at aviation industry meetings and conventions.
- Develops and implements aviation safety programs, accident investigation procedures, and aviation safety trend analyses.
- Plans and conducts reviews and evaluations of state aviation programs.
- Plans and conducts technical and managerial analyses relating to the identification of aviation organization and resources appropriate for agency use, cost-effectiveness of aviation firefighting, other specialized missions, aircraft acquisition requirements, equipment developmental needs, and related areas.

Planning and Resources Division Chief (FA-600)

- 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 BLM's fire planning program at the regional and agency levels for the accurate identification of program funding needs. Checks for accuracy in computations with instructions and policies.
- Responsible for the development and coordination of the BLM's prescribed fire, fuels management, fire trespass, and fire prevention annual programs, and recommends the distribution of program funds to regions.
- Tracks all fuels management fund distributions and prior year carryover funds. Develops and maintains a national database for fuels management accomplishments for Indian Trust Lands.
- Analyzes hazards and risks in the wildland urban interface using fuels modification or reduction techniques, and develops recommendations for Bureauwide application. Examines and analyzes laws and regulations pertaining to prescribed fire use/fuels management in the wildland urban interface, and works with top level Bureau representatives, states, and rural fire districts to recommend policy which will achieve uniformity.
- Serves as the BLM's primary subject matter expert for National Fire Management Analysis System (NFMAS), fire planning, Personal Computer Historical Analysis (PCHA), Geographic Information System (GIS), Global Positioning System (GPS), Lightning Detection System (LDS), Weather Information Management System (WIMS), prescribed fire software programs, and provides user training in those applications.

External Affairs Division Chief (FA-700)

- Responsible for coordination of information between the Departmental Office of Wildland Fire Coordination to the BLM, BIA, USFWS, NPS, USFS, National Association State Foresters (NASF), and Federal Emergency Management Agency (FEMA) at NIFC.
- Responsible for coordination of the responses to: Office of Management and Budget (OMB), Government Accountability Office (GAO),

congressional, political, and other external inquires between agencies and departments, establishing and maintaining cooperative relationships resulting in quality work products.

- Serves as the manager of the External Affairs program for the NIFC.
- Develops recommendations pertaining to External Affairs aspects for BLM Fire and Aviation policies.
- Initiates External Affairs policies and procedures pertaining to Fire and Aviation for adoption at the department level in conjunction with other departments and agencies.
- Serves as personal and direct representative of the Assistant Director, Fire and Aviation at various meetings and functions with members of congress and staff, state governors and legislatures, officials of local, state and federal agencies, major private corporations, public and private interest groups, and foreign governments.
- Serves as external affairs expert and consultant to the Assistant Director, (FA) and the Deputy Assistant Director (FA) on a wide variety of issues and policies of controversial nature, providing analysis and advice on public reaction to major policy and program issues.
- Coordinate with legislative affairs on proposed legislation regarding FA.

State Director

The State Director is responsible for fire management programs and activities within the state. The State Director will ensure that employees in their organization meet the requirements outlined in the *Interagency Fire Program Management Qualifications Standards and Guide* at: http://www.ifpm.nifc.gov/ and will ensure training is completed to support delegations to line managers and principal actings.

District/Field Manager

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

Management Performance Requirements for Fire Operations

PERFORMANCE REQUIRED	State Director/ Associate	District/ Field Manager
1. Ensures Fire Management Plans (FMPs) reflect the agency commitment to firefighter and public safety, while utilizing the full range of fire management activities available for ecosystem sustainability.	X	X
2. Develops fire management standards and constraints that are compliant with agency fire policies.	X	X
3. Ensures use of fire funds is in compliance with department and agency policies.	X	X
4. Ensures incident responses will be based on current and approved Resource Management Plans (RMPs) and FMPs.	X	X
5. Attends the Fire Management Leadership Course. Ensures that personnel delegated fire program responsibilities have completed the Fire Management Leadership Course.		X
6. Ensure Wildland Fire Decision Support System (WFDSS) decisions are certified at the appropriate level.	X	X
7. Provides a written Delegation of Authority to FMOs that gives them an adequate level of operational authority. If fire management responsibilities are zoned, ensures that all appropriate Agency Administrators have signed the delegation.	X	X
8. Ensures only trained, certified fire and non-fire personnel are available to support fire operations at the local and national level.	X	X
9. Ensures master agreements with cooperators are valid and in compliance with agency policy, and that attached Annual Operating Plans are current.	X	X
10. Personally visits at least one wildland and one prescribed fire each year.		X
11. Annually convenes and participates in pre-and post season fire meetings.	X	X
12. Reviews critical operations and safety policies and procedures with fire and fire aviation personnel.	X	X

PERFORMANCE REQUIRED	State Director/ Associate	District/ Field Manager
13. Ensures timely follow-up to fire management program reviews.	X	X
14. Ensures fire and fire aviation preparedness reviews are conducted annually in all unit offices. Participates in at least one review annually.	X	X
15. Ensures investigations are conducted for incidents with potential, entrapments, and serious accidents as per the standards in Chapter 18.	X	X
16. Provides a written Delegation of Authority, Wildland Fire Decision Support System (WFDSS) and an Agency Administrator Briefing to Incident Management Teams.		X
17. Ensures resource advisors are identified, trained, and available for incident assignment. Refer to *Resource Advisors Guide for Wildland Fire PMS 313, NFES 1831, Jan 2004.*		X
18. Attends post fire closeout on Type 1 and Type 2 fires (attendance may be delegated.)		X
19. Ensures 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 *Fire Trespass Handbook" H-9238-1.*	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
21. Ensures Prescribed Fire Plans are approved and meet agency policies.	X	X
22. Ensures the Prescribed Fire Plan has been reviewed and recommended by a qualified technical reviewer who was not involved in the plan preparation.		X
23. Ensures a policy has been established to review and sign the go/no go checklist.		X
24. Ensures Unit Safety Program is in place, has a current plan, has an active safety committee that includes the fire program.	X	X

PERFORMANCE REQUIRED	State Director/ Associate	District/ Field Manager
25. Annually updates and reviews the *Agency Administrator's Guide to Critical Incident Management* www.nwcg.gov	X	X
26. Ensures current fire and weather information is posted (hardcopy, web, etc.), and available for all employees.		X

State Fire Management Officer (SFMO)

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

District/Field Office Fire Management Officer

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

Manager's Oversight

Agency administrators are required to personally visit an appropriate number of fires each year. Appendix A contains information to support the agency administrators during these visits.

Post Incident Review

Appendix B (*Managers Supplement for Post Incident Review)* emphasizes the factors that are critical for ensuring safe and efficient wildland fire suppression, and provides examples for managers to use in their review of incident operations and incident commanders.

Fire Training for Agency Administrators

Agency administrators and their actings must complete one of the following courses within two years of being appointed to a designated management position.

- National - Fire Management Leadership
- Geographic - Local Fire Management Leadership

1 Either class is acceptable; however, the national course is preferred.

2

3 Experience requirements for positions in Alaska Fire Service, Oregon and
4 California (O&C) Districts, NIFC, national office, and other fire management
5 positions in units and state/regional offices will be established as vacancies
6 occur, but will be commensurate with the position's scope of responsibilities.
7 The developmental training to fully achieve competencies should be addressed
8 in an IDP within a defined time period.

9

10 **Fire Staff Performance Requirements for Fire Operations**

PERFORMANCE REQUIRED	State FMO	District/ Zone/Field Office FMO
1. Establishes and manages a safe, effective, and efficient fire program.	X	X
2. Ensures the fire program is funded and managed to provide for safe and effective fire management activities.	X	X
3. Ensures 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.	X	X
4. Ensures only trained and qualified personnel are assigned to fire and fire aviation duties.	X	X
5. Ensures the unit safety program is implemented and provides direction for fire and non-fire safety regulations, training, and concerns.	X	X
6. Ensures completion of a Job Hazard Analysis (JHA)/Risk Assessment for fire and fire aviation activities, and non-fire activities so mitigation measures are taken to reduce risk.		X
7. Ensures compliance with work/rest guidelines during all fire and fire aviation activities.	X	X
8. Ensures fire and fire aviation management employees understand their role, responsibilities, authority, and accountability.	X	X
9. Organizes, trains, equips, and directs a qualified work force.	X	X

PERFORMANCE REQUIRED	State FMO	District/ Zone/Field Office FMO
10. Establishes and implements a post incident assignment performance review process for each employee.	X	X
11. Develops, implements, evaluates, and documents fire and fire aviation training to meet current and anticipated needs.	X	X
12. Ensures fire and fire aviation policies are understood, implemented, and coordinated with other agencies as appropriate.	X	X
13. Monitors fire suppression activities to recognize when complexity levels exceed program capabilities. Increases managerial and operational resources to meet the need.	X	X
14. Monitors fire season severity predictions, fire behavior, and fire activity levels. Ensures fire severity funding and National Preposition Funding is requested in a timely manner, used, and documented in accordance with agency standards.	X	X
15. Ensures master agreements with cooperators are valid and in compliance with agency policy, and that attached Annual Operating Plans are current.	X	X
16. Develops, maintains, and implements current operational plans (e.g., dispatch, preparedness, prevention).		X
17. Develops, maintains, and implements restrictions procedures in coordination with cooperators whenever possible.	X	X
18. Ensures that the use of fire funds complies with department and agency policies.	X	X
19. Reviews and approves appropriate overtime authorization requests for personnel providing fire suppression coverage during holidays, special events, and abnormal fire conditions.		X
20. Ensures a process is established to communicate fire information to public, media, and cooperators.	X	X
21. Annually convenes and participates in pre-and post season fire meetings where management controls and critical safety issues are discussed.	X	X

PERFORMANCE REQUIRED	State FMO	District/ Zone/Field Office FMO
22. Oversees pre-season preparedness review of fire and fire aviation program.	X	X
23. Initiates, conducts, and/or participates in fire program management reviews and investigations.	X	X
24. Personally participates in periodic site visits to individual incidents and projects.		X
25. Utilizes the Incident Complexity Analysis appendix E & F to ensure the proper level of management is assigned to all incidents.	X	X
26. Ensures transfer of command on incidents occurs as per Chapter 11.		X
27. Ensures incoming personnel and crews are briefed prior to fire and fire aviation assignments.		X
28. Ensures an accurate and defensible Wildland Fire Decision Support System (WFDSS) is completed and updated daily for all fires that escape initial attack.	X	X
29. Ensures a WFDSS is completed, approved, and certified daily for all fires managed for multiple objectives.	X	X
30. Works with cooperators, groups, and individuals to develop and implement processes and procedures for providing fire safe communities within the wildland urban interface.	X	X
31. Ensures trespass actions are initiated and documented to recover cost of suppression activities, land rehabilitation, and damages to the resource/improvements for all human-caused fires that ignite on BLM jurisdiction where liability can be determined.	X	X
32. Ensures required unit personnel are trained in fire cause determination and fire trespass.	X	X
33. Ensures compliance with National and State Office policy for prescribed fire activities. Provides periodic reviews of the prescribed fire program.	X	X

PERFORMANCE REQUIRED	State FMO	District/ Zone/Field Office FMO
34. Annually updates and reviews the *Agency Administrator's Guide to Critical Incident Management*.	X	X
35. Ensures 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
36. Ensures standards in current National and Local Mobilization Guides are followed.	X	X
37. Complies with established property control/management procedures.	X	X

Requirements for fire management positions are outlined in the *Interagency Fire Program Management Qualifications Standards and Guide* (IFPM) Standard. The supplemental Qualification Standard for professional GS-0401 Fire Management Specialist positions, approved by the Office of Personnel Management, is also included in the IFPM Standard. The *Interagency Fire Program Management Qualification Standards and Guide* can be found in its entirety on the IFPM website: http://www.ifpm.nifc.gov.

Delegation of Authority

Delegation for State Fire Management Officers (SFMO)

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

- Serve as the State Director's authorized representative on geographic area coordination groups, including MAC groups.
- Coordinate and establish priorities on uncommitted fire suppression resources during periods of shortages.
- Coordinate logistics and suppression operations statewide.
- Relocate agency pre-suppression/suppression resources within the state/region based on relative fire potential/activity.
- Correct unsafe fire suppression activities.
- Direct accelerated, aggressive initial attack when appropriate.
- Enter into agreements to provide for the management, fiscal, and operational functions of combined agency operated facilities.
- Suspend prescribed fire activities when warranted.

- Give authorization to hire Emergency Firefighters in accordance with the DOI Pay Plan for Emergency Workers.
- Approve emergency fire severity funding expenditures not to exceed the agency's annual authority.
- Appendix C provides a sample "Delegation of Authority".

Delegation for District/Zone/Field Office Fire Management Officers (FMO)

In order to effectively perform their duties, a unit FMO must have certain authorities delegated from the District Manager. This delegation is normally issued annually. This delegation of authority should include the following roles and responsibilities:

- Serve as the District Manager's authorized representative on operations groups and coordination groups, including MAC groups.
- Coordinate and establish priorities on uncommitted fire suppression resources during periods of shortages.
- Coordinate logistics and suppression operations for the unit.
- Relocate agency pre-suppression/suppression resources within the unit based on relative fire potential/activity.
- Correct unsafe fire suppression activities.
- Direct accelerated, aggressive initial attack when appropriate.
- Facilitate entry into agreements to provide for the management, fiscal, and operational functions of combined agency operated facilities.
- Suspend prescribed fire activities when warranted.
- Give authorization to hire Emergency Firefighters in accordance with the DOI Pay Plan for Emergency Workers.
- Approve emergency fire severity funding expenditures not to exceed the unit's approved authority.
- Appendix C provides a sample "Delegation of Authority".

BLM Operational Duty Officer (ODO)

Each BLM unit Fire Management Officer will perform the duties of an ODO or will provide a delegated ODO for their units during any period of predicted incident activities. ODO responsibilities may be performed by any individual with a signed Delegation of Authority from the local Agency Administrator. Qualifications for the ODO will be identified within the Unit Annual Operating Plan. The required duties for all BLM ODOs are:

- Monitor unit incident activities for compliance with BLM safety policies.
- Coordinate and set priorities for unit suppression actions and resource allocation.
- Keep unit Agency Administrators, suppression resources, and information officers informed of the current and expected situation.
- Plan for and implement actions required for future needs.
- Document all decisions and actions.

1 ODOs will provide operational oversight of these requirements as well as any
2 unit specific duties assigned by the local fire managers through the local unit fire
3 operating plan. ODOs will not fill any ICS incident command functions
4 connected to any incident. In the event that the ODO is required to accept an
5 incident assignment, the FMO will ensure that another qualified and authorized
6 ODO is in place prior to the departure of the outgoing ODO.
7
8 **Incident Business**
9
10 Administrative guidance related to payroll operations, hiring authorities,
11 Emergency Support Functions, fire contracting, cost reviews, etc. can be found
12 on the BLM Fire & Aviation web site at:
13 http://web.blm.gov/internal/fire/budget/Reference_docs/Incident%20Business/I
14 B-new/IB_MMenu.html
15
16 **BLM Fire Management Position Titles and Fire Department Cooperator**
17 **Equivalencies**
18
19 Bureau of Land Management units that choose to use fire department cooperator
20 nomenclature will utilize the following BLM position title equivalency standard.
21

BLM Fire Management Position Title	Fire Department Cooperator Equivalency
State FMO, District FMO	Chief
State AFMO, District AFMO	Deputy Chief
State Office Fire Staff	Assistant Chief
Field Office FMO, Center Manager, District Fire Management Specialist, District Fuels Specialist	Division Chief
Fire Operations Specialist, Fuels Specialist, Assistant Center Manager, Prevention/Education Specialist	Battalion Chief
Prevention Technician, Prevention/Education Specialist	Prevention officer
Hotshot Superintendent, Helicopter Manager	Superintendent
Engine Captain, Hotshot Foreman, Assistant Helicopter Manager, Fuels Module Leader	Captain
Fire Engine Operator	Engineer
Communications Technician	Comm.
Mechanic	Repair

22
23 **Safety and Occupational Health Program**
24
25 Safety and occupational health program responsibilities are interwoven
26 throughout Bureau program areas, including fire management. Safety of our
27 employees lies within every level of the organization and program

1 implementation can have a direct impact on firefighting personnel. To ensure
2 that program requirements are met to support the fire and aviation management
3 program, the following checklist shall be utilized.
4
5 **Safety and Health Responsibilities for the Fire Program**

PERFORMANCE REQUIRED	State Safety Manager	District/ Zone Safety Manager	Unit FMO	Field Manager
1. An annual Unit Safety and Health Action Plan is developed, approved, and signed by unit Agency Administrator. This plan outlines courses of action to improve the unit's safety program and is based upon an assessment of what is needed to make the safety program fully functional.		X	X	X
2. Risk assessments (RAs) are completed for non-suppression related fire activities. JHAs/RAs are completed for suppression related activities and crews are briefed on JHA/RA prior to beginning work.			X	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	X

PERFORMANCE REQUIRED	State Safety Manager	District/ Zone Safety Manager	Unit FMO	Field 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 provided mandatory safety and health training, including the BLM Fire and Aviation Employee Orientation Checklist.		X	X	X
8. Fire safety programs (e.g., SAFENET, Six Minutes for Safety, Safety Alerts) are known and being utilized.			X	
9. Safety publications are available to all fire employees (e.g., *Incident Response Pocket Guide, 1112-2 Manual, Fireline Handbook 410-1*).			X	

PERFORMANCE REQUIRED	State Safety Manager	District/ Zone Safety Manager	Unit FMO	Field Manager
10. Assures that risk management process is integrated into all major policies, management decisions, and the planning and performance of every job. *BLM Manual 1112 Safety*			X	
11. Procedures are in place to monitor Work Capacity Test (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. 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
14. Personal Protective Equipment (PPE) supplied, is serviceable, and being utilized.		X	X	
15. Ensures tailgate safety meetings are held and documented.			X	

PERFORMANCE REQUIRED	State Safety Manager	District/ Zone Safety Manager	Unit FMO	Field Manager
16. Monitors and inspects operations and work sites for unsafe acts and conditions and promptly takes appropriate preventative and corrective measures. *BLM Manual 1112 Safety.*		X		
17. Procedures are in place for reporting unsafe and unhealthful working conditions.		X		X
18. Promptly reports and investigates all job-related accidents/incidents that result in or have the potential to cause fatalities, injuries, illnesses, property, or environmental damage. All such reports are electronically submitted to the Safety Management Information System (SMIS). *BLM Manual 1112 Safety*			X	X
19. Injury data is monitored and reviewed to determine trends affecting the health and welfare of employees.		X		X

PERFORMANCE REQUIRED	State Safety Manager	District/ Zone Safety Manager	Unit FMO	Field Manager
20. Ensures facility and work areas inspections are conducted to ensure requirements are met. *29 CFR 1960* and *485 DM, Chapter 5 requirements*.	X	X		X

Employee Safety and Health Program Responsibility

All employees have personal responsibility to ensure safe and healthful work practices and the following elements specifically outline these responsibilities:

- Complying with applicable work rules, practices, and procedures.
- Using safety devices, personal protective equipment, clothing, and other means provided or directed by recognized authority at all times when necessary for their protection.
- Reporting unsafe and unhealthful working conditions to management.
- Reporting every job-related accident/incident to their supervisor that results in, or has the potential to harm people, property, or the environment.
- Reporting personal conditions that could adversely affect their ability to perform in a safe and healthful manner on the job.
- Completing the BLM Fire and Aviation Employee Orientation Checklist, available on the BLM Fire Operations website.

Emergency Notification

After emergency response actions deliver an injured employee to the immediate medical care facility, prompt notification through the chain of command is essential to ensure proper management support to the employee. For BLM fire operations, notification criteria are as follows:

- Supervisor of the injured employee will notify the local state Fire Operations Group representative immediately after treatment when the injured employee is not released to duty. This contact will be in addition to contacts made to the home unit chain of command.

Employee Advocacy

Fire operations doctrine acknowledges the inherent danger of fire operations and the potential for serious injury or death to firefighters. When these occur, it is important that Bureau employees are provided the best and most appropriate care and support possible. Managers should consult their human resources experts to ensure that applicable Departmental and Bureau human resources

1 policies and guidelines are followed. In addition, the following website
2 provides information to assist managers in dealing with the many complexities
3 of these occurrences.
4 http://web.blm.gov/internal/fire/fire_ops/toolbox_sift.htm
5

BLM Fire Honor Guard

7

8 The Bureau of Land Management Fire Honor Guard is a team of uniformed
9 employees who display honor and appreciation for those men and women who
10 have died in the line of duty. Honor Guard members will represent the BLM at
11 memorial services and other special events to honor those we have lost and
12 recognize their family, friends, and coworkers.
13

14 BLM Fire Honor Guard members are selected from within the ranks of front line
15 firefighters. Members must be in good standing in the Bureau and receive a
16 written recommendation from the local area fire management officer. Members
17 will be expected to commit for no less than a one-year period. Members must
18 attend two scheduled drill sessions each year, and must be available for honor
19 guard assignments on short notice.
20

21 For more information, refer to
22 http://www.blm.gov/nifc/st/en/prog/fire/honor_guard.html.
23

Employee Responsibility

25

26 All employees, cooperators, contractors, and volunteers who participate in
27 wildland fire operations have the duty to treat each other with respect and to
28 maintain a work environment free of misconduct and harassment.
29

30 Misconduct includes but is not limited to: alcohol misuse, driving while
31 intoxicated, the use of illegal drugs, hazing, insubordination, disregard for
32 policies and procedures, and the destruction or theft of government property.
33

34 Harassment is coercive or repeated, unsolicited and unwelcome verbal
35 comments, gestures, or physical contacts and includes retaliation for confronting
36 or reporting harassment.
37

38 Harassment and misconduct will not be tolerated under any circumstances and
39 will be dealt with in the strictest of terms. We must all take responsibility for
40 creating and ensuring a healthy and safe work environment. Employees who
41 experience or witness harassment, misconduct, or any inappropriate activity
42 should report it to the proper authority immediately.
43
44
45
46

Examples of Harassment and Misconduct

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

BLM Mobile Fire Equipment Policy

Introduction

The following section represents a general overview of the BLM Mobile Fire Equipment Policy. The policy can be found in it's entirety on the BLM National Fire Equipment Program (NFEP) Website, located within the BLM Fire Operations website.

Policy and Guidance

The BLM fire equipment program is responsible for the design, development, and acquisition of specialized wildland fire equipment to meet the full range of fire management requirements. The design and development is accomplished through the analysis of performance needs required by BLM field units and working with industry to produce prototypes for testing and eventually production units. Acquisition of equipment is accomplished primarily through contracting. The BLM fire equipment program balances advanced technology with overall cost efficiency to provide maximum safety for personnel while effectively meeting fire management needs.

It is agency policy to maintain each piece of fire equipment at a high level of performance and in a condition consistent with the work it has been designed to perform. This shall be accomplished through application of a uniform preventive maintenance program, timely repair of components damaged while on assignment, and in accordance with all agency fiscal requirements. Repairs shall be made as they are identified to keep the equipment functional and in peak operating condition.

Fire Equipment Committees

There are three levels of fire equipment committees: National, State, and Interagency. Fire equipment committees address the broad spectrum of equipment subjects and make recommendations. State committees will report to the respective State Fire Management Officer. The National Fire Equipment Committee (NFEC) and the BLM Engine Committee report to the Fire Operations Group (FOG). Equipment committees should invite other agency equipment leads to share ideas, transfer technology, and coordinate efforts.

BLM National Fire Equipment Program (NFEP)

The BLM National Fire Equipment Program (NFEP) located at NIFC. This unit is responsible for the development, ordering, inspection, receiving, and distribution of new fire equipment that will meet or exceed the minimum performance standards established by the BLM National Fire Equipment Committee and the BLM Engine Committee. The NFEP website is located within the BLM Fire Operations website.

Equipment Development

The BLM NFEP has established a fire equipment development process to ensure that new fire equipment or technologies meet or exceed established performance standards. All new fire equipment will follow this development process and will be tested and evaluated under actual field conditions prior to being made available for general ordering.

Standardization

Standardization of fire equipment aids in the ability to produce equipment that effectively meets the Bureau's mission by providing cost effective equipment with the least impact on fire programs. Standardization also contributes to the ability to provide effective, consistent, and quality training to the BLM Fire Program workforce. The BLM National Fire Equipment Committee and Engine Committee have the responsibility to establish and approve minimum performance standards for all BLM-specific fire equipment.

Fire Engine and Command Vehicle Identifier Standards

Bureau of Land Management fire engine and command vehicle identifier standards have been established by the national Fire Operations Group and can be found at the BLM Fire Operations website.

Deficiency Reporting

The BLM Fire Equipment Improvement/Deficiency Reporting System is used to collect improvement recommendations and deficiency reports for all BLM fire equipment. The reporting system enables the BLM NFEP to build a comprehensive database to document problems, identify trends, and establish priorities for development and modification of new and existing equipment.

Field Offices submit reports for problems encountered with BLM fire equipment. Reports may also be submitted for suggestions for improvement. Submitted reports receive immediate attention and the submitter receives verification of receipt. The NFEP will follow-up with the submitting Field Office to correct the deficiency or work to incorporate the improvement suggestion. The Improvement/Deficiency Reporting System can be found on the BLM National Fire Equipment Program website, located within the BLM Fire Operations website.

Acquisition of Working Capital Fund Equipment

The National Operations Center (NOC) located in Denver manages the Working Capital Fund (WCF). Each class of vehicle has an established replacement cycle based on miles or hours, vehicle replacement costs, and residual value. The WCF acquires funds through Fixed Ownership and Use Rates determined by the replacement cycle. At the end of the replacement cycle, adequate funds to replace the vehicle are available. For new vehicle purchases, funds are acquired/secured by the receiving unit and the new purchase is added to the WCF. The NOC monitors vehicle usage and replacement cycles, and notifies the NFEP when vehicles need to be replaced. The NFEP then coordinates with the receiving unit to order the replacement vehicle. When the order is placed, the NFEP works with the BLM Fleet Manager, the receiving unit, contracting, and the vendor to fill the order.

Funding

Procurement of nonstandard equipment with fire management funds when standard equipment is available must have written approval by the FAD Division of Operations Chief and the State Fire Management Officer. Most fire vehicles are funded through the WCF. Other types of fire equipment are funded through the normal budget process at the state and local level. Specialized equipment may be funded in a variety of ways including through the Fire and Aviation Directorate, special project allocations, available mid or year end funds, state or local funding, interagency agreement, or through the WCF.

BLM Mobile Fire Equipment Ordering

Ordering of BLM mobile fire equipment is completed through the NFEP at NIFC. Available equipment is listed in the BLM Fire Equipment Ordering System (FEOS) web page. Contact the National Fire Equipment Program for additional information.

States have the authority to order their own equipment using WCF funds. However, the BLM has established required equipment and performance standards for new equipment. These standards have been established to reduce excessive procurement costs, maintain common operational functions, and provide a Bureau wide standard fire fleet.

If states order their own equipment using WCF funds, they must have approval from the WCF Fleet Manager and State Fire Management Officer prior to ordering.

Equipment Modification/Retrofitting
Any major retrofit, change, or addition to BLM fire equipment requires submission of a proposal to the BLM National Fire Equipment Committee (NFEC). The NFEC in conjunction with the BLM National Fire Equipment Program will consider and approve/disapprove any such proposals. Minor changes or add-ons may be approved through the NFEP.

Property Transfer/Replacement
Surplus, early turn-ins, and transfer fire vehicles may be transferred to another unit for continued service with the approval of the State Fire Management Officer and the WCF Manager. In these instances, the vehicle remains in the same class, and the FOR and use rates will continue to be charged to the unit acquiring the vehicle. Units may dispose of fire vehicles prior to the normal replacement date. In these instances, no future replacement is automatically provided and there is no accrued credit for the FOR collected on that unit prior to disposal. Units acquiring this type of equipment continue payment of the FOR and use rates.

Conversions
Offices requesting to convert replacement fire equipment to a different class of equipment must follow and provide the following criteria and documentation:
- Proposed changes meet current and future preparedness requirements identified in Resource/Land management Plans and Fire Management Plans.
- Proposed changes result in an overall cost savings to the government (replacement of 2 Type 6 engines for 1 Type 4 engine).

If any proposed changes in equipment result in additional overall costs to the government, documentation must include:
- Increased production rates which may offset additional costs
- The requesting states availability of sufficient funds to cover additional costs.

This documentation will require signature by the requesting State Director and State FMO, the Operations Division Chief at BLM Fire & Aviation Directorate, and the WCF Manager for final approval.

Lights and Siren Response

Responding to Bureau of Land Management (BLM) wildland fire incidents normally does not warrant the use of emergency lights and siren to safely and effectively perform the BLM mission. However, there may be rare or

extenuating circumstances when limited use of lights and sirens are appropriate and necessary due to an immediate threat to life.

Those BLM state organizations that determine a lights and sirens response is necessary to meet mission requirements must develop an operating plan that is signed and approved by the State Director and forwarded to the Chief, Division of Fire Operations, BLM Fire and Aviation. The operating plan must ensure the following:

1. All vehicles (command, engines, etc.) will be properly marked, equipped, and operated in accordance with state statutes, codes, permits, and BLM unit requirements.

2. Drivers will complete training in the proper use of lights and sirens response in accordance with National Fire Protection Association (NFPA) 1451 and 1002 standards, as well as any state requirements.

3. Drivers responding with lights and sirens will be minimally qualified as engine operator.

4. Lights and sirens will meet NFPA and state code requirements.

5. Posted speed limits will be followed at all times, regardless of response type.

6. Operators will stop or reduce speed as circumstances dictate prior to proceeding through all intersections.

7. Traffic light changing mechanisms (e.g., Opticons) will only be used under formal written agreement with state and local governments. They will be used only when they are necessary to create safe right-of-way through urban high-traffic areas. All pertinent state and local statutes and procedures will be adhered to.

8. Authorization to respond with lights and sirens does not cross state lines. No driver will be authorized by one state to operate with lights and sirens in another state.

BLM Firefighters

Introduction

Firefighters operate within the Incident Command System (ICS), which is a component of the National Interagency Incident Management System (NIIMS). In the ICS, firefighters are either assigned as single resource overhead (individuals assigned to specific supervisory or functional positions) or as members of an organized unit. The individuals within these units are trained to provide different levels and types of tactical, logistical, and managerial capability.

These units include:

- **Hand Crews -** Vehicle mobile firefighters that specialize in the use of hand tools, chainsaws, portable pumps, and ignition devices for tactical operations. Hand crew types include Interagency Hotshot Crews (IHC)s, Type 2 Initial Attack Crews, and Type 2 Crews.

- **Engine Crews -** Engine mobile firefighters that specialize in the use of engines for tactical operations.

- **Helitack -** Helicopter mobile firefighters that specialize in the use of helicopters for tactical and logistical operations.
- **Smokejumpers -** Fixed wing aircraft and parachute mobile firefighters that specialize in the use hand tools, chainsaws, and ignition devices for tactical operations.

BLM Firefighter Priority for Use
- Initial attack on lands for which the BLM has suppression responsibility.
- Other fire suppression/management assignments on BLM lands.
- Other fire suppression/management assignments on other agency lands.
- All Hazard - ESF#4 reference: http://web.blm.gov/internal/fire/budget/Reference_docs/esf4/ESF4_page.htm

Mobilization of BLM Firefighters

BLM firefighters are mobilized to perform the following functions:
- Suppress fires and manage wildland fire incidents;
- Improve BLM initial attack capability;
- Maximize the utilization of limited BLM fire operational assets;
- Provide additional fire management capability in high tempo periods;
- Provide experience and developmental opportunities to BLM firefighters;
- Perform fire management project work or assignments; or
- Perform other project work or assignments.

There are five funding mechanisms for mobilizing BLM firefighters:
- Preparedness funding
- Suppression funding
- Short term severity (State/Regional Level Severity) funding
- National level severity funding
- National preposition funding

Preparedness Funding
Preparedness funding may be used to mobilize resources for normal preparedness activities such as:
- Movement of resources within a unit not associated with fire activity;
- Detailing firefighters to fill vacant positions;
- Project work; and/or
- Training.

Fire managers have the authority to expend preparedness funding for preparedness activities. Mobilization of non-BLM federal resources with BLM preparedness funding requires a reimbursable agreement.

Suppression Funding

Suppression funding is used to mobilize resources to wildland fire incidents. BLM firefighters are mobilized directly to incidents using established methods (resource orders, initial attack agreements, dispatch plans, response plans, etc.)

Short Term Severity (State Level Severity)

Short term severity funding may be used to mobilize resources for state/regional short term severity needs that are expected to last less than one week, such as:

● Wind events;

● Cold dry front passage;

● Lightning events; and/or

● Unexpected events such as off-road rallies or recreational gatherings.

Each state director and the Fire and Aviation division chiefs for Operations and Aviation have been delegated the authority to expend up to $300,000 for "short term" severity needs per fiscal year. This discretionary severity authorization can be expended for appropriate severity activities without approval from Fire and Aviation. States will establish a process for requesting and approving short term severity funds.

National Level Severity Funding

National level severity funding is used to mobilize resources to areas where:

● Preparedness plans indicate the need for additional preparedness/suppression resources;

● Anticipated fire activity will exceed the capabilities of local resources.

● Fire season has either started earlier or lasted longer than identified in the fire management plan; and/or

● An abnormal increase in fire potential or fire danger not planned for in existing preparedness plans exists.

Guidance for requesting and utilizing national level severity funding is found in Chapter 10 and on the BLM Fire Operations website. Requests should be consolidated by state, coordinated with Fire and Aviation, and then submitted to Fire and Aviation by the State Director. The official memo requesting funds should be mailed to the Assistant Director, Fire and Aviation. An electronic copy should also be e-mailed to "BLM_FA_Severity@blm.gov".

Severity funding requests will be accepted and approved for a maximum of 30 days, regardless of the length of the authorization; use of severity funding must be terminated when abnormal conditions no longer exist. If the fire severity situation extends beyond the 30-day authorization, the state must prepare a new severity request.

An approval memo from Fire and Aviation will list authorized resources along with a cost string code for each state and field office to use for all resources. All

resources authorized through this process will be counted in the state's severity
authorization limit, including extension of exclusive use aircraft contracts.

In order to support the BLM national aviation strategy, which includes
prioritized allocation based on need, air resource mobility, and cost containment,
a state may be directed to release an air resource to another state. All charges
related to releasing an air resource will be covered by Fire and Aviation or the
receiving state.

National Preposition Funding
Units may request national preposition funding to acquire supplemental fire
operations assets. National preposition funding may be used to mobilize
resources when BLM units:
- Do not have available preparedness funding;
- Do not have available short-term severity funding; or
- Do not meet the criteria for use of national severity funding.

Approved national preposition funding may be used only for travel and per diem
costs for the duration of the assignment, and overtime labor costs associated
with the original preposition move.

- National Preposition Request Process
  - Unit FMO identifies need and notifies State FOG representative. FOG rep informs SFMO.
  - FOG rep coordinates with unit FMO to verify need and determine asset types, numbers, and projected preposition location.
  - Requesting FOG rep queries FOG group and identifies available assets.
  - Requesting and sending FOG reps jointly complete the BLM Preposition Request Form found on the BLM Fire Operations website.
  - Requesting FOG rep will submit the request electronically via e-mail to "BLM_FA_Prepositioning@blm.gov" to acquire Division of Fire Operations (FA-300) approval. If aviation assets are requested, FA-300 will coordinate with the National Aviation Office (FA-500) and secure FA-500 approval.
  - FA-300 will notify the requesting and sending FOG representatives via e-mail when the request is approved.
  - After securing FA-300/500 approval, the requesting FOG rep places name request order(s) for specified assets through normal coordination system channels.
  - Responding BLM assets will be assigned to a temporary host unit by the receiving FOG rep.
  - Responding assets, sending/receiving FOG reps, and the temporary host unit will negotiate length of assignment and crew rotation, and ensure that prepositioned personnel meet work/rest requirements.

1 BLM preposition funding request information can be found at the BLM Fire
2 Operations website.
3

4 **BLM Firefighters General Non-Fire Training Requirements**

	Training Required	Initial Requirement/Frequency
Agency Permanent, Career Seasonal, & Temporary Firefighters	Safety Orientation	Once
	Bloodborne Pathogens	Once: Awareness level. For employees not at increased risk (e.g. non-fireline support personnel) Annually: For employees at increased risk due to assigned duties (e.g. IHC, Helitack, SMJ, Engine Crew)
	Defensive Driving	Prior to operating motor vehicle for official purposes. Once every three years.
	First Aid/Cardiopulmonary Resuscitation (CPR)	Upon initial employment. Every 3 years or per certifying authority.
	HAZMAT - First Responder Awareness Level	Upon initial employment. Annually.
	Do What's Right/EEO	Annually.
	Training Required	**Frequency**
Administratively Determined (AD) and Emergency Firefighters (EFF)	Defensive Driving (If operating GOV, including rental or leased, vehicle for official purposes, prior to operating vehicle).	Once every three years.
	First Aid/Cardiopulmonary Resuscitation (CPR)	Upon initial employment. Every 3 years or per certifying authority. At least two persons per crew (GS or AD) shall be current and certified in First Aid/CPR

5 For a complete listing of safety & health training - refer to *BLM Manual*
6 *Handbook 1112-2, Safety and Health for Field Operations.*
7

8 **BLM Firefighter Mandatory Physical Fitness Standard**s
9 The *Wildland Fire Qualifications System Guide* (PMS 310-1) establishes
10 physical fitness standards for NWCG sanctioned firefighters. These standards

1 are assessed using the Work Capacity Tests (WCT). Prior to attempting the
2 WCT, all permanent, career-seasonal, temporary, Student Career Experience
3 Program (SCEP), and AD/EFF employees who participate in wildland fire
4 activities requiring a fitness level of arduous must participate in the DOI
5 Medical Qualification Standards Program (DOI-MSP).
6
7 Employees serving in wildland fire positions that require a fitness rating of
8 arduous as a condition of employment are authorized one hour of duty time each
9 work day for physical fitness conditioning. Employees serving in positions that
10 require a fitness rating of moderate or light may be authorized up to three hours
11 per week.
12
13 Units will maintain a fitness program that ensures BLM firefighters will possess
14 the physical ability to perform the duties of their positions safely and effectively
15 while ensuring compliance with the requirements of the Work Capacity Test
16 (WCT).
17
18 Information on the WCT and the DOI-MSP is located in Chapter 13 of this
19 publication. Fitness and conditioning information may be found at
20 www.nifc.gov/FireFit/index.htm
21
22 **BLM Firefighter Target Physical Fitness Standards**
23 These are voluntary targets. They are not mandatory. These targets are
24 established to provide BLM firefighters a common standard against which to
25 gauge their physical fitness level. BLM firefighters are encouraged to meet or
26 exceed these standards.
27

	Age 20-29	Age 30-39	Age 40-49	Age 50 & Up
1.5 Mile Run	11:58	12:25	13:05	14:43
Sit-Ups (1 minute)	40	36	31	26
Push-Ups (1 minute)	33	27	21	15

28
29 The guide below may be used to adjust the 1.5 mile run times to compensate for
30 altitude differences:

Altitude in feet	1.5 mile run time adjustment
0 - 5,000	No adjustment
5,000 - 6,000	Add 30 seconds
6,000 - 7,000	Add 40 seconds
7,000 - 8,000	Add 50 seconds

31
32
33

BLM National Fire Operations Fitness Challenge

The BLM national fire operations fitness challenge encourages and recognizes achievement in physical fitness by BLM firefighters. The fitness challenge provides a common system by which BLM firefighters can measure current fitness, establish fitness goals, and track fitness improvement. The fitness challenge is voluntary, but BLM firefighters are encouraged to participate. The fitness challenge tests participants in four basic exercises - push-ups, pull-ups, sit-ups and a timed run of either 1.5 or 3.0 miles. Test results are compiled into a final overall score. Unit and state offices are encouraged to support and recognize achievement in firefighter fitness. The BLM FA Division of Fire Operations will recognize high achievers annually. Specific information on the fitness challenge is located at:
www.blm.gov/nifc/st/en/prog/fire/fireops/fitness_challenge.html

Interagency Fire Program Management Standards

The BLM follows the *Interagency Fire Program Management Qualifications Standards and Guide (IFPM Standard), January 2000*. The IFPM Standard does the following:

- Establishes minimum qualifications standards for 13 key fire management positions. These standards include 1) basic requirements, 2) specialized experience requirements, 3) NWCG incident management qualifications, 4) additional required training.
- Provides a "complexity rating for program management" table, which is used to determine overall complexity of the unit level fire program. This is used because qualification standards for some of the 13 identified positions are tied to fire program complexity.

State and unit level fire managers should consult human resources officials and apply the IFPM Standard as appropriate. IFPM information is located at
http://www.ifpm.nifc.gov

Driver Training for Regular Drivers of Fire Equipment

All regular drivers of non-tactical water tenders, helicopter support vehicles, crew carriers, and fuel tenders must complete training that includes the instructional objectives posted at the BLM Fire Training website at:
http://www.blm.gov/nifc/st/en/prog/fire/training/fire_training.html

For the purposes of this policy, a regular driver is defined as an employee whose duties include driving fire equipment on a regular basis. This may include highway, off-road, city, mobile attack, and extreme terrain driving.

BLM Hand Crews

BLM Hand Crew Standards (all crew types)

- **Language -** CRWB and FFT1: must be able to read and interpret the language of the crew as well as English.

1 ● **Flight Weight –** 5300 pounds
2 ● **Personal gear -** Sufficient for 14 day assignments
3 ● **Physical fitness -** Arduous, all positions
4 ● **Required Equipment & PPE -** Fully equipped as specified in the
5 *Interagency Standards for Fire and Fire Aviation Operations.*
6
7 **BLM Hand Crew Standards by Type**

Crew Type	Type 1	Type 2IA	Type 2
Crew Size	Minimum 18 Maximum 25	Minimum 18 Maximum 20	Minimum 18* Maximum 20
Leadership Qualifications	1-Supt. 1-Assist Supt 3 Squad Leaders	1 CRWB 3 ICT5	1 CRWB 3 FFT1
Incident Management Capability	Operate up to 3 independent squads w/ T4 and T5 command capability	Operate up to 3 independent squads with T5 command capability	Operate as single crew in full crew configuration
Crew Experience	80% of the crewmembers must have at least 1 season experience in fire suppression	60% of the crewmembers must have at least 1 season experience in fire suppression	20% of the crewmembers must have at least 1 season experience in fire suppression
Crew Utilization	National Shared Resource	Local unit control	Local unit control
Communication	7 programmable handheld radios. 1programmable mobile radio in each truck	4 programmable handheld radios	4 programmable handheld radios
Training	40 hours annual training prior to assignment.	40 hours Basic firefighter training or once red carded; 4 hours annual fireline fresher training prior to assignment.	40 hours Basic firefighter training or once red carded; 4 hours annual fireline fresher training prior to assignment.
Logistics	Squad level agency purchasing authority	Crew level agency purchasing authority	No purchasing authority
Transportation	Own transportation	Need transportation	Need transportation
Works together 40 hours/week	Yes	No	No

8 * As per the *Alaska Interagency Mobilization Guide*, for mobilization within
9 Alaska, Type 2 EFF crews will consist of 16 personnel: one crew boss, a
10 minimum of two squad bosses and the remainder to be crew members and/or
11 trainees.
12

1 **BLM Interagency Hotshot Crews**
2 BLM IHCs are comprised of 18-25 firefighters and are used primarily for
3 wildfire suppression, fuels reduction, and other fire management duties. They
4 are capable of performing self-contained initial attack suppression operations,
5 and commonly provide incident management capability at the Type 3 or 4
6 levels. BLM IHCs meet all IHC standards stated in the *Standards for*
7 *Interagency Hotshot Crew Operations.*
8
9 **BLM IHC Locations**

State	Crew	Location
AK	Chena	Fairbanks
	Midnight Sun	
CA	Diamond Mountain	Susanville
	Kern Valley	Bakersfield
CO	Craig	Craig
ID	Snake River	Pocatello
MS	Jackson	Jackson
NV	Silver State	Carson City
NV	Ruby Mountain	Elko
OR	Vale	Vale
UT	Bonneville	Salt Lake City

10

11 **BLM IHC Annual Crew Mobilization**
12 BLM IHCs will comply with the Annual Crew Pre-Mobilization Process
13 outlined in the *Standards for Interagency Hotshot Crew Operations* before
14 becoming available for assignment each spring. BLM specific direction is
15 outlined below:
16 ● The superintendent will complete an appendix C from the *Standards for*
17 *Interagency Hotshot Crew Operations* with their local FMO and agency
18 administrator.
19 ● A copy of Appendix C will be sent to the BLM State Fire Management
20 Officer for approval.
21 o The extent of the preparedness review required every 12 months by the
22 Appendix C is at the discretion of the State Fire Management Officer,
23 local Fire Management Officer, and Crew Superintendent.
24 The State Fire Management Officer will notify the appropriate Geographic Area
25 Coordination Center (GACC) of crew availability.
26
27 **BLM IHC Crew Status**
28 If a change in crew capabilities results in the inability to meet the standards
29 specified in the *National Interagency Hotshot Crew Operations Guide* or

Standards for Fire and Fire Aviation Operations, the superintendent is required to contact their local GACG and have the crew typing amended to the appropriate level as listed in the BLM crew typing chart.

Re-statusing the crew back to the IHC level will use either the Annual Crew Pre-Mobilization Process or the Crew Certification Process outlined in the *Standards for Interagency Hotshot Crew Operations.* The choice of which process will be at the discretion of the State Fire Management Officer, local Fire Management Officer, and Crew Superintendent.

BLM IHC Crew Size

BLM IHCs have the option of traveling with 25 personnel when on incident assignments as authorized by the local unit. BLM IHC superintendents will obtain prior approval from the dispatching GACC when the assignment requires fixed wing transport and the crew size is greater than 20.

BLM IHC Status Reporting System

- BLM IHCs will report status through the BLM IHC Status Reporting System.
- BLM IHC superintendents will regularly update the system by contacting the Great Basin SMKJ Duty Officer with any change in crew status and/or current utilization when on assignment.
- The Great Basin SMKJ Duty Officer is available 24 hours, seven days per week at:
    - 800-925-8307 (work hours)
    - 208-387-5426 (work hours)
    - 208-850-5144 (after hours)
- BLM IHC status will be posted at http://www.nifc.gov/smokejumper/hotshotrpt.php

BLM IHC Training and Qualification Requirements

Role	NWCG Qualification	Fire Training	
Firefighter	FFT2	I-100	Intro to ICS
		S-130	Firefighter Training
		S-190	Intro to Wildland Fire Behavior
		L-180	Human Factors on the Fireline
Senior Firefighter	FFT1	All the above plus:	
		S-211	Portable Pumps and Water Use
		S-212	Chain Saws
		S-131	Firefighter Type 1
		S-133	Look Up, Look Down, Look Around
		S-270	Basic Air Operations
		S-290 Intermediate Fire Behavior	

Squad Boss	ICT5	All the above plus: I-200 Basic ICS S-215 Fire Ops in the WUI S-230 Crew Boss Single Resource S-234 Ignition Operations S-260 Incident Business Management L-280 Followership to Leadership
Assistant Superintendent	STCR ICT4	All the above plus: I-300 Intermediate ICS S-200 Initial Attack IC S-330 Task Force/Strike Team Leader S-390 Intro to Fire Behavior Calculations L-380 Fireline Leadership M-410 Facilitative Instructor or equivalent
Superintendent	TFLD ICT4 FIRB	All the above.

BLM Engines

BLM engines carry 2-6 firefighters and are used primarily for wildfire suppression, fuels reduction, and other fire management duties. They are capable of performing self-contained initial attack suppression operations, and can generally provide single resource incident management capability up to the Type 4 level.

BLM Engine Ordering
- BLM engines will status themselves with their local dispatch center in accordance with local policy and procedure.
- Availability of BLM engines for off unit assignments rests with local unit fire management.
- BLM units needing engines from off their own unit for support will contact their state operations lead with a request.
- The state operations lead will contact the FA Division of Operations or other BLM state office operations leads with the request.

BLM Engine Typing
BLM engines are typed according to interagency standards as established by NWCG. See chapter 14 for engine typing standards.

BLM Engine Minimum Staffing Requirements
All BLM engines will meet these staffing standards on every fire response.

- BLM engines operating with 5 or more personnel will always have a fully qualified ENOP (other than the Captain). The Captain must be qualified as ICT4.
- BLM engines operating with 4 personnel will always have an FFT1 (other than the Captain). The Captain must be qualified as ICT4.
- BLM Engines operating with 3 personnel must have a Captain qualified as ICT5 or higher.

Chase vehicles are considered part of the engine staffing.

BLM WCF Vehicle Class	NWCG Type Class	Engine Captain	Engine Operator	Engine Crewmember
625 Unimog	4	1	1	1
626 Unimog	4	1	1	1
650 Hummer	6	1		1
662 Light	6	1		1
663 Light	6	1		1
664 Enhanced Light	6	1		1
665 Interface	3	1		2
667 Heavy Engine	4	1		2
668 Super-heavy Tactical Engine	4	1	1	1
668 Super-heavy Tactical Tender	2 (Tender)	1		1

BLM Engine – Minimum Fire Training and Qualification Standards

Role	IQCS	Training
Crewmember	**FFT2**	I-100 Intro to ICS, S-130 Firefighter Training, L-180 Human Factors on the Fireline, S-190 Intro to Wildland Fire Behavior
Engine Operator	**FFT1 ENOP**	**All the above plus:** BLM Engine Operator Course (ENOP), S-131 Firefighter Type 1, S-133 Look Up/Down/Around, S-211 Pumps and Water Use, S-212 Wildfire Power Saws, S-290 Intermediate Fire Behavior, L-280 Followership to Leadership
Engine Captain	**ENGB ICT5**	**All the above plus:** I-200 Basic ICS, S-200 Initial Attack Incident Commander, S-215 Fire Ops in the Wildland/Urban Interface, S-230 Crew Boss (Single Resource), S-231 Engine Boss (Single Resource), S-234 Ignition Operations, S-260 Incident Business Management, S-270 Basic Air Operations, S-290 Intermediate Fire Behavior

BLM Engine - Driver Training and Qualification Requirements

Role	Initial Training	Refresher Training
Crewmember	BLM Engine Driver Orientation (BL-300) and Defensive Driving	BLM Engine Driver Orientation (annual)[1] and Defensive Driving (every 3 years)
Engine Operator and Engine Captain	BLM (ENOP)Engine Operator Course or equivalent and CDL Permit (GVW 26,000 or greater) and Defensive Driving	BLM Engine Driver Refresher (RT-301) (annual) and Defensive Driving (every 3 years)
WCF class 650 and 668 drivers	WCF class 650 and 668 driver and maintenance training [2]	

[1] S-216 Driving for the Fire Service or the BLM Engine Operator Course will satisfy this refresher training requirement.

[2] WCF class 650 and 668 driver and maintenance training will be conducted by the FAD Division of Fire Operations National Fire Equipment Program annually. Travel, per-diem, vehicle operating charges, and fuel costs directly related to this training will be covered by the NFEP; base 8 salary and overtime costs will be covered by the students' home unit. BLM engine training courses can be found at the BLM Fire Training Website.

All hands-on components of engine driver training courses will be conducted on the specific vehicle or vehicle type that the driver will be using.

Equivalent courses that satisfy driver training requirements, such as the National Safety Council sanctioned Emergency Vehicle Operator Course (EVOC), will be approved in writing by the Division Chief, Fire Operations, on a case-by-case basis.

When staffing a BLM engine with an employee from another agency on a short-term basis (i.e. detail, severity assignment, etc.), the qualification standards of that agency will be accepted. These qualifications must meet PMS 310-1 requirements for the position that the detailed employee is serving in. Fire management officers should consider requiring these employees to attain BLM required training and qualifications for long-term details/assignments.

BLM Engine Equipment Inventory
BLM engines will be stocked as per the BLM National Engine Equipment Inventory found at the BLM Fire Operations Website.

Fire Equipment Maintenance and Care Standards

BLM fire equipment will be maintained to reflect the highest standards in performance and appearance. Equipment will be stored in sheltered areas away from environmental elements whenever possible to prevent damage to critical seals, mechanical components, and the high-visibility finish.

The Fire Engine Maintenance Procedure and Record (FEMPR) will be used to document periodic maintenance on all engines. Apparatus safety and operational inspections will be performed at the intervals recommended by the manufacturer and on a daily and post-fire basis as required. All annual inspections will include a pump gpm test to ensure the pump/plumbing system is operating at or above the manufacturer's minimum rating for the pump. The Fire Engine Maintenance Procedure and Record (FEMPR) shall be maintained and archived to record historic engine maintenance for the duration of the vehicle's service life. This historical data is beneficial in determining trends, repair frequency, and repair costs. The FEMPR can be found at the BLM Fire Operations website.

BLM Smokejumpers

BLM Smokejumpers operate in teams of 2-8 firefighters and are used primarily for wildfire suppression, fuels reduction, and other fire management duties. They are capable of performing self-contained initial attack suppression operations, and commonly provide incident management capability at the Type 3 level. BLM Smokejumpers provide personnel to Type 1 and Type 2 incidents as command and general staff or other miscellaneous single resource. The primary locations of the BLM smokejumper bases are Boise, Idaho and Fairbanks, Alaska.

BLM SMKJ Operations

BLM smokejumper operational and administrative procedures are located in the *Interagency Smokejumper Operations Guide (ISMOG), the BLM Ram-Air Training Manual (RATM), the Great Basin Smokejumpers User Guide, Alaska Geographic Area Coordination Center Mob Guide,* and other pertinent agreements and operating plans.

BLM SMKJ Coordination & Dispatch

Smokejumpers are a national shared resource and are ordered according to geographic area or national mobilization guides. The operational unit for Smokejumpers is "one load" (8-20 smokejumpers). Specific information on the coordination, dispatch, ordering, and use of BLM smokejumpers can be found in the *BLM Great Basin Smokejumpers User Guide*, and in the *Alaska Geographic Area Coordination Center Mob Guide.* Contact BLM smokejumpers in Boise at (208) 387-5426 or in Alaska at (907) 356-5540 for these publications.

Malfunctions and Abnormality Reporting System (MARS)

The Malfunction/Abnormality Reporting System (MARS) is a BLM system used to report and document malfunctions and abnormalities associated with BLM smokejumper parachute jumping, parachute equipment, and parachute related aircraft operations. The MARS database is used by BLM smokejumper management to analyze malfunctions and abnormalities, identify trends, and initiate corrective actions.

Interagency Smokejumper Mission Incident Reporting

All smokejumper mission incidents are reported on the Interagency Smokejumper Mission Incident Work Sheet, an interagency form used to rapidly disseminate smokejumper incident information to all smokejumper bases. Corrective actions, when interagency in nature, are coordinated through established interagency smokejumper management processes.

Investigations

When BLM smokejumper incidents meet wildland fire accident and event definitions stated in chapter 18 of this document, established processes will be followed.

BLM SMKJ Equipment

BLM smokejumpers use aircraft approved by the interagency Smokejumper Aircraft Screening and Evaluation Board (SASEB). All aviation operations will be performed according to established agency policies and procedures. BLM smokejumpers use the Smokejumper Ram-Air Parachute System exclusively. All abnormalities in personnel parachute equipment and procedures will be reported through the Malfunction and Abnormality Reporting System (MARS).

All parachuting operations will be performed according to established agency policies and procedures. All modifications to and deviations from established standards will be reported, documented, and approved through the BLM SMKJ Modification Documentation (MODOC) process.

BLM SMKJ Training

To ensure proficiency and safety, smokejumpers complete annual training in aviation, parachuting, fire suppression, administration, and safety. Experienced jumpers receive annual refresher training in these areas. First year smokejumpers undergo a rigorous four week long smokejumper training program. Candidates are evaluated to determine:
- Level of physical fitness
- Ability to learn and perform smokejumper skills
- Ability to work as a team member
- Attitude
- Ability to think clearly and remain productive in a stressful environment

BLM Smokejumper Training and Qualification Standards

Position	IQCS Target	SMKJ Training Target
Dept Managers	T1 and T2 C&G	
Spotter	ICT3, DIVS, ATGS RXB2, SOFR	
Lead Smokejumper	STLD, TFLD	Senior Rigger, FOBS
Smokejumper	ICT4, CRWB, FIRB	FEMO
Rookie Smokejumper	ICT5, FFT1	

BLM Smokejumper Physical Fitness Standards

The national smokejumper physical fitness standards are mandatory. All BLM smokejumpers must pass the national smokejumper physical fitness standards in order to participate in smokejumper parachute training.

The BLM smokejumper physical fitness target standards are voluntary. The target standards are established to provide BLM smokejumpers a common standard against which to gauge their physical fitness level. BLM smokejumpers are encouraged to meet or exceed these standards.

National SMKJ Standard	BLM SMKJ Target Standard
1.5 mile run in 11:00 minutes or less	(Three Options): A. 1.5 mile run in 9:30 minutes or less, or B. 3 mile run in 22:30 minutes or less, or C. 1.5 mile run in 11:00 minutes or less in combination with backpacking a 90-pound load for three miles in less than 45 minutes.
45 sit-ups	60 sit-ups
25 push-ups	35 push-ups
7 pull-ups	10 pull-ups
*Smokejumpers must pass a work performance standard for backpacking a 110 pound load three miles in less than 90 minutes	* Smokejumpers must pass a work performance standard for backpacking a 110 pound load three miles in less than 90 minutes

*This element is tested during Smokejumper Rookie Training.

Retesting
National smokejumper physical fitness retesting criteria closely follows similar criteria for the Work Capacity Test stated in chapter 13 of this document.

Retesting criteria include:

- Returning BLM smokejumpers will be provided up to three opportunities to pass the national smokejumper physical fitness standards. Each retest will occur no sooner than 24 hours after failing the previous test, and will consist of **all** elements of the smokejumper physical fitness test.
- BLM smokejumper candidates will be provided one opportunity to pass the national smokejumper physical fitness standards.
- If an employee sustains an injury (verified by a licensed medical provider) during a test, the test will not count as an attempt. Once an injured employee has been released for full duty, the employee will be given time to prepare for the test (not to exceed 4 weeks).

BLM Exclusive Use Helitack Crews

The BLM contracts for the exclusive use of vendor supplied and supported helicopters. These aviation resources are Type 2 (Medium) or Type 3 (light) helicopters and are located at BLM Districts throughout the western United States. Helitack Crews are assigned to manage each contracted helicopter and perform suppression and support operations to accomplish fire and resource management objectives.

Each contract specifies a Mandatory Availability Period (MAP) that the aircraft will be assigned for the exclusive use of the BLM. The National Aviation Office provides the funding to pay for the aircraft's availability costs.

The BLM host unit is responsible for providing a Helitack crew that meets the minimum experience and qualification requirements specified in the Exclusive Use Fire Helicopter Position Prerequisites in Chapter 16 of this document. Each functional or supervisory level must have met the experience and qualification requirements of the next lower functional level. The minimum daily staffing level (7 day staffing) must meet the level indicated in the *Interagency Helicopter Operations Guide (IHOG)* Chapter 2, Chart 2-4. The host unit is also responsible for providing administrative support, and *Interagency Helicopter Operations Guide (IHOG)* specified equipment, vehicles, and facilities for their Helitack Crews and any other associated specialized equipment.

The following chart indicates **target** IQCS qualifications for BLM exclusive use helitack crews. These targets are NOT required, but provide direction for increased program capabilities. This chart does not replace the minimum requirements specified in chapter 16.

Target (Desired) Exclusive Use Helitack Crew Qualifications & Composition

Role	Target IQCS Qualifications	Target Training
Fire Helicopter Crew Supervisor	ICT3 or DIVS, HEB1, PLDO,HLCO, ASGS	S-300 or S-339, S-378, L-381, S-375
Assistant Fire Helicopter Crew Supervisor	TFLD, HEB2, PLDO	S-215, S-330, S-390, S-371, L-380
Fire Helicopter Squad Boss	ICT4, HMGB	S-200, S-230, S-290, M-410, S-230
Helicopter Senior Crew Member	ICT5, HMGB(T)	S-372, L-280
Helicopter Crew Member	FFT1, HECM	S-131, S-133

Sage Grouse Conservation Related to Wildland Fire and Fuels Management

The Gunnison sage-grouse and greater sage-grouse have been designated as sensitive species by the Bureau. These sensitive species are managed to promote their conservation and to minimize the need for listing under the Endangered Species Act in accordance with the BLM's special status species policy (BLM Manual 6840). Fire and fuels management functions will contribute to this conservation through planning, utilization of sage-grouse maps and data, and applying best management practices. While protecting sage-grouse habitats and populations is critical, firefighter and public safety remain our highest priorities.

Wildland Fire Operations
The BLM will strive to maintain a high initial attack success rate while being cognizant of sage-grouse habitats by:
- Utilizing available maps and spatial data depicting sage-grouse habitats during suppression activities;
- Using predictive services to prioritize and preposition firefighting resources in critical habitat areas;
- Improving firefighter awareness of the importance of sagebrush habitat;
- Continuing the use of resource advisors familiar with local sage-grouse habitat and management practices during initial and extended attack;
- Emphasizing habitat conservation during resource allocation decisions, such as in local and geographic area multi-agency coordination group meetings; and
- Applying local, state, and national-level best management practices.

Fuels Management
The fuels treatment prioritization process will address sage-grouse habitat conservation in project design, treatment location, and documentation. Fire

program managers will utilize local toolboxes, national resources, and fuels management best practices for sage-grouse conservation to identify, enhance, and conserve sage-grouse habitats. Fuels management objectives may include protecting existing habitat, modifying fire behavior in sage grouse habitat, native plant restoration, and creating landscape vegetation patterns which enhance sage-grouse habitat. Sage-grouse objectives from land use and fire management plans will be used as a framework for fuels project design. States may elect to issue detailed criteria regarding patch sizes, cover requirements, or other habitat parameters in fuels project design.

Fire and fuels management best management practices for sage-grouse conservation can be located at the BLM Fire Planning and Fuels Management website at http://web.blm.gov/internal/fire/fpfm/index.html

BLM Use of WFDSS

In addition to WFDSS guidance in Chapter 11, the BLM has established the following additional policy requirements for the WFDSS:

- Input of initial attack fires into the WFDSS is optional. All fires which escape initial attack or are being managed for multiple objectives will be input into the WFDSS and a decision will be published.
- The BLM Agency Administrators will serve as Approvers of WFDSS decisions, regardless of fire costs. The BLM Agency Administrators must meet fire training requirements for Agency Administrators as specified in this chapter.
- Use of the web-based WFDSS application is required. If internet connections or servers are unavailable, WFDSS documentation will be completed using the "temporary WFDSS paper form" and entered into the web-based application as soon as it becomes available.
- Minimum WFDSS documentation requirements are available at the BLM Fire Operations Website.
- State and field units will ensure that WFDSS Strategic Objectives and Management Requirements reflect guidance contained in current Fire Management Plans and Resource Management Plans.
- Unit-level shape files which define locally relevant data such as habitats, infrastructure, or other features important to fire management decisions will be uploaded into the WFDSS, at the discretion of local fire managers.
- State and field units will ensure that Agency Administrators, Line Officers, and appropriate staff have WFDSS user profiles established in order to complete assigned WFDSS tasks.
- State WFDSS points-of-contact will convey Agency Administrator responsibilities in pre-season training. As approvers of WFDSS decisions, Agency Administrators will ensure that periodic assessments are completed until the fire is declared out.