



UNITED STATES
DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT

MANUAL TRANSMITTAL SHEET

Release
1-1420

Date
7/10/85

Subject

1111 - FIRE BUSINESS MANAGEMENT

1. Explanation of Material Transmitted: This release removes all of the present 1111 Manual. BLM is adopting the National Wildfire Coordinating Group (NWCG) Interagency Fire Business Management Handbook as the official procedures for handling administrative matters relating to fire management. The NWCG is an interagency group composed of representatives of the BLM, National Park Service, Fish and Wildlife Service, Bureau of Indian Affairs, U.S. Forest Service, and the National Association of State Foresters. This Handbook has been adopted by all of the identified agencies as the official guidance for fire business management. Copies of this Handbook are available from the Boise Interagency Fire Center warehouse as Catalog No. 0391.
2. Reports Required: None.
3. Material Superseded: Manual pages superseded by this release are listed under "REMOVE" below. No other directives are superseded.
4. Filing Instructions: File as directed below.

REMOVE:

All of 1111 (Rel. 1-703, 1-727, 1-850,
1-975, 1-985, 1-1010)

(Total: 108 Sheets)

INSERT:

1111

(Total: 2 Sheets)

Deputy Director, Management Services

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.01 Purpose. Since uniform application of interagency policies and guidelines is essential, appropriate procedures in the Interagency Fire Business Management Handbook (NWCG Hbk-2) should be followed. Therefore, this Manual will provide a bridge between BLM Manual Section 1111 and the Interagency Fire Business Management Handbook, so that continuity of the BLM Manual System is maintained and all additions, changes, and supplements are filed in a uniform manner. Field offices may supplement the Handbook (see Manual 1221) to provide additional clarification or information as long as policy or conceptual data is not changed.

.02 Objectives. The objectives are to assure that fire operations include:

A. Maintaining proper finance, property, procurement, and personnel records and forms in a consistent manner.

B. Properly classifying emergency fire personnel, and paying such personnel according to classification.

C. Applying specific regulations applicable to pay, leave, travel, hazard pay, etc., in a uniform manner.

D. Acquiring necessary equipment and supplies from appropriate sources in accordance with applicable procurement regulations.

E. Maintaining adequate property records and accountability procedures.

.03 Authority. Refer to .03 in Manual sections listed below for applicable authority statement:

A. BLM Manual 1300 - FISCAL ACCOUNTING.

B. BLM Manual 1400-511 - POSITION CLASSIFICATION UNDER THE CLASSIFICATION ACT SYSTEM.

C. BLM Manual 1400-532 - COORDINATED FEDERAL WAGE SYSTEM.

D. BLM Manual 1400-550 - PAY ADMINISTRATION (General).

E. BLM Manual 1400-630 - ABSENCE AND LEAVE.

F. BLM Manual 1400-810 - INJURY COMPENSATION.

G. BLM Manual 1510 - PROCUREMENT.

H. BLM Manual 1520 - PERSONAL PROPERTY MANAGEMENT.

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.04 Responsibility.

A. District Manager. It is the responsibility of the District Manager and assigned staff to provide fire business management information and support to the Incident Commander. The District Manager is responsible to oversee that fire business management activities are in compliance with Bureau policy.

B. Incident Commander (Fire Boss). The Incident Commander (IC) has overall responsibility for establishing and maintaining a sound business management program for all activities related to the suppression of wildfire. The Incident Commander and assigned staff are responsible for carrying out business management activities as identified in the Interagency Fire Business Management Handbook.

.05 References. (Reserved).

.06 Policy. BLM is adopting the National Wildfire Coordinating Group (NWCG) Interagency Fire Business Management Handbook as the official procedures for handling administrative matters relating to fire management. Periodic supplements will be issued based upon Bureau needs and/or changes agreed upon by the interagency community making up NWCG.