

Chapter 04**U.S. Fish & Wildlife Service Program Organization & Responsibilities****Introduction**

This document states, references, or supplements policy for the U.S. Fish and Wildlife Service Wildland Fire Management Program. The standards provided in this document are based on current U.S. Department of the Interior and Bureau policy, and are intended to provide fire program guidance. The intent is to ensure safe, consistent, efficient, and effective fire and aviation operations. This document will be reviewed and updated annually.

Agency Administrator Roles**Director**

The Director of the Fish and Wildlife Service has overall responsibility for the service wildland fire management program. The Director will ensure that all regional fire management activities are formally evaluated.

Chief, National Wildlife Refuge System

The National Wildlife Refuge System under the Chief provides leadership for the wildland fire management program. The National Wildlife Refuge System also formally evaluates all regional fire activities at least every five years. The Assistant Director is authorized to promulgate and approve the *Fire Management Handbook* and other fire related handbooks as needed to provide guidance.

Regional Director

The Regional Director is responsible to the Director for fire management programs and activities within their region. The Regional Director will meet the required elements outlined in the *Management Performance Requirements for Fire Operations* and ensure training is completed to support delegations to line managers and principal acting's. ~~Ensuring that stations conduct prescribed fire use in compliance with National and Regional fire management policies and standards.~~

- ~~XXX Ensures~~ ~~Ensuring that~~ a process is in place for delegating approval of prescribed fire plans to the responsible Project Leader.
- Ensures Project Leaders are qualified to approve prescribed fire plans. Conducting administrative reviews (and reporting review results to the Director within 90 days) of all prescribed fires that: Result in serious or multiple personal injuries; or Are converted to wildfire status that burn significant private or other agency lands; or Result in the issuance of an air quality regulatory Notice-of-Violation from the state, air pollution control district, and/or county.

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

8

9 **Regional Chief and Refuge Supervisors**

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

15

16 **Project Leader/Refuge Manager**

17 The Project Leader is responsible to the Regional Director for the safe and
18 efficient implementation of fire management activities within their unit,
19 including cooperative activities with other agencies or landowners, in
20 accordance with delegations of authorities. Coordinates with the Fire
21 Management Officer to annually review and update (as needed) the unit Fire
22 Management Plan as required in the 2010 agency policy change.

23

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

- 1 will make a quick assessment of the Acting Project Leader/Refuge Manager
- 2 capability and will provide additional support as necessary.
- 3 • Developing and implementing emergency stabilization and burned area
- 4 rehabilitation plans.
- 5 • Integrating the role and use of fire by establishing fire management direction
- 6 to meet resource objectives in Comprehensive Conservation Plans (CCP) and
- 7 Fire Management Plans (FMP).
- 8 • Ensuring that the XXX prescribed fire burn plans and the personnel
- 9 implementing them meet Interagency, Service wide and Regional
- 10 requirements.
- 11 • Reporting all wildfires resulting from prescribed fire actions to the Regional
- 12 Director within 24 hours of the wildfire declaration.
- 13 • XXX Conducting reviews of all prescribed fires that are converted to
- 14 wildfire status.
- 15 • XXX Reporting the review results to the Regional Director within 60 days
- 16 after the prescribed fire was declared a wildfire.
- 17 • Ensuring that fire management personnel are trained in the After Action
- 18 Review (AAR) process and that they routinely complete AARs after fire
- 19 operations.

20
 21 For further guidance and performance criteria for the Project Leader/Refuge
 22 Manager *Agency administrator Checklists are available for use at:*
 23 *<http://sharepoint.fws.net/Programs/nifc/operations/default.aspx>*
 24

25 **Management Performance Requirements for Fire Operations**

PERFORMANCE REQUIRED	FWS Director	Regional Director	Regional Chief / Refuge Supervisor	Project Leader / Refuge Manager
1. Ensures that Fire Management Plans (FMP) reflect 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 wildland fireXXX fire prevention, fire suppression, and fire use standards that are compliant with agency fire policies.	X	X	X	X

PERFORMANCE REQUIRED	FWS Director	Regional Director	Regional Chief / Refuge Supervisor	Project Leader / Refuge Manager
3. Ensures use of fire funds is in compliance with department and agency policies.	X	X	X	X
4. Ensures that all fire management activities are supported by a current FMP and is integrated with an approved Comprehensive Conservation Plan.	X	X	X	X
5. Attends the <i>Fire Management Leadership Course</i> . Ensures that personnel delegated fire program responsibilities have completed the <i>Fire Management Leadership Course</i> .			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. When applicable, an Inter-refuge Agreement that specifies reciprocal responsibilities of the Project Leader/Refuge Manager and the Are/Zone FMO.		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.	X	X	X	X
8. Ensures that master agreements with cooperators are valid and in compliance with agency policy, and that attached Annual Operating Plans are current.	X	X	X	X

PERFORMANCE REQUIRED	FWS Director	Regional Director	Regional Chief / Refuge Supervisor	Project Leader / Refuge Manager
9. Personally visits at least one wildland and one prescribed fire each year.				X
10. Annually convenes and participates in pre-and post season fire meetings.			X	X
11. Reviews critical operations and safety policies and procedures with fire and fire aviation personnel.		X	X	X
12. Ensures that fire and fire aviation preparedness reviews are conducted annually in all unit offices. Personally participates in at least one review annually.	X	X	X	X
13. Ensures that investigations are conducted for incidents with potential, entrapments, and serious accidents as per agency policy.	X	X	X	X
14. Ensures timely follow-up to fire management program reviews.	X	X	X	X
15. Provides a written delegation of authority, Wildland Fire Decision Support System (WFDSS) analysis, and an <i>Agency Administrator Briefing to Incident Management Teams</i> .				X
16. Ensures that resource advisors are identified, trained and available for incident assignment. Refer to <i>Resource Advisors Guide for Wildland Fire</i> PMS 313, NFES 1813, Jan 2004.				X
17. Attends post fire closeout on Type 1 and Type 2 fires. (Attendance may be delegated.)			X	

PERFORMANCE REQUIRED	FWS Director	Regional Director	Regional Chief / Refuge Supervisor	Project Leader / Refuge Manager
18. Ensures that all wildfire management decisions are documented through the WFDSS process.		X	X	X
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 FWS <i>Fire Trespass Handbook</i> .		X	X	X
20. Ensures compliance with National and Regional 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
23. Ensures that a policy has been established for review and signing of the go-no/go checklist.				X
24. Ensures Unit Safety Program is in place, has a current plan, has an active safety committee, and includes the fire program.	X	X	X	X
25. Annually updates and reviews the <i>Agency Administrator's Guide to Critical Incident Management</i>	X	X	X	X

PERFORMANCE REQUIRED	FWS Director	Regional Director	Regional Chief / Refuge Supervisor	Project Leader / Refuge Manager
26. Ensures that fire season severity predictions, weather forecasts, fire behavior predictors and fire activity levels are monitored daily, communicated and available XXX and communicated daily to all employees (hard copy, web page, email, radio, or fax).				X
27. XXX A completion of Completes periodic refresher training as determined by their supervisor in consultation with the RFMC. Refresher training options may include attending fire management training/workshops, trainee experiences, mentoring, etc...			X	X

1

2 **Fire Management Staff Roles**

3

4 **National Office**

5 **Service Fire Management Coordinator (SFMC)**

6 The Service Fire Management Coordinator is the Chief of the Fire Management
 7 Branch in the National Wildlife Refuge System, and is the Service
 8 representative at the National Interagency Fire Center (NIFC). The SFMC,
 9 through *Service Manual 621 FW 1*, is delegated authority by the Director to
 10 represent the Service on the National Multi-Agency Coordinating Group
 11 (NMAC Group). The SFMC is responsible for implementing the decisions of the
 12 NMAC as they affect U.S. Fish and Wildlife Service areas. The decisions of the
 13 NMAC include the prioritizing of incidents nationally and the allocation or
 14 reallocation of firefighting resources to meet national priorities.

15

16 The Fire Management Branch is responsible for providing technical direction
 17 and coordination of fire management planning, policy development, and
 18 procedures service wide.

19

20 **Regional Office**

21 **Regional Fire Management Coordinator (RFMC)**

22 The Regional Fire Management Coordinator provides coordination, training,
 23 planning, evaluation, and technical guidance for the region and is available to

1 provide assistance for intra-agency and interagency wildland fire management
 2 needs. The RFMC will meet qualification requirements established by the
 3 service for the position. The RFMC, through written delegation by the Regional
 4 Director, is delegated authority to represent the region on the GMAC. The
 5 RFMC is responsible for implementing the decisions of the MAC Group as they
 6 affect U.S. Fish and Wildlife Service areas. The decisions of the GMAC include
 7 the prioritizing of incidents, Interagency Master/statewide agreements and the
 8 allocation or reallocation of firefighting resources to meet wildland fire
 9 management priorities.

10

11 **Refuge**

12 **Fire Management Officer (FMO)**

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

19

20 The FMO is responsible for coordinating with the refuge/unit Agency
 21 Administrator to annually review and update (as needed) the unit Fire
 22 Management Plan to comply with agency policy. An FMO may be assigned to
 23 provide wildland fire management support to a group of refuges (zone or
 24 district) when individually each refuge does not warrant a fulltime FMO.

- 25 • Ensuring that the RXBP and the personnel implementing them meet Service
 26 wide and Regional requirements.
- 27 • Ensuring adequate oversight and status reporting of all prescribed fires.
- 28 • Reporting all wildfires resulting from prescribed fires to the Regional Fire
 29 Management Coordinator within 12 hours of the wildfire declaration.
- 30 • Develop and/or update fire management plans and associated operational
 31 plans for approval by project leaders and regional ~~XXX and regional~~ fire and
 32 refuge staff (as determined by the region)
- 33 • Responsible for the coordination of RAWS maintenance, up keep, sensor
 34 calibration, over sight of daily inputs in order to maintain a weather network
 35 which is used by many cooperating agencies, and the development of the
 36 RAWS operating plan.

37

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

PERFORMANCE REQUIRED	SFMC	RFMC	Zone/ District FMO
1. Establishes and manages a safe, effective, and efficient fire program.	X	X	X

PERFORMANCE REQUIRED	SFMC	RFMC	Zone/ District FMO
2. Ensures that the Fire Management Plan (FMP) reflects the agency commitment to firefighter and public safety, while utilizing the full range of fire management activities available for ecosystem sustainability. <i>(Federal Wildland Fire Management Plan 2001)</i>	X	X	X
3. Provides the expertise and skills to fully integrate fire and fire aviation management into interdisciplinary planning efforts. (When requested)	X	X	X
4. Ensures that only trained and qualified personnel are assigned to fire and fire aviation duties.	X	X	X
5. Ensures completion of a Job Hazard Analysis (JHA)/Risk Assessment for fire and fire aviation activities so mitigation measures are taken to reduce risk.		X	X
6. Ensures compliance with work/rest guidelines during all fire and fire aviation activities.	X	X	X
7. Ensures that the fire and fire aviation management employees understand their role, responsibilities, authority, and accountability.	X	X	X
8. Organizes trains, equips, and directs a qualified work force. Establishes and implements performance review process.	X	X	X
9. Develops implements, evaluates, and documents fire and fire aviation training to meet current and anticipated needs.	X	X	X
10. Ensures fire and fire aviation policies are understood, implemented, and coordinated with other agencies as appropriate.	X	X	X
11. Monitors fire suppression activities to recognize when complexity levels exceed current management capabilities. Increases managerial and operational resources to meet the need.	X	X	X

PERFORMANCE REQUIRED	SFMC	RFMC	Zone/ District FMO
12. Monitors fire season severity predictions, fire behavior, and fire activity levels. Takes action to ensure safe, efficient, and effective operations.	X	X	X
13. Ensures that master agreements with cooperators are valid and in compliance with agency policy, and that attached Annual Operating Plans are current.	X	X	X
14. Develops, maintains and implements current operational plans. (e.g., dispatch, preparedness, prevention).		X	X
15. Ensures use of fire funds is in compliance with department and agency policies.	X	X	X
16. Ensures that fire severity funding is requested, used, and documented in accordance with agency standards (<i>Interagency Standards for Fire and Fire Aviation Operations</i> , Chapter 9).	X	X	X
17. Reviews and approves appropriate overtime authorization requests for personnel providing fire suppression coverage during holidays, special events, and abnormal fire conditions.		X	X
18. Ensures a process is established to communicate fire info to public, media, and cooperators.	X	X	X
19. Annually convenes and participates in pre-and post season fire meetings. Specifically address management controls and critical safety issues.	X	X	X
20. Oversees pre-season preparedness review of fire and fire aviation program.	X	X	X
21. Initiates, conducts, and/or participates in fire program management reviews and investigations.	X	X	X
22. Personally participates in periodic site visits to individual incidents and projects.		X	X
23. Ensures that transfer of command occurs as per appendix D on incidents.		X	X

PERFORMANCE REQUIRED	SFMC	RFMC	Zone/ District FMO
24. Utilizes the Incident Complexity Analysis appendix F & G to ensure the proper level of management is assigned to all incidents	X	X	X
25. Ensures that incoming personnel and crews are briefed prior to fire and fire aviation assignments.		X	X
26. Ensures an accurate and defensible Wildland Fire Decision Support System (WFDSS) analysis is completed and updated, approved, and certified as necessary.	X	X	X
27. Works with cooperators, groups, and individuals to develop and implement processes and procedures for providing fire safe communities within the wildland urban interface.	X	X	X
28. Ensures that trespass actions are initiated and documented to recover cost of suppression activities, land rehabilitation, and damages to the resource and improvements for all human-caused fires where liability can be determined, as per <i>FWS Fire Trespass Handbook</i> .	X	X	X
29. Ensures training for fire cause determination and fire trespass is completed.	X	X	X
30. Ensures compliance with National and State Office policy for prescribed fire activities. Provides periodic reviews of the prescribed fire program.	X	X	X
31. Annually updates and reviews the <i>Agency Administrator's Guide to Critical Incident Management</i> .	X	X	X
32. Ensures that fire season severity predictions, weather forecasts, fire behavior predictors, and fire activity levels are monitored and communicated daily to all employees (hard copy, web page, email, radio, or fax).		X	X

PERFORMANCE REQUIRED	SFMC	RFMC	Zone/ District FMO
33. Uses current National and Local Mobilization Guides and ensures that national, geographic and local mobilization standards are followed.	X	X	X
34. Complies with established property control/management procedures.	X	X	X

1

2 **National Fire Leadership Team**

3

- 4 The National Fire Leadership Team is established under the guidance and
5 support of the NWRS Leadership Team. The team is established to provide
6 regional input on issues of National importance, to advise the Chief, Fire
7 Management Branch (FMB), and provide leadership, coordination, and guidance
8 in the development and implementation of a safe and effective fire management
9 program within the Service. The team serves as a national clearing house,
10 provides discussion of wildland fire management issues, and recommends
11 actions to improve coordination and integration of regional fire management
12 activities into national direction. The team will be responsible for the following:
- 13 • Provide leadership, coordination, and guidance for the Service's fire
14 management program.
 - 15 • Identify potential fire management issues, and recommend strategies that will
16 enhance the Service's ability to safely and effectively manage fire on Service
17 lands.
 - 18 • Develop and recommend common guidance and business rules as needed to
19 manage fire management activities while recognizing individual regional
20 needs.
 - 21 • Provide a forum for the exchange of ideas, best management practices, and
22 lessons learned relating to Service fire management activities.
 - 23 • Provide a forum to discuss budget methodology applications that are
24 consistent with appropriation language authority as well as providing for the
25 collaboration and coordination within FWS and with our interagency
26 partners.
 - 27 • Form task groups, working teams, or other collections of subject matter
28 experts as needed to deal with specific tasks or long-term issues. These
29 groups or teams will each have a Leader who usually works in the subject
30 matter area with members assigned who may have the subject area as a
31 collateral duty. They will have representation from across the Service, and
32 will provide guidance or operational recommendations to the NFLT.

33

34

35

1 Delegation of Authority

2

3 Regional Fire Management Coordinator

4 In order to effectively perform their duties, a RFMC must have certain
5 authorities delegated from the Regional Director. This delegation is normally
6 placed in the regional office supplement to agency manuals. This delegation of
7 authority should include:

- 8 • Serve as the Regional Director's authorized representative on geographic
9 area coordination groups, including MAC groups.
- 10 • Coordinate and establish priorities on uncommitted fire suppression
11 resources during periods of shortages.
- 12 • Coordinate logistics and suppression operations regional-wide.
- 13 • Relocate agency pre-suppression/suppression resources within the region
14 based on relative fire potential/activity.
- 15 • Correct unsafe fire suppression activities.
- 16 • Direct accelerated, aggressive initial attack when appropriate.
- 17 • Enter into agreements to provide for the management, fiscal, and
18 operational functions of combined agency operated facilities.
- 19 • Suspend prescribed fire activities when warranted.
- 20 • Give authorization to hire Emergency Firefighters in accordance with the
21 DOI Pay Plan for Emergency Workers.
- 22 • Approve emergency fire severity funding expenditures not to exceed the
23 agency's annual authority.

24

25 Zone/District Fire Management Officer

26 In order to effectively perform their duties, the FMO may have certain
27 authorities delegated from the Agency Administrator(s). A sample "Delegation
28 of Authority" can be found on the FWS SharePoint web site.

29

30 Fire Duty Officer

31

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

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

44

45 Fire Severity Funding

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

6

7 **Short-Term Severity Funding**

8 Short-term severity funding can be requested to implement preplanned actions
9 from an approved preparedness or step-up plan. This may include: the unit
10 anticipates being at PL4 or PL5 (or equivalent) for less than seven consecutive
11 days, or when the need is only for extending the days/hours of existing staff.
12 Short-term severity requests must be approved by the RFMC, and may not
13 exceed a total of \$300,000 per Region annually. Short-term severity funding
14 codes are PER1 (region 1), PER2 (region 2), etc. An example for short-term
15 severity in Region 2 is 22520-9141-PER2.

16

17 **Long-Term Severity Funding**

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

26

27 Long-term severity funding is provided for a maximum of 30 days per request;
28 however, regardless of the length of the authorization, use of severity funding
29 must be terminated when abnormal conditions no longer exist. Long-term
30 severity codes are *local org code*-9141-*FIRECODE*. An example of Long-term
31 severity from Region 2 is 22520-9141-FJ4M.

32

33 **Daily Fire Report**

34

35 During the “National Fire Season” as identified by the National Interagency
36 Coordination Center at Boise, ID (NICC), each unit within the Refuge System
37 will report wildland fire occurrence daily. Each Region will establish procedures
38 to gather the needed information and develop the necessary contacts at the
39 coordination centers. This may require submissions to the Regional Fire
40 Management Coordinator (RFMC) or the respective Geographic Coordination
41 Center. Report the status of large fires separately on form ICS-209 with copies
42 furnished to the RFMC’s. Include weekend fire activity on Monday’s report
43 unless there is significant fire activity.

44

45

46 **Individual Fire Report**

- 1
2 An Individual Fire Report must be completed in the Fire Management
3 Information System (FMIS) for the following types of fires within 15 days after
4 the fire is declared out.
- 5 • All wildland fires on Service lands.
 - 6 • Wildland fires threatening Service lands on which the Service takes action.
 - 7 • Fires on which action was taken for another agency.
 - 8 • All prescribed fires that remain within prescription on Service lands. When a
9 fire exceeds prescription criteria, treat it as an unwanted wildfire, and file a
10 separate report covering those acres by the unwanted wildland fire.
 - 11 • All false alarms responded to by field office staff.

12
13 Reports are required regardless of who takes action, e.g., force account,
14 cooperator, or contractor. When actions are taken on a cooperative fire, the
15 agency having jurisdiction over the land on which the wildfire occurs will file a
16 complete report and prepare a limited version to record and bill for assistance
17 when necessary.

18 **Fish and Wildlife Service use of Wildland Fire Decision Support System**

19
20
21 Effective March 31, 2010 all managers must use WFDSS to document decisions
22 on extended attack wildfires, wildfires managed for resource benefit and
23 escaped prescribed fires.

24
25 Documentation of all other wildfires in WFDSS is at the discretion of the local
26 unit. All fires in Alaska will have WFDSS initiated by the Protection Agency.

27 **Final Wildland Fire Record**

28
29
30 The final wildland fire project record may include the following:

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

40 **Physical Fitness and Conditioning**

41
42
43 Employees serving in wildland fire positions that require a fitness rating of
44 arduous as a condition of employment are authorized one hour of duty time each
45 work day for physical fitness conditioning. Employees not having a fitness

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

13

14 **Training**

15

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

20

21 **XXX Fire Management Officer Training**

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

26

27 **XXX Line Officer and Agency Administrator Training**

28 Refuge managers/project leaders and Program and Assistant Regional Directors
29 who are responsible for managing or providing oversight to a fire program on
30 our lands must attend the current interagency fire management leadership
31 course. The national or local level sponsors this course.

32

33 **Fish and Wildlife Service Specific Qualifications**

34 **XXX** Guidance regarding agency-specific qualifications including ENOP,
35 RXB3, Faller ABC, RXCM, DZOP and TPOP. **XXX** can be found at
36 <http://sharepoint.fws.net/Programs/nifc/training/Shared%20Documents/>

37