

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 Refuge Managers/Project Leaders, and or Field Supervisors 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.

- 1 • Ensures emergency stabilization and burned area rehabilitation plans with
2 estimated costs < \$500,000 are consistent with Department and Service
3 policy and guidelines.
- 4 • Establishes a process to delegate approval for prescribed fire burn plans to
5 the responsible line officer. The Regional review and concurrence processes
6 for such plans must include Burn Bosses and designated subject matter
7 experts.

8
9 **Regional Chief and Refuge Supervisors**

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

15
16 **Project Leader/Refuge Manager**

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

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

33
34 **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

PERFORMANCE REQUIRED	FWS Director	Regional Director	Regional Chief / Refuge Supervisor	Project Leader/ Refuge Manager
2. Ensure use of fire funds is in compliance with department and agency policies.	X	X	X	X
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 <i>Interagency Standards for Fire and Fire Aviation Operations</i> "Red Book" Standards.		X	X	X
<i>Program Management</i>				
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

PERFORMANCE REQUIRED	FWS Director	Regional Director	Regional Chief / Refuge Supervisor	Project Leader/ Refuge Manager
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
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>FWS Line of Duty Death Response Handbook</i> and 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

PERFORMANCE REQUIRED	FWS Director	Regional Director	Regional Chief / Refuge Supervisor	Project Leader/ Refuge Manager
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 FWS <i>Fire Management Handbook</i> .		X	X	X
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. Convene and participate in annual fire meetings.			X	X
18. 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
19. 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
20. Ensure fire and fire aviation preparedness reviews are conducted annually in all unit offices. Personally participate in at least one review annually.				X

PERFORMANCE REQUIRED	FWS Director	Regional Director	Regional Chief / Refuge Supervisor	Project Leader/ Refuge Manager
21. 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 .				X
22. Service representative at annual cooperators meetings and review interagency agreements to ensure effectiveness and efficiency.				X
23. Ensure fire prevention and fire suppression standards are compliant with agency fire policies. Ensure fire prevention activities are integrated into step up plans.				X
24. 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.				X
25. Personally visit at least one wildland and one prescribed fire each year as available.				X
26. Appropriately manage Social/Political/Media resources and relationships affecting prescribed fire and wildfire activities.	X	X	X	X
27. Ensure appropriate risk management measures are in place as they pertain to incident management activities.			X	X

PERFORMANCE REQUIRED	FWS Director	Regional Director	Regional Chief / Refuge Supervisor	Project Leader/ Refuge Manager
28. 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.				X
29. Develop, negotiate, and implement cost share, Service First, and reimbursable protection agreements with cooperators.				X
30. Participate in operations, safety, and fire administration reviews with fire and fire aviation personnel.				X
31. Provide oversight to Emergency Stabilization (ES) and Burned Area Rehabilitation (BAR) processes and procedures.				X
<i>Training / Certification</i>				
32. Ensure only trained, certified fire and non-fire personnel are available to support fire operations at the local and national level.	X	X	X	X
33. Ensure personnel delegated fire program responsibilities have completed required training. (Refer to Training Section on page 4-19).			X	X

PERFORMANCE REQUIRED	FWS Director	Regional Director	Regional Chief / Refuge Supervisor	Project Leader/ Refuge Manager
34. 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.				X
<i>Prescribed Fire/Fuels Management</i>				
35. Ensure compliance with National and Regional Office policy for prescribed fire activities. Conduct periodic reviews of the prescribed fire program.	X	X	X	X
36. Implement Interagency Prescribed Fire Planning and Implementation Policies and Guidelines.		X	X	X
37. Ensure Prescribed Fire Plans are approved and meet agency policies.			X	X
38. Ensure all wildfires resulting from prescribed fire actions are reported to Regional Director within 24 hours of the wildfire declaration.			X	X
39. Ensure a policy has been established for review and signing go-no/go checklists.				X
40. Ensure Prescribed Fire Plans have been reviewed and recommended by a qualified technical reviewer other than the plan author.				X

PERFORMANCE REQUIRED	FWS Director	Regional Director	Regional Chief / Refuge Supervisor	Project Leader/ Refuge Manager
41. 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**

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4 **National Office**

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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 I*, 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.

3

4 **Refuge**

5

6 **Fire Management Officer (FMO)**

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

13

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

19

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

PERFORMANCE REQUIRED	Fire Director	RFMC	Zone 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.	X	X	X
3. Provides the expertise and skills to fully integrate fire and fire aviation management into interdisciplinary planning efforts.	X	X	X
4. Ensures that only trained and qualified personnel are assigned to fire and fire aviation duties.	X	X	X
5. Ensures completion of a Job Hazard Analysis (JHA)/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

PERFORMANCE REQUIRED	Fire Director	RFMC	Zone FMO
8. Organizes trains, equips, and directs a qualified work force. Establishes and implements performance review process(es).	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
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 10).	X	X	X
17. Reviews and approves appropriate overtime authorization requests for the use of short-term severity.		X	X
18. Ensures a process is established to communicate fire info to public, media, and cooperators.	X	X	X
19. Convenes and participates in annual 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

PERFORMANCE REQUIRED	Fire Director	RFMC	Zone FMO
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
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 Management 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>FWS Line of Duty Death Response Handbook</i> and the <i>Agency Administrator's Guide to Critical Incident Management</i> .	X	X	X

PERFORMANCE REQUIRED	Fire Director	RFMC	Zone FMO
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
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). Annually review FMPs per Service policy.			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

1 National Fire Leadership Team

2

3 The National Fire Leadership Team (NFLT) is established under the guidance
4 and support of the NWRS Leadership Team. The team is established to provide
5 regional input on issues of National importance, to advise the Chief, Fire
6 Management Branch (FMB), and provide leadership, coordination, and guidance
7 in the development and implementation of a safe and effective fire management
8 program within the Service. The team serves as a national clearing house,
9 provides discussion of wildland fire management issues, and recommends
10 actions to improve coordination and integration of regional fire management
11 activities into national direction. The team will be responsible for the following:

- 12 ● Provide leadership, coordination, and guidance for the Service's fire
13 management program.
- 14 ● Identify potential fire management issues, and recommend strategies that will
15 enhance the Service's ability to safely and effectively manage fire on Service
16 lands.
- 17 ● Develop and recommend common guidance and business rules as needed to
18 manage fire management activities while recognizing individual regional
19 needs.
- 20 ● Provide a forum for the exchange of ideas, best management practices, and
21 lessons learned relating to Service fire management activities.
- 22 ● Provide a forum to discuss budget methodology applications that are
23 consistent with appropriation language authority as well as providing for the
24 collaboration and coordination within FWS and with our interagency
25 partners.
- 26 ● Form task groups, working teams, or other collections of subject matter
27 experts as needed to deal with specific tasks or long-term issues. These
28 groups or teams will each have a Leader who usually works in the subject
29 matter area with members assigned who may have the subject area as a
30 collateral duty. They will have representation from across the Service, and
31 will provide guidance or operational recommendations to the NFLT.

32

33 Delegation of Authority

34

35 Regional Fire Management Coordinator

36 In order to effectively perform their duties, a RFMC must have certain
37 authorities delegated from the Regional Director. This delegation is normally
38 placed in the regional office supplement to agency manuals. This Delegation of
39 Authority should include:

- 40 ● Serve as the Regional Director's authorized representative on geographic
41 area coordination groups, including MAC groups.
- 42 ● Coordinate and establish priorities on uncommitted fire suppression
43 resources during periods of shortages.
- 44 ● Coordinate logistics and suppression operations regional-wide.

- 1 • Relocate agency pre-suppression/suppression resources within the region
- 2 based on relative fire potential/activity.
- 3 • Correct unsafe fire suppression activities.
- 4 • Direct accelerated, aggressive initial attack when appropriate.
- 5 • Enter into agreements to provide for the management, fiscal, and
- 6 operational functions of combined agency operated facilities.
- 7 • Suspend prescribed fire activities when warranted.
- 8 • Give authorization to hire Emergency Firefighters in accordance with the
- 9 DOI Pay Plan for Emergency Workers.
- 10 • Approve emergency fire severity funding expenditures not to exceed the
- 11 agency's annual authority.

12

13 **Zone Fire Management Officer**

14 In order to effectively perform their duties, the FMO may receive a Delegation
15 of Authority (DOA) outlining the operational and administrative fire
16 management duties. All Unit Agency Administrators within a Zone should
17 consider signing a single Zone Fire Management delegation. A sample
18 "Delegation of Authority" can be found on the FWS Fire Operations Policy and
19 Guidance SharePoint site.

20

21 **Inter-refuge Agreements**

22

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

28

29 **Fire Duty Officer**

30

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

- 35 • Monitor unit incident activities for compliance with FWS safety policies.
- 36 • Coordinate and set priorities for unit preparedness activities, incident
- 37 response and resource allocation.
- 38 • Keep Agency Administrators and resources informed of the current and
- 39 expected situation.
- 40 • Plan for and implement actions required for future needs.
- 41 • Document decisions and actions.
- 42 • It is recommended FDOs not fill ICS functions.

43

44

45

1 Fire Severity Funding

2
3 Units may request severity funding when wildfire response resources are
4 insufficient to meet the predicted fire workload on Service lands. Units/Regions
5 may request two types of severity funding depending upon the anticipated
6 duration of need (see table). An approved and current FMP must be in place to
7 receive long-term severity funding.

9 Short-Term Severity Funding

10 Short-term severity funding can be requested to implement preplanned actions
11 from an approved preparedness or step-up plan. This may include: the unit
12 anticipates being at PL4 or PL5 (or equivalent) for less than seven consecutive
13 days, or when the need is only for extending the days/hours of existing staff.
14 Short-term severity requests must be approved by the RFMC, and may not
15 exceed a total of \$300,000 per Region annually as described in the FWS Fire
16 Business Reference Guide, Fire Severity, FY year, Work Breakdown Structure
17 description. Short-term severity funding codes are PER1 (region 1), PER2
18 (region 2), etc. An example for short-term severity in Region 2 is FF02RNB000
19 (*cost center for Bosque del Apache NWR, R2*) plus the work breakdown
20 structure FF.F2100002PER20

22 Long-Term Severity Funding

23 Long-term severity funding can be requested when additional outside resources
24 are needed for an extended period of time. The need for additional resources
25 must be based upon existing approved preparedness plans or documentation of
26 extraordinary conditions that were not anticipated in the existing preparedness
27 plans. Long-term severity requests must be approved by the Chief, Fire
28 Management Branch. Severity requests follow guidance located in Appendix E
29 of the FWS Fire Business Reference Guide and include the documentation
30 identified in the appendix.

31
32 Long-term severity funding is provided for a maximum of 30 days per request;
33 however, regardless of the length of the authorization, use of severity funding
34 must be terminated when abnormal conditions no longer exist. Long-term
35 severity codes are cost center plus Severity Funding work breakdown structure
36 including FIRECODE, e.g. FF02RNB000 FF.F2100002FJ4M0

38 Daily Fire Report

39
40 During the “National Fire Season” as identified by the National Interagency
41 Coordination Center in Boise, ID (NICC), each field unit within the Refuge
42 System will report all wildland fire occurrence and fire status daily to their local
43 dispatch office and Regional Office. Additionally, each Region will establish
44 procedures to gather fire information and coordinate with their respective
45 geographic area coordination centers as necessary. Field units will report the
46 status of large fires separately on form ICS-209 to the local dispatch centers

1 with copies furnished to the RFMCs. Include weekend fire activity on
2 Monday's report unless there is significant fire activity.

3

4 **Individual Fire Report**

5

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

- 9 • All wildland fires on Service lands.
- 10 • Wildfires threatening Service lands on which the Service takes action.
- 11 • Wildfires on which action was taken for another agency.
- 12 • All false alarms responded to by field office staff.

13

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

19

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

21

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

25

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

28

29 **Final Wildland Fire Record**

30

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

- 32 • FMIS data entry
- 33 • Narrative
- 34 • WFDSS
- 35 • Incident Action Plan(s)
- 36 • Daily weather forecasts and spot weather forecasts cumulative fire map
37 showing acreage increase by day
- 38 • Total cost summary
- 39 • Monitoring data (Wildland Fire Observation Records)
- 40 • Critique of fire projections on Incident Action Plan

41

42 **Physical Fitness and Conditioning**

43

44 Employees serving in wildland fire positions that require a fitness rating of
45 arduous as a condition of employment are authorized one hour of duty time each

1 work day for physical fitness conditioning. Employees not having a fitness
2 rating of arduous as a condition of employment, but who are required by a
3 Critical Performance element or other written agreement to maintain an arduous
4 level, will be authorized three hours per week of duty time for physical fitness
5 condition. All other wildland firefighting personnel holding qualifications
6 requiring ratings of moderate or arduous may be authorized, by their supervisor,
7 up to three hours per week of duty time for fitness conditioning. Prior to any
8 duty time being allowed for physical fitness conditioning, employees and
9 supervisors must agree, in writing, what physical conditioning activities the
10 employee will engage in, and when and where they will occur. Activities
11 outside of the agreement will not be authorized or allowed. A combination of
12 activities designed to increase both physical strength and aerobic fitness, while
13 minimizing the possibility of physical injury, should be utilized.

14 15 **Training**

16 17 **Agency Administrator Training**

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

- 22 • Refuge Managers/Project Leaders with Service lands under their jurisdiction
23 which require the development and maintenance of a Fire Management Plan
24 must attend either the National Advanced Fire and Resource Institute
25 (NAFRI) or a locally sponsored Fire Management Leadership course, or
26 may, upon concurrence of the RFMC, attend the Agency Administrator
27 Workshop for Prescribed Fire course which is hosted by the National
28 Interagency Prescribed Fire Training Center (PFTC).
- 29 • Refuge Managers/Project Leaders with high complexity programs under their
30 jurisdiction must attend the National Fire Management Leadership Course or
31 Local Fire Management Leadership Course. Program complexity is
32 determined jointly between the Regional Fire Management Coordinator and
33 the Regional Refuge Supervisor based upon: frequency and complexity of
34 wildland fires, values at risk, number and type of fuels treatments, number
35 and type of fire management personnel assigned to the unit, Interagency
36 cooperation and coordination, and likelihood of Type 1 or 2 incidents
37 (wildfire or all hazard).
- 38 • Field supervisors who may approve prescribed fire plans must attend the
39 NAFRI sponsored Fire Leadership Course or upon concurrence of the
40 RFMC, may attend the Agency Administrator Workshop for PFTC.
- 41 • Regional Chiefs, Regional Refuge Supervisors, and Refuge
42 Managers/Project Leaders must complete periodic refresher training as
43 determined by their supervisor in consultation with the RFMC. Refresher
44 training options may include attending fire management training/workshops,
45 trainee experiences, or mentoring.

- 1 • Guidance for use of the agency qualification for Agency Administrators
2 (AADM) can be found in the FWS Fire Management Handbook.

3

4 **Fire Management Officer Training**

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

9

10 **FWS Firefighter General Training Requirements**

One-Time Training	Recurring Training	Annual Training
Hazardous Materials-First Responder Awareness Level	First/Aid CPR (every 2 years)	Blood Borne Pathogens (online – DOI Learn)
B3: Combination Helicopter/Airplane Safety (Classroom/Online)	B3: Combination Helicopter/Airplane Safety Refresher (every 3 years)	RT-130 Annual Fireline Safety Training
Hazardous Materials (see 242 FW 6 Table 6-4)	Defensive Driving (every 3 years)	Hazardous Materials (see 242 FW 6 Table 6-4)

11

12 **Fish and Wildlife Service Specific Qualifications**

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

16