

## Chapter 20 Administration

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### Introduction

All federal agencies have adopted the *National Wildfire Coordinating Group (NWCG) Interagency Incident Business Management Handbook (IIBMH)* as the official guide to provide execution of each agency's incident business management program. Unit offices, geographic areas, or NWCG may issue supplements, as long as policy or conceptual data is not changed.

### Policy

Since the consistent application of interagency policies and guidelines is essential, procedures in the *IIBMH* will be followed. Agency manuals provide a bridge between manual sections and the *IIBMH* so that continuity of agency manual systems is maintained and all additions, changes, and supplements are filed in a uniform manner.

- **BLM** - *The IIBMH replaces BLM Manual Section 1111.*
- **FWS** - *Refer to Service Manual 095 FW 3 Wildland Fire Management and Fire Management Handbook for specific agency direction.*
- **NPS** - *Refer to RM-18 for specific agency direction.*
- **FS** - *Refer to FSH 5109.34 for specific agency direction.*  
*Regions/Geographic Areas may issue supplements.*

### Use of Pay Plan for Hazardous Fuel Reduction

Refer to the DOI Pay Plan for Emergency Workers for information regarding the use of emergency workers for hazardous fuel reduction projects on Departmental lands. Refer to the Forest Service Pay Plan for Emergency Workers for information regarding the use of emergency workers for hazardous fuel reduction projects on Forest Service Lands.

### Cache Management

The DOI-BLM manages two National Interagency Support Caches (NISC), and USDA-Forest Service manages nine national caches. Agencies often serve as interagency partners in local area support caches, and operate single agency initial attack caches. All caches will maintain established stocking levels, receive and process orders from participating agencies, and follow ordering and fire replenishment procedures as outlined by the national and geographic area cache management plans and mobilization guides.

- **FS** - *Refer to FSM 5160 for specific requirements.*

### National Interagency Support Caches

The eleven national caches are part of the National Fire Equipment System (NFES). Each of these caches provides incident support in the form of equipment and supplies to units within their respective geographic areas. The NFES cache system may support other emergency, disaster, fire-related or land management activities, provided that such support is permitted by agency

1 policies and does not adversely affect the primary mission. These national  
2 caches do not provide supplies and equipment to restock local caches for non-  
3 incident requests. Non-emergency (routine) orders should be directed to the  
4 source of supply, e.g., GSA or private vendors. The Great Basin cache at NIFC  
5 provides publications management support to the National Wildfire  
6 Coordinating Group (NWCG). Reference the NWCG, *National Fire Equipment*  
7 *System Catalog (NFES 0362)* for more detailed information.

8  
9 Forest Service National Symbols Program distribution is through the Northeast  
10 Area National Interagency Support Cache. This material is coordinated by the  
11 USDA Forest Service, under advisement of the National Association of State  
12 Foresters' (NASF) Cooperative Forest Fire Prevention Committee (CFFP), and  
13 the DOI Bureau of Land Management. Materials include Smokey Bear  
14 prevention items, and Woodsy Owl and Junior Forest Ranger environmental  
15 educational materials. It also distributes DOI Fire Education materials and  
16 provides resource kits for National Fire Prevention Teams. The website at  
17 [www.symbols.gov](http://www.symbols.gov) contains the catalog of these materials and offers information  
18 having to do with these programs.

#### 20 **Local Area Interagency Support Caches**

21 These caches directly support more than one agency, and generally cover more  
22 than one administrative unit. They will maintain stocking levels to meet the  
23 identified needs of the multiple agencies for whom service is provided.

#### 25 **Initial Response Caches**

26 Numerous caches of this level are maintained by each agency. These caches  
27 will establish and maintain stocking levels to meet the initial response needs of  
28 the local unit(s).

#### 30 **Inventory Management**

#### 32 **System Implementation**

33 Each fire cache, regardless of size, should initiate and maintain a cache  
34 inventory management system. Agency management systems provide a check  
35 out/return concept that incorporates a debit/crediting for all items leaving the  
36 cache. This system is strictly followed in the NISC's. Inventory management  
37 processes should be implemented for all local interagency support and initial  
38 action caches.

#### 40 **Reporting Requirements**

41 By April 1st of each year, all local interagency support and initial action caches  
42 will submit to their servicing NISC, available quantities of the items referenced  
43 in Appendix CC.

44 All items reported will conform to refurbishment standards set forth in *NFES*  
45 *2249, Fire Equipment Storage and Refurbishment Standards*. Those items not  
46 identified in NFES 2249 will not be refurbished.

**1 Accountability**

2 Fire loss/use rate is defined as all property and supplies lost, damaged or  
3 consumed on an incident. It is reported as a percentage that is calculated in  
4 dollars of items issued compared to items returned. The reasonable anticipated  
5 fire loss/use rate for all items issued to an incident is 15 percent of trackable and  
6 durable items. Consumable items are not included in this total. All items  
7 stocked in agency fire caches will be categorized for return (loss tolerance/use  
8 rate) and accountability purposes.

**10 Trackable Items**

11 Include items that a cache may track due to dollar value, sensitive property  
12 classification, limited quantities available, or other criteria set by each  
13 geographic area cache. Items that are considered trackable are usually engraved  
14 or tagged with a cache identification number. These items must be returned to  
15 the issuing cache at the end of the incident use, or documentation must be  
16 provided to the issuing cache as to why it was not returned. All trackable items  
17 are also considered durable. 100 percent accountability is expected on trackable  
18 items.

**20 Durable Items**

21 Include cache items considered to have a useful life expectancy greater than one  
22 incident. High percentages of return for these items are expected. These items  
23 are not specifically cache identified/tagged/engraved.

24 Acceptable loss tolerance/use rates for the following durable goods have been  
25 established:

- 26 • 10% for water handling accessories, helicopter accessories, tents, and camp  
27 items such as heaters, lights, lanterns, tables, and chairs.
- 28 • 20% for hose, tools, backpack pumps, sleeping bags, pads, and cots.
- 29 • 30% for personal protective equipment.

**31 Consumable Items**

32 Include items normally expected to be consumed during incident use.  
33 Consumable items returned in unused condition are credited to the incident.  
34 Examples of consumable items are: batteries, plastic canteens, cubitainers,  
35 forms, MREs, fusees, hot food containers, petroleum products, and medical  
36 supplies.

**38 Incident to Incident Transfer of Supplies and Equipment**

39 Transfer of supplies and equipment between incidents is not encouraged, due to  
40 the increased possibility of accountability errors. However, in special instance,  
41 when it is determined to be economically feasible, the following must be  
42 accomplished by the Supply Unit Leader from the incident that is releasing the  
43 items:

44 Documentation will be completed on the *Interagency Incident Waybill (NFES*  
45 *#1472)*, and must include the following:

- 46 • NFES Number

- 1 • Quantity
- 2 • Unit of Issue
- 3 • Description
- 4 • Property number, if item is trackable
- 5 • Receiving incident name, incident number and resource request number
- 6 • The Supply Unit Leader will send the waybill transfer information to the
- 7 servicing geographic area cache to maintain proper accountability
- 8 recording.

#### 10 **Fire Loss Tolerance Reporting for Type 1 and 2 Incidents**

11 In order to help managers keep incident-related equipment and supply loss to a  
12 minimum, IMT's are required to maintain accountability and tracking of these  
13 items. Guidelines and procedures to assist with this accountability are provided  
14 in Chapter 30 of the *IIBMH*. To further facilitate these procedures and provide  
15 oversight, a fire loss report has been developed that provides detailed  
16 information regarding used and trackable item use. This report has been  
17 accepted by NWCG for all wildland fire agencies and will be compiled for all  
18 Type 1 and Type 2 incidents. Investigations may be conducted in those cases  
19 where loss/use tolerances rates may have been exceeded.

20  
21 These reports are compiled by the geographic area NFES cache servicing the  
22 particular incident. Reports will then be forwarded to the responsible local  
23 office, with a copy to the state/regional FMO, within 60 days of the close of the  
24 incident to meet these time limits. Several steps must be followed to facilitate  
25 complete data resulting in accurate reports:

- 26 • At the close of each incident, all property must be returned to the servicing  
27 NFES cache.
- 28 • If accountable property has been destroyed or lost, appropriate  
29 documentation must be provided to the cache for replacement and updating  
30 property records.
- 31 • All property purchased with emergency fire funds for an incident must be  
32 returned to the NFES cache system.
- 33 • All unused consumable and/or durable NFES items must be returned to the  
34 servicing NFES cache within 30 days of control of the incident.
- 35 • Agency Administrators/fire management officers must review the fire loss  
36 report and recommend appropriate follow-up action if losses are excessive.  
37 Those actions and recommendations should be documented and filed in the  
38 final incident records.

#### 40 **Incident Supply and Equipment Return Procedures**

41 Supplies and equipment ordered with suppression funds will be returned to the  
42 ordering unit at the end of the incident and dispersed in one of three ways:

- 43 • Items meeting NFES standards will be returned to the local or geographic  
44 area cache for reuse within the fire supply system.

- 1 • Items not meeting the prescribed NFES standards will either be purchased  
2 with project funds by the local unit if the items are needed for program use.  
3 • Items will be delivered to the unit's excess property program for disposal.  
4

#### 5 **Cache Returns and Restock Procedures**

6 All returns for credit and restock of caches to specific incident charges should be  
7 made within 30 days after the close of the incident. If that timeframe cannot be  
8 met, it is required that returns and restock be made during the same calendar  
9 year as items were issued. All returns should be tagged with appropriate  
10 incident number, accompanied by an interagency waybill identifying the  
11 appropriate incident number, or accompanied by issue documents to ensure  
12 proper account credit is given. Any items returned after the calendar year of  
13 issue will be returned to multiple-fire charges, unless specific incident charge  
14 documentation (issues) can be provided with the return.  
15

#### 16 **Mobile Fire Equipment Policy**

17 It is agency policy to maintain each piece of mobile fire equipment at a high  
18 level of performance and in a condition consistent with the work it has been  
19 designed to perform. This shall be accomplished through application of a  
20 uniform preventive maintenance program, timely repair of components broken  
21 or damaged while on assignment, and in accordance with all agency fiscal  
22 requirements. Repairs shall be made and parts replaced, as identified, to keep  
23 the equipment functional priority will be given to any item required for the  
24 equipment to be kept safe and operational.

- 25 • *BLM - Mobile fire equipment is not to be altered or modified without*  
26 *approval of the BLM National Fire Equipment Committee.*  
27

#### 28 **Fire Equipment Management**

##### 29 **Introduction**

30 This section contains specific guidance on activities, standards, and procedures  
31 in the management of the agencies' fire equipment.  
32

- 33 • *BLM - The BLM's fire equipment program designs, develops, and acquires*  
34 *specialized equipment, cabs, chassis, utility bodies, and pump packages to*  
35 *meet the BLM's annual fire engine replacement and fire suppression*  
36 *requirements. Fire engine design is accomplished through the analysis of*  
37 *performance needs identified, survey of new technologies, and the*  
38 *development of test models and prototype units. Acquisition of these*  
39 *components is done through a combination of contracting, remanufacture*  
40 *of existing units, and in-house assembly. The BLM operates a fire vehicle*  
41 *program that balances state of the art technology with overall cost*  
42 *efficiency, to provide maximum safety for personnel while effectively*  
43 *meeting suppression needs. Also refer to the BLM Manual H-9216-1, Fire*  
44 *Equipment Supply Management.*  
45

- 1 • *NPS - The NPS manages the Working Capital Fund (WCF) Fire*  
2 *Equipment Program through the Fire Management Program Center. The*  
3 *working capital funding for the program is administered through an*  
4 *interagency agreement with the BLM. The NPS's WCF fire equipment*  
5 *program acquires specialized equipment, cabs, chassis, utility bodies, and*  
6 *pump packages to meet the NPS's annual fire engine replacement and fire*  
7 *suppression requirements. Fire engine design is accomplished through the*  
8 *analysis of performance needs identified, and survey of new technologies.*  
9 *Acquisition of these components is done through contracting with vendors*  
10 *identified on GSA contracts.*

11

#### 12 **Standards and Specifications**

- 13 • *BLM - Standardization of our mobile fire equipment fleet aides in the*  
14 *ability to produce equipment that effectively meets the user's needs at the*  
15 *lowest possible cost, and with the least impact on the BLM work force.*

16

#### 17 **Fire Equipment Development**

- 18 • *BLM - The BLM maintains a Fire Equipment Development Unit located at*  
19 *NIFC. This unit is responsible for the ordering, receiving, inspection,*  
20 *distribution, and development of new fire equipment that will meet or*  
21 *exceed the minimum performance standards established by the BLM*  
22 *National Fire Equipment Committee.*
- 23 • *NPS - The Fire Equipment and Facilities Specialist, located at NIFC, is*  
24 *responsible for ordering, receiving, inspection, and distribution of new fire*  
25 *equipment.*

26

#### 27 **Equipment Development Process**

- 28 • *BLM - The BLM has established a fire equipment development process to*  
29 *ensure that any new fire equipment, engine models, or technologies meet*  
30 *or exceed established performance standards. All new fire engines, new*  
31 *equipment models, vehicle chassis, and major components will follow this*  
32 *development process, and are tested and evaluated under actual field*  
33 *conditions prior to being made available for general ordering. While it*  
34 *may take only a few weeks to complete the development and evaluation*  
35 *process for a minor component, it takes several years to develop a new*  
36 *chassis, fire engine model, or major component.*

37

#### 38 **Management of Standards**

- 39 • *BLM - BLM's specifications and standards are maintained by the Fire*  
40 *Equipment Development Unit at NIFC. Equipment standards and options*  
41 *are managed under a "sealed pattern" concept. Major changes to*  
42 *equipment are made once a year during the BLM National Fire Equipment*  
43 *Committees fall meeting. This is done through a formal documented*  
44 *process.*

- 1 • **BLM** - Minor changes to blueprints and specifications are the  
2 responsibility of the Fire Equipment Development Unit to ensure that  
3 equipment in production is not delayed. Major changes must be addressed  
4 through the BLM fire equipment development process.
- 5 • **BLM** - Procurement of nonstandard equipment with fire management  
6 funds, when standard equipment is available, has to have written approval  
7 by the Director, Office of Fire and Aviation. The BLM Fire Equipment  
8 Committee has the responsibility to approve and establish the minimum  
9 performance standards of all BLM/WCF mobile fire equipment.

10

#### 11 **Classes of Standard Units**

12 Each agency has established classes for all GSA and agency-owned vehicles.

13

#### 14 **Equipment Deficiencies and Improvements**

- 15 • **BLM** - The BLM fire engine fleet is in a constant state of development.  
16 Improvements to the equipment begins only after field service has  
17 identified that a specific item of equipment is not operating to its optimum  
18 performance, a deficiency has been encountered, or that an improvement  
19 to the equipment would allow it to be easier to operate and maintain.
- 20 • **BLM** - To help identify items found deficient or in need of improvement an  
21 Improvement/Report of Deficiency form is available on the Fire Equipment  
22 Development Unit web site at  
23 <http://web.blm.gov/internal/fire/EquipDev/index.htm> This deficiency and  
24 improvement reporting method will allow for the documentation of the  
25 where, what, when, and how the deficiency or improvement was identified  
26 and status of its correction or implementation. It will also allow the BLM  
27 to monitor fire equipment over the long term and aide in identifying trends.

28

#### 29 **Funding Accessories and Upgrades**

30 Any equipment added to a fire engine which is not part of the current agency  
31 standard for the vehicle class (supplemental lighting, winches, special painting,  
32 radios, etc.) are add-on items and are not funded with WCF funds. The cost of  
33 fire engine package modifications and optional equipment, which is not in the  
34 current fire engine standard, (including the replacement/modification of  
35 equipment provided with the vehicle), is the responsibility of the state/region or  
36 local office.

37

#### 38 **Valid/Invalid Expenditures of WCF Funds**

39

#### 40 **Travel on WCF Funds**

- 41 • **BLM** - Travel using WCF funds is allowed only for NIFC Fire Equipment  
42 Development Unit and National Business Center personnel attending pre-  
43 work conferences, serving as contracting officers, contracting officer  
44 representatives, or project inspectors on fire vehicle related contracts, and  
45 for other personnel associated with the delivery of a new fire engine or  
46 support vehicle.

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20-7

- 1 • *NPS - Travel using WCF funding is allowed only for Fire Management*  
2 *Program Center and Accounting Operation Center staff attending pre-*  
3 *work conferences, serving as contracting officers or project inspectors on*  
4 *fire equipment related contracts. The WCF program also provides travel*  
5 *funding for park fire personnel to transport new fire equipment back their*  
6 *respective parks. WCF funds will not be used to transport new equipment*  
7 *back to parks commercially except under extenuating circumstances.*  
8 *Retrieval of new fire vehicles should be done by park fire individuals so as*  
9 *to obtain a thorough briefing of the operational features of that vehicle by*  
10 *the manufacturers.*

11

#### 12 **Vehicle Repairs, Maintenance**

- 13 • *BLM - The cost of all vehicle repairs and maintenance should where*  
14 *possible be charged to the benefiting activity unless this cannot be*  
15 *established.*  
16 • *NPS - The cost of WCF vehicle repairs and maintenance is the*  
17 *responsibility of the individual parks.*

18

#### 19 **Mid-Cycle Maintenance**

- 20 • *BLM - Mid-cycle maintenance on fire engines may be required to help*  
21 *ensure that the vehicles reliability, integrity, safety, and cosmetic value are*  
22 *up to minimum standards. It is known that some wear and tear cannot be*  
23 *resolved through a regular maintenance schedule; and it is necessary to*  
24 *perform special maintenance on the vehicle. These costs are chargeable to*  
25 *the WCF but, before this mid-life maintenance can be initiated, required*  
26 *repairs must be identified. Estimates of the maintenance and repair cost*  
27 *must be completed prior to having the work completed. A copy of the*  
28 *estimate and approval shall be forwarded to the Fire Equipment*  
29 *Development Unit at NIFC so it can be placed in the vehicles history file.*  
30 • *BLM - Mid-cycle maintenance does not include the cost of any item that*  
31 *should have been corrected at the time the damage occurred or repairs to*  
32 *equipment, which was not standard at the time of original purchase.*

33

#### 34 **Fixed Ownership Rates (FOR's)**

35 These are the fees that are charged monthly for each fire vehicle in service.  
36 These fees continue to accumulate over the life of a vehicle, and are used to  
37 replace each vehicle at the end of its life cycle. The FOR rates are adjusted  
38 annually by the WCF manager to reflect changes in replacement costs due to  
39 inflation and/or changes in performance. The collection period is from May to  
40 October to allow the benefiting activities to be charged.

41

#### 42 **Use Rates**

- 43 • *BLM - Use rates are independent of the FOR rates, and are adjusted*  
44 *annually to reflect all WCF costs associated with the administration,*  
45 *delivery, maintenance, and repair of vehicles in each vehicle class. These*



1 use rates may vary significantly from year to year, particularly in those  
2 vehicle classes, which have low number of vehicles. (To aid in keeping  
3 these rates low where possible benefiting activities should be responsible  
4 and charged for any repairs and maintenance.)  
5

#### 6 **Fire Equipment Committees**

- 7 • **BLM - BLM National Fire Equipment Committee.** The committee consists  
8 of the national chairperson, state equipment committee chairpersons (or  
9 designated representatives), a national office representative, Fire  
10 Equipment Development Unit supervisor, and National Business Center  
11 (NBC) equipment management specialist. Meetings are scheduled twice a  
12 year. Agenda items and topics are solicited from the national office and  
13 states. Formal meeting minutes containing findings and equipment  
14 recommendations are distributed for review prior to adoption.
- 15 • **BLM - BLM State/Geographic Area Fire Equipment Committees.** Each  
16 state/geographic area should maintain a fire equipment committee which  
17 provides the following:
  - 18 ➤ Establishes, coordinates, and standardizes internal (state) fire  
19 equipment management practices.
  - 20 ➤ Identifies equipment needs, deficiencies and develops proposals for  
21 presentation to the BLM National Equipment Committee.
  - 22 ➤ Provides a representative to the National Equipment Committee to  
23 present the states equipment requirements, improvements, and  
24 deficiencies.
- 25 • **NPS - The NPS equipment committee meets twice yearly to identify**  
26 **equipment problems, needs, and NPS standards. This committee is**  
27 **comprised of engine foremen (captains), fire management officers, and**  
28 **representation from the Fire Use Modules. The permanent chairperson is**  
29 **the Fire Equipment and Facilities Specialist at the Fire Management**  
30 **Program Center.**

#### 32 **Property Transfer/Replacement**

- 33 • **BLM - Surplus, early turn-ins, and transfer fire vehicles may be**  
34 **transferred to another area for continued service with the approval of the**  
35 **State Director and WCF manager. In these instances, the vehicle remains**  
36 **in the same class, and the FOR and use rates will continue to be charged**  
37 **to the unit acquiring the vehicle. Field Offices wishing to dispose of fire**  
38 **engine equipment prior to the normal replacement date may do so. In**  
39 **these instances, no future replacement is automatically provided there is**  
40 **no accrued credit from the FOR collected on that unit prior to disposal.**  
41 **Field offices acquiring this type of equipment continue payment of the FOR**  
42 **and use rates.**
- 43 • **BLM - Conversions - Offices in possession of fire engine equipment due**  
44 **for replacement have the option of replacing that equipment with vehicle(s)**  
45 **of another class. The change in NUS must be consistent with the approved**  
46 **FMP (conversion of two light engines to one heavy engine). State Director**

1 and Property Manager approval and sufficient contributions through the  
2 FOR or other funds to make up any difference in cost are required.

3 • NPS - Surplus vehicles for NPS will be excessed through the BLM Working  
4 Capital Fund Program. An SF-126 form will be submitted to the NPS Fire  
5 Equipment and Facilities Specialist upon receipt of new vehicle. After  
6 review, the form will be transferred to the BLM. BLM will manage the  
7 disposal of all surplus WCF equipment. Residual value of sold excessed  
8 fire vehicles is returned back into the NPS WCF. Parks should not excess  
9 WCF fire equipment through normal GSA channels.

#### 10 11 **Fitness Equipment and Facilities**

12 • NPS - BDO-57 Occupational Medical Standards, Health and Fitness  
13 defines the minimum equipment needed to meet physical fitness goals. The  
14 following guidance will be used to specifically determine FIREPRO  
15 allocations for equipment purchase:

16 • NPS - The FIREPRO funding allocation will represent the percentage of  
17 mandatory fitness participants in a park. For example, park AX may have  
18 20 total mandatory fitness participants in its health and fitness program,  
19 five (5) of whom are wildland firefighters. FIREPRO would pay 25  
20 percent of the cost of equipment purchase.

21 • NPS - The regional fire management officer's approval is required for any  
22 anticipated purchases requiring FIREPRO contributions in excess of  
23 \$1,200.

24 • NPS - Where all of a park's mandatory fitness participants are wildland  
25 firefighters; FIREPRO will fund up to a maximum of \$1,200 per park for  
26 equipment purchase. The regional fire management officer's approval is  
27 required for purchases in excess of that amount.

28 • NPS - DO-57 indicates that health club costs must be borne by park  
29 management for mandatory fitness participants. However, in-park  
30 exercise facility development is the preferred option. Where this is not  
31 possible, health club costs, not to exceed \$360 per year, may be paid from  
32 FIREPRO funds for each wildland firefighter mandatory program  
33 participant. Approval from the regional fire management officer is  
34 required for annual fees that exceed \$360.

#### 35 36 **Wildland Fire Uniform Standards**

37 • NPS - The Servicewide Uniform Program Guideline (DO-43) sets forth the  
38 Servicewide policies and associated legal mandates for wearing the  
39 National Park Service (NPS) uniform and for authorizing allowances to  
40 employees.

41 • NPS - The guideline states that superintendents administer the uniform  
42 program within their areas, and are responsible for developing and  
43 communicating local uniform and appearance standards in accordance  
44 with DO-43, determining who will wear the uniform and what uniform will

1 *be worn, and enforcing uniform and appearance standards. Three options*  
2 *exist for uniforms for wildland fire personnel:*

3 • *NPS - Within the context of the uniform standards, if the conventional NPS*  
4 *uniform is identified at the local level as required for specified fire*  
5 *management staff, FIREPRO program management funds may be used to*  
6 *support uniform purchases in accordance with allowance limits identified*  
7 *in DO-43.*

8 • *NPS - While Nomex outerwear (i.e., shirts, trousers, brush-coats),*  
9 *routinely issued as personal protective equipment, has become recognized*  
10 *as the uniform of the wildland firefighter as a matter of necessity, these*  
11 *apparel also have justifiable utility as a uniform standard at the park level*  
12 *for certain FIREPRO and/or ONPS base-funded wildland fire staff.*

13 • *NPS - When the conventional NPS uniform or the full Nomex outerwear is*  
14 *not appropriate or justified, local management with regional director*  
15 *approval may establish a predetermined dress code for fire staff. The*  
16 *goals of the NPS uniform program can appropriately be applied (with*  
17 *common sense) to this departure from the norm.*

18 • *NPS - Where appropriate and justified, FIREPRO funds may be applied to*  
19 *the purchase of 100 percent cotton tee shirts and sweatshirts, and ball*  
20 *caps, with appropriate logo and color scheme, to augment the Nomex*  
21 *outerwear worn in conjunction with project or wildland fire management*  
22 *incidents. Nomex outerwear will usually be returned to the park's fire*  
23 *cache based on the tour of duty (end of season, transfer to another park,*  
24 *etc.).*

25 • *NPS - The fire management officer is responsible for establishing a*  
26 *reasonable allotment schedule for new or returning employees,*  
27 *commensurate with supplies provided in previous seasons. A suggested*  
28 *per person issuance is three to four tee shirts, one ball cap, and one*  
29 *sweatshirt (where appropriate). \$75 would normally be adequate to cover*  
30 *costs of this issuance.*

31 • *NPS - Just as with uniform allowance discussed in DO-43, the intent of*  
32 *FIREPRO-funded purchases is to defray the cost of the appropriate*  
33 *apparel, not necessarily to cover the cost of all items. This will not only be*  
34 *factored into the quantities deemed necessary for the individual, but would*  
35 *also preclude FIREPRO-funded purchases of fleece jackets, rain gear, and*  
36 *other personal items generally considered the responsibility of those*  
37 *employees not covered by the NPS uniform program.*

### 39 **Fire Management Credentials**

40 • *NPS - Official fire management credentials, with numbered badge, can be*  
41 *obtained by approved permanent or permanent less-than-full-time NPS*  
42 *employees. These credentials will be utilized for identification purposes*  
43 *only and will not be worn with the official NPS uniform or otherwise*  
44 *conflict with DO-43. Lost or stolen credentials, as government property,*  
45 *should be entered into NCIC for confiscation and return when found.*

- 1 **Professional Liability Insurance**  
2 With the passage of Public Law 106-58, agencies are now required to pay up to  
3 50% (no more than \$150) of the annual professional liability insurance  
4 premiums for qualified supervisors, management officials, and law enforcement  
5 officers who choose to purchase this insurance. Fire Management personnel fall  
6 within the qualified supervisors and management official's categories.
- 7 • *NPS - December 14, 1999 memorandum from the Associate Director,*  
8 *Administration to Regional Directors [P34 (2653)] transmitted the NPS*  
9 *policy on these reimbursements and should be referred to for qualifications*  
10 *and reimbursement criteria.*