

**Chapter 04****U.S. Fish & Wildlife Service Program Organization & Responsibilities****Introduction**

This document states, references, or supplements policy for the U.S. Fish and Wildlife Service Wildland Fire Management Program. The standards provided in this document are based on current U.S. Department of the Interior and Bureau policy, and are intended to provide fire program guidance. If there is a discrepancy between guidance found in this document and the Service Manual, information contained herein will be considered authoritative as updates occur on a more frequent cycle than the FW Manual. The intent is to ensure safe, consistent, efficient, and effective fire and aviation operations. This document will be reviewed and updated annually.

**Agency Administrator Roles****Director**

The Director of the Fish and Wildlife Service has overall responsibility for the Service wildland fire management program. The Director will ensure that all regional fire management activities are formally evaluated.

**Chief, National Wildlife Refuge System**

The National Wildlife Refuge System under the Chief provides leadership for the wildland fire management program. The National Wildlife Refuge System also formally evaluates all regional fire activities at least every five years. The Assistant Director of the National Wildlife Refuge System has delegated the authority to approve the *Fire Management Handbook* and other fire related handbooks as needed to provide guidance to the Chief, Branch of Fire Management.

**Regional Director**

The Regional Director is responsible to the Director for fire management programs and activities within their region. The Regional Director will meet the required elements outlined in the *Management Performance Requirements for Fire Operations* and ensure training is completed to support delegations to line managers and principal acting's.

- Ensures that Project Leaders are qualified to approve prescribed fire plans. Any prescribed fire that is converted to a wildfire, and/or contributes to an air quality violation, and/or significant damage to values outside of FWS boundaries must be reviewed. The appropriate level and scope of the review will be determined by agency policy. The final review results shall be provided to the Regional Director within 90 days.
- Ensures emergency stabilization and burned area rehabilitation plans with estimated costs < \$500,000 are consistent with Department and Service policy and guidelines.

- 1 • Establishes a process to delegate approval for prescribed fire burn plans to  
2 the responsible line officer. The Regional review and concurrence processes  
3 for such plans must include Burn Bosses and designated subject matter  
4 experts.

5  
6 **Regional Chief and Refuge Supervisors**

7 Regional Chiefs and Refuge Supervisors are delegated specific leadership  
8 responsibilities by the Regional Director. They provide oversight and direction,  
9 in coordination with, the Wildland Fire Management Program for the National  
10 Wildlife Refuge System. These responsibilities occur through established lines  
11 of authority as assigned by the Regional Director.

12  
13 **Project Leader/Refuge Manager**

14 The Project Leader is responsible to the Regional Director for the safe and  
15 efficient implementation of fire management activities within their unit,  
16 including cooperative activities with other agencies or landowners, in  
17 accordance with delegations of authorities. The Project Leader, or principal  
18 acting, will meet required elements outlined in the Project Leader/Refuge  
19 Manager Performance Requirements.

- 21 • Refuge Managers/Project Leaders must meet the performance requirements  
22 which are appropriate for the unit’s fire management complexity as  
23 determined by the Refuge Supervisors, in consultation with the Regional Fire  
24 Management Coordinator (RFMC).
- 25 • If a Project Leader/Refuge Manager is absent during an incident, the Refuge  
26 Supervisor and RFMC will make an assessment of the Acting Project  
27 Leader/Refuge Manager’s capabilities and provide appropriate additional  
28 support. The Refuge Supervisor and RFMC will provide additional fire  
29 management support for the affected refuge as needed.

30  
31 **Management Performance Requirements for Fire Operations**

PERFORMANCE REQUIRED	FWS Director	Regional Director	Regional Chief / Refuge Supervisor	Project Leader / Refuge Manager
<i>Policy</i>				
1. Ensure any standards developed are compliant with agency wildland fire policies.	X	X	X	X
2. Ensure use of fire funds is in compliance with department and agency policies.	X	X	X	X

<b>PERFORMANCE REQUIRED</b>	<b>FWS Director</b>	<b>Regional Director</b>	<b>Regional Chief / Refuge Supervisor</b>	<b>Project Leader / Refuge Manager</b>
3. Review critical operations and safety policies and procedures with fire and fire aviation personnel.		X	X	X
4. Demonstrate a working knowledge of Service safety and accident reporting policies and procedures.		X	X	X
5. Demonstrate knowledge of NWCG, Interagency Fire Program Management, and Interagency Standards for Fire and Fire Aviation Operations "Red Book" Standards.		X	X	X
<b><i>Program Management</i></b>				
6. Ensure Fire Management Plans (FMP) reflect agency commitment to firefighter and public safety, while utilizing the full range of fire management activities available for ecosystem sustainability.	X	X	X	X
7. Ensure all fire management activities are supported by a current FMP with documented annual updates and are integrated with an approved Comprehensive Conservation Plan.	X	X	X	X
8. Ensure units have a current safety plan, an active safety committee, and safety program that integrates the fire program.	X	X	X	X
9. Ensure investigations and reviews are conducted for incidents, accidents, escaped prescribed fires and near misses as described in Chapter 18.	X	X	X	X

<b>PERFORMANCE REQUIRED</b>	<b>FWS Director</b>	<b>Regional Director</b>	<b>Regional Chief / Refuge Supervisor</b>	<b>Project Leader / Refuge Manager</b>
10. Ensure management strategies and tactics are employed that achieve departmental cost containment goals.	X	X	X	X
11. Annually update and review the <i>Agency Administrator's Guide to Critical Incident Management</i>		X	X	X
12. Ensure timely follow-up to fire management program reviews.		X	X	X
13. Ensure master agreements with cooperators are valid and in compliance with agency policies, and Annual Operating Plans are current.		X	X	X
14. Provide a written Delegation of Authority to FMOs giving an adequate level of operational authority. For zoned/area units, ensure all appropriate Agency administrators have signed the delegation. When applicable, an Inter-refuge Agreement specifying reciprocal responsibilities of the Project Leader/Refuge Manager and the Area/Zone FMO.		X	X	X
15. Ensure trespass actions are initiated and documented to recover cost of suppression activities, land rehabilitation, and damages to resources and improvements for all human-caused fires where liability can be determined, as per <i>FWS Fire Management Handbook</i> .		X	X	X

<b>PERFORMANCE REQUIRED</b>	<b>FWS Director</b>	<b>Regional Director</b>	<b>Regional Chief / Refuge Supervisor</b>	<b>Project Leader / Refuge Manager</b>
16. Ensure WFDSS is used to publish timely decisions and to provide decision support documentation for all fires that escape initial attack or initial response.		X	X	X
17. Ensure financial allocation and program of work analysis systems (FPA, HFPAS, FIREBASE, etc.) for preparedness and fuels activities correctly reflect current program needs as identified in fire management plans.			X	X
18. Annually convene and participate in pre-and post-season fire meetings.			X	X
19. Participate as part of in-briefings and post fire closeouts on Type I and Type II fires. (Attendance by Regional Chiefs may be delegated).			X	X
20. Provide a written delegation of authority, Wildland Fire Decision Support System (WFDSS) analysis, Agency Administrator Briefings to Incident Management Teams and local Incident Managers as defined by fire management policy.				X
21. Ensure fire and fire aviation preparedness reviews are conducted annually in all unit offices. Personally participate in at least one review annually.				X

<b>PERFORMANCE REQUIRED</b>	<b>FWS Director</b>	<b>Regional Director</b>	<b>Regional Chief / Refuge Supervisor</b>	<b>Project Leader / Refuge Manager</b>
22. Ensure that fire season severity predictions, weather forecasts, fire behavior predictors and fire activity levels are monitored daily, and communicated and available to all employees .				<b>X</b>
23. Service representative at annual cooperator meetings and review interagency agreements to ensure effectiveness and efficiency.				<b>X</b>
24. Ensure fire prevention and fire suppression standards are compliant with agency fire policies. Ensure fire prevention activities are integrated into step up plans.				<b>X</b>
25. Ensure resource advisors are identified, trained, and available for incident assignment. Refer to <i>Resource Advisors Guide for Wildland Fire</i> PMS 313, NFES 1813, Jan 2004.				<b>X</b>
26. Personally visit at least one wildland and one prescribed fire each year as available.				<b>X</b>
27. Appropriately manage Social/Political/Media resources and relationships affecting prescribed fire and wildfire activities.	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
28. Ensure appropriate risk management measures are in place as they pertain to incident management activities.			<b>X</b>	<b>X</b>

PERFORMANCE REQUIRED	FWS Director	Regional Director	Regional Chief / Refuge Supervisor	Project Leader / Refuge Manager
29. Ensure appropriate administration, management and oversight of Type I and II IMTs. Ensure Incident Business Analysts, Resource Advisors, and Agency Representative positions are utilized as needed.				<b>X</b>
30. Develop, negotiate, and implement cost share, Service First, and reimbursable protection agreements with cooperators.				<b>X</b>
31. Participate in operations, safety, and fire administration reviews with fire and fire aviation personnel.				<b>X</b>
32. Provide oversight to Emergency Stabilization (ES) and Burned Area Rehabilitation (BAR) processes and procedures.				<b>X</b>
<i><b>Training / Certification</b></i>				
33. Ensure only trained, certified fire and non-fire personnel are available to support fire operations at the local and national level.	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
34. Ensure personnel delegated fire program responsibilities have completed required training. (Refer to Training Section).			<b>X</b>	<b>X</b>

<b>PERFORMANCE REQUIRED</b>	<b>FWS Director</b>	<b>Regional Director</b>	<b>Regional Chief / Refuge Supervisor</b>	<b>Project Leader / Refuge Manager</b>
35. Provide position task book and incident qualification card certification on an as needed basis. Ensure employees meet all necessary medical and physical testing requirements appropriate for NWCG or agency specific qualifications.				<b>X</b>
<b><i>Prescribed Fire/Fuels Management</i></b>				
36. Ensure compliance with National and Regional Office policy for prescribed fire activities. Provide periodic reviews of the prescribed fire program.	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
37. Implement Interagency Prescribed Fire Planning and Implementation Policies and Guidelines.		<b>X</b>	<b>X</b>	<b>X</b>
38. Ensure Prescribed Fire Plans are approved and meet agency policies.			<b>X</b>	<b>X</b>
39. Ensure all wildfires resulting from prescribed fire actions are reported to Regional Director within 24 hours of the wildfire declaration.			<b>X</b>	<b>X</b>
40. Ensure a policy has been established for review and signing go-no/go checklists.				<b>X</b>
41. Ensure Prescribed Fire Plans have been reviewed and recommended by a qualified technical reviewer other than the plan author.				<b>X</b>



PERFORMANCE REQUIRED	FWS Director	Regional Director	Regional Chief / Refuge Supervisor	Project Leader / Refuge Manager
42. Perform required agency administrator role of reviewing and approving Prescribed Fire Burn Plans and Go-No Agency Administrator Checklists.				X

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2 **Fire Management Staff Roles**

3

4 **National Office**

5

6 **Fire Director**

7 The Fire Director is the Chief of the Fire Management Branch in the National  
 8 Wildlife Refuge System, and is the Service representative at the National  
 9 Interagency Fire Center (NIFC). The Fire Director, through *Service Manual 621*  
 10 *FW 1*, is delegated authority by the Director to represent the Service on the  
 11 National Multi-Agency Coordinating Group (NMAC Group). The Fire Director  
 12 is responsible for implementing the decisions of the NMAC as they affect U.S.  
 13 Fish and Wildlife Service areas. The decisions of the NMAC include the  
 14 prioritizing of incidents nationally and the allocation or reallocation of  
 15 firefighting resources to meet national priorities.

16

17 The Fire Management Branch is responsible for providing technical direction  
 18 and coordination of fire management planning, policy development, and  
 19 procedures service wide.

20

21 **Regional Office**

22

23 **Regional Fire Management Coordinator (RFMC)**

24 The Regional Fire Management Coordinator provides leadership, direction,  
 25 coordination, training, planning, evaluation, and technical guidance for the  
 26 region and is available to provide assistance for intra-agency and interagency  
 27 wildland fire management needs. The RFMC will meet qualification  
 28 requirements established by the service for the position. The RFMC, through  
 29 written delegation by the Regional Director, is delegated authority to represent  
 30 the region on the GMAC. The RFMC is responsible for implementing the  
 31 decisions of the MAC Group as they affect U.S. Fish and Wildlife Service areas.  
 32 The decisions of the GMAC include the prioritizing of incidents, Interagency  
 33 Master/statewide agreements and the allocation or reallocation of firefighting  
 34 resources to meet wildland fire management priorities.

35

- 1 RFMCs will ensure IQCS accounts are established and training records  
 2 maintained for agency administrators. The IQCS mnemonic for FWS agency  
 3 administrators is AADM.

4

5 **Refuge**

6

7 **Fire Management Officer (FMO)**

- 8 The Fire Management Officer (FMO) is responsible and accountable for  
 9 providing leadership for fire management programs at the local level. The FMO  
 10 determines program requirements to implement land use decisions through the  
 11 Fire Management Plan (FMP) to meet land management objectives. The FMO  
 12 negotiates interagency agreements and represents the Agency Administrator on  
 13 local interagency fire and fire aviation groups.

14

- 15 The FMO is responsible for coordinating with the refuge/unit Agency  
 16 Administrator to annually review and update (as needed) the unit Fire  
 17 Management Plan to comply with agency policy. An FMO may be assigned to  
 18 provide wildland fire management support to a group of refuges (zone or  
 19 district) when individually each refuge does not warrant a fulltime FMO.

20

21 **Fire Management Staff Performance Requirements for Fire Operations**

PERFORMANCE REQUIRED	Fire Director	RFMC	Zone/ District FMO
1. Establishes and manages a safe, effective, and efficient fire program.	X	X	X
2. Ensures that the Fire Management Plan (FMP) reflects the agency commitment to firefighter and public safety, while utilizing the full range of fire management activities available for ecosystem sustainability. <i>(Federal Wildland Fire Management Plan 2001)</i>	X	X	X
3. Provides the expertise and skills to fully integrate fire and fire aviation management into interdisciplinary planning efforts. (When requested)	X	X	X
4. Ensures that only trained and qualified personnel are assigned to fire and fire aviation duties.	X	X	X

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

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

PERFORMANCE REQUIRED	Fire Director	RFMC	Zone/ District FMO
27. 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	X
28. Ensures that trespass actions are initiated and documented to recover cost of suppression activities, land rehabilitation, and damages to the resource and improvements for all human-caused fires where liability can be determined, as per <i>FWS Fire Trespass Handbook</i> .	X	X	X
29. Ensures training for fire cause determination and fire trespass is completed.	X	X	X
30. Ensures compliance with National and State Office policy for prescribed fire activities. Provides periodic reviews of the prescribed fire program.	X	X	X
31. Annually updates and reviews the <i>Agency Administrator's Guide to Critical Incident Management</i> .	X	X	X
32. Ensures that fire season severity predictions, weather forecasts, fire behavior predictors, and fire activity levels are monitored and communicated daily to all employees (hard copy, web page, email, radio, or fax).		X	X
33. Uses current National and Local Mobilization Guides and ensures that national, geographic and local mobilization standards are followed.	X	X	X
34. Complies with established property control/management procedures.	X	X	X
35. Ensures procedures are in place for reporting unsafe and unhealthy working conditions	X	X	X
36. Ensures all job related accidents/incidents resulting in, or having the potential to cause fatalities, injuries, illnesses, property or environmental damage are reported and/or investigated. All such reports are electronically submitted through the Safety Management Information System (SMIS).		X	X

PERFORMANCE REQUIRED	Fire Director	RFMC	Zone/ District FMO
37. Ensures that the RXBP and the personnel implementing them meet Service wide and Regional requirements.			X
38. Ensures adequate oversight and status reporting of all prescribed fires.			X
39. Reports all wildfires resulting from prescribed fires to the Regional Fire Management Coordinator within 12 hours of the wildfire declaration.			X
40. Develops and/or updates fire management plans and associated operational plans for approval by project leaders and regional fire and refuge staff (as determined by the region)			X
41. Responsible for the coordination of RAWs maintenance, up keep, sensor calibration, oversight of daily inputs in order to maintain a weather network which is used by many cooperating agencies, and the development of the RAWs operating plan.			X

1

2 **National Fire Leadership Team**

3

- 4 The National Fire Leadership Team (NFLT) is established under the guidance  
5 and support of the NWRS Leadership Team. The team is established to provide  
6 regional input on issues of National importance, to advise the Chief, Fire  
7 Management Branch (FMB), and provide leadership, coordination, and guidance  
8 in the development and implementation of a safe and effective fire management  
9 program within the Service. The team serves as a national clearing house,  
10 provides discussion of wildland fire management issues, and recommends  
11 actions to improve coordination and integration of regional fire management  
12 activities into national direction. The team will be responsible for the following:
- 13 • Provide leadership, coordination, and guidance for the Service's fire  
14 management program.
  - 15 • Identify potential fire management issues, and recommend strategies that will  
16 enhance the Service's ability to safely and effectively manage fire on Service  
17 lands.
  - 18 • Develop and recommend common guidance and business rules as needed to  
19 manage fire management activities while recognizing individual regional  
20 needs.

- 1 ● Provide a forum for the exchange of ideas, best management practices, and  
2 lessons learned relating to Service fire management activities.
- 3 ● Provide a forum to discuss budget methodology applications that are  
4 consistent with appropriation language authority as well as providing for the  
5 collaboration and coordination within FWS and with our interagency  
6 partners.
- 7 ● Form task groups, working teams, or other collections of subject matter  
8 experts as needed to deal with specific tasks or long-term issues. These  
9 groups or teams will each have a Leader who usually works in the subject  
10 matter area with members assigned who may have the subject area as a  
11 collateral duty. They will have representation from across the Service, and  
12 will provide guidance or operational recommendations to the NFLT.

#### 14 **Delegation of Authority**

##### 16 **Regional Fire Management Coordinator**

17 In order to effectively perform their duties, a RFMC must have certain  
18 authorities delegated from the Regional Director. This delegation is normally  
19 placed in the regional office supplement to agency manuals. This delegation of  
20 authority should include:

- 21 ● Serve as the Regional Director's authorized representative on geographic  
22 area coordination groups, including MAC groups.
- 23 ● Coordinate and establish priorities on uncommitted fire suppression  
24 resources during periods of shortages.
- 25 ● Coordinate logistics and suppression operations regional-wide.
- 26 ● Relocate agency pre-suppression/suppression resources within the region  
27 based on relative fire potential/activity.
- 28 ● Correct unsafe fire suppression activities.
- 29 ● Direct accelerated, aggressive initial attack when appropriate.
- 30 ● Enter into agreements to provide for the management, fiscal, and  
31 operational functions of combined agency operated facilities.
- 32 ● Suspend prescribed fire activities when warranted.
- 33 ● Give authorization to hire Emergency Firefighters in accordance with the  
34 DOI Pay Plan for Emergency Workers.
- 35 ● Approve emergency fire severity funding expenditures not to exceed the  
36 agency's annual authority.

##### 38 **Zone/District Fire Management Officer**

39 In order to effectively perform their duties, the FMO may receive a Delegation  
40 of Authority (DOA) outlining the operational and administrative fire  
41 management duties. All Unit Agency Administrators within a Zone/District  
42 should consider signing a single Zone/District Fire Management delegation. A  
43 sample "Delegation of Authority" can be found on the FWS Fire Operations  
44 Policy and Guidance SharePoint site.

**1 Inter-refuge Agreements**

2  
3 Inter-Refuge Agreements may be used when FMOs provide fire management  
4 oversight to multiple refuges. This is in addition to the Delegation of Authority  
5 from the Project Leaders/Refuge Managers to the FMO, and further defines the  
6 roles and expectations between the FMO and Refuges. An example can be  
7 found on the FWS Fire Operations Policy and Guidance SharePoint site.  
8

**9 Fire Duty Officer**

10  
11 Fire Management Officers are responsible to provide Fire Duty Officer (FDO)  
12 coverage during periods of predicted incident activities. FDO responsibilities  
13 may be performed by any individual delegated the authority, either written or  
14 verbal, from the FMO. The duties for FDOs include:

- 15 • Monitor unit incident activities for compliance with FWS safety policies.
- 16 • Coordinate and set priorities for unit preparedness activities, incident  
17 response and resource allocation.
- 18 • Keep agency administrators and resources informed of the current and  
19 expected situation.
- 20 • Plan for and implement actions required for future needs.
- 21 • Document decisions and actions.
- 22 • It is recommended FDOs not fill ICS functions.

**23 Fire Severity Funding**

24  
25  
26 Units may request severity funding when wildfire response resources are  
27 insufficient to meet the predicted fire workload on Service lands. Units/Regions  
28 may request two types of severity funding depending upon the anticipated  
29 duration of need (see table). An approved and Current FMP must be in place to  
30 receive severity funding.  
31

**32 Short-Term Severity Funding**

33 Short-term severity funding can be requested to implement preplanned actions  
34 from an approved preparedness or step-up plan. This may include: the unit  
35 anticipates being at PL4 or PL5 (or equivalent) for less than seven consecutive  
36 days, or when the need is only for extending the days/hours of existing staff.  
37 Short-term severity requests must be approved by the RFMC, and may not  
38 exceed a total of \$300,000 per Region annually as described in the FWS Fire  
39 Business Reference Guide, Fire Severity Work Breakdown Structure  
40 description. Short-term severity funding codes are PER1 (region 1), PER2  
41 (region 2), etc. An example for short-term severity in Region 2 is FF02RNB000  
42 (*cost center for Bosque del Apache NWR, R2*) plus the work breakdown  
43 structure FF.F2100002PER20.2A.  
44  
45  
46



**1 Long-Term Severity Funding**

2 Long-term severity funding can be requested when additional outside resources  
3 are needed for an extended period of time. The need for additional resources  
4 must be based upon existing approved preparedness plans or documentation of  
5 extraordinary conditions that were not anticipated in the existing preparedness  
6 plans. Long-term severity requests must be approved by the Chief, Fire  
7 Management Branch. Severity requests follow guidance located in Appendix E  
8 of the FWS Fire Business Reference Guide and include the documentation  
9 identified in the appendix.

10

11 Long-term severity funding is provided for a maximum of 30 days per request;  
12 however, regardless of the length of the authorization, use of severity funding  
13 must be terminated when abnormal conditions no longer exist. Long-term  
14 severity codes are cost center plus Severity Funding work breakdown structure  
15 including FIRECODE, e.g. FF02RNB000 FF.F2100002FJ4M0.2A.

16

**17 Daily Fire Report**

18

19 During the “National Fire Season” as identified by the National Interagency  
20 Coordination Center at Boise, ID (NICC), each field unit within the Refuge  
21 System will report all wildland fire occurrence and fire status daily to their local  
22 dispatch office and Regional Office. Additionally, each Region will establish  
23 procedures to gather fire information and coordinate with their respective  
24 geographic area coordination centers as necessary. Field units will report the  
25 status of large fires separately on form ICS-209 to the local dispatch centers  
26 with copies furnished to the RFMCs. Include weekend fire activity on  
27 Monday’s report unless there is significant fire activity.

28

**29 Individual Fire Report**

30

31 An Individual Fire Report must be completed in the Fire Management  
32 Information System (FMIS) for the following types of fires within 15 days after  
33 the fire is declared out:

- 34 • All wildland fires on Service lands.
- 35 • Wildland fires threatening Service lands on which the Service takes action.
- 36 • Fires on which action was taken for another agency.
- 37 • All prescribed fires that remain within prescription on Service lands. When a  
38 fire exceeds prescription criteria, treat it as an unwanted wildfire, and file a  
39 separate report covering those acres by the unwanted wildland fire.
- 40 • All false alarms responded to by field office staff.

41

42 Reports are required regardless of who takes action, e.g., force account,  
43 cooperator, or contractor. When actions are taken on a cooperative fire, the  
44 agency having jurisdiction over the land on which the wildfire occurs will file a  
45 complete report and prepare a limited version to record and bill for assistance  
46 when necessary.

**Release Date: January 2012**

**04-17**

**1 Fish and Wildlife Service Use of Wildland Fire Decision Support System**

2

3 Effective March 31, 2010 all managers must use WFDSS to document and  
4 publish decisions on extended attack wildfires, wildfires managed for multiple  
5 objectives and escaped prescribed fires.

6 Documentation of all other wildfires in WFDSS is at the discretion of the local  
7 unit. All fires in Alaska will have WFDSS initiated by the Protection Agency.

8

**9 Final Wildland Fire Record**

10

11 The final wildland fire project record may include the following:

- 12 • FMIS data entry
- 13 • Narrative
- 14 • WFDSS
- 15 • Incident Action Plan(s)
- 16 • Daily weather forecasts and spot weather forecasts; Cumulative fire map  
17 showing acreage increase by day
- 18 • Total cost summary
- 19 • Monitoring data (Wildland Fire Observation Records)
- 20 • Critique of fire projections on Incident Action Plan

21

**22 Physical Fitness and Conditioning**

23

24 Employees serving in wildland fire positions that require a fitness rating of  
25 arduous as a condition of employment are authorized one hour of duty time each  
26 work day for physical fitness conditioning. Employees not having a fitness  
27 rating of arduous as a condition of employment, but who are required by a  
28 Critical Performance element or other written agreement to maintain an arduous  
29 level, will be authorized three hours per week of duty time for physical fitness  
30 condition. All other wildland firefighting personnel holding qualifications  
31 requiring ratings of moderate or arduous may be authorized, by their supervisor,  
32 up to three hours per week of duty time for fitness conditioning. Prior to any  
33 duty time being allowed for physical fitness conditioning, employees and  
34 supervisors must agree, in writing, what physical conditioning activities the  
35 employee will engage in, and when and where they will occur. Activities  
36 outside of the agreement will not be authorized or allowed. A combination of  
37 activities designed to increase both physical strength and aerobic fitness, while  
38 minimizing the possibility of physical injury, should be utilized.

39

**40 Training**

41

42 The qualification standards identified in the *Interagency Fire Program*  
43 *Management Qualification Standards* are required, in conjunction with specific  
44 agency requirements, when filling vacant fire program positions, and as an aid in  
45 developing Individual Development Plans (IDPs) for employees.

- 1 • Refuge Managers/Project Leaders with Service lands under their jurisdiction  
2 which require the development and maintenance of a Fire Management Plan  
3 must attend either the National Advanced Fire and Resource Institute  
4 (NAFRI) or a locally sponsored Fire Management for Leaders course, or  
5 may, upon concurrence of the RFMC, attend the Agency Administrator  
6 Workshop for Prescribed Fire course which is hosted by the National  
7 Interagency Prescribed Fire Training Center (PFTC.)
- 8 • Refuge Managers/Project Leaders with high complexity programs under their  
9 jurisdiction must attend the National Fire Management Leadership Course or  
10 Local Fire Management Leadership Course. Program complexity is  
11 determined jointly between the Regional Fire Management Coordinator and  
12 the Regional Refuge Supervisor based upon: frequency and complexity of  
13 wildland fires, values at risk, number and type of fuels treatments, number  
14 and type of fire management personnel assigned to the unit, Interagency  
15 cooperation and coordination, and likelihood of Type 1 or 2 incidents  
16 (wildfire or all hazard).
- 17 • Regional Chiefs, Regional Refuge Supervisors, and Refuge  
18 Managers/Project Leaders must complete periodic refresher training as  
19 determined by their supervisor in consultation with the RFMC. Refresher  
20 training options may include attending fire management training/workshops,  
21 trainee experiences, or mentoring.

22

### 23 **Fire Management Officer Training**

24 All Fire Management Officers (FMO) are required to attend the M-581,  
25 Interagency Fire Program Management course, either as a student or as a  
26 member of the instructor cadre. If attending as an instructor, the FMO must be  
27 present for the entire course.

28

### 29 **Fish and Wildlife Service Specific Qualifications**

30 Guidance regarding agency-specific qualifications (including ENOP, RXB3,  
31 Faller ABC, RXCM, DZOP, and TPOP) can be found in chapter 13 of the Fire  
32 Management Handbook.