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

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

38 **Support Services Division Chief (FA 200)**

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

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.

16 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 ~~and other~~ missions for incorporation into the directives system.
- 23 • Coordinates aviation-related activities and services between the Washington
24 Office (WO), and states, ~~and~~ with other wildland firefighting, regulatory,
25 investigative, and military agencies, ~~and services~~.
- 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.

39 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.

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22 **Support Services Division Chief (FA 200)**

- 23 ~~• Manage all aspects of the responsibilities and programs under the~~
24 ~~jurisdiction of NIFC for the benefit of the BLM and cooperating agencies.~~
- 25 ~~• Directs the accomplishment of the approved operating budget, exercising~~
26 ~~appropriate control to assure program quality goals are met according to~~
27 ~~established standards.~~
- 28 ~~• Interprets departmental and Bureau policies and directives as they affect~~
29 ~~NIFC programs.~~
- 30 ~~• Participates in the BLM wide and interagency task force activities as a~~
31 ~~leader or member.~~
- 32 ~~• Responsible for the NIFC Site and Facilities Management, Business~~
33 ~~Practices, Human Resources, and Information Resource Management.~~
- 34 ~~• Is a focal point and frequent spokesperson for the Bureau and the national~~
35 ~~level management, assures a public awareness of Bureau programs and~~
36 ~~coordinates with key officials in affected federal agencies, states, and~~
37 ~~occasionally with other entities such as: foreign governments, private~~
38 ~~individuals, private organizations, vendors, suppliers, transportation groups,~~
39 ~~airlines, and others.~~
- 40 ~~• Supports the implementation of the BLM's Automation/Modernization/~~
41 ~~Information Resource Management (IRM) initiatives as they apply to~~
42 ~~BLM/NIFC.~~

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44 **External Affairs Division Chief (FA 106700)**

- 1 • Responsible for coordination of information between the Departmental
2 Office of Wildland Fire Coordination to the BLM, BIA, USFWS, NPS, FS,
3 National Association State Foresters (NASF), and Federal Emergency
4 Management Agency (FEMA) at NIFC.
- 5 • Responsible for coordination of the responses to: Office of Management
6 and Budget (OMB), Government Accountability Office (GAO),
7 congressional, political and other external inquires between agencies and
8 departments, establishing and maintaining cooperative relationships
9 resulting in quality work products.
- 10 • Serves as the manager of the External Affairs program for the **National**
11 **Interagency Fire Center/NIFC**.
- 12 • Develops recommendations pertaining to External Affairs aspects for BLM
13 Fire and Aviation policies.
- 14 • Initiates External Affairs policies and procedures pertaining to Fire and
15 Aviation for adoption at the department level in conjunction with other
16 departments and agencies.
- 17 • Serves as personal and direct representative of the Assistant Director, Fire
18 and Aviation at various meetings and functions with members of congress
19 and staff, state governors and legislatures, officials of local, state and
20 federal agencies, major private corporations, public and private interest
21 groups, and foreign governments.
- 22 • Serves as external affairs expert and consultant to the Assistant Director,
23 Fire and Aviation on a wide variety of issues and policies of controversial
24 nature, providing analysis and advice on public reaction to major policy and
25 program issues.
- 26 • Coordinate with legislative affairs on proposed legislation regarding FA.

27 28 29 **Equal Employment Opportunity Manager (EEO) (FA-102)**

- 30 ~~• Manages the Equal Employment Opportunity (EEO) program in accordance~~
31 ~~with legal, regulatory, and policy requirements.~~
- 32 ~~• Manages and directs the Counseling Program, and Alternative Dispute~~
33 ~~Resolution (ADR) programs, in accordance with Equal Employment~~
34 ~~Opportunity Commission (EEOC) regulations and BLM policy as well as~~
35 ~~for other NIFC agencies.~~
- 36 ~~• Advises managers and aggrieved persons of employee rights and~~
37 ~~responsibilities, procedural options and timeframes in conflict situations and~~
38 ~~formulates proposed resolutions.~~
- 39 ~~• Negotiates with managers, aggrieved persons and their representatives to~~
40 ~~informally resolve EEO matters, and executes final settlement agreements.~~
- 41 ~~• Manages the Affirmative Employment Program (AEP).~~
- 42 ~~• Develops and maintains the accessibility program for the disabled, required~~
43 ~~under Section 504 of the Rehabilitation Act of 1973, as amended, and the~~
44 ~~Americans with Disability Act (ADA of 1990).~~

- 1 ● ~~Conducts analyses to evaluate progress in meeting equal employment~~
- 2 ~~opportunity program goals.~~
- 3 ● ~~Administers training activities for the organization.~~
- 4 ● ~~Provides managers and supervisors with guidance and advice on issues~~
- 5 ~~related to EEO/civil rights program activities.~~
- 6 ● ~~Represents the organization in meetings with public and private groups,~~
- 7 ~~universities, minority and women's organizations, other DOI components,~~
- 8 ~~and other federal agencies.~~

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

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

43 **State Director**

44 The State Director is responsible for fire management programs and activities
45 within the state. The State Director will meet the required elements outlined in

1 the *Interagency Fire Program Management Qualifications Standards and Guide*
 2 at: <http://www.ifpm.nifc.gov/default.htm> and ensure training is completed to
 3 support delegations to line managers and principal actings.

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6 **District/Field Manager**

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

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Management Performance Requirements for Fire Operations

PERFORMANCE REQUIRED	FA Directorate	State Director /Associate	District /Resource Area Manager	District/ Field Manager
1. Ensures that 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	X	X
2. Develops fire prevention, fire suppression, and fire use standards that are compliant with agency fire policies.	X	X	X	X
3. Ensures use of fire funds is in compliance with department and agency policies.	X	X	X	X
4. Ensures that incident responses will be based on current and approved Resource Management Plans (RMP) and FMPs.		X	X	X

PERFORMANCE REQUIRED	FA Directorate	State Director /Associate	District /Resource Area Manager	District/ Field Manager
5. Attends the Fire Management Leadership Course. Ensures that personnel delegated fire program responsibilities have completed the Fire Management Leadership Course.			X	X
6. 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. Ensure Wildland Fire Decision Support System (WFSS) are certified at the appropriate level.		X	X	X
7. Ensures that only trained, certified fire and non fire personnel are available to support fire operations at the local and national level. 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	X	X

PERFORMANCE REQUIRED	FA Directorate	State Director /Associate	District /Resource Area Manager	District/ Field Manager
8. <u>Ensures that master agreements with cooperators are valid and in compliance with agency policy, and that attached Annual Operating Plans are current. Ensures only trained, certified fire and non-fire personnel are available to support fire operations at the local and national level.</u>	X	X	X	X
9. <u>Personally visits at least one wildland and one prescribed fire each year. Ensures master agreements with cooperators are valid and in compliance with agency policy, and that attached Annual Operating Plans are current.</u>		X	X	X
10. <u>Annually convenes Personally visits at least one wildland and participates in pre and post season one prescribed fire meetings each year.</u>	X	X	X	X
11. <u>Reviews critical operations Annually convenes and safety policies participates in pre and procedures with post season fire and fire aviation personnel meetings.</u>		X	X	X
12. <u>Ensures timely follow up to fire management program reviews. Reviews critical operations and safety policies and procedures with fire and fire aviation personnel.</u>	X	X	X	X

PERFORMANCE REQUIRED	FA Directorate	State Director /Associate	District /Resource Area Manager	District/ Field Manager
13. Ensures that <u>timely follow-up to fire and fire aviation preparedness management program reviews are conducted annually in all unit offices. Participates in at least one review annually.</u>	X	X	X	X
14. Ensures that <u>investigations fire and fire aviation preparedness reviews are conducted for incidents with potential, entrapments, and serious accidents as per the standards annually in Chapter 18 all unit offices. Participates in at least one review annually.</u>	X	X	X	X
15. Provides a written delegation of authority, WFSAs, and an Agency Administrator Briefing to Incident Management Teams. <u>Ensures investigations are conducted for incidents with potential, entrapments, and serious accidents as per the standards in Chapter 18.</u>		X	X	X

PERFORMANCE REQUIRED	FA Directorate	State Director /Associate	District /Resource Area Manager	District/ Field Manager
16. <u>Ensures that resource advisors are identified, trained and available for incident assignment. Refer to <i>Resource Advisors Guide for Wildland Fire PMS 313, NFES 1813, Jan 2004</i>. Provides a written delegation of authority, <u>Wildland Fire Decision Support System (WFDSS) and an Agency Administrator Briefing to Incident Management Teams.</u></u>			X	X
17. <u>Attends post fire closeout on Type 1 and Type 2 fires. (Attendance may be delegated.) 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>.</u>			X	X
18. <u>Ensures that a Wildland Fire Implementation Plans (WFIP) are completed, implemented and updated daily for all fires managed as wildland fire use. Attends post fire closeout on Type 1 and Type 2 fires. (Attendance may be delegated.)</u>			X	X

PERFORMANCE REQUIRED	FA Directorate	State Director /Associate	District /Resource Area Manager	District/ Field Manager
19. Ensures that trespass actions are initiated and documented to recover cost of suppression activities, land rehabilitation, and damages to the resource and improvements for all human-caused fires where liability can be determined, as per <i>Fire Trespass Handbook</i> H-9238-1.		X	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	X	X
21. Ensures that Prescribed Fire Plans are approved and meet agency policies.		X	X	X
22. Ensures that the Prescribed Fire Plan has been reviewed and recommended by a qualified technical reviewer who was not involved in the plan preparation.			X	X
23. Ensures that a policy has been established to review and sign the go/no go checklist.			X	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	X	X

PERFORMANCE REQUIRED	FA Directorate	State Director /Associate	District /Resource Area Manager	District/ Field Manager
25. Annually updates and reviews the <i>Agency Administrator’s Guide to Critical Incident Management</i> (NFES 1356) www.nwcg.gov	X	X	X	X
26. Ensures that current fire and weather information is posted (<u>hardcopy, web etc</u>) and available for all employees.			X	X

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State Office Fire Management Officer (SFMO)

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

District/Field Office Fire Management Officer District

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

Manager’s Oversight

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

Post Incident Review

Appendix B the “*Managers Supplement for Post Incident Review*”² emphasizes the factors that are critical for ensuring safe and efficient wildland fire suppression, and provides examples for managers to use in their review of incident operations and incident commanders.

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 ~~Acting~~ 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

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

PERFORMANCE REQUIRED	State FMO	District/ Zone/ Field Office FMO	Field Office/ Resource Area FMO
1. Establishes and manages a safe, effective, and efficient fire program.	X	X	X
2. Ensures that the fire Management Plan (FMP) reflects the agency commitment to firefighter program is funded and public safety, while utilizing the full range of managed to provide safe, effective, fire management activities available for ecosystem sustainability. 3-2. <i>(Federal Wildland Fire Management Plan 2001 (FWFMP))</i>	X	X	X

PERFORMANCE REQUIRED	State FMO	District/ Zone/ <u>Field Office</u> FMO	Field Office/ Resource Area FMO
4.3. Provides the expertise and skills to fully integrate fire and fire aviation management into interdisciplinary planning efforts. 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	X
5.4. Ensures that only trained and qualified personnel are assigned to fire and fire aviation duties.	X	X	X
6.5. Ensures completion of a Job Hazard Analysis (JHA)/Risk Assessment the unit safety program is implemented and provides direction for fire and non fire aviation activities so mitigation measures are taken to reduce risk.safety regulations, training and concerns.	X	X	X
7.6. Ensures compliance with work/rest guidelines during all 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	X	X
8.7. Ensures that the compliance with work/rest guidelines during all fire and fire aviation management employees understand their role, responsibilities, authority, and accountability.activities.	X	X	X
9.8. Organizes trains, equips, and directs a qualified work force. Establishes and implements performance review process.Ensures fire and fire aviation management employees understand their role, responsibilities, authority, and accountability.	X	X	X

PERFORMANCE REQUIRED	State FMO	District/ Zone/ <u>Field Office</u> FMO	Field Office/ Resource Area FMO
10.9. Develops, implements, evaluates, and documents fire and fire aviation training to meet current and anticipated needs. Organizes, trains, equips, and directs a qualified work force.	X	X	X
11.10. Ensures fire and fire aviation policies are understood, implemented, and coordinated with other agencies as appropriate. Establishes and implements a post incident assignment performance review process for each employee.	X	X	X
12.11. Monitors fire suppression activities to recognize when complexity levels exceed program capabilities. Increases managerial and operational resources to meet the need. Develops, implements, evaluates, and documents fire and fire aviation training to meet current and anticipated needs.	X	X	X
13.12. Monitors fire season severity predictions, fire behavior, and fire activity levels. Takes action to ensure safe, efficient, and effective operations. Ensures fire and fire aviation policies are understood, implemented, and coordinated with other agencies as appropriate.	X	X	X
14.13. Ensures that master agreements with cooperators are valid and in compliance with agency policy, and that attached Annual Operating Plans are current. Monitors fire suppression activities to recognize when complexity levels exceed program capabilities. Increases managerial and operational resources to meet the need.	X	X	X

PERFORMANCE REQUIRED	State FMO	District/ Zone/ <u>Field Office</u> FMO	Field Office/ Resource Area FMO
15.14. <u>Develops, maintains and implements current operational plans. (e.g., dispatch, preparedness, prevention). 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.</u>	<u>X</u>	X	<u>X</u>
16.15. <u>Ensures use of fire funds is master agreements with cooperators are valid and in compliance with department and agency policies. policy, and that attached Annual Operating Plans are current.</u>	X	X	<u>X</u>
17.16. <u>Ensures that fire severity funding is requested, used, and documented in accordance with agency standards (Interagency Standards for Fire and Fire Aviation Operations, Chapter 40). Develops, maintains and implements current operational plans. (e.g., dispatch, preparedness, prevention).</u>	<u>X</u>	X	<u>X</u>
18.17. <u>Reviews and approves appropriate overtime authorization requests for personnel providing fire suppression coverage during holidays, special events, and abnormal fire conditions. Develops, maintains, and implements restrictions procedures in coordination with cooperators whenever possible.</u>	<u>X</u>	X	<u>X</u>
19.18. <u>Ensures a process is established to communicate that the use of fire info to public, media, funds, complies with department and cooperators agency policies.</u>	X	X	<u>X</u>

PERFORMANCE REQUIRED	State FMO	District/ Zone/ <u>Field Office</u> FMO	Field Office/ Resource Area FMO
20.19. <u>Annually convenes and participates in pre and post season fire meetings. Specifically address management controls and critical safety issues. Reviews and approves appropriate overtime authorization requests for personnel providing fire suppression coverage during holidays, special events, and abnormal fire conditions.</u>	X	X	X
21.20. <u>Oversees pre season preparedness review of fire and fire aviation program. Ensures a process is established to communicate fire info to public, media, and cooperators.</u>	X	X	X
22.21. <u>Initiates, conducts, Annually convenes and/or participates in pre and post season fire program meetings where management reviews and investigations, controls and critical safety issues are discussed.</u>	X	X	X
23.22. <u>Personally participates in periodic site visits to individual incidents and projects. Oversees pre-season preparedness review of fire and fire aviation program.</u>	X	X	X
24.23. <u>Utilizes the Incident Complexity Analysis appendix F & G to ensure the proper level of management is assigned to all incidents. Initiates, conducts, and/or participates in fire program management reviews and investigations.</u>	X	X	X
25.24. <u>Ensures that transfer of command occurs as per appendix D on incidents. Personally participates in periodic site visits to individual incidents and projects.</u>		X	X

PERFORMANCE REQUIRED	State FMO	District/ Zone/ <u>Field Office</u> FMO	Field Office/ Resource Area FMO
26. <u>25.</u> Ensures that incoming personnel and crews are briefed prior to fire and fire aviation assignments. Utilizes the Incident Complexity Analysis appendix F & G to ensure the proper level of management is assigned to all incidents.	<u>X</u>	X	<u>X</u>
27. <u>26.</u> Ensures an accurate and defensible Wildland Fire Situation Analysis (WESA) is completed and updated daily for all fires that escape initial attack. Ensures that transfer of command occurs as per appendix D on incidents.	<u>X</u>	X	<u>X</u>
28. <u>27.</u> Ensures that a Wildland Fire Implementation Plan (WFIP) is completed, approved, and certified daily for all fires managed for Wildland Fire Use objectives. Ensures incoming personnel and crews are briefed prior to fire and fire aviation assignments.	<u>X</u>	X	<u>X</u>
29. <u>28.</u> Works with cooperators, groups, and individuals to develop and implement processes and procedures for providing fire safe communities within the wildland urban interface. 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	<u>X</u>
30. <u>29.</u> Ensures that trespass actions are initiated and documented to recover cost of suppression activities, land rehabilitation, and damages to the resource and improvements for all human-caused fires where liability can be determined, as per <i>H 9238-1</i> . Ensures a WFDSS is completed, approved, and certified daily for all fires managed for multiple objectives.	X	X	<u>X</u>

PERFORMANCE REQUIRED	State FMO	District/ Zone/ <u>Field Office</u> FMO	Field Office/ Resource Area FMO
31.30. <u>Ensures training for fire cause determination and fire trespass is completed. Works with cooperators, groups, and individuals to develop and implement processes and procedures for providing fire safe communities within the wildland urban interface.</u>	X	X	X
32.31. <u>Ensures compliance with National and State Office policy for prescribed fire activities. Provides periodic reviews of the prescribed fire program. 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.</u>	X	X	X
33.32. <u>Annually updates and reviews the <i>Agency Administrator's Guide to Critical Incident Management</i>. (NFES 1356) Ensures required unit personnel are trained in fire cause determination and fire trespass.</u>	X	X	X
34.33. <u>Ensures that fire season severity predictions, weather forecasts, fire behavior predictors, and fire activity levels are monitored and communicated daily to all employees (hard copy, web page, email, radio, or fax). Ensures compliance with National and State Office policy for prescribed fire activities. Provides periodic reviews of the prescribed fire program.</u>	X	X	X

PERFORMANCE REQUIRED	State FMO	District/ Zone/ <u>Field Office</u> FMO	Field Office/ Resource Area FMO
35.34. Uses current National and Local Mobilization Guides and ensures that national, geographic and local mobilization standards are followed. Annually updates and reviews the <i>Agency Administrator's Guide to Critical Incident Management</i>.	X	X	X
36.35. Complies with established property control/management procedures. 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	X	X
<u>36. Ensures standards in current National and Local Mobilization Guides are followed.</u>	<u>X</u>		<u>X</u>
<u>37. Complies with established property control/management procedures.</u>	<u>X</u>		<u>X</u>

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.
- 18 • Enter into agreements to provide for the management, fiscal, and
19 operational functions of combined agency operated facilities.
- 20 • Suspend prescribed fire activities when warranted.

- 1 • Give authorization to hire Emergency Firefighters in accordance with the
- 2 DOI Pay Plan for Emergency Workers.
- 3 • Approve emergency fire severity funding expenditures not to exceed the
- 4 agency's annual authority.
- 5 • Appendix C provides a sample "Delegation of Authority".

6
7 **Safety ~~Officer~~ and Health Program**

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

14
15 **Safety and Health Responsibilities to the Fire Program**

PERFORMANCE REQUIRED	State Safety Manager	District/ Zone Safety Manager	Unit FMO	Field/ Resource Area 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
2. Risk assessments (RAs) are completed for non-suppression related fire activities. JHAs/RAs are completed for suppression related activities <u>and crews are briefed on JHA/RA prior to beginning work.</u>		X	X	X

PERFORMANCE REQUIRED	State Safety Manager	District/ Zone Safety Manager	Unit FMO	Field/ Resource Area Manager
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
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>).			X	

PERFORMANCE REQUIRED	State Safety Manager	District/ Zone Safety Manager	Unit FMO	Field/ Resource Area Manager
10. Procedures are in place to ensure Interagency Standards for Fire and Fire Aviation Operations is being followed. Assures that risk management process is integrated into all major policies, management decisions, and the planning and performance of every job. BLM Manual 1112 Safety			X	
11. Procedures are in place to monitor <u>Work Capacity Test (WCT)</u> 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	
13. Special projects risk assessments are completed and crew briefings are given prior to beginning work.		X	X	

PERFORMANCE REQUIRED	State Safety Manager	District/ Zone Safety Manager	Unit FMO	Field/ Resource Area Manager
14.13. 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
15.14. <u>Personal Protective Equipment (PPE)</u> supplied, is serviceable, and being utilized.		X	X	
16.15. Ensures tailgate safety meetings are held and documented.			X	
17.16. <u>Monitors and reviews wildland fire activities to ensure adherence to agency safety policy. Monitors and inspects operations and work sites for unsafe acts and conditions and promptly takes appropriate preventative and corrective measures. BLM Manual 1112 Safety.</u>		X	X	
18.17. 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/ Resource Area Manager
<p>19.18. Accident reporting procedures are documented. Promptly reports and supervisors are trained. Investigates all job-related accidents/incidents that result in or have the use of 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></p>	X	X	X	X
<p>20.19. Injury data is monitored and reviewed to determine trends affecting the health and welfare of employees.</p>	X	X		X
<p>21.20. General Ensures facility and work areas inspections are conducted to ensure requirements are met. <i>29 CFR 1960 and 485 DM, Chapter 5- requirements.</i></p>	X	X		X

- 1
- 2 **Employee Safety and Health Program Responsibility**
- 3 All employees have personal responsibility to ensure safe and healthful work practices and the following elements specifically outline these responsibilities:
- 4 • Complying with applicable work rules, practices, and procedures.
- 5

- 1 • Using safety devices, personal protective equipment, clothing, and other
2 means provided or directed by recognized authority at all times when
3 necessary for their protection.
- 4 • Reporting unsafe and unhealthful working conditions to management.
- 5 • Reporting every job-related accident/incident to their supervisor that results
6 in, or has the potential to harm people, property, or the environment.
- 7 • Reporting personal conditions that could adversely affect their ability to
8 perform in a safe and healthful manner on the job.

9 10 **Employee Responsibility**

11 All employees, cooperators, contractors, and volunteers who participate in
12 wildland fire operations have the duty to treat ~~one another~~each other with
13 respect and to maintain a work environment free of misconduct and
14 harassment.

15
16 Misconduct includes but is not limited to: alcohol misuse, driving while
17 intoxicated, the use of illegal drugs, hazing, insubordination, disregard for
18 policies and procedures and the destruction or theft of government property.

19
20 Harassment is coercive or repeated, unsolicited and unwelcome verbal
21 comments, gestures or physical contacts and includes retaliation for confronting
22 or reporting harassment.

23
24 Harassment and misconduct will not be tolerated under any circumstances and
25 will be dealt with in the strictest of terms. We must all take responsibility for
26 creating and ensuring a healthy and safe work environment. Employees who
27 experience or witness harassment, misconduct or any inappropriate activity
28 should report it to the proper authority immediately.

29 30 **Examples of Harassment and Misconduct**

- 31 • **Physical conduct** - Unwelcome touching, standing too close, looking up
32 and down, inappropriate or threatening staring or glaring, obscene,
33 threatening, or offensive gestures.
- 34 • **Verbal or written misconduct** - Inappropriate references to body parts;
35 derogatory or demeaning comments, jokes, or personal questions; sexual
36 innuendoes; offensive remarks about race, gender, religion, age, ethnicity,
37 or sexual orientation, obscene letters or telephone calls, catcalls, whistles or
38 sexually suggestive sounds.
- 39 • **Visual or symbolic misconduct** - Display of nude pictures, scantily-clad,
40 or offensively-clad people; display of offensive, threatening, demeaning, or
41 derogatory symbols, drawings, cartoons, or other graphics; offensive
42 clothing or beverage containers, bumper stickers, or other articles.
- 43 • **Hazing** - Hazing is considered a form of harassment. "Hazing" is defined as
44 "any action taken, or situation created intentionally, to produce mental or
45 physical discomfort, embarrassment, or ridicule".

- 1 • **Alcohol** - The use of alcohol during any work period is strictly prohibited.
2 The performance of job duties while under the influence of alcohol is
3 prohibited. Underage personnel alcohol use is prohibited at all times.
4
5
6
7
8

9 **BLM Mobile Fire Equipment Policy**

10

11 **Introduction**

12 The following section represents a general overview of the BLM Mobile Fire
13 Equipment Policy. The policy can be found in its entirety on the BLM [National](#)
14 [Fire Equipment Development Program \(NFEP\)](#) Website at:
15 <http://web.blm.gov/internal/fire/EquipDev/index.htm>
16

17 **Policy and Guidance**

18 The BLM fire equipment program includes the design, development, and
19 acquisition of specialized wildland fire equipment suitable to meet the full range
20 of fire management requirements. The design and development is accomplished
21 through the analysis of performance needs required by BLM Field Units, and
22 working with industry to produce prototypes for testing and eventually
23 production units. Acquisition of equipment is accomplished primarily through
24 contracting. The BLM fire equipment program balances ~~state-of-the-~~
25 ~~art~~ [advanced](#) technology with overall cost efficiency to provide maximum safety
26 for personnel while effectively meeting its fire management needs.
27

28 It is agency policy to maintain each piece of fire equipment at a high level of
29 performance and in a condition consistent with the work it has been designed to
30 perform. This shall be accomplished through application of a uniform
31 preventive maintenance program, timely repair of components ~~broken or~~
32 ~~damaged~~ while on assignment, and in accordance with all agency fiscal
33 requirements. Repairs shall be made ~~and parts replaced~~, as identified, to keep
34 the equipment functional and in top operating condition.
35 BLM mobile fire equipment is not to be altered or modified without approval of
36 the BLM National Fire Equipment Committee.
37

38 **Equipment Groups**

39 There are three levels of Fire Equipment Committees: National, State, and
40 Interagency. Fire equipment committees address the broad spectrum of
41 equipment subjects and make recommendations. State committees will report to
42 the respective State Fire Management Officer. The National Fire Equipment
43 Committee (NFEC) ~~will~~ [and the BLM Engine Committee](#) report to the Fire
44 Operations Group (FOG). Equipment committees should invite other agency
45 equipment leads to share ideas, transfer technology and coordinate efforts.
46

1 **Equipment Development**

2 The BLM National Fire Equipment Program (NFEP) has established a fire
3 equipment development process to ensure that ~~any~~ new fire equipment or
4 technologies meet or exceed established performance standards. All new fire
5 equipment will follow this development process and will be tested and evaluated
6 under actual field conditions prior to being made available for general ordering.

9 **BLM National Fire Equipment Development UnitProgram (NFEP)**

10 The BLM ~~maintains the~~National Fire Equipment Development Unit
11 ~~(EDU)Program (NFEP)~~ located at NIFC. This unit is responsible for the
12 development, ordering, inspection, receiving and distribution of new fire
13 equipment that will meet or exceed the minimum performance standards
14 established by the BLM National Fire Equipment Committee ~~and the BLM~~
15 Engine Committee. The EDUNFEP website is located at:
16 <http://web.blm.gov/internal/fire/EquipDev/index.htm>.

18 **Standardization**

19 Standardization of fire equipment aides in the ability to produce equipment that
20 effectively meets the ~~user's needs~~Bureaus mission by providing cost effective
21 equipment at the lowest possible cost with the least impact on fire programs.
22 Standardization also contributes to the ability to provide effective, consistent
23 and quality training to the BLM Fire Program workforce. The BLM National
24 Fire Equipment Committee ~~has and Engine Committee have~~ the responsibility to
25 approve ~~and~~ establish and approve the minimum performance standards for all
26 BLM specific fire equipment.

28 **Deficiency Reporting**

29 The BLM Fire Equipment Improvement/Deficiency Reporting System ~~(IDRS)~~ is
30 used to collect improvement suggestions and deficiency reports for all BLM fire
31 equipment. The reporting system enables the BLM National Fire Equipment
32 Development Unit (EDU)Program (NFEP) to build a comprehensive database to
33 document problems, identify trends, and establish priorities for development and
34 modification of new and existing equipment.

36 Field Offices submit reports for problems encountered with BLM fire
37 equipment. Reports may also be submitted for suggestions of improvement.
38 Submitted reports receive immediate attention and the sender receives
39 verification of receipt. The EDUNFEP will follow-up with the submitting Field
40 Office to correct the deficiency or work to incorporate the improvement
41 suggestion. ~~IDRS can be found under~~ "The Improvement/Deficiency Report"
42 Reporting System can be found on the BLM National Fire Equipment
43 DevelopmentProgram Website at:
44 <http://web.blm.gov/internal/fire/EquipDev/index.htm>.

46 **Acquisition of Working Capitol Fund Equipment**

1 The National Operation Center (NOC) located in Denver manages the Working
2 Capital Fund (WCF)-life cycle for. Each class of vehicle has an established
3 replacement cycle based on miles or hours, vehicle replacement costs and
4 residual value. The WCF acquires funds through Fixed Ownership and Use
5 Rates determined by the replacement cycle. At the end of the replacement cycle
6 adequate funds to replace the vehicle are available-funds in the WCF will
7 determine. In the event that a new purchase is made, funds are acquired/secured
8 by the receiving unit and the new purchase is added to the WCF. The NOC
9 monitors and determines when fire-vehicles are-to-shall be replaced. Fire
10 equipment acquisition is done by submitting an order to the EDU. The EDU will
11 work and notifies the NFEP. The NFEP then coordinates with the
12 orderingreceiving unit to order the replacement vehicle. Once the order is
13 placed the NFEP works with the WCF, the receiving unit, the WCF, contracting,
14 the vendor and other pertinent parties to to fill the order.

16 **Funding**

17 Procurement of nonstandard equipment with fire management funds, when
18 standard equipment is available, must have written approval by the Operations
19 Division Chief of the BLM Fire and Aviation Directorate and the State Fire
20 Management Officer. Most fire vehicles are funded through the WCF. Other
21 types of fire equipment are funded through the normal budget process at the
22 State and local level. Special projects may be funded in a variety of ways
23 including through the Fire and Aviation Directorate, special project allocations,
24 available mid or year end funds, State or local funding, Interagency agreement,
25 or through the WCF.

27 **BLM Fire Equipment Ordering Guide**

28 The BLM Fire Equipment Ordering Guide lists standard fire equipment, outside
29 the cache system, that is available for ordering by BLM units. This equipment
30 has been approved by the EDUNFEP, NFEC and WCF as the current standard.
31 The guide contains current model fire apparatus, support vehicles, and
32 equipment. The guide can be found on the National Fire Equipment
33 DevelopmentProgram website at:
34 <http://web.blm.gov/internal/fire/EquipDev/index.htm>.

36 **Equipment Modification/Retrofitting**

37 Any major retrofit, change or addition to BLM fire equipment requires
38 submission of a proposal to the BLM National Fire Equipment Committee
39 (NFEC). The NFEC in conjunction with the BLM National Fire Equipment
40 Development UnitProgram will consider and approve/disapprove any such
41 proposals. Minor changes or add-ons may be approved through the EDUNFEP.

43 **Working Capital Fund**

44 The BLM Working Capital Fund (WCF) is managed by the BLM Vehicle Fleet
45 Manager at the Denver Service Center. Replacement of fire vehicles that have
46 reached the end of their service life and certain maintenance expenditures are

1 managed through the WCF. Vehicle replacement and maintenance is
2 accomplished with funds that are paid into the WCF over the life of the vehicle.
3 The WCF collects funds through Fixed Ownership Rates (FOR) and Use Rates.

4 5 **Property Transfer/Replacement**

6 Surplus, early turn-ins, and transfer fire vehicles may be transferred to another
7 area for continued service with the approval of the State Fire Management
8 Officer and the WCF Manager. In these instances, the vehicle remains in the
9 same class, and the FOR and use rates will continue to be charged to the unit
10 acquiring the vehicle. Field Offices wishing to dispose of fire engine equipment
11 prior to the normal replacement date may do so. In these instances, no future
12 replacement is automatically provided and there is no accrued credit for the FOR
13 collected on that unit prior to disposal. Field offices acquiring this type of
14 equipment continue payment of the FOR and use rates.

15 16 **Conversions**

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

22
23 This documentation will require signature by. The requesting State Director and
24 State FMO, the Operations Division Chief at BLM Fire & Aviation Directorate,
25 and the WCF Manager for final approval.

26
27 If any proposed changes in equipment result in additional overall costs to the
28 government documentation must include increased production rates which may
29 offset additional costs and the requesting states availability of sufficient funds to
30 cover additional costs.

31 32 **Incident Business**

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

36 37 **BLM Firefighter Organization**

38 39 **Introduction**

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

- 45 • **Hand Crews** - Vehicle mobile firefighters that specialize in the use of hand
46 tools, chainsaws, portable pumps and ignition devices for tactical

- 1 operations. Hand crew types include Interagency Hotshot Crews (IHC)s,
2 Type 2 Initial Attack Crews, and Type 2 Crews.
- 3 • **Engine Crews** - Engine mobile firefighters that specialize in the use of
4 engines for tactical operations.
 - 5 • **Helitack** - Helicopter mobile firefighters that specialize in the use of
6 helicopters for tactical and logistical operations.
 - 7 • **Smokejumpers** - Fixed wing aircraft and parachute mobile firefighters that
8 specialize in the use hand tools, chainsaws, and ignition devices for tactical
9 operations.

10

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

13 **BLM Firefighter Priority for Use**

- 14 • Initial attack on lands for which the BLM has suppression responsibility.
- 15 • Other fire suppression/management assignments on BLM lands.
- 16 • Other fire suppression/management assignments on other agency lands.
- 17 • ~~All risk incidents.~~
- 18 • All Hazard - ESF#4 reference:
19 [http://web.blm.gov/internal/fire/budget/Reference_docs/esf4/ESF4_page.ht](http://web.blm.gov/internal/fire/budget/Reference_docs/esf4/ESF4_page.htm)
20 [m](http://web.blm.gov/internal/fire/budget/Reference_docs/esf4/ESF4_page.htm)

21

22 **BLM Prepositioning Details**

23 When BLM units require management or suppression resources to support their
24 local fire programs they are encouraged to request prepositioning of appropriate
25 resources early. These prepositioning details are for all BLM personnel and
26 suppression resources. Reasons to consider management or operational support
27 may include:

- 28 • Improve BLM initial attack capability in areas of peak fire danger.
- 29 • Provide BLM employees training opportunities with different BLM
30 management offices.
- 31 • Provide oversight for efficient utilization of BLM resources to support
32 BLM fire management priorities.
- 33 • Provide management support to maintain adequate span of control for both
34 management and suppression activities.

35

36 ~~A checklist to assist local units in determining the need for assistance is found in~~
37 ~~appendix K.~~

38

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

- 40 • Unit fire management identifies the need for support and notifies their state
41 fire managers.
- 42 • The requesting State FOG representative, in conjunction with their local fire
43 management, will determine the need, location, and timeframes for
44 management and suppression resources assistance, based on current and
45 expected state fire activity.

- 1 • The requesting State FOG representative, will contact fellow Fire
- 2 Operations Group (FOG) members to find qualified resources available to
- 3 fill their needs.
- 4 • When resources are identified:
- 5 ➤ The requesting State FOG representative will electronically sign and
- 6 email a *BLM Detail Request Form*, found at:
- 7 http://web.blm.gov/internal/fire/fire_ops/index.html, to the identified
- 8 resources home state (sending) S-AFMO.
- 9 ➤ On the date specified in the *BLM Detail Request Form* the requesting
- 10 State FOG representative places a name request order for the specified
- 11 asset through normal coordination system channels.
- 12 ➤ IHC details require signature from a representative of the FAD Fire
- 13 Operations Group.
- 14
- 15 BLM resources filling these details will be assigned to a home unit within the
- 16 requesting state by the requesting state FOG representative. With agreement of
- 17 the resource, sending state FOG representative, and requesting State FOG
- 18 representative these resources can manage fatigue and meet tour of duty
- 19 requirements by taking mandated days off in the requesting state.
- 20
- 21

All BLM Firefighters General Non-Fire Training Requirements

	<u>One-Time-Training Required</u>	<u>Recurring Training Initial Requirement/Frequency</u>	<u>Annual Training</u>
<u>Agency Permanent, Career Seasonal, & Temporary Firefighters</u>	<u>Safety Orientation</u>	<u>Once</u>	
	<u>Bloodborne Pathogens</u>	<u>Annually:</u> <u>For employees at increased risk due to assigned duties (e.g. IHC, Helitack, SMJ, Engine Crew)</u> <u>Once:</u> <u>Awareness level. For employees not at increased risk (e.g. non-fireline support personnel)</u>	
	<u>Defensive Driving</u>	<u>Prior to operating motor vehicle for official purposes.</u> <u>Once every three years</u>	
	<u>First Aid/Cardiopulmonary Resuscitation (CPR)</u>	<u>Upon initial employment.</u> <u>Every 3 years or per certifying authority.</u>	
<u>All Firefighters</u>	<u>HAZMAT - First Responder Awareness Level (Hazardous Materials)</u>	<u>First Aid/CPR (every 2 years)</u> <u>Defensive Driving</u>	<u>RT-130 Annual Fireline Safety Training</u>

	<u>Bloodborne Pathogen</u>	<u>(every 3 years) Upon initial employment.</u> <u>Annually.</u>	<u>Do What's Right/ EEO</u> <u>HazMat Refresher</u>
	<u>Do What's Right/EEO</u>	<u>Annually.</u>	
	<u>Training Required</u>	<u>Frequency</u>	
<u>Administratively Determined (AD) and Emergency Firefighters (EFF)</u>	<u>Defensive Driving (If operating GOV, including rental or leased, vehicle for official purposes, prior to operating vehicle).</u>	<u>Once every three years.</u>	
	<u>First Aid/Cardiopulmonary Resuscitation (CPR)</u>	<u>Upon initial employment.</u> <u>Every 3 years or per certifying authority.</u> <u>At least two persons per crew (GS or AD) shall be current and certified in First Aid/CPR</u>	

1 For a complete listing of safety & health training - refer to *BLM Manual*
 2 *Handbook 1112-2, Safety and Health for Field Operations.*
 3

4 **BLM Firefighter Mandatory Physical Fitness Standards**

5 The *Wildland Fire Qualifications System Guide* (PMS 310-1) establishes
 6 physical fitness standards for NWCG sanctioned firefighters. These standards
 7 are assessed using the Work Capacity Tests (WCT). Prior to attempting the
 8 WCT, all permanent, career-seasonal, temporary, Student Career Experience
 9 Program (SCEP), and AD/EFF employees who participate in wildland fire
 10 activities requiring a fitness level of arduous must participate in the Medical
 11 Qualification Standards Program (MSP). Information on the WCT and the MSP
 12 is located in Chapter 13 of this publication. Fitness and conditioning
 13 information may be found at www.nifc.gov/FireFit/index.htm
 14

15 **BLM Firefighter Target Physical Fitness Standards**

16 These are voluntary targets. They are not mandatory. These targets are
 17 established to provide BLM firefighters a common standard against which to
 18 gauge their physical fitness level. BLM firefighters are encouraged to meet or
 19 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

20

- 1 The guide below may be used to adjust the 1.5 mile run times to compensate for
2 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

3

4 **BLM National Fire Operations Fitness Challenge**

5 The BLM national fire operations fitness challenge encourages and recognizes
6 achievement in physical fitness by BLM firefighters. The fitness challenge
7 provides a common system by which BLM firefighters can measure current
8 fitness, establish fitness goals, and track fitness improvement. The fitness
9 challenge is voluntary, but BLM firefighters are encouraged to participate. The
10 fitness challenge tests participants in four basic exercises - push-ups, pull-ups,
11 sit-ups and a timed run of either 1.5 or 3.0 miles. Test results are compiled into
12 a final overall score. Unit and state offices are encouraged to support and
13 recognize achievement in firefighter fitness. The BLM FA Division of Fire
14 Operations will recognize high achievers annually. Specific information on the
15 fitness challenge is located at: www.blm.gov/nifc/st/en/prog/fire/fireops/fitness_challenge.html.

16

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

- 18 • **Language** - CRWB and FFT1: must be able to read and interpret the
19 language of the crew as well as English.
- 20 • **Flight Weight** - 5100 pounds
- 21 • **Personal gear** - Sufficient for 14 day assignments
- 22 • **Physical fitness** - Arduous, all positions
- 23 • **Required Equipment & PPE** - Fully equipped as specified in the:
24 *Interagency Standards for Fire and Fire Aviation Operations*.

25

26 **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	60% of the crewmembers must	Meets leadership qualification listed

	have at least 1 season experience in fire suppression	have at least 1 season experience in fire suppression	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

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3 **BLM Interagency Hotshot Crews**

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

10

11 **BLM IHC Annual Crew Mobilization**

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

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

1 The State Fire Management Officer will notify the local GACC of crew
2 availability.

3

4 **BLM IHC Crew Status**

5 If a change in crew capabilities results in the *National Interagency Hotshot Crew*
6 *Operations Guide* or *Standards for Fire and Fire Aviation Operations* not being
7 met, the superintendent is required to contact their local GACC and have the
8 crew typing amended to the appropriate level as listed in the BLM crew typing
9 chart.

10

11 Re-statusing the crew back to the IHC level will use either the Annual Crew Pre-
12 Mobilization Process outlined in the *Standards for Interagency Hotshot Crew*
13 *Operations* or the Crew Certification Process outlined in the *Standards for*
14 *Interagency Hotshot Crew Operations*. The choice of which process will be at
15 the discretion of the State Fire Management Officer, local Fire Management
16 Officer, and crew superintendent.

17

18 **BLM IHC Crew Size**

19 BLM ~~HCIHCs~~ have the local unit option of traveling with 25 personnel when
20 on incident assignments. BLM IHC superintendents will obtain prior approval
21 from the dispatching GACC when the assignment requires fixed wing transport
22 and the crew size is greater than 20.

23

24

25

26 **BLM IHC Status Reporting System**

- 27 • BLM IHCs will report status through the BLM IHC Status Reporting
28 System.
- 29 • BLM IHC superintendents will regularly update the system by contacting
30 the BOI SMKJ Duty Officer with any change in crew status and/or current
31 utilization when on assignment.
- 32 • The BOI SMKJ Duty Officer is available 24 hours, seven days per week at
33 > 800-925-8307 (work hours)
34 > 208-387-5426 (work hours)
35 > 208-850-5144 (after hours)
- 36 • BLM IHC status will be posted at
37 <http://www.nifc.gov/smokejumper/smjrppt.php>.

38

39 **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**

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

6
 7 **BLM Engine Equipment Inventory**

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

10
 11 **Fire Engine Maintenance Procedure and Record (FEMPR)**

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

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 28 **BLM Engine Ordering**

- 29 • BLM engines will status themselves with their local dispatch center in
 30 accordance with local policy and procedure.
 31 • Availability of BLM engines for off unit assignments rests with local unit
 32 fire management.
 33 • BLM units needing engines from off their own unit for support will contact
 34 their state operations with a request.
 35 • State operations will contact the FA or other BLM state office operations
 36 with the request.
 37

38 **BLM Engine Typing**

39 BLM engines are typed according to the following interagency standards stated
 40 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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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
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BLM Engine Minimum Staffing Requirements

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

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

9 **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 RT-301 (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	WCF class 650 and 668 driver	

and 668 drivers	and maintenance training **	
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1 * S-216 Driving for the Fire Service or the BLM Engine Operator Course will
 2 satisfy this refresher training requirement.
 3 ** WCF class 650 and 668 driver and maintenance training will be conducted
 4 by the FAD Division of Fire Operations Equipment Development Unit annually.
 5 Travel, per-diem, vehicle operating charges and fuel costs directly related to this
 6 training will be covered by the EDU; base 8 salary and overtime costs will be
 7 covered by the students' home unit. [BLM engine training courses can be found](#)
 8 [at:](#)
 9 [BLM engine training courses can be found 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 **BLM Smokejumpers**

20 BLM Smokejumpers operate in teams of 2-8 firefighters and are used primarily
 21 for wildfire suppression, fuels reduction, and other fire management duties.
 22 They are capable of performing self-contained initial attack suppression
 23 operations, and commonly provide ~~single resource~~ incident management
 24 capability at the Type 3 level. [BLM Smokejumpers provide personnel to Type 1](#)
 25 [and Type 2 incidents as command and general staff or other miscellaneous](#)
 26 [single resource](#). The primary locations of the BLM smokejumper bases are
 27 Boise, Idaho and Fairbanks, Alaska.
 28

29 **BLM SMKJ Operations**

30
 31 BLM smokejumper operational and administrative procedures are located in the
 32 *Interagency Smokejumper Operations Guide (ISOG)*, the *BLM Ram-Air*
 33 *Training Manual (RATM)*, the *Boise Smokejumpers User Guide*, ~~the Alaska~~
 34 ~~*Fire Service Operational Procedures, Policies, and Guidelines Alaska*~~
 35 ~~*Geographic Area Coordination Center Mob Guide*~~, and other pertinent
 36 agreements and operating plans.
 37

38 **BLM SMKJ Coordination & Dispatch**

39 Smokejumpers are a national shared resource and are ordered according to
 40 geographic area or national mobilization guides. [The operational unit for](#)
 41 [Smokejumpers is "one load" \(8-20 smokejumpers\)](#). Specific information on the
 42 coordination, dispatch, ordering, and use of BLM smokejumpers can be found in
 43 the *BLM Boise Smokejumpers User Guide*, and in the *Alaska Fire Service*
 44

Operational Procedures, Policies, and Guidelines: Geographic Area Coordination Center Mob Guide. Contact BLM smokejumpers in Boise at (208) 387-5426 or in Alaska at (907) 356-5540 for these publications.

BLM SMKJ Equipment

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

BLM SMKJ Training

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

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

BLM Smokejumper Training and Qualification Standards

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

1 **BLM Smokejumper Physical Fitness Standards**

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

7

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

8

9 **BLM Exclusive Use Helitack Standards**

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

16

17 Each contract specifies a Mandatory Availability Period (MAP) that the aircraft
18 will be assigned for the exclusive use of the BLM. The National Aviation
19 Office provides the funding to pay for the aircraft's availability costs. The BLM
20 host unit is responsible for providing a Helitack crew that meets the Exclusive
21 Use Fire Helicopter Position Prerequisites in Chapter 16 of this document. Each
22 functional or supervisory level must have met the experience requirements of
23 the next lowest functional level. The minimum daily staffing level (7 day
24 staffing) must meet the level indicated in the *National Interagency Mobilization*
25 *Guide, Chapter 20, paragraph 22.5 Helicopter Module.* The host unit is also
26 responsible for providing administrative support, and *Interagency Helicopter*
27 *Operations Guide (IHOG)* specified equipment, vehicles and facilities for their
28 Helitack Crews and any other associated specialized equipment.

29

30 **Minimum and Target (Desired) Exclusive Use Helitack Crew Qualifications**
31 **& Composition**

<u>Position</u>	<u>Min IOCS Qualifications</u>	<u>Target IOCS Qualifications</u>	<u>Target Training</u>	<u>Currency Requirements</u>
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Release Date: January 2010

02-45

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

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

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

- 9 • Monitor unit incident activities for compliance with BLM safety policies.
- 10 • Coordinate and set priorities for unit suppression actions and resource
 11 allocation.
- 12 • Keep unit agency administrators, suppression resources, and Information
 13 Officers informed of the current and expected situation.
- 14 • Plan for and implement actions required for future needs.
- 15 • Document all decisions and actions.

16 ODOs will provide operational oversight of these requirements as well as any
 17 unit specific duties assigned by the local fire managers through the local unit fire
 18 operating plan. ODOs will not fill any ICS incident command functions
 19 connected to any incident. In the event that the ODO is required to accept an
 20 incident assignment, the FMO will ensure that another qualified and authorized
 21 ODO is in place prior to the departure of the outgoing ODO.

23 **Employee Advocacy**

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

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Notification

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

- ~~Any supervisor with an injured employee requiring medical care who is not released back to duty (full or light) will notify the local state Fire Operations Group member immediately after treatment will make contact with the state FOG member for state where the injured employee is being held as soon as possible not released to full or light duty.~~ This contact will be in addition to contacts made to the home unit chain of command.

Operational Guidelines for Aquatic Invasive Species

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

- ~~Consult with local biologists, resource advisers (READ) and fire personnel for known aquatic invasive species locations in the area and avoid them when possible.~~
- ~~Avoid entering (driving through) water bodies or saturated areas whenever possible.~~
- ~~Avoid transferring water between drainages or between unconnected waters within the same drainage when possible.~~
- ~~Use the smallest screen possible that does not negatively impact operations and avoid sucking organic and bottom substrate material into water intakes when drafting from a natural water body.~~
- ~~Avoid obtaining water from multiple sources during a single operational period when possible.~~
- ~~Remove all visible plant parts, soil and other materials from external surfaces of gear and equipment after an operational. If possible, power-wash all accessible surfaces with clean, hot water (ideally > 140° F) in an area designated by a local READ.~~

~~For additional information and guidelines please refer to the links provided in the document titled *BLM Fire Program Aquatic Invasive Species Guidance* found at: <http://web.blm.gov/internal/fire/FEM/docs.html>~~