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Chapter 02 BLM Wildland Fire and Aviation Program Organization and Responsibilities

Introduction

This chapter states, references, or supplements policy for Bureau of Land Management (BLM) Fire and Aviation Program Management. The standards provided in this document are based on current Department of Interior (DOI) and Bureau policy, and are intended to provide fire program guidance. The intent is to ensure safe, consistent, efficient, and effective fire and aviation operations. This chapter will be reviewed and updated annually.

Fire and Aviation

The BLM Fire and Aviation Directorate (FAD) consists of an Assistant Director (AD), Boise Office Deputy Assistant Director (BODAD), Washington Office Deputy Assistant Director (WODAD), Fire Operations Division Chief, Aviation Division Chief, Planning and Resources Division Chief, Support Services Division Chief, Budget and Evaluation Chief, External Affairs Division Chief, National Radio Communication Division Chief, and Equal Employment Opportunity Manager.

Program Manager Responsibilities

Assistant Director, Fire and Aviation (FA-100)

- Develops policies and standards for firefighting safety, training, and for the prevention, suppression, and use of wildland fires on Bureau lands.
- Provides guidance to State Directors on the use of prescribed fire and fuels management to achieve hazardous fuels reduction and resource management objectives.
 - Integrates fire and aviation management procedures into natural resource management.
 - Establishes position competencies, standards, and minimum qualifications for Fire Management Officers, Fire Management Specialists, and leaders based on federal interagency standards recommended by the National Fire and Aviation Executive Board.
 - Implements the interagency Fire Program Analysis (FPA) process and develops procedures and standards for the distribution of program resources.
 - Reviews and evaluates state fire and aviation management programs.
 - Represents the BLM in the coordination of overall fire and aviation management activities at National Interagency Fire Center (NIFC), on intra- and interagency fire committees, groups, and working teams.
 - In conjunction with Federal Fire Directors, establishes priorities for assignment of critical resources during wildland fire emergencies.

- 1 • Initiates or participates in Boards of Review concerning actions taken on
2 selected wildland fires.
- 3 • Negotiates cooperative agreements and/or modifications of existing national
4 level agreements to improve fire and aviation management activities on
5 Bureau lands.
- 6 • Reviews funding requests for severity, hazardous fuel reduction, and
7 emergency rehabilitation of Bureau lands damaged by wildland fires; makes
8 determinations on funding levels and recommends approval to the Director,
9 BLM.
- 10 • Serves as designated contact for the United States Department of the
11 Treasury for the certification and revocation of Certifying Officers and
12 Assistant Disbursing Officers (CO/ADO) and Designated Officials for
13 emergency incident payments.

14

15 Equal Employment Opportunity Manager (EEO) (FA-102)

- 16 • Manages the Equal Employment Opportunity (EEO) program in accordance
17 with legal, regulatory, and policy requirements.
- 18 • Manages and directs the Counseling Program, and Alternative Dispute
19 Resolution (ADR) programs, in accordance with Equal Employment
20 Opportunity Commission (EEOC) regulations and BLM policy as well as
21 for other NIFC agencies.
- 22 • Advises managers and aggrieved persons of employee rights and
23 responsibilities, procedural options and timeframes in conflict situations and
24 formulates proposed resolutions.
- 25 • Negotiates with managers, aggrieved persons and their representatives to
26 informally resolve EEO matters, and executes final settlement agreements.
- 27 • Manages the Affirmative Employment Program (AEP).
- 28 • Develops and maintains the accessibility program for the disabled, required
29 under Section 504 of the Rehabilitation Act of 1973, as amended, and the
30 Americans with Disability Act (ADA of 1990).
- 31 • Conducts analyses to evaluate progress in meeting equal employment
32 opportunity program goals.
- 33 • Administers training activities for the organization.
- 34 • Provides managers and supervisors with guidance and advice on issues
35 related to EEO/civil rights program activities.
- 36 • Represents the organization in meetings with public and private groups,
37 universities, minority and women's organizations, other DOI components,
38 and other federal agencies.

39

40 Support Services Division Chief (FA 200)

- 41 • Manages all aspects of the responsibilities and programs under the
42 jurisdiction of NIFC for the benefit of the BLM and cooperating agencies.
- 43 • Directs the accomplishment of the approved operating budget, exercising
44 appropriate control to assure program quality goals are met according to
45 established standards.

- 1 • Interprets departmental and Bureau policies and directives as they affect
2 NIFC programs.
- 3 • Participates in the BLM-wide and interagency task force activities as a
4 leader or member.
- 5 • Responsible for the NIFC Site and Facilities Management, Business
6 Practices, Human Resources, and Information Resource Management.
- 7 • Is a focal point and frequent spokesperson for the Bureau and the national
8 level management, assures a public awareness of Bureau programs and
9 coordinates with key officials in affected federal agencies, states, and
10 occasionally with other entities such as: foreign governments, private
11 individuals, private organizations, vendors, suppliers, transportation groups,
12 airlines, and others.
- 13 • Supports the implementation of the BLM's Automation/Modernization/
14 Information Resource Management (IRM) initiatives as they apply to
15 BLM/NIFC.

17 **Fire Operations Division Chief (FA 300)**

- 18 • Serves as the principal technical expert on fire operations to the Assistant
19 Director, Deputy Assistant Director (FA) and to the BLM State Fire
20 Programs.
- 21 • Provides the Assistant Director and the Deputy Assistant Director (FA)
22 technical advice, operational oversight, and leadership in all aspects of fire
23 operations.
- 24 • Performs annual fire program preparedness reviews. Evaluates compliance
25 with policies, objectives, and standards. Assesses operational readiness and
26 provides technical assistance to solve identified problems. Performs other
27 operations reviews as required /requested.
- 28 • Assists the Assistant Director and Deputy Assistant Director (FA), in the
29 formulation and establishment of national policies and programs pertinent
30 to wildland fire preparedness, suppression, shared national resources,
31 safety, training, and equipment.
- 32 • Serves as the BLM technical expert on national interagency mobilization
33 and utilization of fire suppression resources.
- 34 • Develops national plans, standards, and technical guides for the BLM and
35 interagency fire management operations.
- 36 • Develops and implements safety programs, accident investigation
37 procedures, and safety trend analyses.

38 39 **Budget and Evaluation Division Chief (FA 400)**

- 40 • Serves as principal budget advisor of the Wildland Fire program to the
41 Assistant Director (WO 400), Deputy Assistant Director (FA 100), BLM
42 Fire Leadership Team, and to other BLM staffs.
- 43 • Serves as primary BLM representative in the DOI Wildland Fire Budget
44 formulation and execution process.

- 1 • Represents BLM on the DOI Fire Budget team and at other interagency
2 meetings in regards to budget related policies, requirements, procedures,
3 and reports.
- 4 • Coordinates all budget activities between Washington Office, Office of
5 Wildland Fire Coordination, and Fire and Aviation.
- 6 • Provides national oversight for BLM Wildland Fire program budget
7 formulation, justification, and execution. Responsible for the development
8 and preparation of the Budget Justifications, Planning Target Allocation,
9 Annual Work Plan, capability statements, effects statements, and
10 Congressional responses.
- 11 • Reviews NIFC offices at mid-year, third quarter and end-of-year and
12 distributes available funding in accordance with BLM policy.
- 13 • Provides oversight of Casual Payment Center. Ensures all DOI casual
14 payments are processed in a timely and cost-effective manner adhering to
15 procedures and practices set forth by the DOI agencies.

17 **Aviation Division Chief (FA 500)**

- 18 • Serves as principal aviation advisor to the Assistant Director, Deputy
19 Assistant Director (FA), other staffs, states, and to the DOI.
- 20 • Identifies and develops Bureau aviation policies, methods and procedures,
21 as well as standardized technical specifications for a variety of specialized
22 firefighting missions for incorporation into the directives system.
- 23 • Coordinates aviation-related activities and services between the Washington
24 Office (WO), and states with other wildland firefighting, regulatory,
25 investigative, and military agencies.
- 26 • Coordinates provision and use of aviation resources with Business
27 Practices, aviation user staffs at the WO, and state office level.
- 28 • Represents the BLM at interagency meetings, in interagency committees
29 developing government-wide aviation policies, requirements, procedures
30 and reports, at aviation industry meetings and conventions.
- 31 • Develops and implements aviation safety programs, accident investigation
32 procedures, and aviation safety trend analyses.
- 33 • Plans and conducts reviews and evaluations of state aviation programs.
- 34 • Plans and conducts technical and managerial analyses relating to the
35 identification of aviation organization and resources appropriate for agency
36 use, cost-effectiveness of aviation firefighting, other specialized missions,
37 aircraft acquisition requirements, equipment developmental needs, and
38 related areas.

40 **Planning and Resources Division Chief (FA 600)**

- 41 • Responsible for the development and implementation of the Bureau wide
42 fire planning program. Provides guidance and assistance in administering
43 the technical and operational aspects of BLM's fire planning program at the
44 regional and agency levels for the accurate identification of program

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

21
22 **External Affairs Division Chief (FA 700)**

- 23 • Responsible for coordination of information between the Departmental
24 Office of Wildland Fire Coordination to the BLM, BIA, USFWS, NPS, FS,
25 National Association State Foresters (NASF), and Federal Emergency
26 Management Agency (FEMA) at NIFC.
- 27 • Responsible for coordination of the responses to: Office of Management
28 and Budget (OMB), Government Accountability Office (GAO),
29 congressional, political and other external inquires between agencies and
30 departments, establishing and maintaining cooperative relationships
31 resulting in quality work products.
- 32 • Serves as the manager of the External Affairs program for the NIFC.
- 33 • Develops recommendations pertaining to External Affairs aspects for BLM
34 Fire and Aviation policies.
- 35 • Initiates External Affairs policies and procedures pertaining to Fire and
36 Aviation for adoption at the department level in conjunction with other
37 departments and agencies.
- 38 • Serves as personal and direct representative of the Assistant Director, Fire
39 and Aviation at various meetings and functions with members of congress
40 and staff, state governors and legislatures, officials of local, state and
41 federal agencies, major private corporations, public and private interest
42 groups, and foreign governments.
- 43 • Serves as external affairs expert and consultant to the Assistant Director,
44 Fire and Aviation on a wide variety of issues and policies of controversial

1 nature, providing analysis and advice on public reaction to major policy and
2 program issues.

- 3 • Coordinate with legislative affairs on proposed legislation regarding FA.
4

5 **National Radio Communications Division (WO-410)**

- 6 • The National Radio Communications Division (NRCD) provides national
7 leadership and policy development for national level cooperative
8 agreements and memorandums of understanding with cooperators and
9 partners to achieve radio interoperability, system sharing, and other areas of
10 mutual interest.
- 11 • Provides support regarding the national radio contracts (GSA, DOI, etc.) to
12 evaluate conventional P-25 radio equipment requirements.
- 13 • Coordinates national level interagency sharing initiatives and develops long
14 term national overarching radio system plans to share radio backbone and
15 mountaintop facilities, frequencies and equipment with federal, state and
16 local cooperators. Process radio frequency authorizations (RFAs), and
17 performs 5-year radio frequency reviews to ensure compatible operation
18 and optimal use of the limited frequency spectrum resources.
- 19 • Leads/participates in meetings and represent the Bureau's radio interests
20 with established federal, state, and local technical advisory groups. Manage
21 Bureau-wide radio equipment tracking systems, life cycle replacement
22 planning, and equipment replacement budget procedures.
- 23 • Develops national policies and guidance for the BLM related to OSHA and
24 other federal laws and standards. Utilizes the BLM CASHE Audit program
25 to ensure communication site inspections and facility assessments are
26 conducted every five years in coordination with WO-360. Leads the
27 development of national training programs concerned with the
28 standardization, control, operation, testing and repair of communications
29 programs.
- 30 • Responsible for reviews and investigation or reports related to safety issues
31 with radio equipment. Works with the National Safety Manager (WO-740)
32 in establishing radio related safety training. Develops safety handbooks and
33 leads risk assessments analysis associated with the National Radio
34 Communications Program.
- 35 • Responsible for radio telecommunication systems security and ensures
36 strong security encryption needs are established.
37

38 **State Director**

39 The State Director is responsible for fire management programs and activities
40 within the state. The State Director will meet the required elements outlined in
41 the *Interagency Fire Program Management Qualifications Standards and Guide*
42 at: <http://www.ifpm.nifc.gov/default.htm> and ensure training is completed to
43 support delegations to line managers and principal actings.
44
45

1 **District/Field Manager**

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

8

9

Management Performance Requirements for Fire Operations

PERFORMANCE REQUIRED	State Director /Associate	District/Field Manager
1. Ensures the Fire Management Plans (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
2. Develops fire prevention, fire suppression, and fire use standards that are compliant with agency fire policies.	X	X
3. Ensures use of fire funds is in compliance with department and agency policies.	X	X
4. Ensures incident responses will be based on current and approved Resource Management Plans (RMP) and FMPs.	X	X
5. Attends the Fire Management Leadership Course. Ensures that personnel delegated fire program responsibilities have completed the Fire Management Leadership Course.		X
6. Ensure Wildland Fire Decision Support System (WFDSS) are certified at the appropriate level.	X	X
7. Provides a written Delegation of Authority to FMOs that gives them an adequate level of operational authority. If fire management responsibilities are zoned, ensures that all appropriate Agency administrators have signed the delegation.	X	X
8. Ensures only trained, certified fire and non-fire personnel are available to support fire operations at the local and national level.	X	X
9. Ensures master agreements with cooperators are valid and in compliance with agency policy, and that attached Annual Operating Plans are current.	X	X

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PERFORMANCE REQUIRED	State Director /Associate	District/Field Manager
10. Personally visits at least one wildland and one prescribed fire each year.		X
11. Annually convenes and participates in pre-and post season fire meetings.	X	X
12. Reviews critical operations and safety policies and procedures with fire and fire aviation personnel.	X	X
13. Ensures timely follow-up to fire management program reviews.	X	X
14. Ensures fire and fire aviation preparedness reviews are conducted annually in all unit offices. Participates in at least one review annually.	X	X
15. Ensures investigations are conducted for incidents with potential, entrapments, and serious accidents as per the standards in Chapter 18.	X	X
16. Provides a written delegation of authority, Wildland Fire Decision Support System (WFSS) and an Agency Administrator Briefing to Incident Management Teams.		X
17. Ensures resource advisors are identified, trained and available for incident assignment. Refer to <i>Resource Advisors Guide for Wildland Fire PMS 313, NFES 1831, Jan 2004.</i>		X
18. Attends post fire closeout on Type 1 and Type 2 fires. (Attendance may be delegated.)		X
19. Ensures trespass actions are initiated and documented to recover cost of suppression activities, land rehabilitation, and damages to the resource and improvements for all human-caused fires where liability can be determined, as per <i>Fire Trespass Handbook</i> H-9238-1.	X	X
20. Ensures compliance with National and State Office policy for prescribed fire activities. Provides periodic reviews of the prescribed fire program.	X	X
21. Ensures Prescribed Fire Plans are approved and meet agency policies.	X	X
22. Ensures the Prescribed Fire Plan has been reviewed and recommended by a qualified technical reviewer who was not involved in the plan preparation.		X

PERFORMANCE REQUIRED	State Director /Associate	District/Field Manager
23. Ensures a policy has been established to review and sign the go/no go checklist.		X
24. Ensures Unit Safety Program is in place, has a current plan, has an active safety committee that includes the fire program.	X	X
25. Annually updates and reviews the <i>Agency Administrator's Guide to Critical Incident Management</i> www.nwcg.gov	X	X
26. Ensures current fire and weather information is posted (hardcopy, web etc) and available for all employees.		X

1

2 **State Fire Management Officer (SFMO)**

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

10

11 **District/Field Office Fire Management Officer District**

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

19

20 **Manager's Oversight**

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

24

25 **Post Incident Review**

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

30

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

8

9 **Fire Training for Agency Administrators**

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

- 13 • National - Fire Management Leadership
- 14 • Geographic - Local Fire Management Leadership

15

16 Either class is acceptable but the national course is preferred.

17

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

24

25

Fire Staff Performance Requirements for Fire Operations

PERFORMANCE REQUIRED	State FMO	District/ Zone/Field Office FMO
1. Establishes and manages a safe, effective, and efficient fire program.	X	X
2. Ensures the fire program is funded and managed to provide safe, effective, fire management activities.	X	X
3. Ensures the Fire Management Plan (FMP) reflects the agency commitment to firefighter and public safety, while utilizing the full range of fire management activities available for ecosystem sustainability.	X	X
4. Ensures only trained and qualified personnel are assigned to fire and fire aviation duties.	X	X
5. Ensures the unit safety program is implemented and provides direction for fire and non fire safety regulations, training and concerns.	X	X

PERFORMANCE REQUIRED	State FMO	District/ Zone/Field Office FMO
6. Ensures completion of a Job Hazard Analysis (JHA)/Risk Assessment for fire and fire aviation activities, and non fire activities so mitigation measures are taken to reduce risk.		X
7. Ensures compliance with work/rest guidelines during all fire and fire aviation activities.	X	X
8. Ensures fire and fire aviation management employees understand their role, responsibilities, authority, and accountability.	X	X
9. Organizes, trains, equips, and directs a qualified work force.	X	X
10. Establishes and implements a post incident assignment performance review process for each employee.	X	X
11. Develops, implements, evaluates, and documents fire and fire aviation training to meet current and anticipated needs.	X	X
12. Ensures fire and fire aviation policies are understood, implemented, and coordinated with other agencies as appropriate.	X	X
13. Monitors fire suppression activities to recognize when complexity levels exceed program capabilities. Increases managerial and operational resources to meet the need.	X	X
14. Monitors fire season severity predictions, fire behavior, and fire activity levels. Ensures fire severity funding is requested in a timely manner, used, and documented in accordance with agency standards.	X	X
15. Ensures master agreements with cooperators are valid and in compliance with agency policy, and that attached Annual Operating Plans are current.	X	X
16. Develops, maintains and implements current operational plans. (e.g., dispatch, preparedness, prevention).		X
17. Develops, maintains, and implements restrictions procedures in coordination with cooperators whenever possible.	X	X

PERFORMANCE REQUIRED	State FMO	District/ Zone/Field Office FMO
18. Ensures that the use of fire funds, complies with department and agency policies.	X	X
19. Reviews and approves appropriate overtime authorization requests for personnel providing fire suppression coverage during holidays, special events, and abnormal fire conditions.		X
20. Ensures a process is established to communicate fire info to public, media, and cooperators.	X	X
21. Annually convenes and participates in pre-and post season fire meetings where management controls and critical safety issues are discussed.	X	X
22. Oversees pre-season preparedness review of fire and fire aviation program.	X	X
23. Initiates, conducts, and/or participates in fire program management reviews and investigations.	X	X
24. Personally participates in periodic site visits to individual incidents and projects.		X
25. Utilizes the Incident Complexity Analysis appendix F & G to ensure the proper level of management is assigned to all incidents.	X	X
26. Ensures that transfer of command occurs as per appendix D on incidents.		X
27. Ensures incoming personnel and crews are briefed prior to fire and fire aviation assignments.		X
28. Ensures an accurate and defensible Wildland Fire Decision Support System (WFDSS) is completed and updated daily for all fires that escape initial attack.	X	X
29. Ensures a WFDSS is completed, approved, and certified daily for all fires managed for multiple objectives.	X	X
30. Works with cooperators, groups, and individuals to develop and implement processes and procedures for providing fire safe communities within the wildland urban interface.	X	X

PERFORMANCE REQUIRED	State FMO	District/ Zone/Field Office FMO
31. Ensures trespass actions are initiated and documented to recover cost of suppression activities, land rehabilitation, and damages to the resource and improvements for all human-caused fires where liability can be determined.	X	X
32. Ensures required unit personnel are trained in fire cause determination and fire trespass.	X	X
33. Ensures compliance with National and State Office policy for prescribed fire activities. Provides periodic reviews of the prescribed fire program.	X	X
34. Annually updates and reviews the <i>Agency Administrator's Guide to Critical Incident Management</i> .	X	X
35. Ensures fire season severity predictions, weather forecasts, fire behavior predictors, and fire activity levels are monitored and communicated daily to all employees (hard copy, web page, email, radio, or fax).		X
36. Ensures standards in current National and Local Mobilization Guides are followed.	X	X
37. Complies with established property control/management procedures.	X	X

1

2 **Delegation of Authority**

3

4 **Delegation for State Fire Management Officers (SFMO)**

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

- 9 • Serve as the State Director's authorized representative on geographic area
10 coordination groups, including MAC groups.
- 11 • Coordinate and establish priorities on uncommitted fire suppression
12 resources during periods of shortages.
- 13 • Coordinate logistics and suppression operations statewide.
- 14 • Relocate agency pre-suppression/suppression resources within the
15 state/region based on relative fire potential/activity.
- 16 • Correct unsafe fire suppression activities.
- 17 • Direct accelerated, aggressive initial attack when appropriate.

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- 1 • Enter into agreements to provide for the management, fiscal, and
- 2 operational functions of combined agency operated facilities.
- 3 • Suspend prescribed fire activities when warranted.
- 4 • Give authorization to hire Emergency Firefighters in accordance with the
- 5 DOI Pay Plan for Emergency Workers.
- 6 • Approve emergency fire severity funding expenditures not to exceed the
- 7 agency's annual authority.
- 8 • Appendix C provides a sample "Delegation of Authority".

9
10 **Safety and Health Program**

11 Safety and occupational health program responsibilities are interwoven
12 throughout Bureau program areas, including fire management. Safety of our
13 employees lies within every level of the organization and program
14 implementation can have a direct impact on firefighting personnel. To ensure
15 that program requirements are met to support the fire and aviation management
16 program, the following checklist shall be utilized.

17
18 **Safety and Health Responsibilities to the Fire Program**

PERFORMANCE REQUIRED	State Safety Manager	District/ Zone Safety Manager	Unit FMO	Field Manager
1. An annual Unit Safety and Health Action Plan is developed, approved and signed by unit agency administrator. This plan outlines courses of action to improve the unit's safety program and is based upon an assessment of what is needed to make the safety program fully functional.		X	X	X

PERFORMANCE REQUIRED	State Safety Manager	District/ Zone Safety Manager	Unit FMO	Field Manager
2. Risk assessments (RAs) are completed for non-suppression related fire activities. JHAs/RAs are completed for suppression related activities and crews are briefed on JHA/RA prior to beginning work.			X	X
3. An individual has been designated as the Unit Safety Officer.	X			X
4. Maintains a working relationship with all facets of the fire organization including outstations.		X	X	X
5. A safety committee or group which includes fire representation is organized to monitor safety and health concerns and activities.		X	X	X
6. Written safety and health programs required by OSHA are in place and being implemented to include fire personnel.	X	X		
7. Employees are being provided mandatory safety and health training.		X	X	X

PERFORMANCE REQUIRED	State Safety Manager	District/ Zone Safety Manager	Unit FMO	Field Manager
8. Fire safety programs (e.g., SAFENET, 6 Minutes for Safety, Safety Alerts) are known and being utilized.			X	
9. Safety publications are available to all fire employees (e.g., <i>Incident Response Pocket Guide, 1112-2 Manual, Fireline Handbook 410-1</i>).				
10. Assures that risk management process is integrated into all major policies, management decisions, and the planning and performance of every job. <i>BLM Manual 1112 Safety</i>			X	
11. Procedures are in place to monitor Work Capacity Test (WCT) results and ensure medical examination policies are followed.			X	
12. Material Safety Data Sheets (MSDS) are present, accessible, and available for all hazardous materials used and stored in the work area.		X	X	

PERFORMANCE REQUIRED	State Safety Manager	District/ Zone Safety Manager	Unit FMO	Field Manager
13. Procedures are in place to purchase non-standard equipment as identified in the JHA/Risk Assessment process, and to ensure compliance with consensus standards (e.g., ANSI, NIOSH) for PPE.	X	X		X
14. Personal Protective Equipment (PPE) supplied, is serviceable, and being utilized.		X	X	
15. Ensures tailgate safety meetings are held and documented.			X	
16. Monitors and inspects operations and work sites for unsafe acts and conditions and promptly takes appropriate preventative and corrective measures. <i>BLM Manual 1112 Safety.</i>				
17. Procedures are in place for reporting unsafe and unhealthful working conditions.		X		X

PERFORMANCE REQUIRED	State Safety Manager	District/ Zone Safety Manager	Unit FMO	Field Manager
18. Promptly reports and investigates all job-related accidents/incidents that result in or have the potential to cause fatalities, injuries, illnesses, property or environmental damage. All such reports are electronically submitted to the Safety Management Information System (SMIS). <i>BLM Manual 1112 Safety</i>			X	X
19. Injury data is monitored and reviewed to determine trends affecting the health and welfare of employees.		X		X
20. Ensures facility and work areas inspections are conducted to ensure requirements are met. <i>29 CFR 1960 and 485 DM, Chapter 5 requirements.</i>	X	X		X

1

2 **Employee Safety and Health Program Responsibility**3 All employees have personal responsibility to ensure safe and healthful work
4 practices and the following elements specifically outline these responsibilities:

- 5 • Complying with applicable work rules, practices, and procedures.
- 6 • Using safety devices, personal protective equipment, clothing, and other
7 means provided or directed by recognized authority at all times when
8 necessary for their protection.
- 9 • Reporting unsafe and unhealthful working conditions to management.
- 10 • Reporting every job-related accident/incident to their supervisor that results
11 in, or has the potential to harm people, property, or the environment.

- 1 • Reporting personal conditions that could adversely affect their ability to
2 perform in a safe and healthful manner on the job.
3

4 **Employee Responsibility**

5 All employees, cooperators, contractors, and volunteers who participate in
6 wildland fire operations have the duty to treat each other with respect and to
7 maintain a work environment free of misconduct and harassment.
8

9 Misconduct includes but is not limited to: alcohol misuse, driving while
10 intoxicated, the use of illegal drugs, hazing, insubordination, disregard for
11 policies and procedures and the destruction or theft of government property.
12

13 Harassment is coercive or repeated, unsolicited and unwelcome verbal
14 comments, gestures or physical contacts and includes retaliation for confronting
15 or reporting harassment.
16

17 Harassment and misconduct will not be tolerated under any circumstances and
18 will be dealt with in the strictest of terms. We must all take responsibility for
19 creating and ensuring a healthy and safe work environment. Employees who
20 experience or witness harassment, misconduct or any inappropriate activity
21 should report it to the proper authority immediately.
22

23 **Examples of Harassment and Misconduct**

- 24 • **Physical conduct** - Unwelcome touching, standing too close, looking up
25 and down, inappropriate or threatening staring or glaring, obscene,
26 threatening, or offensive gestures.
- 27 • **Verbal or written misconduct** - Inappropriate references to body parts;
28 derogatory or demeaning comments, jokes, or personal questions; sexual
29 innuendoes; offensive remarks about race, gender, religion, age, ethnicity,
30 or sexual orientation, obscene letters or telephone calls, catcalls, whistles or
31 sexually suggestive sounds.
- 32 • **Visual or symbolic misconduct** - Display of nude pictures, scantily-clad,
33 or offensively-clad people; display of offensive, threatening, demeaning, or
34 derogatory symbols, drawings, cartoons, or other graphics; offensive
35 clothing or beverage containers, bumper stickers, or other articles.
- 36 • **Hazing** - Hazing is considered a form of harassment. "Hazing" is defined as
37 "any action taken, or situation created intentionally, to produce mental or
38 physical discomfort, embarrassment, or ridicule".
- 39 • **Alcohol** - The use of alcohol during any work period is strictly prohibited.
40 The performance of job duties while under the influence of alcohol is
41 prohibited. Underage personnel alcohol use is prohibited at all times.
42
43
44
45
46

1 **BLM Mobile Fire Equipment Policy**

2

3 **Introduction**

4 The following section represents a general overview of the BLM Mobile Fire
5 Equipment Policy. The policy can be found in it's entirety on the BLM National
6 Fire Equipment Program (NFEP) Website at:
7 <http://web.blm.gov/internal/fire/EquipDev/index.htm>

8

9 **Policy and Guidance**

10 The BLM fire equipment program includes the design, development, and
11 acquisition of specialized wildland fire equipment suitable to meet the full range
12 of fire management requirements. The design and development is accomplished
13 through the analysis of performance needs required by BLM Field Units, and
14 working with industry to produce prototypes for testing and eventually
15 production units. Acquisition of equipment is accomplished primarily through
16 contracting. The BLM fire equipment program balances advanced technology
17 with overall cost efficiency to provide maximum safety for personnel while
18 effectively meeting its fire management needs.

19

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

27 BLM mobile fire equipment is not to be altered or modified without approval of
28 the BLM National Fire Equipment Committee.

29

30 **Equipment Groups**

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

38

39 **Equipment Development**

40 The BLM National Fire Equipment Program (NFEP) has established a fire
41 equipment development process to ensure that new fire equipment or
42 technologies meet or exceed established performance standards. All new fire
43 equipment will follow this development process and will be tested and evaluated
44 under actual field conditions prior to being made available for general ordering.

45

46

1 **BLM National Fire Equipment Program (NFEP)**

2 The BLM National Fire Equipment Program (NFEP) located at NIFC. This unit
3 is responsible for the development, ordering, inspection, receiving and
4 distribution of new fire equipment that will meet or exceed the minimum
5 performance standards established by the BLM National Fire Equipment
6 Committee and the BLM Engine Committee. The NFEP website is located at:
7 <http://web.blm.gov/internal/fire/EquipDev/index.htm>.

8

9 **Standardization**

10 Standardization of fire equipment aides in the ability to produce equipment that
11 effectively meets the Bureaus mission by providing cost effective equipment at
12 the lowest possible cost with the least impact on fire programs. Standardization
13 also contributes to the ability to provide effective, consistent and quality training
14 to the BLM Fire Program workforce. The BLM National Fire Equipment
15 Committee and Engine Committee have the responsibility to approve establish
16 and approve the minimum performance standards for all BLM specific fire
17 equipment.

18

19 **Deficiency Reporting**

20 The BLM Fire Equipment Improvement/Deficiency Reporting System is used to
21 collect improvement suggestions and deficiency reports for all BLM fire
22 equipment. The reporting system enables the BLM National Fire Equipment
23 Program (NFEP) to build a comprehensive database to document problems,
24 identify trends, and establish priorities for development and modification of new
25 and existing equipment.

26

27 Field Offices submit reports for problems encountered with BLM fire
28 equipment. Reports may also be submitted for suggestions of improvement.
29 Submitted reports receive immediate attention and the sender receives
30 verification of receipt. The NFEP will follow-up with the submitting Field
31 Office to correct the deficiency or work to incorporate the improvement
32 suggestion. The Improvement/Deficiency Reporting System can be found on
33 the BLM National Fire Equipment Program Website at:
34 <http://web.blm.gov/internal/fire/EquipDev/index.htm>.

35

36 **Acquisition of Working Capitol Fund Equipment**

37 The National Operation Center (NOC) located in Denver manages the Working
38 Capital Fund (WCF). Each class of vehicle has an established replacement
39 cycle based on miles or hours, vehicle replacement costs and residual value. The
40 WCF acquires funds through Fixed Ownership and Use Rates determined by the
41 replacement cycle. At the end of the replacement cycle adequate funds to
42 replace the vehicle are available. In the event that a new purchase is made, funds
43 are acquired/secured by the receiving unit and the new purchase is added to the
44 WCF. The NOC monitors and determines when vehicles shall be replaced and
45 notifies the NFEP. The NFEP then coordinates with the receiving unit to order

1 the replacement vehicle. Once the order is placed the NFEP works with the
2 WCF, the receiving unit, the WCF, contracting, the vendor to fill the order.

3

4 **Funding**

5 Procurement of nonstandard equipment with fire management funds, when
6 standard equipment is available, must have written approval by the Operations
7 Division Chief of the BLM Fire and Aviation Directorate and the State Fire
8 Management Officer. Most fire vehicles are funded through the WCF. Other
9 types of fire equipment are funded through the normal budget process at the
10 State and local level. Special projects may be funded in a variety of ways
11 including through the Fire and Aviation Directorate, special project allocations,
12 available mid or year end funds, State or local funding, Interagency agreement,
13 or through the WCF.

14

15 **BLM Fire Equipment Ordering Guide**

16 The BLM Fire Equipment Ordering Guide lists standard fire equipment, outside
17 the cache system, that is available for ordering by BLM units. This equipment
18 has been approved by the NFEP, NFEC and WCF as the current standard. The
19 guide contains current model fire apparatus, support vehicles, and equipment.
20 The guide can be found on the National Fire Equipment Program website at:
21 <http://web.blm.gov/internal/fire/EquipDev/index.htm>.

22

23 **Equipment Modification/Retrofitting**

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

29

30 **Working Capital Fund**

31 The BLM Working Capital Fund (WCF) is managed by the BLM Vehicle Fleet
32 Manager at the Denver Service Center. Replacement of fire vehicles that have
33 reached the end of their service life and certain maintenance expenditures are
34 managed through the WCF. Vehicle replacement and maintenance is
35 accomplished with funds that are paid into the WCF over the life of the vehicle.
36 The WCF collects funds through Fixed Ownership Rates (FOR) and Use Rates.

37

38 **Property Transfer/Replacement**

39 Surplus, early turn-ins, and transfer fire vehicles may be transferred to another
40 area for continued service with the approval of the State Fire Management
41 Officer and the WCF Manager. In these instances, the vehicle remains in the
42 same class, and the FOR and use rates will continue to be charged to the unit
43 acquiring the vehicle. Field Offices wishing to dispose of fire engine equipment
44 prior to the normal replacement date may do so. In these instances, no future
45 replacement is automatically provided and there is no accrued credit for the FOR

1 collected on that unit prior to disposal. Field offices acquiring this type of
2 equipment continue payment of the FOR and use rates.

3

4 **Conversions**

5 Offices requesting to convert replacement fire equipment to a different class of
6 equipment must follow and provide the following criteria and documentation:
7 Proposed changes meet current and future preparedness requirements identified
8 in RMPs/FMPs/FPA. Proposed changes result in an overall cost savings to the
9 government (replacement of 2 Type 6 engines for 1 Type 4 engine).

10

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

14

15 If any proposed changes in equipment result in additional overall costs to the
16 government documentation must include increased production rates which may
17 offset additional costs and the requesting states availability of sufficient funds to
18 cover additional costs.

19

20 **Incident Business**

21 Administrative guidance related to payroll operations, hiring authorities, ESF#4,
22 fire contracting, cost reviews, etc can be found on the BLM Fire & Aviation web
23 site at: <http://web.blm.gov/internal/fire/budget/index.html>

24

25 **BLM Firefighter Organization**

26

27 **Introduction**

28 Firefighters operate within the Incident Command System (ICS), which is a
29 component of the National Interagency Incident Management System (NIIMS).
30 In the ICS, firefighters are either assigned as single resource overhead
31 (individuals assigned to specific supervisory positions) or as members of an
32 organized unit. These units include:

- 33 • **Hand Crews** - Vehicle mobile firefighters that specialize in the use of hand
34 tools, chainsaws, portable pumps and ignition devices for tactical
35 operations. Hand crew types include Interagency Hotshot Crews (IHC)s,
36 Type 2 Initial Attack Crews, and Type 2 Crews.
- 37 • **Engine Crews** - Engine mobile firefighters that specialize in the use of
38 engines for tactical operations.
- 39 • **Helitack** - Helicopter mobile firefighters that specialize in the use of
40 helicopters for tactical and logistical operations.
- 41 • **Smokejumpers** - Fixed wing aircraft and parachute mobile firefighters that
42 specialize in the use hand tools, chainsaws, and ignition devices for tactical
43 operations.

44

45 The individuals within these units are trained to provide different levels and
46 types of tactical, logistical, and managerial capability.

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02-23

1 BLM Firefighter Priority for Use

- 2 • Initial attack on lands for which the BLM has suppression responsibility.
- 3 • Other fire suppression/management assignments on BLM lands.
- 4 • Other fire suppression/management assignments on other agency lands.
- 5 • All Hazard - ESF#4 reference:
- 6 http://web.blm.gov/internal/fire/budget/Reference_docs/esf4/ESF4_page.htm
- 7 m
- 8

9 BLM Prepositioning Details

10 When BLM units require management or suppression resources to support their
11 local fire programs they are encouraged to request prepositioning of appropriate
12 resources early. These prepositioning details are for all BLM personnel and
13 suppression resources. Reasons to consider management or operational support
14 may include:

- 15 • Improve BLM initial attack capability in areas of peak fire danger.
- 16 • Provide BLM employees training opportunities with different BLM
17 management offices.
- 18 • Provide oversight for efficient utilization of BLM resources to support
19 BLM fire management priorities.
- 20 • Provide management support to maintain adequate span of control for both
21 management and suppression activities.
- 22

23 BLM prepositioning details will be implemented using the following process:

- 24 • Unit fire management identifies the need for support and notifies their state
25 fire managers.
- 26 • The requesting State FOG representative, in conjunction with their local fire
27 management, will determine the need, location, and timeframes for
28 management and suppression resources assistance, based on current and
29 expected state fire activity.
- 30 • The requesting State FOG representative, will contact fellow Fire
31 Operations Group (FOG) members to find qualified resources available to
32 fill their needs.
- 33 • When resources are identified:
 - 34 ➤ The requesting State FOG representative will electronically sign and
35 email a *BLM Detail Request Form*, found at:
36 http://web.blm.gov/internal/fire/fire_ops/index.html, to the identified
37 resources home state (sending) S-AFMO.
 - 38 ➤ On the date specified in the *BLM Detail Request Form* the requesting
39 State FOG representative places a name request order for the specified
40 asset through normal coordination system channels.
 - 41 ➤ IHC details require signature from a representative of the FAD Fire
42 Operations Group.
 - 43

44 BLM resources filling these details will be assigned to a home unit within the
45 requesting state by the requesting state FOG representative. With agreement of

- 1 the resource, sending state FOG representative, and requesting State FOG
- 2 representative these resources can manage fatigue and meet tour of duty
- 3 requirements by taking mandated days off in the requesting state.

4
5

BLM Firefighters General Non-Fire Training Requirements

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

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

8

1 **BLM Firefighter Mandatory Physical Fitness Standards**

2 The *Wildland Fire Qualifications System Guide* (PMS 310-1) establishes
 3 physical fitness standards for NWCG sanctioned firefighters. These standards
 4 are assessed using the Work Capacity Tests (WCT). Prior to attempting the
 5 WCT, all permanent, career-seasonal, temporary, Student Career Experience
 6 Program (SCEP), and AD/EFF employees who participate in wildland fire
 7 activities requiring a fitness level of arduous must participate in the Medical
 8 Qualification Standards Program (MSP). Information on the WCT and the MSP
 9 is located in Chapter 13 of this publication. Fitness and conditioning
 10 information may be found at www.nifc.gov/FireFit/index.htm

11

12 **BLM Firefighter Target Physical Fitness Standards**

13 These are voluntary targets. They are not mandatory. These targets are
 14 established to provide BLM firefighters a common standard against which to
 15 gauge their physical fitness level. BLM firefighters are encouraged to meet or
 16 exceed these standards.

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

17

18 The guide below may be used to adjust the 1.5 mile run times to compensate for
 19 altitude differences:

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

20

21 **BLM National Fire Operations Fitness Challenge**

22 The BLM national fire operations fitness challenge encourages and recognizes
 23 achievement in physical fitness by BLM firefighters. The fitness challenge
 24 provides a common system by which BLM firefighters can measure current
 25 fitness, establish fitness goals, and track fitness improvement. The fitness
 26 challenge is voluntary, but BLM firefighters are encouraged to participate. The
 27 fitness challenge tests participants in four basic exercises - push-ups, pull-ups,
 28 sit-ups and a timed run of either 1.5 or 3.0 miles. Test results are compiled into
 29 a final overall score. Unit and state offices are encouraged to support and
 30 recognize achievement in firefighter fitness. The BLM FA Division of Fire
 31 Operations will recognize high achievers annually. Specific information on the
 32 fitness challenge is located at:

33 www.blm.gov/nifc/st/en/prog/fire/fireops/fitness_challenge.html.

1 **BLM Hand Crew Standards (all crew types)**

- 2 • **Language** - CRWB and FFT1: must be able to read and interpret the
 3 language of the crew as well as English.
 4 • **Flight Weight** - 5100 pounds
 5 • **Personal gear** - Sufficient for 14 day assignments
 6 • **Physical fitness** - Arduous, all positions
 7 • **Required Equipment & PPE** - Fully equipped as specified in the:
 8 *Interagency Standards for Fire and Fire Aviation Operations.*
 9

10 **BLM Crew Standards by Type**

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

11

12

1 BLM Interagency Hotshot Crews

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

8

9 BLM IHC Annual Crew Mobilization

10 BLM IHCs will comply with the Annual Crew Pre-Mobilization Process
11 outlined in the *Standards for Interagency Hotshot Crew Operations* before
12 becoming available for assignment each spring. BLM specific direction is
13 outlined below:

- 14 • The superintendent will complete an appendix C from the *Standards for*
15 *Interagency Hotshot Crew Operations* with their local FMO and agency
16 administrator.
- 17 • A copy of Appendix C will be sent to the BLM State Fire Management
18 Officer for approval.
 - 19 ➤ The extent of the preparedness review required every 12 months will be
20 at the discretion of the State Fire Management Officer, local Fire
21 Management Officer, and crew superintendent.

22 The State Fire Management Officer will notify the local GACC of crew
23 availability.

24

25 BLM IHC Crew Status

26 If a change in crew capabilities results in the *National Interagency Hotshot Crew*
27 *Operations Guide* or *Standards for Fire and Fire Aviation Operations* not being
28 met, the superintendent is required to contact their local GACG and have the
29 crew typing amended to the appropriate level as listed in the BLM crew typing
30 chart.

31

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

38

39 BLM IHC Crew Size

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

44

45

46

1 **BLM IHC Status Reporting System**

- 2 • BLM IHCs will report status through the BLM IHC Status Reporting
3 System.
- 4 • BLM IHC superintendents will regularly update the system by contacting
5 the BOI SMKJ Duty Officer with any change in crew status and/or current
6 utilization when on assignment.
- 7 • The BOI SMKJ Duty Officer is available 24 hours, seven days per week at
8 > 800-925-8307 (work hours)
9 > 208-387-5426 (work hours)
10 > 208-850-5144 (after hours)
- 11 • BLM IHC status will be posted at
12 <http://www.nifc.gov/smokejumper/smjprt.php>.

13
14 **BLM IHC Training and Qualification Requirements**

Position	NWCG Qualification	Fire Training
Firefighter	FFT2	I-100 Intro to ICS S-130 Firefighter Training S-190 Intro to Wildland Fire Behavior L-180 Human Factors on the Fireline
Senior Firefighter	FFT1	All the above plus: S-211 Portable Pumps and Water Use S-212 Chain Saws S-131 Firefighter Type 1 S-133 Look Up, Look Down, Look Around S-270 Basic Air Operations
Squad Boss	ICT5	All the above plus: I-200 Basic ICS S-215 Fire Ops in the WUI S-230 Crew Boss Single Resource S-234 Ignition Operations S-260 Incident Business Management S-290 Intermediate Fire Behavior L-280 Followership to Leadership
Assistant Superintendent	STCR ICT4	All the above plus: I-300 Intermediate ICS S-200 Initial Attack IC S-330 Task Force/Strike Team Leader S-390 Intro to Fire Behavior Calculations L-380 Fireline Leadership M-410 Facilitative Instructor or equivalent
Superintendent	TFLD ICT4 FIRB	All the above.

1 **BLM IHC Locations**

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

2

3 **BLM Engines**

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

9

10 **BLM Engine Equipment Inventory**

11 BLM engines will be stocked as per the BLM National Engine Equipment
12 Inventory found at: <http://web.blm.gov/internal/fire/EquipDev/index.htm>

13

14 **Fire Engine Maintenance Procedure and Record (FEMPR)**

15 The FEMPR will be used to document periodic maintenance on all engines.
16 Apparatus safety and operational inspections will be performed at the intervals
17 recommended by the manufacturer and on a daily and post-fire basis as required.
18 All annual inspections will include a pump gpm test to ensure the pump/
19 plumbing system is operating at desired specifications. Fire Engine
20 Maintenance Procedure and Record (FEMPR) shall be maintained and archived
21 to record historic engine maintenance for the duration of the vehicles service
22 life. This historic data is beneficial in determining trends, repair frequency and
23 repair costs. The FEMPR can be found at:
24 http://www.blm.gov/nifc/st/en/prog/fire/training/fire_training/projects/engine_training/enop.html.

25

26

27

28

29

30

1 **BLM Engine Ordering**

- 2 • BLM engines will status themselves with their local dispatch center in
- 3 accordance with local policy and procedure.
- 4 • Availability of BLM engines for off unit assignments rests with local unit
- 5 fire management.
- 6 • BLM units needing engines from off their own unit for support will contact
- 7 their state operations with a request.
- 8 • State operations will contact the FA or other BLM state office operations
- 9 with the request.

10
11 **BLM Engine Typing**

12 BLM engines are typed according to the following interagency standards stated
13 in the *NWCG Fireline Handbook (PMS 410-1)*:

Components	Structure Engines		Wildland Engines				
	1	2	3	4	5	6	7
Pump Rating							
Min. Flow (GPM)	1000+	250+	150	50	50	30	10
At rated pressure (PSI)	150	150	250	100	100	100	100
Tank Capacity Range (Gallons)	400+	400+	500+	750+	400-750	150-400	50-200
Hose, 2.5" (feet)	1200	1000					
Hose, 1.5" (feet)	400	500	500	300	300	300	
Hose, 1" (feet)			500	300	300	300	200
Ladders	48'	48'					
Master Stream (GPM)	500						
Personnel (Minimum)	4	3	3	2	2	2	2

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25

1 **BLM Engine - Fire Training and Qualification Standards**

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

2

3 **BLM Engine Minimum Staffing Requirements**

- 4 All BLM engines will meet these staffing standards on every fire response.
5 BLM engines operating with more than 4 firefighters will always have a fully
6 qualified ENOP (other than the captain). BLM engines operating with more
7 than 3 firefighters will always have an FFT1 (other than the captain). Chase
8 vehicles are considered part of the engine staffing.

9

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

1 **BLM Engine - Driver Training and Qualification Requirements**

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

2 * S-216 Driving for the Fire Service or the BLM Engine Operator Course will
3 satisfy this refresher training requirement.

4 ** WCF class 650 and 668 driver and maintenance training will be conducted
5 by the FAD Division of Fire Operations Equipment Development Unit annually.
6 Travel, per-diem, vehicle operating charges and fuel costs directly related to this
7 training will be covered by the EDU; base 8 salary and overtime costs will be
8 covered by the students' home unit. BLM engine training courses can be found
9 at:

10 http://www.blm.gov/nifc/st/en/prog/fire/training/fire_training/projects/engine_training.html.
11

12

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

15

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

19

20 **BLM Smokejumpers**

21 BLM Smokejumpers operate in teams of 2-8 firefighters and are used primarily
22 for wildfire suppression, fuels reduction, and other fire management duties.

23 They are capable of performing self-contained initial attack suppression
24 operations, and commonly provide incident management capability at the Type
25 3 level. BLM Smokejumpers provide personnel to Type 1 and Type 2 incidents
26 as command and general staff or other miscellaneous single resource. The
27 primary locations of the BLM smokejumper bases are Boise, Idaho and
28 Fairbanks, Alaska.

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30

1 BLM SMKJ Operations

2 BLM smokejumper operational and administrative procedures are located in the
3 *Interagency Smokejumper Operations Guide (ISOG)*, the *BLM Ram-Air*
4 *Training Manual (RATM)*, the *Boise Smokejumpers User Guide*, *Alaska*
5 *Geographic Area Coordination Center Mob Guide*, and other pertinent
6 agreements and operating plans.

7

8 BLM SMKJ Coordination & Dispatch

9 Smokejumpers are a national shared resource and are ordered according to
10 geographic area or national mobilization guides. The operational unit for
11 Smokejumpers is “one load” (8-20 smokejumpers). Specific information on the
12 coordination, dispatch, ordering, and use of BLM smokejumpers can be found in
13 the *BLM Boise Smokejumpers User Guide*, and in the *Alaska Geographic Area*
14 *Coordination Center Mob Guide*. Contact BLM smokejumpers in Boise at (208)
15 387-5426 or in Alaska at (907) 356-5540 for these publications.

16

17 BLM SMKJ Equipment

18 BLM smokejumpers use aircraft approved by the interagency Smokejumper
19 Aircraft Screening and Evaluation Board (SASEB). All aviation operations will
20 be performed according to established agency policies and procedures.
21 BLM smokejumpers use the Smokejumper Ram-Air Parachute System
22 exclusively. All abnormalities in personnel parachute equipment and procedures
23 will be reported through the Malfunction and Abnormality Reporting System
24 (MARS). All parachuting operations will be performed according to established
25 agency policies and procedures. All modifications to and deviations from
26 established standards will be reported, documented, and approved through the
27 BLM SMKJ Modification Documentation (MODOC) process.

28

29 BLM SMKJ Training

30 To ensure proficiency and safety, smokejumpers complete annual training in
31 aviation, parachuting, fire suppression, administration, and safety. Experienced
32 jumpers receive annual refresher training in these areas. First year
33 smokejumpers undergo a rigorous four week long smokejumper training
34 program. Candidates are evaluated to determine:

- 35 • Level of physical fitness
- 36 • Ability to learn and perform smokejumper skills
- 37 • Ability to work as a team member
- 38 • Attitude
- 39 • Ability to think clearly and remain productive in a stressful environment

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1 **BLM Smokejumper Training and Qualification Standards**

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

2

3 **BLM Smokejumper Physical Fitness Standards**

4 The national smokejumper physical fitness standards are mandatory. The BLM
5 smokejumper target standards are voluntary. The target standards are
6 established to provide BLM smokejumpers a common standard against which to
7 gauge their physical fitness level. BLM smokejumpers are encouraged to meet
8 or exceed these standards.

9

National SMKJ Standard	BLM SMKJ Target Standard
1.5 mile run in 11:00 minutes or less	1.5 mile run in 9:30 or less, or 3 mile run in 22:30 minutes or less
45 sit-ups	60 sit-ups
25 push-ups	35 push-ups
7 pull-ups	10 pull-ups
110 lb pack-out over 3 miles over level terrain in 90 minutes or less	110 lb pack-out over 3 miles over level terrain in 90 minutes or less
Successful completion of the WCT at an arduous rating	Successful completion of the WCT at an arduous rating

10

11 **BLM Exclusive Use Helitack Standards**

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

18

19 Each contract specifies a Mandatory Availability Period (MAP) that the aircraft
20 will be assigned for the exclusive use of the BLM. The National Aviation
21 Office provides the funding to pay for the aircraft's availability costs. The BLM
22 host unit is responsible for providing a Helitack crew that meets the Exclusive
23 Use Fire Helicopter Position Prerequisites in Chapter 16 of this document. Each
24 functional or supervisory level must have met the experience requirements of

1 the next lowest functional level. The minimum daily staffing level (7 day
 2 staffing) must meet the level indicated in the *National Interagency Mobilization*
 3 *Guide, Chapter 20, paragraph 22.5 Helicopter Module*. The host unit is also
 4 responsible for providing administrative support, and *Interagency Helicopter*
 5 *Operations Guide (IHOG)* specified equipment, vehicles and facilities for their
 6 Helitack Crews and any other associated specialized equipment.

7

8 **Minimum and Target (Desired) Exclusive Use Helitack Crew Qualifications**
 9 **& Composition**

Position	Min IQCS Qualifications	Target IQCS Qualifications	Target Training	Currency Requirements
Fire Helicopter Crew Supervisor	ICT4, HEB2	ICT3 or DIVS HEB1, PLDO HLCO, ASGS	S-300 or S-339 S-378, L-381 S-375	RT-372 RT-130
Assistant Fire Helicopter Crew Supervisor	ICT4, HMGB, HEB2(T)	TFLD, HEB2 PLDO	S-215, S-330 S-390, S-371 L-380	RT-372 RT-130
Fire Helicopter Squad Leader	FFT1, ICT5, HECM	ICT4, HMGB	S-200, S-230 S-290, M-410 S-230	RT-130
Helicopter Senior Crew Member	FFT1, HECM	ICT5, HMGB(T)	S-372, L-280	RT-130
Helicopter Crew Member	One season as a FFT2, HECM(T)	FFT1, HECM	S-131, S-133	RT-130

10

11 **BLM Operational Duty Officer (ODO)**

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

- 18 • Monitor unit incident activities for compliance with BLM safety policies.
- 19 • Coordinate and set priorities for unit suppression actions and resource allocation.
- 20 • Keep unit agency administrators, suppression resources, and Information Officers informed of the current and expected situation.
- 21 • Plan for and implement actions required for future needs.
- 22 • Document all decisions and actions.

23 ODOs will provide operational oversight of these requirements as well as any
 24 unit specific duties assigned by the local fire managers through the local unit fire
 25 operating plan. ODOs will not fill any ICS incident command functions
 26 connected to any incident. In the event that the ODO is required to accept an
 27
 28

1 incident assignment, the FMO will ensure that another qualified and authorized
2 ODO is in place prior to the departure of the outgoing ODO.

3

4 **Employee Advocacy**

5 Fire operations doctrine acknowledges the inherent danger of fire operations and
6 the potential for serious injury or death to firefighters. When these occur, it is
7 important that Bureau employees are provided the best and most appropriate
8 care possible. Managers should consult their human resources experts to ensure
9 that applicable Departmental and Bureau human resources policies and
10 guidelines are followed. In addition, the following website provides information
11 to assist managers in dealing with the many complexities of these occurrences.
12 http://web.blm.gov/internal/fire/fire_ops/index.html

13

14 **Notification**

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

- 19 • Supervisor of the injured employee will notify the local state Fire
20 Operations Group member immediately after treatment when the injured
21 employee is not released to full or light duty. This contact will be in
22 addition to contacts made to the home unit chain of command.

23

24 **Operational Guidelines for Aquatic Invasive Species**

25 In order to prevent the spread of aquatic invasive species, it is important that fire
26 personnel not only recognize the threat aquatic invasive species pose to
27 ecological integrity, but how our fire operations and resulting actions can
28 influence their spread. Each local land management unit may have specific
29 guidelines related to aquatic invasive species. Therefore, it is recommended that
30 you consult established local jurisdictional guidelines for minimizing the spread
31 of aquatic invasive species and for equipment cleaning guidance specific to
32 those prevalent areas and associated species. To minimize the potential
33 transmission of aquatic invasive species, it is recommended that you:

- 34 • Consult with local biologists, resource advisers (READ) and fire personnel
35 for known aquatic invasive species locations in the area and avoid them
36 when possible.
- 37 • Avoid entering (driving through) water bodies or saturated areas whenever
38 possible.
- 39 • Avoid transferring water between drainages or between unconnected waters
40 within the same drainage when possible.
- 41 • Use the smallest screen possible that does not negatively impact operations
42 and avoid sucking organic and bottom substrate material into water intakes
43 when drafting from a natural water body.
- 44 • Avoid obtaining water from multiple sources during a single operational
45 period when possible.

- 1 • Remove all visible plant parts, soil and other materials from external
- 2 surfaces of gear and equipment after an operational. If possible, power-
- 3 wash all accessible surfaces with clean, hot water (ideally > 140° F) in an
- 4 area designated by a local READ.
- 5
- 6 For additional information and guidelines please refer to the links provided in
- 7 the document titled *BLM Fire Program Aquatic Invasive Species Guidance*
- 8 found at: <http://web.blm.gov/internal/fire/FEM/docs.html>