Bureau of Land Management
High Desert District
FIRE MANAGEMENT

STANDARD OPERATING GUIDE 2016

Kemmerer Field Office
Pinedale Field Office
Rawlins Field Office
Rock Springs Field Office

Recommended by: _____ Date: 5/11/2016
Frank Keeler, HDD Fire Management Officer

Approved by: _____ Date: 5/25/2016
Tim Wakefield, HDD District Manager

Updates to SOG 2015 on May 9, 2016;

1. Updated all position names to reflect current table of organization.
2. Added "includes bunkhouse" in Alcohol section on page 13.
3. Updated Time;
    a. To reflect agreed upon blm_wy_hddfirefuels@blm.gov as designated email to send all time.
    b. To turn in time only on second week of pay period.
    c. Changed due by to 11 AM Sunday on the last week of the pay period.
    d. Electronic signature accepted.
    e. Changed statement to only require both employee and supervisor signatures. Took out portion stating "Before Submission".
    f. Removed "Employee Copy" from OF-288 statement requiring the Time unit to provide both the Original and Employee Copy to the employee.
4. Moved employee files, training, EPAPS, and travel under one section (Administrative Procedures, Section A).
5. Added information in utilization to show period of use should cover from the 20th to the 19th (for example, February utilization is from January 20-February 19 and must be turned in by March 1)
6. Added any purchases, except fuel, oil and additives, over $20.00 will require a work order which can be requested via email from the Fleet Manager or Office Automation Clerk.
7. Moved all physical training to page 16.
8. Removed requirement for fuels crew to use a ctr for all fuels work.
9. Removed history of helicopter 2.0
10. Removed trespass work flow chart.
11. Added punctuation where necessary and corrected spelling.
12. Added language to require resource order for all Incident Emergency Travel in both the Incident Ordering section and credit card section.
13. Added OF 289 required for lost, damaged or destroyed items being replaced. In Incident Ordering Section
14. Changed First Aid section to add definitions, Added statement for affiliation with Wyoming BLM, updated equipment, and inserted language for advanced techniques.
15. Updated section for off district engine rotation to read The ADFMO/ODO, along with the Rawlins and Rock Springs FOS's, will determine which engine and crew will be assigned to off district resource orders. This will be based on training needs, availability and the needs of the High Desert District.

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MISSION STATEMENT

The mission of the High Desert District Fire Program is to provide a high standard of service on and off District, to our cooperators, and the wildland fire management community by providing a safe, highly skilled, and productive wildland fire management organization. This is done by adhering to the values of Duty, Respect, and Integrity.

Wildland Fire Leadership Values and Principles

Duty

Be proficient in your job, both technically and as a leader.
–Take charge when in charge.
–Adhere to professional standard operating procedures.
–Develop a plan to accomplish given objectives.

Make sound and timely decisions.
–Maintain situation awareness in order to anticipate needed actions.
–Develop contingencies and consider consequences.
–Improvise within the commander's intent to handle a rapidly changing environment.

Ensure that tasks are understood, supervised, and accomplished.
–Issue clear instructions.
–Observe and assess actions in progress without micro-managing.
–Use positive feedback to modify duties, tasks and assignments when appropriate.

Develop your subordinates for the future.
–Clearly state expectations.
–Delegate those tasks that you are not required to do personally.
–Consider individual skill levels and development needs when assigning tasks.

Respect

Know your subordinates and look out for their well being.
–Put the safety of your subordinates above all other objectives.
–Take care of your subordinate's needs.
–Resolve conflicts between individuals on the team.

Keep your subordinates informed.
–Provide accurate and timely briefings.
–Give the reason (intent) for assignments and tasks.
–Make yourself available to answer questions at appropriate times.

Build the team.
–Conduct frequent debriefings with the team to identify lessons learned.
–Recognize individual and team accomplishments and reward them appropriately.
–Apply disciplinary measures equally.

Employ your subordinates in accordance with their capabilities.
–Observe human behavior as well as fire behavior.
–Provide early warning to subordinates of tasks they will be responsible for.
–Consider team experience, fatigue and physical limitations when accepting assignments.

Integrity

Know yourself and seek improvement.
–Know the strengths/weaknesses in your character and skill level.
–Ask questions of peers and superiors.
–Actively listen to feedback from subordinates.

Seek responsibility and accept responsibility for your actions.
–Accept full responsibility for and correct poor team performance.
–Credit subordinates for good performance.
–Keep your superiors informed of your actions.

Set the example.
–Share the hazards and hardships with your subordinates.
–Don't show discouragement when facing set backs.
–Choose the difficult right over the easy wrong.

VISION STATEMENT

To achieve the High Desert District (HDD) fire program mission through high standards of customer service, fiscal responsibility, quality of work, innovative fuels projects, and a safe highly motivated fire management organization.

GOAL

To have a safe, professional, and resource based Fire Management Program, which includes the HDD fire management organization acting as public servants in protecting and managing public lands.

PURPOSE AND SCOPE

The Standard Operating Guide (SOG) promotes employee expectations within the HDD Fire Management Program. The attached Standard Operating Procedures (SOP) provides information to help assist employees at being an informed and productive program member. Any questions or clarification should be directed to immediate supervisor. Employee feedback is always welcome and highly encouraged.

All HDD Fire Program employees must review and sign this document.

PROGRAM ORGANIZATION

Dispatch

The Rawlins Dispatch Center (RWC) personnel consist of a Center Manager, Assistant Center Manager, Initial Attack Dispatcher, Logistics Dispatcher and 2 to 3 seasonal employees serving the HDD, BLM Wyoming State Office, Wyoming State Forestry, U.S. Fish and Wildlife Service, National Park Service and nine counties in Wyoming.

Engines

HDD engine personnel consist of 2 Fire Operations Supervisors (FOS), 2 Station Leads (SLD), 5 Engine Module Leaders (EML), 7 Assistant Engine Module Leaders (AEML) and 8 to 12 seasonal employees. Engines include six type 6 engines, one type 4 engine and one type 2 tactical water tender.

Helitack

HDD helitack personnel consist of a Fire Helicopter Crew Supervisor (FHCS), Assistant Fire Helicopter Crew Supervisor (AFHCS), Lead Crew Supervisor and 4 to 6 seasonal employees. The crew is a national resource attached to an Exclusive Use helicopter located in Rawlins.

Fuels

HDD fuels program consist of an Assistant Fire Management Officer – Fuels, a Fuels Specialist (FS) (Rawlins), Fuels Specialist (FS) (Pinedale), Fuels Specialist(FS) (Kemmerer), Fuels Specialist (FS) (Rock Springs), 2 Fuels Module Leaders (FML) (Rawlins), 1 Senior Firefighter (SFF) and 4 to 10 seasonal employees. The fuels program performs hazardous fuels reduction and vegetation management projects utilizing prescribed fire, mechanical, chemical and biological methods.

EMPLOYEE SAFETY AND HEALTH PROGRAM RESPONSIBILITY

All employees have personal responsibility to ensure safe and healthful work practices and the following elements specifically outline these responsibilities:

1. Complying with applicable work rules, practices, and procedures.
2. Using safety devices, personal protective equipment, clothing, and other means provided or directed by recognized authority at all times when necessary for their protection.
3. Reporting unsafe and unhealthful working conditions to management.
4. Reporting every job-related accident/incident to their supervisor that results in, or has the potential to harm people, property, or the environment.
5. Reporting personal conditions that could adversely affect their ability to perform in a safe and healthful manner on the job.
6. Completing the BLM Fire and Aviation Employee Orientation Checklist, available on the BLM Fire Operations website.

FIRE STAFF ROLES AND RESPONSIBILITIES

District Fire Management Officer

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

Associate District Fire Management Officer

The Associate District Fire Management Officer (ADFMO) assists the DFMO in planning, developing, implementing, coordinating, and evaluating an integrated fire management program to achieve resource management objectives. Coordinates and initiates fire management activities based on firefighter and public safety, cost effectiveness, and values to be protected consistent with resource objectives, by using a full range of strategic and tactical options. The ADFMO is responsible for the aviation management program and maintains safety first as the foundation for all aspects of fire and aviation management.

Operational Duty Officer (ODO)

Each BLM unit Fire Management Officer will perform the duties of an ODO or will provide a delegated ODO for their units during any period of predicted incident activities. The ODO's responsibilities may be performed by any individual with a signed Delegation of Authority from the local agency administrator.

The required duties for all BLM ODO's are:

- Monitor unit incident activities for compliance with BLM safety policies
- Coordinate and set priorities for unit suppression actions and resource allocation
- Keep unit agency administrators, suppression resources, and information officers informed of the current and expected situation
- Plan for and implement actions required for future needs
- Document all decisions and actions

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

Unit Aviation Manager

The Unit Aviation Manager (UAM) serves as the focal point for the district aviation program by providing technical oversight and management direction for the use of aviation resources in support of Bureau programs in the district. Provides guidance and training for all aviation users, clarifies and articulates Bureau and Departmental policies and regulations, and provides oversight and planning assistance for aviation missions.

Management and Program Analyst - Fire

The Management and Program Analyst - Fire (MPA) serves as the subject matter expert regarding incident business management practices and policies. Prepares and evaluates budgetary reports for cost share agreements, labor projections, trespass cases, and vehicle usage. Establishes protocols and oversees fire and fuels timekeeping and travel arrangements. The MPA also acts as a liaison between the HDD Fire Management Program and the HDD Support Services Division to coordinate district employee roles and responsibilities for supporting the fire program.

Fire Operations Supervisor

The Fire Operations Supervisor (FOS) implements fire management program objectives by providing oversight in all operational plans, activities and administrative duties; while assuring fire resources follow local and national policies. The FOS establishes direction and supervision for fire resources both local and incoming, in coordination with dispatch and the ODO during initial and extended attack fires.

Station Leader/Engine Module Leader

The Station Leader/EML (SLEML) assists the FOS with the implementation of fire management program objectives by providing oversight in all operational plans, activities and administrative duties; while assuring fire resources follow local and national policies. As well as establishing direction and supervision for fire resources both local and incoming, in coordination with the FOS, dispatch and the ODO during initial and extended attack fires. This position performs these duties in addition to EML duties.

Engine Module Leader

The Engine Module Leader (EML) provides guidance, direction and supervision to engine module crew members during initial and extended attack fires. This position is also responsible for overseeing assigned employees' daily assignments and individual module administrative duties.

Assistant Engine Module Leader

The Assistant Engine Module Leader (AEML) assists the EML in providing guidance, direction and supervision to engine module crew members during initial and extended attack fires. This position is also responsible for assisting with overseeing assigned employees' daily assignments and individual module administrative duties. In the absence of the immediate supervisor, this position may serve as EML.

Assistant Fire Management Officer (Fuels)

The Assistant Fire Management Officer Fuels (AFMO) assists the DFMO in planning, developing, implementing, coordinating, and evaluating an integrated fire management program to achieve resource management objectives. Directs and oversees all phases of the fuels management program and is responsible for its planning, program direction, coordination and evaluation. The AFMO Fuels assists with fire suppression responsibilities.

Fuels Specialists/Fuels Technicians

The Fuels Specialists are responsible for fuels project development, planning and implementation within their respective Field Offices. The Fuels Specialist in Rawlins is also responsible for overseeing the daily operations of the High Desert District Fuels Crew. The Fuels Specialists assist with fire suppression responsibilities.

Fuels Module Leader

The Fuels Module Leader (FML) supervises fuels crew to ensure projects are completed in a safe and timely manner, cost efficient, and in compliance with resource objectives. Communicate project status or problems encountered with immediate supervisor.

Dispatch Center Manager

The Dispatch Center Manager (DCM), in coordination with the DFMO, is responsible for providing safe, timely, and cost-effective coordination of emergency response for all incidents within the HDD. Ensures the center operates in accordance with national, geographic and local area mobilization guides, operating plans and agency policies. The Center Manager maintains communication with fire management, neighboring dispatch centers, and cooperators.

Assistant Dispatch Center Manager

The Assistant Dispatch Center Manager (ADCM) oversees all dispatch floor operations which includes ensuring adequate staffing is provided to meet the needs of all organizations serviced by the dispatch center. Sets the example and provides positive leadership to dispatch center employees. In the absence of the immediate supervisor, this position may serve as the Center Manager.

Initial Attack Dispatcher

The Initial Attack Dispatcher (IAD) engages in and oversees initial attack and aircraft dispatching functions. Ensures manuals, guides, SOPs, and reference material associated with IA and aircraft dispatching are current and accurate. The IAD is responsible for tracking and dispatching resources to incidents in accordance with national, regional, and local guidelines. Accurately documents information relating to resources and/or incidents.

Logistics Dispatcher

The Logistics Dispatcher (LD) engages in and oversees logistic and intelligence functions for the center. Ensures manuals, guides, SOPs, and reference material associated with logistics and intelligence functions are current and accurate. The LD is responsible for tracking and dispatching resources to incidents in accordance with national, regional, and local guidelines. Accurately documents information relating to resources and/or incidents.

Fire Helicopter Crew Supervisor

The Fire Helicopter Crew Supervisor (FHCS) provides guidance, direction, and supervision to helicopter module crew members during initial and extended attack fires. This position is also responsible for overseeing assigned employees' daily assignments and module administrative duties. The FHCS administers and completes the contractual paperwork for the exclusive use helicopter.

Assistant Fire Helicopter Crew Supervisor

The Assistant Fire Helicopter Crew Supervisor (AFHCS) assists the FHCS in providing guidance, direction and supervision to helicopter module crew members during initial and extended attack fires. This position is also responsible for assisting with overseeing assigned employees' daily assignments and module administrative duties. In the absence of the immediate supervisor, this position may serve as FHCS.

STANDARDS OF CONDUCT

Expectations

All work assignments, fire suppression, incident support, facilities use, personnel actions, administrative processing and coordination, leave requests, etc., must go directly through immediate supervisor, and approval will be given through the chain of command. Unless the direction is illegal, immoral, or unsafe employees will complete all assignments or requests initiated by immediate supervisor.

As a representative of the Bureau of Land Management-Wyoming and the High Desert District, employees will conduct themselves in a safe and professional manor at all times.

Employee Performance Evaluations

To clearly define the roles, responsibilities, and expectations of each employee, employees will be given an Employee Performance Appraisal Plan (EPAP). At a minimum, EPAPs will be initiated within 30 days of employment, with a progress review mid-season, and a final evaluation at the end of the fiscal year.

An employee's Individual Development Plan (IDP) will be developed with guidance and direction from the immediate supervisor. All supervisory employees are required to develop IDPs.

POLICIES

Emergency Procedures

In the event of an accident or injury within the Fire Facilities, ensure safety of both the injured person and the caregiver, if needed call 9-911. Promptly advise immediate supervisor to ensure administrative procedures are adhered to regarding proper documentation and notification. Employees and supervisors must complete the Safety Management Information System (SMIS) process for any injuries within 7 calendar days, following the date management was notified of the occurrence (SMIS) (https://www.smis.doi.gov/ and BLM Manual 1112).

<div align="center">

PROMPTLY REPORT ALL INJURIES OR INCIDENTS TO IMMEDIATE SUPERVISOR!

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Human Resources

Title VII of the Civil Service Reform Act, effective on January 11, 1979 established the policy and basic procedures for labor management relations in the Federal Service. The Department of the Interior provides further guidance to the Bureau of Land Management regarding the particular application of policy and procedures, as well as consultation regarding determinations, problems, and third party matters.

Within the HDD Fire Management Program, the employee's first contact should be his/her immediate supervisor. If this does not mitigate the situation, raise the issue to the next level supervisor. In the event this does not mitigate the situation, contact Human Resources at the applicable Field Office, or the HR Specialists located in the BLM Wyoming State Office. For further information, please contact immediate supervisor or see informational notice on the office bulletin board.

Discipline Process

If an employee compromises rules and responsibilities, disciplinary actions may be implemented to curtail future violations and to maintain the professional image of the High Desert District.

For further guidance reference the DOI Discipline Handbook.

Equal Employment

The BLM Wyoming High Desert District Fire Management Program ensures nondiscrimination and promotes equal opportunity in accordance with bureau policies and practices.

Further information on Equal Employment Opportunity (EEO) can be found at: http://www.dol.gov/dol/topic/discrimination/.

Employee Assistance Program

The BLM Wyoming High Desert District Fire Management Program encourages employees to utilize the Employee Assistance Program (EAP) for assistance with personal and family problems. The Employee Assistance Program (EAP) is available 24 hours a day, 7 days a week to help you address personal issues, deal with stress, or make well-informed decisions. They offer assistance with a wide variety of topics including counseling sessions, legal advice, financial advice, etc. As a BLM employee your first 3 sessions with such individuals are free, and access to the information on their website is always free.

<div align="center">

EAP is available FREE OF CHARGE
1-800-869-0276
WWW.eapconsultants.com
Company Web ID: interioreap

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Use of Government Owned Equipment

When operating government owned equipment, employees will act in a safe and responsible manner. Government owned equipment is for official use only; personal use is prohibited and will not be tolerated. Smoking in government vehicles is strictly prohibited. Equipment which requires specialized training will only be operated by personnel who are qualified.

HDD fire fleet vehicles will be maintained in proper working condition. Any vehicle that is not in proper working condition or is in need of service will be reported to the appropriate supervisor immediately.

Vehicles will have monthly safety inspections, utilization recorded and fuel credit card statement reconciled (please see Appendix B-5.0 of this document).

Tobacco Use

BLM Wyoming High Desert District facilities and vehicles are non-smoking. Smoking is not permitted within 50 feet of any entrance or exit and employees are required to adhere to designated smoking area policies.

Smokeless chewing tobacco will NOT be discarded on the ground outside the door of the buildings or within fire station facilities (to include drains, sinks, toilets and water fountains). Spitting in trash cans and on Engine Bay floors will NOT be permitted.

Alcohol

The Fire Management Program maintains a **NO Alcohol** policy in all facilities which includes the bunkhouse. Employees who report to work under the influence of alcohol are in violation of the High Desert District no alcohol policy and will result in immediate disciplinary actions.

Employees involved in alcohol-related or after hours incidents involving law enforcement may face disciplinary actions.

Illegal and Prescription Drugs

Use of illegal drugs, possession of illegal drug paraphernalia, and/or the illegal use of prescription drugs will not be tolerated and will result in grounds for immediate termination.

Use of prescription medication while on duty is permissible. Individuals must notify supervisor promptly if they are under the direction of a doctor to take prescription medications that could limit their ability to perform assigned duties safely.

Firearms

Firearms are strictly prohibited on Government Facilities and in Government owned vehicles.

Uniform Requirements/Dress Code

HDD employees will present themselves in a professional manner at all times. Employees will dress appropriate for daily work assignments. High Desert District Fire Crew shirts MUST be approved by Fire Management.

ADMINISTRATIVE PROCEDURES

Computer Access

Personnel needing computer access must complete all required training. All computer and IT security protocols will be followed including wireless internet access in accordance with IM 2014-022 (http://web.blm.gov/internal/wo-500/directives/dir-14/im2014-022.html).

At no time will ANY computer be used to access prohibited web sites through the government provided network. Inappropriate use of government computers/networks will result in disciplinary actions. DO NOT ALLOW ANYONE TO USE YOUR ACCESS LOGIN/PASSWORD.

Phone Use

Personal cell phone or office phone use during duty hours will adhere to BLM and HDD policies. Individuals who are assigned a government cell phone will be required to carry it at all times.

Charge Cards

Charge Card holders and Approving Officials are responsible for knowing and understanding their roles and responsibilities, as well as complying with all policies and procedures relating to the charge card program in accordance with BLM Manual 1512 (http://on.doi.gov/1fGKH8f).

Time and Attendance

Employees are responsible for ensuring and following all time and attendance policies and procedures. Falsification of time and attendance is strictly prohibited and will result in disciplinary actions. Changes to work week schedules must be approved by immediate supervisor.

Leave/Time Off

Family emergencies, doctor appointments, illness and personal business are valid reasons for utilization of accrued leave. During high fire occurrence it is essential that all fire suppression personnel be available for fire suppression assignments. All leave requests must be approved by immediate supervisor. *Approved leave can be revoked at any time.*

Sick Leave requests for 3 or more days REQUIRE a Doctors written justification immediately upon return to duty. Do not return to duty without a written Doctors note.

FIRE SUPPRESSION OPERATIONS

It is imperative that the first BLM resource on scene provides size-up information to Dispatch and establishes command. Initial Attack Incident Commanders will be required to complete an Incident Complexity Analysis upon arrival to their incident and as conditions change.

If High Desert District personnel cannot return to station by a logical time, personnel should remain overnight in the field. The ODO and/or IC will determine adequate travel time frames.

Incident Reporting

A High Desert District Incident Organizer is required upon response to any incident. Electronic versions of these forms are available. Within 5 days of arrival back in quarters from an incident these forms will be completed and submitted to the Fire Operations Supervisor. If dispatch has not received fire information, a call or email will be made to the DFMO and/or Duty Officer to notify the operations staff and request an Incident Organizer be started. The Fire Operations Supervisor will check for accuracy and be entered into the WFMI system. Information about fire report requirements can be found at: http://gacc.nifc.gov/rmcc/dispatch_centers/r2rwc/rwc.htm.

Fire Trespass

BLM Manual Handbook H-9238 refers to fire trespass as the occurrence of unauthorized fire on agency managed lands where the source of ignition is tied to some type of human activity. One of BLM's primary responsibilities, as outlined in the Handbook, is to determine the cause of all wildland fires on public lands, i.e., whether a fire was natural or human caused.

Agency policy requires all human caused wildland fires to be investigated to determine cause, origin and responsibility. The agency and its employees may pursue cost recovery or document why cost recovery was not initiated for all human caused fires on public land.

Additionally, if a fire is determined to be human caused, the fire origin area may be examined by a qualified Wildland Fire Investigator (INVF) and a follow-up investigation conducted to attempt to identify the responsible party so that BLM can pursue cost recovery.

Fire and Fuels Cache

There are 2 local caches available to support local initial attack; located in Rawlins and Rock Springs. All personal fire gear and safety equipment issued to fire personnel will be issued from duty location. Items issued to fire staff and support personnel will be documented on a DI-105 and kept in a secure location. Upon completion of employment, all issued safety and fire gear will be returned, inspected, and inventoried. **The Fire Caches must remain secure at all times**.

Crew Member Availability

All High Desert District Fire/Fuels crew members will be expected to maintain prompt availability for callout during the fire season. It is the responsibility of each employee to leave contact information during off-duty time periods.

PROJECT WORK

Every individual will be assigned station duties/projects other than fire suppression, fire pre-suppression, fire education/prevention, and fuels management. Facilities and equipment maintenance duties will be assigned to all personnel as directed by their supervisor.

Each project that the HDD fire/fuels program participates in will have a project leader. A project leader is responsible for coordinating and carrying out all administrative functions associated with the project.

PHYSICAL TRAINING

High Desert District Program policy states that ALL primary fire/fuels personnel will actively participate in physical training.

Physical fitness will be tested and documented to monitor improvement periodically. The standards listed below are based on Interagency Standards for Fire and Fire Aviation Operations. We will test run, sit-ups, and push-ups:

	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	40	36	31	26
Push-Ups	33	27	21	15
Pull-Ups*				

Altitude in Feet	1.5 mile run adjustment
0-5000	No Adjustment
5000-6000	Add 30 seconds
6000-7000	Add 40 seconds
7000-8000	Add 50 seconds

Note: Passing the arduous work capacity test is a requirement for hire. If the work capacity test is not completed successfully upon reporting for duty, subsequent attempts will be at the discretion of the FOS/FS.

*The BLM has created a National Fire Operations Fitness Challenge. The BLM FA Division of Fire Operations will recognize high achievers. The specific information for the program is located at: www.blm.gov/nifc/st/en/prog/fire/fireops/fitness_challenge.html.

FIRE FACILITIES RESPONSIBILITIES

The High Desert District Barracks are available at low cost to seasonal firefighters on a first-come first-served basis. Failure to follow the regulations may result in eviction from the barracks.

Normal barracks/facility clean-up will occur during non-working hours, the assigned or ranking occupant is responsible for coordinating cleanup activities with standards enforced by the Fire Operations Supervisor. Maintenance activities or renovation efforts may be initiated during normal work hours with coordination and approval from proper management levels.

1. Dishes and cookware are provided; each person living in the barracks must clean up after each meal.
2. Limited parking is available. Extra vehicles, ATVs, motorcycles, or trailers, etc., are not recommended.
3. Individuals are responsible for keeping the bunk and living area clean. Items will not be left in the space between beds or walkways due to potential fire and health hazard.
4. The use of drugs and alcohol is prohibited on the premises. Fighting or destructive behavior will result in immediate eviction.
5. Firearms are not permitted in the barracks or BLM offices/administrative compounds.
6. Pets, of any kind, are not permitted.
7. Property damage will not be tolerated and may result in all inhabitants being held liable.
8. Noise will be kept down before 0800 and after 2200.
9. Barrack checks will be done periodically.
10. Individuals using the refrigerators are responsible for cleaning them.
11. Individuals will be expected to clean their sleeping area, refrigerator, bathrooms, etc., before checking out. If not cleaned, your last pay check may be held until cleaned.

Common living conditions can be significantly enhanced by observing these rules and extending common courtesy to those living in the barracks. HDD management has a high expectation for fire facility cleanliness. If the buildings are not clean, organized and in a high state of readiness, Fire Management may develop a cleaning schedule for employees. Living in Government provided housing is a privilege, NOT a right. Employees who violate housing rules may be evicted.

FIRE QUALIFICATION/CERTIFICATION

The HDD Fire Management Program red card committee meets formally at least twice a year. The purpose of the committee is to review training folders, and discuss the recommendation for certification on completed Position Task Books (PTB).

LOCAL FIRE TRAINING COURSES

Local training courses facilitated by the High Desert District Fire Program will meet NWCG requirements for course length, instructor qualifications, certificate, and have a class roster.

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HDD SOP ACKNOWLEDGEMENT FORM

I have read and understand the contents of the High Desert District SOP. If I have questions about this document, I will work with my supervisor.

Employee Name	Signature	Date

After reading this document, sign and return this page to your supervisor and forward to Fire Management.

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Department of the Interior
Bureau of Land Management
High Desert District
Fire Management

Standard Operating Procedures

Appendix A   Administrative Procedures

Table of Contents – Appendix A

1.0   PURPOSE

The purpose of this Administrative Procedures Standard Operating Procedure (SOP) is to provide direction on how to accurately record time and attendance, as well as maintain proper documentation. These procedures are in accordance with the Interagency Incident Business Management Handbook and Bureau of Land Management State of Wyoming Instruction Memorandum No. WY 2016-005; expires 09/30/2019.

2.0   APPLICABILITY

The policies and procedures outlined in this SOP are applicable to High Desert District Fire personnel.

3.0   PROCEDURES

3.1   Timesheet

1. Fire and Fuels personnel will record all hours onto the HDD Fire Timesheet located under: 1HDD_Common\Fire\HDD FIRE BUSINESS_Glenda L\Forms\Timesheet
    a. Timesheet must be **signed by both** the employee and supervisor.
    b. Electronic signature will be accepted.
    c. If special circumstances exist (i.e., on fire assignment and no email), timesheet must be signed by both employee and supervisor, and submitted to the Management and Program Analyst - Fire (MPA) within **3 days** upon return.
2. Submit **during the last week of the pay period,** no later than **Sunday by 11 AM,** to the MPA via:
    a. Scan/Email to blm_wy_hddfirefuels@blm.gov
    b. Fax: 307.352.0290

3.2   Crew Time Report

1. Crew Time Reports (CTR): SF-261 will be used to track all hours for local incidents (short duration). Fire employees will also track fuels programs via CTR.
2. CTRs must be completely filled-in and legible:
    a. Travel time is reported with a "T" entered on the left hand side in the 'Remarks No.' column.
    b. When employee performs hazardous duty during any part of the calendar day, an "H" is entered on the left hand side in the 'Remarks No.' column.
    c. **Justification** is required in the remarks section for documentation; such as reason for hazard/environmental pay, compensated lunch break, mitigation of work/rest, and any other pertinent information.
3. CTRs must be signed by the Officer-in-Charge/Incident Commander. If a mistake is made a new CTR will be created and resigned.

4. Employees will submit original CTRs with HDD timesheet to the FOS/FS/FHCS.

3.3   Emergency Firefighter Time Report

1. Emergency Firefighter Time Report (Red Dog): OF-288 will be used by large local (long duration/IMTs) and Off-District assignments:
    a. Travel time is reported on a CTR and recorded on the OF-288 with a "T".
        i. Original CTR and file copy of the OF-288 are retained in the Incident Finance Records.
    b. The Time Unit gives the Original completed and signed OF-288 to the individual to take back to their home unit.
    c. Employee must submit the Original OF-288 with HDD timesheet to the MPA within 3 days of return to home unit.

3.4   Overtime Authorization

1. Overtime Authorization: SF 1400-64 will be used for any overtime authorized outside of fire incidents, e.g., fuels projects (A comp time request, in quick time, will take the place of the SF 1400-64.
    a. Must be signed by both the requestor and authorized supervisor.
    b. Employee will submit a copy of the SF 1400-64 with HDD timesheet to the MPA.
    c. Submit all original SF 1400-64 to the MPA to be filed in accordance with policy.

4.0   DOCUMENTATION

4.1   Originals

1. Employee's original Timesheet, OF-288, Leave Requests (except if using Quicktime), justification for exceeding work/rest ratio will be kept in an individual Time and Attendance (T&A) folder located with the MPA.
2. Original CTRs will be kept in an incident or project folder located with the FOS/FS/FHCS.

4.2   Copies

1. Copies of CTRs will be kept in employee's T&A folder located with the MPA.
2. It is strongly recommended fire employees keep copies of all documentation; individuals can be audited.

5.0   EMPLOYEE FILES

5.1   Personnel Files

A personnel file will be maintained for members of the HDD Fire/Fuels program in a
secure location. Personnel files will include the following:

> Records of Personnel Action(s)
> Travel documentation
> Non-IQCS (fire) training records
> EPAPs (current and past)
> Work Capacity Test records
> Fire fighter physical records
> EQIP (security questionnaire records)
> Annual/long-term DI-105 documentation
> Awards/disciplinary actions
> Motor Vehicle Operator's Authorization form

5.2   IQCS Files

Incident Qualification and Certification System (IQCS) records and entries for seasonal
employees will be maintained by the training coordinator. The FOS, Helicopter
Supervisor, Dispatch Center Manager or Fuels Specialist will maintain the records for
their respective employees.

> IQCS (Red Card) files will include the following:
> Task books (initiated/completed)
> Copies of training certificates
> Records of training nominations
> IQCS Master Records

6.0   TRAINING

Program personnel will attend all mandatory training as directed by DOI, BLM, and
HDD policies. Additional employee training will be determined by HDD Management.

HDD program supervisory personnel will maintain an updated Individual Development
Plan (IDP). Development of an IDP is encouraged for non-supervisory personnel.

6.1   Required Training

The HDD Fire/Fuels personnel are expected to make the most out of training
opportunities and strive to develop new skills.

- Federal Information System Security Awareness (FISSA) – Annual
- Privacy and Records Management – Annual
- Rules of Behavior for Network Access – Annual

- Discrimination and Whistleblowing in the Workplace (No Fear) – Every 2 years
- Role-Based Information Technology Security Training – Annual based on duties
- Equal Employment Opportunity Training – Annual
- Diversity Training – Annual
- Ethics Training – Annual
- Safety Training – based on duties
- Defensive Driving – Every 3 years

7.0   EPAPs

To clearly define the roles, responsibilities, and expectations of each employee, employees will be given an Employee Performance Appraisal Plan (EPAP). At a minimum, EPAPs will be initiated within 30 days of employment, with a progress review mid-season, and a final evaluation at the end of the fiscal year. (See Section Q)

Employee's Individual Development Plan (IDP) will be developed with guidance and direction from the immediate supervisor. All supervisory employees are required to develop IDPs.

8.0   TRAVEL

8.1   Concur Travel Authorizations/Vouchers

1. Permanent and Career Seasonal Employees:
   a. Authorizations:
      i. Prior to **non-emergency** travel (and if possible for emergency travel), employee **must** create a Travel Authorization request using the Concur program found at https://cge.concuresolutions.com.

   b. Vouchers:
      i. **Within 5 business days of return,** employee must create and submit a Concur Travel Voucher for reimbursement of all travel.

2. Seasonal Employees:
   a. Creating Authorizations:
      i. Prior to **non-emergency** travel (and if possible for emergency travel), the Supervisor or Employee will complete the District Travel Worksheet provided by a Supervisor:1HDD_Common\Fire\HDD FIRE BUSINESS_Glenda L\Forms\Travel\District Travel Worksheet

         1. Supervisor signed District Travel Worksheet must be submitted to the Management and Program Analyst-Fire (MPA) (or delegated Travel Arranger.

        a. MPA (or delegated Travel Arranger) will create and sign travel authorization request on the employee's behalf **within 3 days** of receiving.

  b. Creating Vouchers:
     i. Within 5 business days of return, a Concur Travel Voucher for reimbursement of non-emergency or emergency travel must be submitted.
       1. **Within 2 business days of return,** employee will submit a supervisor signed HDD Fire Concur Worksheet, and any receipt(s) to the MPA.
       2. MPA (or delegated Travel Arranger) will create travel voucher on the employee's behalf **within 3 days** of receiving.
       3. Via email, MPA will send the Supervisor the concur voucher for employee's signature.

  c. Voucher Signature (T-Enter) by MPA (or delegated Travel Arranger):
     i. Supervisor will email or fax the Voucher receipt to employee for signature.
     ii. Employee or Supervisor will email or fax signed Voucher receipt to MPA.
     iii. Voucher and Receipts will be uploaded into employee's Concur and T-Entered, which sends the Voucher for approval.

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Appendix B   **Fire Equipment/Vehicles**

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1.0 PURPOSE

The purpose of the Fire Equipment/Vehicles SOP is to provide guidance for the training, operation, maintenance and reporting of the HDD Fleet. These procedures are in accordance with the Interagency Standards for Fire and Fire Aviation Operations (Red Book).

2.0 DRIVERS

Employees driving motor vehicles are responsible for the proper care, operation, maintenance and protection of the vehicle. Drivers and passengers are required to use seat belts at all times. The use of government-owned, rented, or leased motor vehicles are for official business only; unauthorized use is prohibited.

2.1 Documentation

1. Employees must have a valid state driver's license in their possession for the appropriate vehicle class before operating the vehicle (Red Book 07-136).

2. Motor Vehicle Operator's Authorization form (1112-11) will be used to document every employee's authorization to drive government vehicles or to drive private or rental vehicles for government business (Red Book 07-137).

2.2 Regular Driver Training

All regular drivers of non-tactical water tenders, helicopter support vehicles, crew carriers, and fuel tenders must complete training that includes the instructional objectives posted at the BLM Fire Training website at:
http://www.blm.gov/nifc/st/en/prog/fire/training/fire_training.html (Red Book 02-47).

1. Defensive Driving training is required prior to operating motor vehicles for official purposes.
    a. Defensive Driving training is required once every 3 years.
2. Commercial Driver's License (CDL) requirements will be adhered to in accordance with Department of Transportation regulations.
    a. Any motor vehicle with a Gross Vehicle Weight Rating (GVWR) of 26,000 pounds or more, towing a vehicle 10,000 pounds GVWR or more, hauling hazardous material requiring the vehicle to be placarded, or transporting 16 or more persons (including the driver) must possess a valid CDL with all applicable endorsements (Red Book 07-137).

2.3 Engine Driver Training

1. Engine Crew members are required to take BLM Engine Driver Orientation (BL-300)
    a. BL-300 is only required to be completed one time.

2. Engine Crew members, Engine Operators and Engine Bosses are required to take BLM Engine Driver Refresher (RT-301) annually.
   a. The HDD will provide this annual training locally.

2.4   Incident Operations Driving

This policy addresses driving by personnel actively engaged in wildland fire or all-hazard activities; this includes driving while in support, mobilization, and demobilization to an assigned incident or during initial attack fire response (includes time required to control the fire and travel to a rest location).

- Agency resources assigned to an incident or engaged in initial attack fire response will adhere to the current agency work/rest policy for determining length of duty day.
- No driver will drive more than 10 hours (behind the wheel) within any duty- day.
- Multiple drivers in a single vehicle may drive up to the duty-day limitation provided no driver exceeds the individual driving (behind the wheel) time limitation of 10 hours.
- A driver shall drive only if they have had at least 8 consecutive hours off duty before beginning a shift. Exception to the minimum off-duty hour requirement is allowed when essential to:
  o Accomplish immediate and critical suppression objectives.
  o Address immediate and critical firefighter or public safety issues.
- As stated in the current agency work/rest policy, documentation of mitigation measures used to reduce fatigue is required for drivers who exceed 16 hour work shifts. This is required regardless of whether the driver was still compliant with the 10 hour individual (behind the wheel) driving time limitations (Red Book 07-8).

2.5   Fire Vehicle Operation Standards

Operators of all vehicles must abide by state traffic regulations. Operation of all vehicles will be conducted within the limits specified by the manufacturer. Limitations based on tire maximum speed ratings and GVWR restrictions must be followed. It is the vehicle operator's responsibility to ensure vehicles abide by these and any other limitations specified by agency or state regulations. (Red Book 07-139)

3.0   MAINTAINING EQUIPMENT

BLM fire equipment will be maintained to reflect the highest standards in performance and appearance. This shall be accomplished through a preventive maintenance program, timely reporting and repair of broken or damaged components, and in accordance with all agency fiscal requirements. All vehicles/equipment will be assigned to an identified person or program responsible for documentation, maintenance and record keeping.

3.1   Vehicle Checks

It is the responsibility of the operator to inspect the vehicle prior to use. All vehicles and equipment should undergo a walk around inspection for damage and conditions that would warrant that piece of equipment or vehicle un-safe to use.

1. It is the responsibility of the operator to inspect the vehicle prior to use and to drive safely, operate the vehicle within its mechanical limits, and to drive appropriately for existing road and weather conditions.
2. A monthly inspection should be done on all vehicles and pieces of equipment, even if that equipment has not been used.
3. Operators must check with the identified person or program responsible for the vehicle/equipment to ensure that the particular item is available for use.
4. Before returning, ensure the vehicle is refueled, fuel card is present, log book is filled out, vehicle is clean and keys are returned to the appropriate place. A post inspection must be conducted after returning the vehicle/equipment. Any damage or missing items should be documented and reported.

3.2   Fire Engine Maintenance Procedure and Record

The Fire Engine Maintenance Procedure and Record (FEMPR) will be used to document periodic maintenance on all engines.

1. Apparatus safety and operation inspections will be performed at the intervals recommended by the manufacturer and on a daily and post-fire basis as required.
2. Annual inspections will include a pump gpm test to ensure the pump/plumbing system is operating at or above the manufacturer's minimum rating for the pump.
3. The FEMPR shall be maintained and archived to record historic engine maintenance for the duration of the vehicle's service life. (Red Book 02-41)

3.3   Vehicle Repairs

Repairs MUST be paid for on the vehicle charge card and noted on the vehicle utilization report. Any purchases, except fuel, oil, and additives, over $20.00 will require a work order which can be requested via email from the Fleet Manager or Office Automation Clerk. Any repairs over $500 should be reported to the Fleet Manager and immediate supervisor.

4.0   SPECIALIZED EQUIPMENT

HDD has several trailers, UTVs, forklifts, bobcats, snowmobiles, and other pieces of equipment used in various environments and conditions throughout the year. These vehicles will be assigned to an identified person or program responsible for documentation, maintenance and record keeping.

4.1 Documentation

Authorization to operate specialized equipment must be noted in the personnel file or maintained following local recordkeeping procedures (BLM Handbook H-1112-2 Pg. 30). Individuals will not operate specialized equipment without required training documentation and supervisor approval.

4.2 Off-Highway Vehicles

Off-Highway Vehicles (OHV) includes Utility Terrain Vehicle (UTV). The operation of OHV can be high risk and operators must be trained, certified and authorized prior to use. For detailed information refer to BLM Safety and Health Management Manual Handbook H-1112-1, Chapter 17 and Red Book 14-276.

4.3 Heavy Equipment

For information refer to BLM safety and Health Management Manual Handbook H-1112-2, Chapter 5.

4.4 Trailers

Drivers towing trailers must have training and authorization. For information on trailer towing and pre use inspection refer to BLM safety and Health Management Manual Handbook H-1112-2, Chapter 4.10.
1. Drivers hauling hazardous material, requiring a placard, must possess a valid Commercial Driver's License (CDL) with all applicable endorsements.

5.0 FLEET CHARGE CARDS/VEHICLE REPORTS

HDD Fire/Fuels program employees are responsible for knowing and understanding fleet charge card policies and vehicle report procedures. Supervisors are responsible for ensuring vehicle reports are completed timely and accurately.

5.1 Fleet Charge Card

HDD vehicles have an assigned charge card used for purchasing fuel, vehicle service and repair (e.g., windshield wipers, oil change, tires, etc.).

1. Obtain a readable receipt for each purchase made using a fleet card. Ensure the receipt clearly indicates what was purchased and does not show only the amount billed. (IM No. WY-2015-004 expires 9/30/2019)

   a. If charging anything other than fuel, oil, and additives, that are over $20.00, a work order must be requested from the Fleet Manger or Office Automation Clerk and notated on the receipt.
   b. If the purchase is being charged to a fire or project, record the appropriate charge code or incident name on the receipt.

      c. If receipts are missing, employees must provide a written statement that accounts for each unverified transaction. Include the following:
- a. Date of the purchase
- b. A description of the items purchased
- c. Total amount of the purchase
- d. Explanation of why an original receipt could not be provided.
2. Document the purchase on the vehicle utilization record.

5.2   Vehicle Utilization Records

1. Vehicle utilization reports will be completed electronically using the HDD vehicle utilization form, which can be found at:
   Common:\1HDD_Common\Fire\Fire Operations\Vehicles\Vehicle Forms.
   a. All vehicles NOT located at the District Office will print the completed HDD vehicle utilization form and scan with all receipts and email to the blm_wy_hddfirefuels@blm.gov. Blue envelope HDD vehicle utilization form and original receipts to Office Automation Clerk.
   b. The vehicle utilization report covers from the 20th to the 19th (for example, February utilization is from January 20-February 19 and must be turned in by March 1) (see IM No. WYD000-2016-013, expires 9/30/2019).

2. Records will be completely and accurately filled in with correct data that correlates with receipts for fuel and repairs, along with mileage/hours and correct charge codes. A copy of the HDD vehicle utilization form, credit card spreadsheet, and copies of all receipts must be kept on file for each vehicle.

5.3   Deficiency Reporting

The BLM Fire Equipment Improvement/Deficiency Reporting System is used to collect improvement recommendations and deficiency reports for all BLM fire equipment.

1. Submit a report to the BLM Fire Equipment Development website when problems are encountered, repairs performed, or to make improvements to equipment (see http://web.blm.gov/internal/fire/fire_ops/EquipDev/def_form.php).

5.4   Accident Reporting

Government vehicles are self-insured; in the event of an accident or property damage situation follow these steps:

1. Notify local law enforcement and EMS if needed. Make sure to get a copy of the accident report (or instruction of how to obtain it after the fact). If told the

damages do not warrant a report, get the name of the officer and who he/she works for (this is included in the incident report narrative).

2. Notify immediate supervisor as soon as possible.
3. Write down all the details of the incident as soon as feasible (this is included in the incident report narrative).
4. BLM Motor Vehicle Accident Report (SF-91) must be completed upon return to the office.
5. If witnesses are present, get contact information and have them complete the BLM Statement of Witness (SF-94).
    a. Send a copy of these forms to the property manager and safety officer.

Supervisors must enter property damages into the Department of the Interior Safety Management Information System (SMIS) (https://www.smis.doi.gov/).

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Appendix C   Cache Operations

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1.0 INTRODUCTION

1.1 Overview

HDD Fire Program maintains two IA caches, one at the Rawlins Field Office and one at the Rock Springs Field Office. The supplies maintained in these facilities are vital to the function of the fire program, and can be critical during times of high fire occurrence. Successful cache management is accomplished through cooperation of the fire staff, by maintaining security at all times, and thoroughly documenting the movement of supplies.

1.2 Purpose

The purpose of this Cache Operations Standard Operating Procedure (SOP) is to provide an overview of the mission, role, responsibilities, fundamental operational procedures and authority of the High Desert District Support Cache (HDD Cache).

2.0 GENERAL CACHE CONDITION

1. HDD employees will maintain a clean and professional cache atmosphere.
2. All tools and other equipment will be maintained in a clean and orderly fashion, and returned to their appropriate place after use.
3. Aisles, lockers, and engine bays will be kept clear at all times.
4. Turn off all: lights, music, heaters, A/C units, etc. (do not turn off fuels oven if running).
5. Close and lock exterior doors and windows at the end of every shift.
6. Close cache and bay doors when leaving for fires, end of shift, lunch, etc.
7. The cache is to be returned to a state of cleanliness at the end of shift (garbage, recycling, floors, saw bench, and other adjoining work areas).

2.1 Cache Security

1. Cages will be locked at all times, except when personnel are checking in or out gear.
2. The Cache Manager must be approached first for retrieving items in the cache.
3. Personnel with authorization to access the cache are individuals listed below:
   a. Cache Manager and Back-up Cache Manager
   b. FOS
   c. AFOS
   d. Fuels Specialist
   e. Fuels Module Leader
   f. District Fire Management Officer
4. If individuals with keys are occupied, keys may be lent for access to items regarding PPE.
5. RWC will have access to Rawlins cache keys for emergency situations.
6. Property Management will provide a BLM property serial ID tag for all property purchased over the amount of $5000.
7. For issuing and returning purposes, all issued gear will have a number designator located on the item.

2.2   Cache Inventory and Responsibility

The Cache Manager is responsible for the documentation of cache inventory, inventory of cache trailers, maintaining records of issued gear and damaged gear, ordering supplies, helping with coordination of supply orders for growing incidents on district, helping to re-supply severity engines and hand crews, along with maintaining an efficient and organized cache.

1. HDD employees are responsible for assisting the Cache Manager in times of urgent response, resupply efforts, and other cache inventory and tracking.
2. DI-105 form is used to inventory all issued gear and supplies.
3. Consumable items will be checked out using the CACHE CHECKOUT spreadsheet.
4. For resupply needs, supervisors will contact the Cache Manager with a written note, email, or face-to-face conversation.
5. Cache Manager will have a specific location or inbox for employees to drop off receipts, messages, requests, or other cache documentation and records.
6. All items that are checked out for temporary reasons need to be returned as soon as possible.
7. DI-105 forms must be filled completely and accurately.
8. Consult Cache Manager with questions.

2.3   Damaged Property

1. Damaged or lost property needs to be documented with a Property Loss or Damage Report (OF-289) and accompanied by one or more pictures.
2. Property that is deemed un-repairable or has become inoperable from normal wear and tear will be accompanied with a Certificate of Unserviceable Property form (DI-103A).
3. Damage to property or PPE that is generic in nature (e.g., pants, shirts, gloves, safety glasses, etc.), on an off-district assignment will be replaced at the incident.
4. For replacement of damaged property that is Brand specific (e.g., sleeping bag, sleeping pad, PG bag, line gear, headlamps, etc.) on an off-district assignment will require an incident issued S-# and documentation prior to de-mob from incident.
5. Property damaged on district needs to be inspected by the Cache Manager to be deemed repairable or not repairable.
   a. If not repairable, an S-# needs to be generated for replacement of that property along with a property loss and damage form of the item damaged.
   b. If repairable, an S-# needs to be generated for any repair costs.
6. Equipment used in the cache that becomes damaged, broken, or has missing parts needs to be reported immediately to the Cache Manager.

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Appendix D   **Fire Reporting**
Wildland Fire Management Information (WFMI)
Individual Fire Reports (DI-1202)

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1.0   INTRODUCTION

Individual Fire Reports are official records of fires or other incidents managed by the wildland fire management program. They include descriptive and statistical information such as cause, location, action taken, damage, costs, and final size. While fire reports vary in form and detail from bureau to bureau, the BLM uses the Individual Fire Report (DI-1202) format.

1.1   Overview

The Field Fire Report (Incident Organizer) is the main source of data used to complete the DI-1202 form. The Incident Organizer is completed on the incident by the Incident Commander. The accuracy of the data provided on the Incident Organizer will determine the quality of the DI-1202. The DFMO and ADFMO complete periodic checks of data being provided on the Incident Organizer.

1.2   Purpose

The purpose of this document is to provide knowledge of how to properly enter statistical data into the Wildland Fire Management Information (WFMI) fire reporting system. It is critical that information is entered without error and in a timely fashion. A portion of HDD funding allocation is determined by the accuracy of this system. It is fire managements' top priority to ensure fire reports are completed and filed according to Interagency Standards for Fire and Aviation Operations.

1.3   Roles and Responsibilities

At a minimum, fire reports will be initiated within five (5) days of discovery and authorized (completed) within ten (10) days of the fire being declared out. To ensure the quality, clarity, and consistency of standards and procedures for data collection and entry into the WFMI system, the FOS is responsible for ensuring the Incident Organizer information is correct and accurately entered into the WFMI system. The DFMO is responsible for ensuring employees understand the *importance* of correctly coding items when completing the Incident Organizer as well as the final DI-1202.

2.0   PREPARING AND SUBMITTING

The original DI-1202, signed to indicate its approval by the DFMO, along with all hard copy documents associated with that specific report (e.g., maps, narratives, investigation information) will be filed in the DFMO office. The file will also include pertinent digital data (e.g., computer files such as GPS points/tracks and digital photographs. Each DI-1202 will be filed in the Dispatch Center fire folder.

Whenever information (such as final acreage) is updated, it must be noted on both the approved hard copy of the DI-1202 and the "electronic" version in the WFMI system in the remarks section.

These Fire Report files have permanent retention designation per BLM Manual 1220 – Records and Information Management. They are to be filed by calendar year and retained in the District Office for twenty (20) years after the calendar year cutoff, at which time they are to be transferred to the Federal Records Center for eventual transfer to the National Archives and Record Administration. Please consult your local Records Manager for additional information. While the DI-1202 form is considered (and titled) the fire report, the official fire report *packet* is comprised of several components, including:

1. Completed Individual Fire Report form
2. Written narrative description of incident
3. Map of fire perimeter (required for Type 1 and 2 fires that are *ten (10) acres and larger*) to be digitized for use with GIS
4. Other documentation deemed necessary by the District or State Office, such as photographs, GPS data file, and law enforcement records.

3.0   WFMI DATA ENTRY

To create a DI-1202 within the WFMI reporting system, please reference the following link: https://www.nifc.blm.gov/HelpWindow.html.

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Appendix E   Trespass Fires

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1.0 INTRODUCTION

The BLM Fire Trespass Handbook (H-9238-1) refers to fire trespass as the occurrence of unauthorized fire on agency managed lands where the source of ignition is tied to some type of human activity. One of BLM's primary responsibilities, as outlined in H-9238-1, is to determine the cause of all wildland fires on public lands, i.e., whether a fire was natural or human caused.

Agency policy requires any human caused wildland fire to be investigated to determine cause, origin and responsibility. The agency and its employees must pursue cost recovery or document why cost recovery is not initiated for all human caused fires on public lands. Additionally, if a fire is determined to be human caused, the fire origin area may be examined by a qualified Wildland Fire Investigator (INVF) and a follow-up investigation conducted to attempt to identify the responsible party so that the BLM can pursue cost recovery.

2.0 PURPOSE

The purpose of this document to is state procedures that the High Desert District Fire Management Program will follow with relation to human caused trespass incidents. A fire trespass and investigation program must be a team effort; it is a blend of line management, fire, law enforcement, and litigation and/or prosecution specialists. Without sustained cooperation, investigative success will be difficult or impossible.

3.0 ROLES AND RESPONSIBILITIES

3.1 Unit Fire Trespass Coordinator

1. Unit Fire Trespass Coordinator (UFTC) coordinates with State Fire Trespass Coordinator (SFTC), District/Field Manager (DM/FM), District Fire Management Officer (DFMO), and local law enforcement to ensure an effective fire trespass program.
2. Assures notification to Law Enforcement on all human caused fires.
3. Responsible for maintaining appropriate case files including investigative reports and cost documentation.
4. Tracks fire trespass information through case files and maintains the DI-1202 Trespass Sub-form.
5. Obtains detailed financial reports of costs incurred and reviews, edits, and finalizes those costs for billing. Uses Federal Business Management Systems (FBMS) to obtain a detailed summary of these costs.
6. Records Field Office fire trespass case actions and tracks activities until completed. This includes tracking and reporting of all human-caused wildland fire trespass matters, including administrative, civil, and limited access to activities in criminal cases.
7. Prepares fire trespass documents and correspondence with the FM.
8. Maintains a Unit Fire Trespass Log to track all trespass cases.

3.2   Initial Attack Incident Commander

1. The Initial Attack Incident Commander (IAIC) documents initial observations and protects the scene of fire origin.
2. Assures origin and cause determination is initiated. If fire cause is human, ensures that an INVF is requested.
3. In coordination with INVF may make recommendation to the DFMO/ODO for law enforcement involvement. Provides written documentation to the fire origin and completes cause and origin determination reports**.**
4. Collects all documentation associated with the incident and submits it to the UFTC and/or Management and Program Analyst – Fire (MPA).

3.3   Management and Program Analyst – Fire

1. Assists SFTC or UFTC in retrieving detailed cost information.
2. Prepares Bill for Collection, adhering to current guidance.
3. Ensures deposits for fire trespass collections are in accordance with guidelines. Reports receipt(s) of collections to DFMO, UFTC and SFTC.
4. Works with dispatch to secure documentation related to:
    a) S# requests/purchasing
    b) ROSS orders
    c) Associated Aviation Costs

3.4   Wildland Fire Investigator

1. The Wildland Fire Investigator (INVF) investigates assigned fires to determine the cause and origin.
2. Determines land status of the general point of origin, and, if origin is not on public lands administered by the BLM, notifies the appropriate agency for the dispatch of their fire investigator.
3. Reports to the IC and is briefed on fire status.
4. Any IQCS qualified person may serve as an INVF; fire investigator does not need to be a law enforcement officer.
5. If the fire investigator is not a law enforcement officer, the fire investigator will coordinate with BLM law enforcement on human-caused fires to ensure proper law enforcement procedures are followed (e.g., securing evidence, witness interviews).
6. Once a fire is determined to be human caused, the INVF and the IC shall **not** be the same individual. No additional suppression responsibilities will be assigned to the INVF.
7. Conducts origin and cause determination investigation in accordance with training developed by the National Wildfire Coordinating Group (NWCG) and National Fire Protection Association standards outlined in the NFPA 921 and 1033.
8. Identifies, protects, photographs and preserves evidence of fire cause at scene/site of suspected origin, especially any evidence at risk of destruction. Follows locally established protocols for storage of evidence.
9. Determines and documents the probable cause of the fire, to the extent possible, protects the scene/site of origin, documents evidence, prepares an origin and

cause determination report, and assists law enforcement in any follow-up law enforcement led investigation.
    10. Acts as liaison with BLM Law Enforcement and other agency investigators.
    11. Assures origin and cause determination reports and information addressing fire trespass and investigation activities are complete for the DI-1202 and are sent to the UFTC.

3.5   BLM Law Enforcement Officer

1. If the BLM Law Enforcement Officer (Ranger) is certified as an INVF, they will have the same responsibilities as listed above.
2. If not certified as an INVF, Rangers may still be dispatched to human-caused fires to assist the INVF during the on-scene origin and cause investigation, and will assume lead in the off-scene follow-up investigation.
3. Seizes and collects evidence from the scene or from the initial response INVF and maintains custody of evidence for storage.
4. Retrieves personal identity information from suspects/witnesses or from initial response INVF; takes oath/affirmations on voluntary statements.
5. Conducts initial or second on-scene witnesses/suspect interviews and/or conducts off-scene follow-up interviews.
6. In coordination with INVF, determines if probable cause exists for criminal action and coordinates with the Assistant Special Agent in Charge (ASAC).
7. Initiates criminal proceedings.
8. Provides coordination with state and local law enforcement in multi-jurisdictional trespass fires.

4.0   PROCEDURES

The origin and cause determination process is an important aspect of the total investigation. By using standard investigative methods at every fire scene, the investigator can ensure that no vital evidence is overlooked or a critical step missed. The goal of the origin and cause investigation is to identify the ignition source, first materials ignited, ignition factors and the responsible party. Fire investigations determined to be criminal in nature are law enforcement actions and agency requirements should be followed. The main responsibility of an INVF is to establish where a fire started and how it started. Because there are legal and strategic complexities involved that may fall beyond the scope of the INVF's training and experience, a law enforcement officer may be requested.

Fire investigation procedures should be included in each Fire Management Unit (FMU) Fire Trespass Annual Operating Plan and may be developed with interagency partners, but interagency participation is not required.

4.1   Initial Report of Fire

1. The dispatcher or person receiving the report of a fire must record the contact information of the person(s) reporting the fire and any details gained from the reporting party. Information from the first report must be documented.

2. Initial responders must record observations made en-route to the fire and upon arrival on scene. Photographs are an extremely efficient and effective way to document the observations of initial responders. The initial size-up of the fire by the Initial Attack Incident Commander (IAIC) must also include cause determination factors. The IAIC determines if the fire is a result of natural, human, or unknown causes. An INVF **may** be requested if the fire is human caused or of unknown origins. Based on the origin and cause determination process it will be the responsibility of the Duty Officer and the IAIC to determine if a fire investigator (INVF) will be requested.
3. Missed opportunities to obtain information in the earliest phase of an investigation can have a severe impact on the success of recovering costs in a trespass case.

4.2   Fire Investigation

1. First responders and the IAIC are responsible for protection of the scene and point of origin, and must assure that origin and cause determination is initiated in a timely manner, since evidence is easily destroyed.
2. A qualified INVF **may** be assigned to all fires that are determined to be human-caused or if the cause is unknown. Based on the cause determination, the complexity of the fire, and the expenditure of suppression funds, other investigators or law enforcement personnel may become involved.
3. The INVF will determine land status of the point of origin, if not already determined, and if not on public lands administered by the BLM, will notify the appropriate agency for the dispatch of their investigator. The UFTC will provide a detailed report of fire suppression costs to the jurisdictional agency so they can proceed with trespass procedures.
4. NWCG qualified INVFs may be utilized from other agencies to determine cause and origin. In the event that a non-BLM employee is utilized as the INVF, it is the responsibility of the DFMO to obtain copies of all reports, maps, and documentation related to that incident.
5. The INVF must prepare cases to withstand the challenges of adversarial forums. They need to properly document findings and present them in court in a logical, systematic and scientifically valid manner. It is critical that the investigator do a complete and thorough job to prevent loss of credibility, exclusion of testimony, and legal consequence.

5.0   DOCUMENTATION COLLECTION

It is absolutely critical that all documentation and all receipts of purchase associated with a trespass incident is collected and stored in a secure location. Once the incident has been closed out, all documentation will be submitted to the UFTC for case file preparation.

5.1   Required Documentation

1. Individual fire time reports (OF-288) submitted to MPA.
2. Crew Time Reports (CTR) submitted to MPA.

3. Vehicle utilization reports submitted to Office Automation Clerk.
4. Supply request report submitted to Dispatch.
5. Aviation costs (AMD-23E) submitted to Dispatch.
6. Concur Vouchers submitted to MPA.
7. Credit Card Statements submitted to MPA.
8. Exhibit B's submitted to MPA.
9. ROSS Orders submitted to Dispatch.

5.2 Associated Costs

1. Fire suppression costs (FBMS).
2. Emergency Stabilization and Rehabilitation costs.
3. Repair or replacement of improvements; costs of repairing, replacing, or rehabilitating offsite values.
4. Administrative costs directly incurred in suppressing fire on public lands.

6.0 PERSONNEL QUALIFICATIONS

6.1 Training

1. **FI-110 – Wildland Fire Observations and Origin Scene Protection for First Responders**. The primary emphasis of this course is to teach sound wildland fire observations and origin scene protection practices that enable first responders to a wildland fire scene to perform proper origin scene protection procedures. Recommended training for all first responders, including single resource bosses, law enforcement officers, prevention techs, and field resource personnel.
2. **FI-210 – Wildland Fire Origin and Cause Determination.** The primary purpose of this course is to provide a consistent knowledge and skill base for the wildland fire origin and cause determination investigator (INVF). The concepts taught in this course will help an INVF perform at an acceptable level on a national basis without regard to geographic boundaries.
3. **FI-310 – Wildland Fire Case Development.** This course provides an introduction into the law enforcement case development of major wildland arson, including serial arson.

7.0 RECORDS MANAGEMENT

7.1 Fire Trespass Reporting

Fire information must be collected and recorded in a timely manner to effectively manage the fire program and to meet external mandates. This includes the fire trespass program.

1. Recommendation and Referral

   The UFTC reviews the information received from the fire investigation. Based upon whether a suspected trespasser is identified and there is some evidence of negligence or strict liability, the information is used to make a recommendation to

the FM on the FM's Fire Trespass Recommendation Document. The recommendation options are:

- The BLM should not proceed with any action.

- The BLM should proceed with administrative or civil cost recovery; or

- With consultation of the ASAC, the BLM should proceed with criminal action (this usually will not preclude the Bureau from subsequent cost recovery actions). The FM does not make determinations on criminal proceedings.

2. Recommendation Not to Proceed

The recommendation not to proceed is based upon the facts of the investigation when negligence, strict liability or intent cannot be established, or responsible parties cannot be identified. This recommendation must be recorded on the DI-1202 (Fire Report) and the DI-1202 (Fire Trespass Sub form) The FM's Fire Trespass Recommendation document includes the rationale, "Not to Proceed," signed by the line officer after consultation with SOL. The trespass investigation document is filed in the unit's official Fire Report Folder along with the DI-1202, and the SFTC is notified of recommendation.

3. Recommendation to Proceed

The recommendation to proceed is based upon the facts of the investigation when a suspected trespasser can be identified, and there is evidence of negligence, strict liability or intent. The FM Fire Trespass Recommendation document, signed by the line officer after consultation with the SOL, along with any trespass investigation information, is filed in the Trespass Case Folder along with a copy of the DI-1202. The original DI-1202 is filed in the Official Fire Report Folder in the District or Field Office Central Files.

- If the FM recommends proceeding, a case number is assigned and a case file prepared.
- The recommendation to proceed is an administrative step and is not a decision of the authorized officer that is appealable to the Office of Hearings and Appeals.

7.2   Cause Determination/Trespass Sub-Section

1. Utilizing the Bureau's official reporting system (WFMI), the program will prompt the user to complete the necessary fire trespass elements.

2. A trespass case number will be assigned from the trespass register maintained at each Field Office. Each case file number consists of three groups of alpha/numeric numbers (e.g., LLWY_ _ _000-10-0001.). The first two alpha letters identify the Bureau. The next two alpha letters identify the State in which the trespass occurred. The next three numeric numbers identify the office

(RSFO-040; RFO-030; PFO-010; KFO-090), with the last three being 000 to conform to FBMS. The number 10 identifies the unauthorized use as a fire trespass and the last four numbers are assigned from the trespass register maintained at each FMU.

Note: See SOP on Individual Fire Reports (DI-1202) in WFMI for further information related to reporting.

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Appendix F   Fuels Management

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1.0   PURPOSE

The purpose of the High Desert District (HDD) Fuels Management program is to conduct hazardous fuels management treatments. Additionally, the crew provides support for fire suppression, preparedness, and/or severity activities as targets, needs, and staffing dictate.

1.1   Mission Statement

"The High Desert District Fuels Management Program will strive to maintain a high level of performance and competence in fuels reduction, fire suppression, and safety. To be ready and organized at all times, as well as making sure that all equipment and vehicles are maintained and up to the highest standard. Ensure pride in performance, physical fitness, professionalism, and work ethic."

2.0   APPLICABILITY/SCOPE

These procedures are intended to guide personnel employed primarily within the fuels program as well as personnel that may be employed in other programs and are temporarily associated with or detailed to hazardous fuels projects.

3.0   SUMMARY OF PROCEDURE

This document defines the general operating guidelines for overall operations funded through or overseen by the hazardous fuels program.

4.0   PERSONNEL QUALIFICATIONS

Upon employment with the fuels crew, individuals will be entered into the IQCS system to document training and qualifications and an Incident Qualification card (Red Card) will be issued.

At a minimum, the following qualifications are necessary for personnel employed by the hazardous fuels program and/or engaged in hazardous fuels management projects:

Firefighter Type 2 (FFT2) – Is the minimum qualification level required for employment on the fuels crew. First-year personnel are required to attend the basic firefighter training course in order to acquire this qualification prior to engaging in any firefighting activities. Completion of this training is mandatory. Costs associated with the training (tuition, travel) will be provided by the employer.

Faller 3 Trainee (FAL3[T]) – Is the minimum qualification level required for use of power-saws. Completion of S212 Introduction to Wildland Power-saws, and certification as a trainee, is mandatory prior to engaging in the use of chainsaws. Completion of this training is mandatory. Costs associated with the training (tuition, travel) will be provided by the employer.

<u>Driving Qualifications</u> – Prior to the operation of any vehicles and/or specialized motor vehicle equipment, a Motor Vehicle Operator's Authorization form (1112-11) will be completed which lists the types of vehicles authorized to operate and is signed by the supervisor or their designee.

5.0 PROCEDURES

5.1 Project Work/Operations

The Fuels Module Leader (FML) or their designee is responsible for overseeing fuels crew operations and will determine the daily/weekly work schedule. While the Fuels Crew's primary duty is to work on fuels reduction projects they may be utilized for fire suppression.

1. Fuels management projects will be authorized with a NEPA decision document signed by the authorized line officer. Fuels management projects will be documented with a project file, either a "working" file or a prescribed burn plan file. The project/burn file will accompany the project lead to the work site and provide guidance for the planned work. At a minimum this file will include:
   - Copy of NEPA document and decision document authorizing project
   - Prescribed fire burn plan (if applicable)
   - Project description
   - Project objectives
   - Maps of the project location: transportation and project detail
   - Risk Hazard Analysis for the various activities involved with the project
   - Daily Report/Cost Tracking records
   - Emergency Medical Procedures
   - Communications
2. A project and safety briefing will be held prior to work occurring on a daily basis. All project personnel will attend the daily briefing. At minimum, the daily briefing will include:
   - Risk Hazard Analysis/safety message (initialed at least weekly by all personnel.)
   - Organization
   - Emergency medical procedures
   - Communications
3. During mechanical project implementation, equipment will be rehabilitated at the end of each operational shift.
4. Upon return to station at the end of each work week, equipment and vehicles will be rehabilitated to normal operating condition and ready for the next week's operations.

5. Unless otherwise noted the fuels crew is assumed to be IA ready and available as a suppression resource. IA availability could be influenced by the available personnel on the project and their highest qualifications.
   - Initial Attack and personal gear bags will be taken to work projects.
6. If a crew/project participant is not available for a fire assignment for a given period, the Module Leader will be notified prior to the shift.
7. Unless otherwise noted, designated fuels vehicles will be utilized to access fuels projects.

6.0   EQUIPMENT

The HDD fuels program maintains overall responsibility for equipment purchased through the fuels subactivity. All equipment will be maintained in working order. Any damage to equipment will be reported to the supervisor and/or responsible program/individual.

Note: For specific check in/out procedure and property damage/loss procedures see Cache Operations SOP.

6.1   Personnel

All government-issued equipment will be checked-out by the FML and/or the HDD Cache Manager for the respective cache. A DI-105 will be required for all accountable property issued to individuals on the fuels crew or for fuels program/project activities. Included (at a minimum) on the DI-105 will be the following equipment for seasonal personnel:
- 2-way Radio
- Hard Hat
- Nomex shirts (2 pr)
- Nomex pants (2 pr)
- IA pack
- Personal gear bag (Red Bag)

6.2   Chainsaws

Chainsaws and other mechanical equipment for fuels project work (i.e., brush cutters) will be maintained by the FML. These items will be issued via a check-out procedure established by the FML/Saw Manager. Records for issuance of this equipment will be attached to the individual recipient's DI-105.

All of the fuels program chainsaws and related equipment will be checked back in to the FML annually. The saws and other mechanical equipment will be winterized and broken down for storage. Equipment can be checked-out during the winter season.

6.3   Firing Devices

The HDD fuels program is responsible for the firing devices and inventory related to accomplishing fuels management activities. The inventory will be maintained by the FML in coordination with the respective Cache Manager.

- The firing equipment (e.g., terra-torches, PSD launching devices, UTV torches) will be inspected and maintained throughout the summer field season.
- The equipment will be subject to pre and post season maintenance inspection.

7.0   VEHICLES

Fuels program personnel are responsible for monthly vehicle reporting and maintenance procedures for assigned vehicles and equipment as per the HDD Fire Equipment/Vehicles SOP (Appendix B). Specific Fuels Program expectations:

- HDD Fuels program vehicles will be fueled at the end of each work shift, or on completion of the project/work week.
- Fuels vehicles will be cleaned and rehabilitated at the end of each work week or upon return from multi-week assignments.

8.0   FIRE SUPPRESSION ASSIGNMENTS

During various periods, personnel from, or the entire fuels crew, may be required for suppression activities ranging from initial attack, support functions, to details on various hand and engine crews. Off District assignments and details will be approved by HDD fuels program management. When assigned to suppression, preparedness, and/or severity assignments, crew members will be under the direct supervision of the host program and/or activity. It is expected that administrative requirements such as timekeeping will be the responsibility of the supervising program. Time for seasonal employees, including base time, will be charged to the benefitting activity.

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Appendix G   **Engines**

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1.0 PURPOSE

The purpose of the High Desert District (HDD) Engine program is to conduct fire suppression, preparedness, and/or severity activities. Additionally, the engine crews provide support for hazardous fuels management treatments.

2.0 APPLICABILITY

These procedures are intended to guide personnel employed primarily within the HDD Engine program as well as personnel that may be employed in other programs and are temporarily associated with or detailed to fire suppression operations.

3.0 PERSONNEL QUALIFICATIONS

Upon employment with the engine crews, individuals will be entered into the Incident Qualification and Certification System (IQCS) to document training and qualifications and an Incident Qualification card (Red Card) will be issued.

At a minimum, the following qualifications are necessary for personnel employed by the fire suppression program:

> Firefighter type 2 (FFT2) – Is the minimum qualification level required for employment on the fuels crew. First-year personnel are required to attend the basic firefighter training course in order to acquire this qualification prior to engaging in any firefighting activities. Completion of this training is mandatory. Costs associated with the training (tuition, travel) will be provided by the employer.

> Driving Qualifications – Prior to the operation of any vehicles and/or specialized motor vehicle equipment, a Motor Vehicle Operator's Authorization (1112-11) will be completed which lists the types of vehicles authorized to operate and is signed by their supervisor or designee. RT301 is also required to drive any fire apparatus. Career-seasonal personnel will get a valid Wyoming CDL.

> ### Required Fire Classes
> - Annual Fire Refresher (RT130)
> - Engine Driver Refresher Training (RT-301)

4.0 DAILY ENGINE OPERATIONS

The Engine Module Leader (EML) or Assistant Engine Module Leader (AEML) is responsible for overseeing engine crew operations and safety.

4.1 Staffing

At the beginning of each shift the Engine Module staffing will be relayed to Rawlins Dispatch (RWC) via radio. The staffing should include:

1. Resource # (four digit engine identifier)
2. Chief of party (engine captain's last name)
3. Assigned crew in terms of total number (+1 or +3)
4. Location for the operational shift

RWC will confirm they received staffing information. Modules will also be required to update staffing on the RWC webpage, daily by 10:00 A.M.;
http://gacc.nifc.gov/rmcc/dispatch_centers/r2rwc/rwc.htm
Predictive service tab $\longrightarrow$ *Intelligence link* $\longrightarrow$ *Daily Resource Status Summary*
This page will list resources by their assigned HDD identifier. Detailed instructions/password information can be found in the Rawlins Dispatch Daily Operating Guide (DOG).

4.2   Work Hours

Engine Modules will be required to work the following schedule. Extensions or any modifications will need to be approved by the Operational Duty Officer (ODO). Engine Modules will have staggered days off to accommodate 7 day staffing.

09:30-1800 (8hr/day with ½ hour lunch)

Established work day will consist of:
1. Daily engine/vehicle inspection
2. Morning briefing
3. Physical Training
4. Daily assignments/training
5. End of shift AAR/plan for tomorrow's shift

4.3   Morning Briefing

A morning briefing will be completed and documented prior to every shift. The briefing will consist of:
1. Weather forecast
2. Lighting map
3. National situation report
4. Current district fire activity
5. 6 minutes for safety
6. Scheduled daily assignments
7. Tailgate safety sessions

4.4   Engine Checks

In accordance with guidelines set in the Fire Engine Maintenance Procedure and Record (FEMPR), daily vehicle safety and readiness inspections will be performed by engine

crews. The checklists in the FEMPER are to be filled out and filed as supporting documentation for each piece of equipment. These inspections should take place as soon as the crew is on shift and prior to any other tasks. Oversight will be provided by EMLs and AEMLs to ensure thoroughness.

1. Crew members need to document inspection findings on the Fire Engine Inspection Checklist, which is located in the vehicle log book.
2. Manufacturer's recommendations should be followed with regard to fluid specifications/levels and service intervals.
3. Upon return to station from a fire a more in-depth look at major engine components is required.

Note: When irregularities are found, document the information in the "REMARKS" area of the inspection; ensure that the problem is corrected before putting the vehicle into service.

4.5   Initial Attack

A procedural approach to incident response is outlined below:
1. Upon receiving tone or notification of incident, the resource will confirm with dispatch that incident information has been received and resource is responding (e.g., E-1401 responding to… Incident Action #, with an ETA of…).
2. At this time an incident organizer will be initiated for record keeping; even false alarm responses are to be tracked in WFMI. The incident will be identified by the incident action # (not to be confused with the fire code). The name of the fire will reflect a nearby geographical feature or other notable landmark (e.g., ranch name).
3. Responding resource should obtain the following information from dispatch:
   a. Incident number
   b. Latitude and Longitude in degrees decimal degree format.
   c. Command/Tactical/Air to Ground Frequencies
   d. Ground Contact/Other responding resources
   e. Known hazards
   f. Other aircraft assigned
   g. Reporting Party contact info
   h. Other intelligence available.

4.6   On Scene

Upon arrival at the incident:
1. Incident Commander (IC) will be identified
2. Fire Location (Degrees/Minutes/Seconds)
3. Fire Name
4. Complete Incident Organizer

5. Relay Size Up information to Dispatch

Note: If no BLM action occurs the Incident Organizer will still be completed with pertinent information and turned in to the FOS.

5.0 ISSUED GEAR

Engine crew personnel will be issued gear to adequately perform their job; gear will be taken care of. If issued gear is damaged or is in need of repair, the responsible party should notify their supervisor at once.

5.1 Line Gear

Engine crew personnel will carry enough supplies in line gear to be self-sufficient for 24 hours. The following is the minimum an IA pack will contain:

1. Fire Shelter
2. First Aid Kit
3. 24 hours of Rations
4. 1 Gallon of water
5. 5 Fusees
6. Headlamp
7. Fiber Tape
8. Flagging
9. Extra Batteries
10. Clamshell

5.2 Personal Gear Bag

Personal gear bag (Red Bag) will have enough supplies for a two week assignment. At a bare minimum it will contain the following:

1. Sleeping Bag
2. Tent
3. Prescription medication
4. Ample clothing socks, underwear, t-shirts, nice pair of pants, good shirt, PT gear (shorts, shirt, and shoes).
5. Bathing supplies, towel, soap, toothbrush, etc.

6.0 VEHICLE/EQUIPMENT

Fire program personnel are responsible for fueling, maintenance procedures and monthly vehicle reporting for assigned vehicles and equipment as described in Appendix B (HDD Fire Equipment/Vehicles SOP).

1. HDD Fire program vehicles will be fueled at the end of each work shift, or on completion of a fire assignment.
2. Fire vehicles will be cleaned and rehabilitated at the end of each work shift or upon return from a fire assignment.

7.0   Off-District Engine Rotation

The ADFMO/ODO, along with the Rawlins and Rock Springs FOS's, will determine which engine and crew will be assigned to off district resource orders. This will be based on training needs, availability and the needs of the High Desert District.

The DFMO/ODO will have final say on engine availability.

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Appendix H   Helitack Crew

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1.0 INTRODUCTION

1.1 Overview

The High Desert District (HDD) Helitack Crew is an exclusive use helitack module that strives to build on a reputation of competence and professionalism. This is accomplished through dedication and hard work. Our goal is to provide professional services with a safety conscious attitude. Individuals with diverse backgrounds, experience, and positive attitudes are encouraged to apply.

Helitack Personnel Expectations:
- Be proficient in the job
- Take pride in services provided
- Train to highest ability
- Adhere to the principles of duty, respect, and integrity
- Have a positive mental attitude
- Be flexible

1.2 Purpose

This Standard Operating Procedure (SOP) is intended to provide guidance for the Helitack Crew. This document includes required training, daily operations, time and travel, physical training, and the expectation of the standards of the High Desert District Management. It also is a living document that will be reviewed as necessary to incorporate new ideas, or remove outdated policies. This document should not replace common sense and good judgment.

2.0 HISTORY

The helicopter program in Rawlins, Wyoming, was established in 2001 as a result of the National Fire Plan. Initially known as Southern Wyoming Helitack, the program name was changed to High Desert Helitack in 2008 when the Rawlins, Rock Springs, Kemmerer and Pinedale field offices were combined to form the High Desert District.

3.0 CHAIN OF COMMAND

HDD Helitack crew will follow the chain of command. Communication is important; open lines of communication up and down the chain of command to share ideas and thoughts that benefit the program. HDD Helitack works directly for the (ADFMO) in coordination with the (UAM).

3.1 Crew Chain of Command

1. Helicopter Crew member
2. Helicopter Squad Leader
3. Assistant Fire Helicopter Crew Supervisor/ Captain
4. Fire Helicopter Crew Supervisor/Superintendent

3.2   District Chain of Command

1. Fire Helicopter Crew Supervisor
2. Assistant District Fire Management Officer
3. District Fire Management Officer
4. District Manager

3.3   State Chain of Command

HDD Helitack is supported at the BLM Wyoming State Office (WSO) by fire staff located in Cheyenne. They do not have any direct supervision, but they are to support the program.

1. State Aviation Manager (SAM)
2. State Assistant Fire Management Officer
3. State Fire Management Officer

4.0   DAILY OPERATONS

HDD Helitack crew provides 7-day staffing during the fire season. The crew has a staggered work schedule to provide availability during the 90-day mandatory availability period (MAP) of the helicopter contract. The regular work schedule will be from 0930 until 1800 with a half hour lunch. Daily operations are described in this section.

4.1   Staffing

Crew members will be designated as flight crew or truck crew for the day based on a predetermined schedule that is subject to change based on needs. At the beginning of the shift;

1. The flight crew is expected to be immediately available for a fire call. To achieve this the morning procedure will be as follows:
    a. Create an Initial Attack Manifest for the day
    b. Ensure IA gear is staged in the ready rack
    c. Tools/saw/sig/first aid/ and bucket on ship
    d. Assist the Truck Crew
2. The truck crew is expected to be ready to drive the Helitender to the incident. To achieve this the morning procedure will be as follows:
    a. Complete daily preventative maintenance vehicle checks on both vehicles
    b. Ensure the vehicles have all equipment on board and that it is in good working order. Monitor truck inventory and document needs
    c. It is important to travel and maintain communications with the Contractors fuel truck while traveling to the incident to be sure the fuel truck does not get lost
    d. Assist the Flight Crew

4.2   Morning Briefing

Morning Briefing will begin after the flight crew and truck crew have completed their morning responsibilities. Daily briefings will be documented on attendance. Briefing will include:
1. Weather forecast
2. Lightning map
3. National Situation Report
4. 6 minutes for safety
5. PT plan for the morning and daily projects/training to be completed.

4.3   Physical Training

After the morning briefing, physical training (PT) will begin for the day by 1030 hours. It is expected for all members of the helitack crew to participate in PT. See page 16 (Physical Training) for more detailed information.

4.4   End of Shift Activities

Time will be allocated at the end of each day to shut down the Helibase. Duties will include:

1. Put away equipment used
2. Clean base
3. After Action Review (AAR) of days activities
4. Plan for tomorrow

5.0   ADMINISTRATIVE

5.1   Time and Attendance

Time and attendance for helitack crew personnel will be completed in accordance with the HDD Administrative Procedures SOP (see page A-3). All helitack personnel are responsible for filling out their own time sheets and keeping it up to date. Requests for leave will be granted when the situation allows. However, family related issues will be given priority based on individual request.

5.2   Travel

Travel for the helitack crew personnel will be completed in accordance with the HDD Administrative Procedures SOP (see page A-6). Helitack personnel are responsible for keeping track of their own travel worksheets and keeping them up to date.

6.0   VEHICLES

HDD Helitack has 2 vehicles assigned to the crew, a Helitender and a squad truck. The decision to roll with one or two vehicles is based upon staffing for the day. Five or less people will only require staffing the Helitender. If staffing with six or more personnel both helitack vehicles will be utilized.

Note: In addition to the standards set in the HDD Fire Equipment/Vehicles SOP (Appendix B), the following applies to Helitack vehicles:

6.1   Helitender

The Helitender is the helicopter support vehicle. The truck carries the helicopter and firefighting equipment needed for an Exclusive Use Helitack Crew.

1. Maintenance: The Helitender is the primary vehicle to transport the support crew and equipment to the fire or Helibase. If the vehicle is not operational:
    a. Notify supervisor/helicopter manger.
    b. Make a plan to get the vehicle service/repaired.
    c. Outfit the squad truck with the helicopter support equipment so that we can still respond to fires using the squad truck as our helicopter support truck.
2. Inventory: The Helitender has a stocking level for each compartment. Part of the rehab process and the daily checks are to ensure that each compartment meets this minimum stocking level.

6.2   Squad Truck

1. Maintenance. The white truck will be maintained in accordance with the HDD Fire Equipment/Vehicles SOP (Appendix B).
2. Inventory. The truck is outfitted to provide support and transportation for a squad to the fireline. It also contains the basic equipment required to start cargo operations.

7.0   DISPATCHES

The HDD Helitack crew's primary function, on District is to support initial attack (IA). During the fire season, the Helicopter and crew are considered a national resource. The HDD Helitack crew may be called upon to assist with search and rescue (SAR) missions. When the helicopter is on contract under the Mandatory Availability Period (MAP), it is available for 14 hours a day 7 days a week.

7.1   On District Fires

HDD Helitack has a minimum fire response time of 15 minutes for an on district incident. When requested to respond to a fire, the following will take place.

1. An initial dispatch tone out will occur, normally this is for the Engines and other resources; however, it is important to make note of the fire location, responding units, frequencies and any other information dispatch provides.
2. When dispatched to a fire, an aircraft dispatch form will be faxed to the Helibase. Minimum information should include:
   a. Incident number
   b. Latitude and Longitude in degrees decimal degree format.
   c. Command/Tactical/Air to Ground Frequencies
   d. Ground Contact/Other responding resources
   e. Known hazards
   f. Other aircraft assigned
3. The crew will put away equipment being used and secure Helibase.
4. The manager and the truck crew will determine the route of travel and potential areas to establish a temporary Helibase or refueling site.

7.2   Off District Assignments

When the HDD Helitack is notified of an off district assignment, the crew will begin preparations for departure. Departing for these assignments will depend on time of day, distance to the assignment, and other logistic factors surrounded by duty day and driving limitations.

7.3   Search and Rescue/Other Assignments

The HDD Helitack crew may be called upon to perform special missions both on district and off. These missions must conform to all national and local policies. These missions will require additional planning before implementation. Be ready, but be patient.

8.0   TRAINING

8.1   Required Fire Classes
- Annual Fire Refresher (RT130)
- Helicopter Crew member (S271) and Refresher (RT271)

9.0   EMPLOYEE FOLDERS

The Helicopter crew supervisor will keep records for the crew. There will be 2 files kept for each employee, a Red-card file and a general personnel file.

10.0 RADIO USE

The HDD is set up using a tone select repeater system with multiple Command frequencies and 3 Tactical (Tac) frequencies available for IA. Air-to-Ground frequencies are broken up by geographical areas which are assigned by the National Interagency Coordination Center (NICC).

Each helitack crew member will be issued a radio. Communication is essential for safe operations; therefore, communication will be in plain text and every crew member should be able to:
1. Program
2. Clone
3. Enter and remove channels from scan
4. Select a tone for repeater usage

10.1 Repeater Locations/Programing Instructions

See the BLM Wyoming Operational Reference Guide.

11.0 HELITACK PROPERTY

High Desert District will issue wildland firefighting equipment and safety equipment. This property will be in one of two categories; consumable and durable. Consumable equipment will not need to be turned in at the end of the season. Durable equipment will be issued on a DI-105 and returned at the end of the season clean and in good repair.

11.1 Helibase Inventory

The Helibase will have an inventory at the beginning and end of each year. Property coming in and out of the Helibase will be documented on a DI-105.

11.2 Vehicle Inventory

Each vehicle and equipment located on the vehicle will be inventoried and maintained.

11.3 Issued Gear

HDD Helitack crews will be issued gear to adequately perform their job. All issued gear needs to be taken care of. If issued gear is damaged or is in need of repair, the responsible party should notify their supervisor at once. Helitack has a sewing machine at the airport.

1. Line Gear. As a helicopter crew member, you should carry enough in your line gear to be self-sufficient for 24 hours. At a minimum, pack should include:
   a. Fire Shelter
   b. First Aid Kit
   c. 24 hours of rations

      d. 1 gallon of water

      e. 5 Fusees

      f. Headlamp

      g. Compass

      h. Fiber tape

      i. Flagging

      j. Extra batteries for headlamp and radio

      k. Clamshell

      l. GPS

2. Personal Gear bag (Red Bag) should have enough supplies for a two week assignment. At a minimum should include:

      a. Sleeping bag

      b. Tent

      c. Prescription medication

      d. Ample clothing socks, underwear, t-shirts, nice pair of pants, good shirt, PT gear (shorts, shirt, and shoes).

3. Helmet Bag. The flight helmet bag is issued to protect the flight helmet. There is additional room to carry small items in it as well such as a manifest book and flagging.

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Appendix I   Incident Qualifications

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1.0   INTRODUCTION

The intention of this Standard Operating Procedure (SOP) is to provide guidance in the processes of qualification management and red card certification. The primary mission for the High Desert District (HDD) Fire Management Program is to provide leadership and help personnel maintain the skills necessary for success in wildland, prescribed and all-hazard incidents.

1.1   Purpose

The National Interagency Incident Management System Wildland Fire Qualification System Guide (PMS 310-1) developed under the sponsorship of the National Wildfire Coordinating Group (NWCG), is designed to:

1. Establish minimum requirements for training, experience, physical fitness level, and currency standards for wildland fire positions, which all participating Agencies have agreed to meet for national mobilization.
2. Allow training, experience, physical fitness level, and currency standards to meet fire management needs for wildland fire (wildland fire includes wildfire and prescribed fire).
3. Establish minimum qualifications for personnel involved in prescribed fires.

Note: The HDD will uphold the training qualification standards established within the PMS 310-1 prepared by the NWCG and BLM specific qualifications identified in the Interagency Standards for Fire and Aviation Operations (Red Book).

1.2   Overview – Red Card Committee

The HDD Red Card Committee meets formally twice a year unless special circumstances arise. The purpose of the committee is to provide management oversight, review training folders, and discuss the recommendation for certification on completed Position Task Books (PTB).

The Committee also:
1. Elects a Chair for the committee to serve a two-year term. It will be the responsibility of the chair to schedule meetings biannually or as needed.
2. Makes recommendations through the task book decision record (attached) to the appropriate agency Fire Management Officer or designee – who is responsible for certification.
3. Determines whether each employee possesses the personal characteristics necessary to perform the wildland and prescribed fire positions in a safe and efficient manner.
4. Review and prioritize interagency training needs, recommends local level classes. Ensures training nominees meet minimum requirements for attending courses.

5. Examines current district red card qualifications and ensures that critical Incident Command System (ICS) positions are being developed to meet anticipated needs for local fires.
6. Provides an open forum for employees to discuss their role in the fire and prescribed fire organizations and how to advance in a systematic format.

Membership includes:
Associate District Fire Management Officer
Fire Helicopter Crew Supervisor
District Assistant Fire Management Officer – Fuels
Rawlins Fire Operations Supervisor
Rock Springs Fire Operations Supervisor
Rawlins Interagency Dispatch Center Representative
Pinedale Field Office Fuels Specialist
Kemmerer Field Office Fuels Specialist
Agency Administrator

Note: A consensus of committee members will be required for any recommendation and/or decision. In the event less than 5 committee members are available no decisions will be made.

2.0   CERTIFICATION AND RECERTIFICATION

Certification and recertification is a determination based on task evaluations, position performance evaluations, and judgment of the quality of an individual's experience. Agency certification and documentation of successful position performance (completion of the PTB) is the responsibility of the HDD District Fire Management Officer (DFMO). This certification indicates the individual is qualified to perform in a specific position. The DFMO is also responsible for the evaluation of personnel for recertification in cases where position qualifications are no longer valid due to a lack of current experience.

The quality of experience should be closely evaluated when making a determination for advancement to the next higher position, to a different position, or for recertification. The quality of experience may relate to the variety of fuel types in which an individual has performed, the size and complexity of the incident or event in terms of personnel, equipment, and operations, and the number of assignments. Successful completion of position tasks and training courses does not guarantee an individual will be qualified to perform in a position.

2.1   Currency Requirements

Based on specific positions, the maximum time allowed for maintaining currency is 3 years for air operations and dispatch positions and 5 years for all other positions. Currency for a position can be maintained by successful performance in that position

within the given timeframe, or successful performance in positions identified in PMS 310-1.

3.0 PROCESS FOR POSITION TASK BOOKS

PTBs are designed primarily for the evaluation of individual performance or as a checklist for recertification, but may also be used as a basis for on-the-job training.

Multiple qualification PTBs will have an Agency Certification by the DFMO for each qualification. For example, the FFT1 and ICT5 task book can be initiated and worked on concurrently, but each qualification will need an Agency Certification. The evaluation blocks must be clear as to what position is being evaluated.

Completed PTBs will be submitted to the immediate supervisor. Supervisors review the PTB for errors and omissions and attach a Red Card Decision Record.

An alternative to the process may be exercised by the DFMO; however, prior to this alternative process an individual's entry-level PTB must be reviewed and certification recommended by two HDD red card committee members. The following criteria define if and when it is appropriate for the DFMO to certify a PTB. All three criteria must be met:

1. The individual has completed at least two trainee assignments and is recommended for certification by the final evaluator on the last page of the book.
2. The review team is not immediately available to assemble and review the PTB under the procedures listed above.
3. There is a critical shortage of qualified personnel in the position to be certified.

When possible and during the next scheduled review session, the Red Card Committee will double check any PTB's certified by the DFMO under the "emergency certification" clause to ensure all prerequisites were met and the individual is technically qualified to be certified in the position. **This practice must be justifiable and exercised only in rare circumstances in order to maintain the integrity and impartiality of the recommendation and certification process established above**.

3.1 Position Task Book Initiation

Trainees must be qualified in any prerequisite position before the next level PTB can be initiated. A Trainee cannot be assigned to an incident unless they are designated as a Trainee on their Incident Qualification Card (Red Card) or other agency proof of certification. All PTBs associated with the HDD will be initiated by the DFMO or the ADFMO. PTBs may be initiated by a training specialist on an incident with concurrence by the DFMO or ADFMO.

1. Position Task Book Completion Timeframes:
   a. Standards established in PMS 310-1 will be met by individuals who have begun the process of qualifying for a position. Any individual who has

begun the evaluation process need not take any newly required course(s) for that position.

2. Position Task Books have a limited time in which they can be completed:
   a. A PTB is valid for 3 years from the day it is initiated. Upon documentation of the first task in the PTB, the 3-year time limit is <u>reset</u> from that new date.
   b. If the PTB is not completed in 3 years from the date of the PTB initiation (or first task being evaluated), the PTB will expire. A new PTB may be initiated. Prior experience documented in the expired PTB may be taken into account in completion of the new PTB at the discretion of the Certifying Official.

3. Position Task Book Sections:
   a. Accurate completion of PTBs is important to the qualification process. The introductory information in each PTB provides a brief description of how the PTB is to be used.

3.2   Front Cover

The "front cover" page includes the title of the position(s) and, if applicable, states that a wildfire or prescribed fire assignment is required before certification. The cover also contains a block that includes information about the individual (Trainee), the person initiating the PTB, and the date it was initiated. The home unit/agency or Incident Training Specialist (TNSP)—with approval from the home unit/agency—will enter this information.

3.3   Verification/Certification

The "verification/certification" page provides a record of the Final Evaluator's recommendation and agency certification. The Final Evaluator will complete the verification section recommending certification and the Certifying Official at the home unit/agency, when appropriate, will complete the certification.

3.4   Qualification Record

1. The left column contains a list of tasks that must be performed. If a specific standard (quality or quantity) is required, it will be specified in the task. Tasks within the PTB are numbered sequentially; however, the numbering does not indicate the order in which the tasks need to be performed or evaluated.
2. The bullets under each numbered task are examples or indicators of items or actions related to the task. The purpose of the bullets is to assist the Evaluator in evaluating the Trainee; the bullets are not all-inclusive. Evaluate and initial only the tasks. Do not evaluate and initial each individual bullet.

3. The column labeled "CODE" contains a code that specifies the type of situation in which the task must be completed. Tasks labeled with an "O" can be completed in any situation (classroom, simulation, daily job, incident, prescribed fire, etc.) Assignment to an incident is not required. Types of incidents include wildland fire, structural fire, search and rescue, hazardous material, oil spill, or an emergency or nonemergency (planned or unplanned) event. Tasks labeled "W" (wildfire) must be performed on a wildfire incident. Tasks labeled "RX" (prescribed fire) must be performed on a prescribed fire incident. Tasks labeled "W/RX" (wildfire/prescribed fire) must be performed on a wildfire or prescribed fire incident. Tasks labeled "R" (rare event) such as accidents, injuries, or vehicle or aircraft crashes occur infrequently, and opportunities to evaluate performance in a real setting are limited.
4. The Evaluator should determine, through interview, if the Trainee would be able to perform the task in a real situation. Each Evaluator will complete an Evaluation Record and enter the number of that record to reference completed tasks. The column on the right labeled "Evaluator" provides space for the Evaluator to initial and date when the task is completed.
5. All tasks must be completed, initialed, and dated before the Trainee can be recommended for certification in the position.

3.5   Evaluation Record

The "Evaluation Record" (two pages at the end of the PTB) is for recording information about the type and complexity of the incident on which the evaluation was made and the recommendations of the Evaluator. Additional copies of the Evaluation Record can be downloaded at www.nwcg.gov/pms/taskbook/taskbook.htm.

Note: A minimum of two evaluations will be required for each position. In some cases, three or more evaluations will be required to complete PTBs.

3.6   Position Task Book Responsibilities

1. Documentation of training, experience, and the qualification process is the responsibility of the home unit/agency.
2. The Certifying Official from the home unit/agency has administrative authorization to manage the qualification system for that home unit.
3. It is the responsibility of the home unit/agency to:
    a) Select Trainees, based upon the needs of the home unit/agency and agreements.
    b) Ensure individuals selected as Trainees are qualified in any prerequisite position.
    c) Ensure the Trainee has the opportunity to acquire the knowledge and skills necessary to perform the position.

d) Provide opportunities for nonincident ("O") task evaluation.

e) Track the progress of the Trainee.

f) Ensure that the Trainee successfully completes any required training before being recommended for certification by a Final Evaluator.

4. It is the responsibility of the Trainee to:

a) Review and understand the instructions in the PTB.

b) Meet with the Evaluator and/or Coach and identify desired goals and objectives for an assignment.

c) Ensure readiness to perform the tasks of the position before undertaking a position performance assignment.

d) Provide background information (training and experience) to the Evaluator and/or Coach.

e) Complete the PTB within the 3-year time limit. If the PTB is not completed in 3 years from the date of the PTB initiation (or first task being evaluated), the PTB will no longer be valid. A new PTB may be initiated, but all current qualification standards will then apply.

f) Ensure an Evaluator completes the Evaluation Record, initials completed tasks, and enters a number in the Evaluation Record # column.

g) Provide a copy of the completed PTB to the home unit/agency.

h) Retain the original PTB. This is extremely important, as the PTB is the only record of task performance. A lost or destroyed PTB may require additional position performance assignments.

i) Successfully complete any required training before being recommended for certification by a Final Evaluator.

j) Provide proof of qualifications on an incident.

3.7   Evaluator

1. The Evaluator is the person who actually observes the task(s) being performed and documents successful performance in the PTB. The Evaluator and the Coach may be the same person; however, the functions of coaching and evaluating must remain separate.

2. It is the responsibility of the Evaluator to:

a) Be qualified in the position being evaluated or supervise the Trainee. If the Evaluator supervises the Trainee, but is not qualified in the position, the Evaluator can sign off on tasks, but cannot function as the Final Evaluator.

b) Meet with the Trainee and determine past experience and training, current qualifications, desired goals and objectives of the assignment.

Note: If an Evaluator determines the Trainee does not meet the prerequisite required experience or does not have the knowledge and skills to perform the tasks of the position, then the position performance assignment must not continue.

    c) At the discretion of the Evaluator, and if the individual meets the prerequisite required experience, it may be possible to provide on-the-job training and reinstate the Trainee into the position performance assignment at a later time during the same incident.

    d) Review the tasks in the PTB with the Trainee and explain the procedures that will be used in the evaluation and the objectives that should be met during the assignment.

    e) Reach agreement with the Trainee on the specific tasks that can be performed and evaluated during the assignment.

    f) Accurately evaluate and record the demonstrated performance of tasks.

Note: This is the Evaluator's most important responsibility; it provides for the integrity of the performance based qualification system.

    g) Complete the appropriate Evaluation Record in the back of the PTB. If more than one position performance assignment is necessary, the Evaluator will complete an Evaluation Record for each assignment.

3.8   Final Evaluator

Although Evaluators must be either qualified (meaning qualified with currency) in the position being evaluated or supervise the Trainee, a Final Evaluator must be qualified in the Trainee position they are evaluating. Only the Evaluator on the final position performance assignment (the assignment in which all remaining tasks have been evaluated and initialed) will complete the Final Evaluator's Verification statement inside the front cover of the PTB recommending certification.

Note: The final evaluator will not be the agency certifier for any completed PTB's. Employee is responsible to ensure all documentation is present and properly filled out prior to leaving the training assignment.

3.9   Certifying Official

The Certifying Official from the home unit/agency must review and confirm the completion of the PTB and make a determination of agency certification. This determination should be based on the Trainee's demonstration of position competencies and behaviors, as well as the completed PTB—which includes a Final Evaluator's Verification. Only the Certifying Official from the home unit/agency has the authority to certify an individual's qualifications.

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Appendix J   Medical Standards

Table of Contents – Appendix J

1.0   INTRODUCTION

1.1   Overview

Over the past several years the wildland firefighting community have seen numerous incidents where line going personnel have suffered trauma and/or medical injuries. Having a pre-planned SOP and a standardized first aid kit which is readily available, will greatly improve quick and appropriate treatment of the patient.

1.2   Purpose

The purpose of this SOP is to list medical emergency processes, terminology in IQCS for EMT's, and provide better direction on HDD medical standards to ensure that personnel have the necessary training to provide medical care to agency employees, agency cooperators and/or other individuals as needed in emergency situations.

2.0   SCOPE OF DUTY

This will apply to all personnel on an incident, prescribed burn, or any other duty which employees may be engaged. This will also apply to all individuals with medical training anywhere from advanced first aid to higher medical qualifications (e.g., Advanced Medical Responder, Emergency Medical Technicians).

2.1   Definitions

AMR – Advanced Medical Responder (formerly known as a First Responder)
CPR – Cardio Pulmonary Resuscitation
CEU – Continuing Education Unit (Typically counted in hours)
EMT – Emergency Medical Technician (formerly known as an EMT-Basic)
AEMT – Advanced EMT
IEMT – Intermediate EMT
MEDIC - Paramedic
KTD – Kendrick Traction Device
OTC – Over the Counter

2.2   Procedure

As taken from the Incident Response Pocket Guide (IRPG) and the National Wildland Coordinating Group (NWCG) Memorandum #025-2010 Attachment A: Utilize the NWCG 9-Line Form and refer to the HDD Emergency Response Guide.

3.0   PERSONNEL QUALIFICATIONS/RESPONSIBILITIES

According to the July 2009 DOI Occupational Health and Safety Training Guide all employees within the fire program are required to obtain a minimum qualification level of Advanced First Aid, Wilderness First Aid or other advanced medical training. Any training above that is not required but strongly encouraged. It is understood that emergency medical response is not our

primary duty, but any employee may be asked to provide assistance to their fellow firefighters in an emergency situation.

> *Any employee, who has medical training higher than basic first aid or Emergency Medical Responder (EMR), will be required to obtain a license from the Wyoming Division of Emergency Medical Services and affiliate with Wyoming BLM. Individuals who do not complete this process will not be allowed to work at the level they are licensed at, in accordance with Wyoming Emergency Medical Services Act of 1977 W.S. 33-36-101 (2015 Revision), Chapter 5, Section 1(a).*

Individuals affiliated with the EMS program may have their qualifications listed on their Red Card. Red Card EMS qualifications are divided up into two categories. Specific requirements for these can be found in the *Federal Wildland Fire Qualifications Supplement*.

Fireline qualifications are as follows:
- Fireline EMS Qualifications
- Emergency Medical Technician, Fireline (EMTF)
- Advanced Emergency Medical Technician, Fireline (AEMF)
- Paramedic, Fireline (EMPF)

Non-Fireline Qualifications:
- Emergency Medical Technician (EMTB)
- Paramedic (EMTP)

4.0   TRAINING

- Wilderness First Aid
- CPR - AED
- Bloodborne Pathogens

Training to obtain or maintain the minimum qualifications will be provided by the district. For individuals who seek to obtain advanced medical training or require CEU's to maintain their level of certification, please discuss with your immediate supervisor.

5.0   EQUIPMENT

- 20-25 Person, Belt Type, First Aid Kit
- Burn Kit

If there are qualified/certified individuals that wish to use other advanced techniques, they may be approved, after review by the ADFMO, FOS, District EMS Program Lead, State AFMO and the BLM-WY Physician Medical Director. This review will be to ensure that individual(s) have the necessary certification/license, the requested modalities are allowed within the BLM EMS Protocols, scope of duty, and can be financially supported by the program.

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Appendix K   Interview and Selection Policy

Table of Contents – Appendix K

1.0 INTRODUCTION

1.1 Overview

This Standard Operating Procedure (SOP) outlines the policy for interviewing and selecting candidates for permanent, career seasonal, and term positions within the High Desert District (HDD) Fire Management Program.

1.2 Purpose

All hiring and interviewing processes will be in accordance with all BLM Wyoming and HDD policies and guidelines for career seasonal, permanent and term positions. For more specific information please refer to IM No. WY-2012-013 (expires 9/30/2017).

2.0 INTERVIEW POLICY

Current policy, which is outlined in BLM Manual 1400-335, Merit Promotion Plan, and Wyoming policy, is as follows:

1. Selecting Officials will ensure that all referred applicants are treated fairly and equitably. The selecting official is responsible for ensuring that interviews are properly conducted in the same manner for all candidates, that all questions are job-related, and that every effort is made to obtain the same information from each candidate.

2. A three-person interview panel will be used for every position. The panel must include an employee at the same grade or higher than the full performance level of the position, and a Subject Matter Expert. The supervisor of the position may sit on the panel but is not required to do so.

3. Interviewers may not ask about or discuss a candidate's race or ethnic background, color, sex, age, disability, religious beliefs, marital or family status, political affiliation, sexual orientation, or labor organization affiliation or activity.

While BLM policy allows only interviewing certain candidates, the BLM Wyoming policy is as follows:

1. All candidates on all Merit certificates will be interviewed.

2. At a minimum, all candidates with veteran's preference on each DEU certificate will be interviewed. If there are no applicants with veteran's preference, all or 3 candidates, whichever is fewer, from each DEU certificate will be interviewed.

3. If there are more than 3 candidates on any DEU certificate, the interview panel will review all applications and will determine a minimum of 3 candidates to be interviewed from each DEU certificate. The panel must document their decision based on measurable, job related, criteria that is reflected in the KSAs established in the job analysis.

Interview panels will document all attempts to contact candidates to schedule interviews. Candidates will be given a reasonable deadline (5 business days) for response. If any candidate declines an interview, a written declination will be requested.

After the interviews are conducted, the interview panel will consider all relevant information including experience, education/training, awards, supervisory appraisals, references, and notes from the interview. This process is confidential. The panel will submit their recommendations for hire directly to the Selecting Official.

Panel members must forward all records to the state office human resources. This would include documents shared amongst the panel, such as the interview questions, documentation of an applicant's responses or reference contact sheets. Personal notes or other documents created for panel member use only are not considered records and are not required to be retained.

Exceptions to this interview policy may be granted by the State Director (SD) or Associate State Director (ASD). To request an exception, the District Manager or Deputy State Director must provide the SD/ASD with the reason for the request, which must be based on job-related criteria. If approved, a copy of the approval must be sent to Human Resources with the selection package.

Note: Selection Official – The HDD DFMO or acting is the sole selection official for all positions.

3.0   SELECTION PROCESS

The Selecting Official has the following options:

1. Conduct second interviews of any or all of the candidates

2. Make a final selection based solely on the recommendations of the interview panel

3. Or, select any candidate within reach even if that individual is not one of the candidates recommended by the interview team.

When a selection has been made, the District Manager or Deputy State Director will submit the Written Justification for Selection Letter, all selection certificates signed by the Selecting Official, and documentation of all withdrawals, failure to reply, declinations and/or exemption to the interview policy to their servicing HR Specialist.

Note: All Selection Letters must follow the BLM Wyoming State Office template.

The HR Specialist will review for compliance, audit the certificates, and route the selection to the Human Resources Officer, Equal Employment Opportunity Manager and ASD for review and approval by the ASD.

The ASD or their designee has final selection approval.

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Appendix L   NWCG Course Instruction

Table of Contents – Appendix L

1.0   PURPOSE

The primary purpose of this Standard Operating Procedure is to guide personnel in the process and regulations of instructing local courses on the High Desert District (HDD).

2.0   APPLICABILITY/SCOPE

The procedures within will be followed and implemented for all National Wildland Coordinating Group (NWCG) courses.

3.0   INSTRUCTOR CERTIFICATION

All instructors of NWCG courses will conform to the standards established the Field Manager's Course Guide (PMS 901-1), which can be found at: http://www.nwcg.gov/pms/training/fmcg.pdf.

3.1   Instructor Level Requirements

To serve as an instructor (Unit or Lead) an individual must meet one of the following criteria:

- Qualified and current (minus Work Capacity Test and Annual Fireline Safety Refresher) in any required positions identified as an instructor prerequisite for the course description in the NWCG Field Manager's Course Guide.

OR

- Written approval by Course Coordinator to instruct a specific unit or technical portions of a unit or units.

3.2   Instructors of 100-200 Level NWCG Courses

100 level courses: No additional training requirements beyond those set forth in the Field Manager's Course Guide for each particular course.

200 level courses: Lead instructors are required to meet the Unit Instructor requirements as well as the Lead Instructor requirements for 300-600 Level NWCG Courses (See Field Manager's Course Guide).

3.3   Instructors of 300-600 Level NWCG Courses

Unit Instructor – Should have 32 hours of instructor training (Facilitative Instructor, M-410; equivalent course; Degree in Education). (For some classes, M-410 is required to instruct at the unit level.)

Lead Instructor – Same as Unit Instructor AND 40 additional hours of successful fire service instruction (if the class is at the 200 level or higher).
*Refer to the Field Manager's Course Guide.

Note: For the instruction of any 300 level+ NWCG course, permission must be received from the GACC Training Coordinator.

4.0   COURSE PREREQUISITES

The intent of course prerequisites is to ensure a common standard of knowledge and experience is held by all students. Course Prerequisites are listed for each course within the PMS 901-1. It is recognized that exceptions to the course prerequisites may be necessary to meet specific agency requirements.

5.0   COURSE LENGTH FOR NWCG COURSES

Recommended course hours will be adhered to by the course instructors.

- Unit times represent the allotted time to teach the unit and complete the exercises, simulations, and tests.

- Recommended course hours are given to help the students and the course coordinator with planning travel, room reservations, and facilities usage. This represents the time estimated to present the NWCG provided materials including time for breaks, lunch periods, set-up for field exercises or simulations, etc.

- Actual times for both the unit and the course may vary based on number of students, types and complexity of course activities, and the addition of local instructional materials.

Course hours for all NWCG courses can be found in the PMS 901-1. If the hours are a minimum versus recommended they will be stated as such.

6.0   TESTING STANDARDS

The instructor guides will identify the evaluation criteria for each course. Courses may use course components (pre-course tests, unit tests, class participation, final exams), to aggregate the passing score.

7.0   PROCEDURES

7.1   Course Coordinator Procedures

For the instruction of any NWCG course, the following procedures should be followed:

1. After consultation with the Field Manager's Course Guide, the course coordinator/lead instructor should select only qualified personnel to serve as instructors.
2. Student prerequisites will be met prior to enrollment.

3. A class session in Incident Qualification and Certification System (IQCS) will be made and the class roster will be entered into IQCS. Access to that class session will be limited to personnel with authorization for changing the class session information.
4. A course coordinator, lead instructor, and unit instructors will be assigned in the class session in IQCS. This will ensure those instructors receive credit on their individual IQCS records for class instruction.
5. Once the class has been completed, the class session in IQCS will be changed from "active" to "completed". This is required to ensure all class participants receive credit for their roles in the class (either as instructor or student).
6. After successfully passing, course certificates will be printed out and given students. This will ensure that students will have the course session number on their class certificate of completion.

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Appendix M   Incident Ordering

Table of Contents – Appendix M

1.0   PURPOSE

The purpose of this Standard Operating Procedure (SOP) is to provide direction and uniformity for fire replacement ordering.

2.0   APPLICABILITY

The policies and procedures outlined in this SOP are applicable to the High Desert District (HDD) Fire Program.

3.0   PROCEDURES FOR SUPPLY

3.1   Ordering During Initial Attack Incidents

1. Supply, Overhead, Crew & Engine orders to the Initial Attack Dispatcher (IAD) will come from either the Incident Commander (IC) or IC logistics ordering designee.
   a. The IAD will document information into the WildCAD incident based on the appropriate request form.
   b. The request form will be given to Dispatcher for ordering.
2. The Dispatcher will create and/or order in Resource Order Status System (ROSS).
   a. Dispatcher will fill/set up procurement of the item.
   b. Document in ROSS.
   c. When ordering Overhead, Engines and/or Crews, the appropriate form should be filled out with special needs and/or requirements listed and relayed to Dispatcher or IAD.
   d. Resources ordered in support of a local fire, outside of ROSS, with travel needs, will be provided a supply resource order.
   e. All items damaged or lost on a fire will need to have an official OF-289 form "Property Loss or Damage Report" signed by the DFMO or DAFMO and turned into Dispatch before Dispatch can issue a resource order (S#).

3.2   Supply Ordering After Incident

1. Employee will fill out the designated HDD Supply Number Request Form (S# request) and must have an approval signature by the District Fire Management Officer (DFMO), Associate District Fire Management Officer (ADFMO), Operational Duty Officer (ODO), Fire Operation Specialist (FOS), Fire Helicopter Crew Supervisor (FHCS), or Dispatch Center Manager (DCM).
   a. The signed S# request form will be submitted to dispatch.
   b. Dispatch will assign a resource order and provide ROSS supply order to requesting individual.
   c. Employee will then purchase/procure the item.

d. Employee will submit receipt and documentation (how it was purchased, who paid for it, etc.) to dispatch.
e. Employee will attach a copy of the S# Request Form and ROSS supply order to monthly credit card statement along with receipts.
f. Dispatch will keep original S# Request Form, original ROSS supply order and copy of receipt in fire folder.
g. All items damaged or lost on a fire will need to have an official OF-289 form "Property Loss or Damage Report" signed by the DFMO or DAFMO and turned into Dispatch before Dispatch can issue a resource order (S#).

Note: An incident replacement form is not to be used in place of S# Request Form.

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Appendix N   Charge Card Management

Table of Contents – Appendix N

1.0   PURPOSE

The purpose of this Standard Operating Procedure (SOP) is to establish policy on charge card reconciliation, approval and submission for travel, purchase, & uniform cardholders. These procedures are in accordance with the High Desert District (HDD) Instruction Memorandum No. WY 2015-004 Change 1 (9/30/2019).

2.0   APPLICABILITY

The policies and procedures outlined in this SOP are applicable to the HDD Fire Program personnel.

3.0   PROCEDURES

3.1   Cardholder Responsibility

3. Purchase cards issued to HDD Fire Program personnel will primarily be used for emergency travel (e.g., lodging).
   a. Purchases over $500.00 made outside of emergency travel must have a signed purchase request.
   b. Vehicle or any L9310 charges will **NOT** be placed on individual's purchase card; individuals must use vehicle charge card and document in utilization record (if there is an emergency situation where the vehicle card is needed but not available, contact immediate supervisor for direction and request a work order from Office Automation Clerk).

3.2   Cardholder Statement Reconciliation

1. Upon receiving monthly statement, cardholder will verify that transactions are valid and correct by matching each transaction to receipts/invoices.
   a. Receipts will be arranged in order that items appear on the statement.
   b. Receipts smaller than 8 ½ x 11 inches must be taped to an 8 ½ x 11 inch sheet of paper.
   c. If the transaction is in support of an emergency incident, the receipt must be accompanied by a copy of the incident resource order.
2. On the statement below each transaction individual will (or typed on separate Excel sheet):
   a. Write the proper accounting code (e.g., LLWYD00000.LF2000000.HU0000.LFSPXXXX0000.XXX (year)
      i. Write a concise, detailed description for the transaction.
   Note: If writing on statement, please write legibly.
3. Sign and date statement.
   a. Individuals may make a copy of the statement for records, but not required.

4. Give signed and dated statement and supporting documentation (travel vouchers, resource order, receipts, etc.) to supervisor within ten (10) business days of receiving.
   Note: If receipts are missing a lost receipt form must be filled out, signed by supervisor and attached to Charge Card statement.

3.3   Approving Official Responsibilities

1. Review and certify reconciled statements within (5) business days of receipt.
2. Ensure charges are consistent with supporting documentation.
3. Ensure cost coding is correct.
4. Ensure cash advances are related to official travel and do not exceed M&IE for the trip.
5. Ensure no split purchases have been made.
6. Sign and print name clearly under signature and date statement.
7. Forward statement and documentation to the Management and Program Analyst – Fire (MPA).

3.4   Discrepancies and Delinquencies

1. Cardholders that find a discrepancy with a charge must dispute the transaction. The dispute must be initiated within 60 days of the statement date showing the disputed transaction.
   a. Contact HDD District A/OPC for any needed assistance.
2. Supervisors that find delinquencies must counsel the cardholder and/or take appropriate disciplinary action.

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Appendix O   Computer Use

Table of Contents – Appendix O

1.0   PURPOSE

The primary purpose of this SOP is to guide fire personnel in the process and regulations of proper computer use on the High Desert District.

2.0   APPLICABILITY

The procedures within are to be followed throughout the entire year, and should be implemented by all HDD Fire Program personnel at all times. They should be followed regardless of location on the High Desert District and job duties/assignments.

3.0   NEW EMPLOYEE PROCEDURES

Before new employees (permanent, career-permanent, and seasonals) start work, the local field office IT specialist needs to be notified so various computer issues can be resolved (computer profiles being set up, computer access forms issued/filled out, etc.). Per IM 2010-126, new employees are also required to complete FISSA (Federal Information Systems Security Awareness) training within one week of reporting to duty or being granted access to BLM computer systems. (Only casual employees without computer access and employment duration of less than thirty days are not required to complete this training.) If all of this is done properly, the transition period for incoming employees will be as smooth as possible.

4.0   PROPER USE/SAFEGUARDING PRIVACY ETIQUETTE

HDD fire employees are strongly urged to use their assigned work computer for work duties only. This includes web sites visited, emails sent/received, and just overall computer use. It is against BLM regulations to send any email that includes PII (Personal Identification Information). Severe punishment can result from doing so. If any questions arise regarding proper computer use, please refer to your supervisor. Another point of reference is IM 2014-022. It can be found at: http://web.blm.gov/internal/wo-500/directives/dir-14/im2014-022.html.

5.0   GUIDELINES AND POLICY

It is an employee's responsibility to always lock their computer when away from their desk. All computer use (websites visited, emails sent, etc…) are the responsibility of the logged-in user. Remember, everything sent and received email, all websites visited, etc…) that is done on your work computer is monitored by the government. Just because a person can access a website doesn't mean that they are authorized to do so. Use common sense. If in doubt, don't do it.

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Appendix P   **Property Control Policy**

Table of Contents – Appendix P

1.0 INTRODUCTION

1.1 Overview

This Standard Operating Procedure (SOP) outlines the HDD (High Desert District) policy for property control. All government property needs to be accounted for. All purchases that are made on a government-issued purchase card must be documented and tracked to ensure personal accountability both for the purchaser and for the organization that the purchase was made for.

In addition, all big-ticket purchases (purchases exceeding the micro-purchase limit) must be documented and accounted for as well.

Each section within the fire program (fuels, helitack, RS-engines, etc.) need to have a sectional inventory list (essentially a cache inventory). There will also be a master fire inventory list of all accountable property similar to (but still separate from) the HDD program manager's master inventory list.

1.2 Purpose

Due to historical property control inventory issues within the HDD Fire program and the conclusions of the OIG report, all BLM fire programs are now required to have a property control SOP. This requirement has been added to the yearly fire program review. This SOP meets that requirement as well as giving direction going forward on a local district level.

2.0 PROPERTY CONTROL POLICY

2.1 Program Segment/Field Office Responsibility

Every field office on the HDD (High Desert District) that has a fire/fuels representative will be required to make and keep an updated inventory list. In Kemmerer and Pinedale, the fuels technician/specialist will be the responsible person(s). In Rock Springs, the FOS/Fuels Technician will share the responsibilities of maintaining and upkeep of their sections of the inventory lists. In Rawlins, the fuels specialist will be responsible for the Rawlins fuels program inventory. The helicopter manager will be responsible for the helitack program inventory. The Rawlins FOS will be responsible for the Rawlins engines (and cache) program inventory.

2.2 Inventory Location

All program inventory lists will be in spreadsheet form and will be listed on the common drive. The location will be: Z:\1HDD_Common\Fire_Mgmt\Property Management.

The DFMO will have access to every program inventory. The DFMO also has the authority to grant access to other fire personnel should it be deemed that it is necessary.

2.3   Mandatory

The following must be done for each individual program segment inventory:

- All durable items (i.e., Mark 3 pumps) must be listed
- All accountable items (i.e., line gear, sleeping bags) must be listed
- Consumable items (i.e., water bottles, flagging) do not need to be listed

(An excellent source that can be used to help clarify the differences between durable/accountable and consumable items can be found at: http://www.blm.gov/style/medialib/blm/mt/blm_programs/fire/bdc.Par.12241.File.dat/2015%20Billings%20Fire%20Cache%20Supply%20Catalog.pdf

For accountable property purchases bought with non-fire funds for a field office, all purchases should listed on a separate spreadsheet that can easily be accessed upon demand. This is to protect employees in the event of an audit, to help identify such items (and their present location) that were purchased on their government cards.

Pictures will be taken of all big ticket items where the purchase cost was $500 or more. (This includes all travel and camp trailers.) Those pictures will be stored on the common drive with the inventory lists from their respective program.

Each department will perform a bi-annual inventory update. One pre-fire season and one post-fire season.

3.0   BUREAU MANDATES

3.1   "Big-Ticket" Mandates

For purchase of accountable items (i.e., $5,000 or more) or items that are on the BLM sensitive list:
- Notify the HDD property manager so that he can enter the item(s) into FBMS as inventory.
- The FBMS system requires that the "Change Asset Master Record" be processed to reflect new inventory dates or mass inventory updates by the CPO.

Please refer to BLM Manual Guidebook G-1520-3 (FBMS Inventories) at:
https://blmspace.blm.doi.net/oc/intra/dbs/Documents/PersonalProperty/G-1520-3%20FBMS%20Inventories_rewrite_5-20-2013%20final.pdf.

Other Agency Property in the Possession of the BLM: Property belonging to other agencies and bureaus, but held on loan and being used by the BLM, should be controlled by the issuing agency or bureau through a DI-105. The BLM office having such property may be subject to the inventory requirements of the controlling agency.

3.2   Cognizant Employee Definition

BLM Manual 1520 (Personal Property Management) (http://web.blm.gov/internal/wo-500/directives/dir-manu/1520.pdf) defines "cognizant employee."

Employees/Cognizant Employee. All BLM employees have a personal obligation for the proper use, care, security, and return of property entrusted to them, or under their control or direct supervision. Employees may be held financially liable for loss, damage, destruction, or theft of property items. Property is assigned to cognizant employees within the property records whenever possible. Employees who use property and who have been informed of their responsibilities for use, care and safeguarding of their property via the signing of a DI-105, Receipt for Property (or similar document) are also cognizant employees, **even if the employee's name is not listed in the property system.** An employee who has taken and passed the Bureau-required Defensive Driving Course and has supervisory authorization to drive a government vehicle becomes a cognizant employee every time he/she drives a government vehicle.

A cognizant employee at a minimum must:

Act responsibly regarding any property under his/her control. This includes adhering to periodic directives regarding minimum standards for ensuring property accountability.

Operate vehicles in compliance with all laws and regulations in the performance of official business.

Return unneeded property promptly.

Use property safely, efficiently, and only for official purposes.

Make a written report to the supervisor and the business manager in all cases of property loss, damage, destruction, or theft.

Any accountable property that is damaged or destroyed should also be reported in the Department of Interior Safety Management Information System (SMIS) at https://www.smis.doi.gov/.

4.0   MANDATORY PROCEDURES

4.1   Local Procedures

For all fire/fuels employees, a DI-105 (Receipt for Property) form will be signed out for all issued personal property. Property items assigned to individuals should either be physically examined or have the individual responsibility verified during the annual inventory process. When the item has been verified, the employee should initial and date the form, or a new form should be issued. If an item cannot be found, the individual and their CPO must include documentation describing the circumstances of the loss and attach to a DI-103A (Certificate for Unserviceable Property) form.

Every pre-fire season, whenever applicable, every fire/fuels supervisor will issue a standard DI-105 for each subordinate supervisor (i.e., FOS to EML) that encompasses everything each EML is responsible for in a standard "set." This should include everything located on each EML's respective engine and the DI-105 should include all sensitive items or equipment that has the tendency to "walk away" (an assigned chainsaw, GPS, binoculars, etc.).

Once the assigned property has been received and signed for, the receiving party is then wholly responsible for the property. If the accountable property is damaged and/or goes missing, the receiving party may be held liable for partial or full payment of the property.

If the property is damaged or lost during routine work assignments, form DI-103 (Report of Survey) needs to be filled out and submitted to ensure accurate record-keeping purposes, and to enable the responsible party to be issued replacement item(s). Those forms must also be housed at each responsible field station for **5** years by the responsible fire/fuels program segment supervisor. A copy of the DI-103A form should also be given to the HDD property manager.

Every program supervisor is responsible for proper equipment gear issuance to all respective BLM employees in their respective program. This is to include the proper form (DI-105) and equipment inspection before issuance and return. If equipment is lost, stolen, or damaged, replacement gear may be issued, but a separate DI-105 must be filled out when doing so to ensure proper accountability. When issued accountable gear is

returned at the end of each field season, the program DI-105s should be destroyed upon receipt from responsible party.

4.2   Handheld Radio Specifics

There will be a set group of handheld radios that will be issued to each program segment (fuels, helitack, RS-engines, etc.) on a DI-104 (transfer of property). Each program supervisor will then issue those radios to their respective employees using a DI-105 (Receipt for Property). At the conclusion of every field season, those handheld radios will be turned back into the program supervisor. Those radios must then be accounted for on each station inventory list and the annual district property list that is requested by the HDD property manager every fall.

5.0   PROPERTY DISPOSAL PROCESS

5.1   Property Loss, Damage, Theft, or Destruction Procedures

If the property is expired, unusable, and/or unserviceable, a DI-103 (Report of Survey) form is initiated to accomplish disposal via: 1) cannibalization for parts, 2) recycling, 3) abandonment, or 4) destruction and disposal in local landfill.

A Report of Survey (DI-103) is used to document all property losses (theft, damage, loss or destruction), including any motor vehicle damage which is possibly the result of employee negligence. When initiating a Report of Survey, the employee involved (cognizant employee), immediate supervisor (Custodial Officer), and the Accountable Officer are required to sign the Report of Survey.

If the local Survey Officer finds there is no need to assess employee financial liability and if the original acquisition cost of the property is less the $5,000, then the DI-103 may be signed by the Survey Officer and sent to the Wyoming State Office (WY950) for Reviewing Authority approval. If there is some question regarding employee liability or if the original acquisition cost of the property loss is greater than $5,000, then the DI-103 is not signed by the Field Office Survey Officer, but sent to the Wyoming State Office Board of Survey for action.

1. Report any incident promptly. Do not wait until the item turns up missing on the inventory review. Survey actions initiated more than 30 days after the incident of loss, damage, or theft must be fully explained.

2. The following list identifies how to address different incident types:

• **Lost Equipment** – Take reasonable steps to find the equipment. Contact persons who may have used the item of seen it recently. Document all contacts and their responses.

   • **Stolen Equipment** – Report thefts to law enforcement personnel – local, BLM or both. Obtain copies of police reports if possible.

   • **Damaged or Destroyed Equipment** – Take statements from any witnesses to the incident. Verify the statements given with facts, if possible.

3. Make your statement truthful and straightforward. If you do not know what happened, speculate as to what may have happened, but admit that it is speculation and not fact. Admit to procedural errors (if applicable) and list the steps you have taken to prevent another incident. Attach copies of Receipts for Property, if applicable. Include statements of witnesses and supervisors – anything that will assist the Board in making a fair and informed decision.

The Board of Survey follows the guidelines for finding employees accountable, as outline in the Departmental Manual 410 DM 114-60.810. All Field Office Board of Survey actions are reviewed by the Deputy State Director of Support Services. State Office Report of Survey actions are reviewed by the Property Management staff in Denver at the National Business Center (BC-653)

The Board of Survey has employees from all levels and program areas of the organization in order to maintain impartiality. Board members may not act upon any survey action originating in their branch/office. If there is disagreement among Board members regarding the liability of the employee, the employee may be asked for more information. The final decision is made by consensus.

5.2   Employees' Rights & Responsibilities

As a part of the process, the employee has the right to be allowed the opportunity to provide input to the Report of Survey documentation. The Board of Survey welcomes any relevant information that you can provide to assist them in the completion of the action. Examples of relevant information may include:

- • Circumstances of the last known whereabouts of the item
- • Accident and/or police report
- • Corroborating statements from witnesses or supervisor
- • Weather conditions
- • Extenuating circumstances
- • Receiving documentation

If the Board of Survey does not have enough information it will have to request more, which takes more of everyone's valuable time.

5.3   Potential Financial Liability

BLM employees are normally very conscientious regarding the security and accountability of Government property. Regardless of the circumstances, the process of considering whether to hold a fellow employee for the loss is a difficult one.

In Wyoming, the designated Board of Survey must make any finding of liability on the part of the cognizant employee or Custodial Officer. Decisions are made by consensus. If consensus cannot be reached, then a special Board of Survey may be called to resolve the matter.

Board of Survey actions may provide restitution to the Government for the value of the property loss only. If the supervisor finds disciplinary action appropriate, he/she should contact their servicing personnel management specialist and their employee relations specialist prior to initiating any action.

Often, employees will admit their error and offer to pay for the loss. Employees can then be billed for the amount and make installment payments over the course of several months, if necessary. The employee may choose, with supervisory concurrence, to replace the lost item with a like piece of personal property. Upon the agreement of the employee's supervisor, the employee may also choose to volunteer labor in lieu of payment.

If an employee is found liable for damages, the Report of Survey is forwarded to the DOI Solicitor's Office for concurrence before the Reviewing Authority approves the findings. After notification of liability, the employee still has the option to appeal the findings at the Department level. Information on the Departmental procedures will be provided to the employee when he/she is found liable.

The DI-103 (Report of Survey) form is used to document the loss, damage or destruction of Government property. Because of the variety of incidents that may occur, it is also the official determination of employee liability for the loss. This is the official document which authorizes the removal of property from the Fixed Asset Records.

Vehicle accidents are the only incidents which do not require a Report of Survey to be prepared and submitted as long as the Accountable Officer has made a written determination that a Report of Survey is not required.

The Report of Survey must be signed by:

• **Cognizant employee** – the employee that was actually using the property when the loss, damage or destruction occurred. A narrative by this individual is required.

• **Custodial Officer** – the employee who managed the property and whose responsibility it is to ensure that the cognizant employee knew how to operate the equipment. In some cases, this may be the same person.

• **Accountable Officer** – the Field Manager (for Field Offices) or the State Director (for the State Office).

• **Survey Officer** – the designated employee who can sign in the space marked "Chairperson, Board of Survey" for any loss, damage or theft of less than $5,000 in value, for which a determination of financial liability is not a viable factor. (Note: under the circumstances listed above, change the title to "Survey Officer.")

Even though the Survey process can take several months from beginning to end, it is recommended that field offices input Report of Survey disposal documents into the Fixed Asset system prior to sending the documents to the Wyoming State Office Board of Survey. The document will not usually be returned to the originating office until after the entire process is complete and the item has been removed from the records.

5.4   Disposal Process

The disposal of all non-expendable property assets (including system-managed and locally-managed) must be documented and approved in advance. The written procedures required to identify the best disposal method, document, submit and complete disposal transactions are found in the BLM Guidebook, G-1520-6. Excess and surplus property must be transferred or disposed of in a timely manner. The guidebook can be found at: https://blmspace.blm.doi.net/oc/intra/dbs/Documents/Disposal/G-1520-6%20Personal%20Property%20Disposal%20pdf%20Dec%202014.pdf.

If there is equipment that is present on the HDD property manager list (and is therefore in FMBS), and it has been identified for disposal (4-wheelers, trailers, etc.):

1. Notify HDD property manager to initiate a Disposal Report 1520-61. All or part of the following will be needed for the report: Report #, Property #, Asset #, Serial #, Equipment #, Original Acquisition Cost, FSC Code, and Disposal Method.   Include pictures and any other supporting documentation (e.g., e-mails, PO#'s, PR#'s, estimates). Include as much information as possible when submitting any documents and or reports to the State Office for signature.

2. Statement of Circumstance letter which should include at a minimum: Condition of property and why it is no longer needed by the District (obsolete, etc.). What

are you recommending be done with the property (GSA excess, if no interest donate, recycle, destroy, trade-in, etc.). If recommending to donate and/or recycle, please include name, address, and phone number of donee. This should also be noted on the Disposal Report under property disposition (block E of the 1520-61 Disposal Report). If recommending trade-in, the PR or PO# and trade-in value, etc. must be included.

3. Once all that has been accomplished, the HDD property manager will submit the Disposal Report to the State Office.

5.5   Master Fire Inventory Updates

Once all required and asked for paperwork has been properly submitted, the program supervisors will then notify the ADFMO or AFMO-Fuels of the changes that need to be made to the fire master inventory list. The HDD fire program will maintain the fire master inventory separately from the HDD master inventory list that the HDD property manager maintains in WBMS. The fire master inventory list will be the go-to list when discrepancies occur during the annual fall inventory between fire and the HDD property manager. Therefore it is vitally important that the fire master inventory list be as correct as possible.

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Appendix Q **Employee Performance Appraisal Plans**

Table of Contents – Appendix Q

1.0 INTRODUCTION

1.1 Overview

This Standard Operating Procedure (SOP) outlines the procedures necessary for EPAPs and IDPs.

1.2 Purpose

To outline the process of Employee Performance Appraisal Plans (EPAP) and Individual Development Plans.

2.0 PROCESS

2.1 Time line

1. Appraisal period follows the fiscal year, October 1st to September 30th
   a. EPAPs and IDPs should be initiated for new employees within 60 days of report date.
   b. For seasonal employees, EPAPs and IDPs should be initiated within the first week of employment, minimum employment of 90 work days
2. October 1st – October 30th, complete the performance appraisal for the prior year
3. October 1st to November 30th, finalize EPAPs
4. Roughly 6 months into evaluation period, conduct a progress review

2.2 EPAP Development

1. EPAPs outline the specific elements and standards that the employee is expected to accomplish during the rating cycle. Performance elements and standards should be:
   a. Strategically linked
   b. Results focused
   c. Measurable
   d. Understandable
   e. Verifiable
   f. Equitable
   g. Achievable
   h. Provide for meaningful distinctions between levels of performance
2. Mandatory Elements
   a. Supervisors
      i. Diversity/EEO obligations
      ii. Internal Management controls
      iii. Merit System Principles
      iv. Safety and Occupational Health obligations

          v. Effective Performance Management

        vi. Effective Management of ethics, conduct and discipline issues

    b. All employees

         i. At least one element that is linked to the strategic mission and/or Government Performance Results Act (GPRA)

3. Standards

    a. Quality

         i. How well the employee is expected to perform the work and/or the accuracy of effectiveness of the final product

    b. Quantity

         i. Addresses how much work the employee is expected to produce

    c. Timeliness

         i. Addresses how quickly, when or by what date the employee or work unit is expected to produce the work

    d. Cost-effectiveness

         i. Addresses dollar savings or cost control

4. Benchmark Employee Performance Standards

    a. Exceptional

    b. Superior

    c. Fully Successful

    d. Minimally Successful

    e. Unsatisfactory

2.3   Developing Employees – IDPs

1. Individual Development Plans

    a. Self-Assessment

         i. Using past experiences, current job knowledge to come up with short and long term career goals

    b. Discussion and Collaboration

         i. Between employee and supervisor to come up with goals that suit the needs of both the employee and the organization

    c. Implementation and follow-up

         i. Feedback

             1. Specific and timely, performance based

        ii. Job rotations and special assignments

             1. Cross train, broaden the understanding of the organization

      iii. Coaching and counseling

             1. Provides individualized advice and instruction

    iv. Mentoring
      1. Clarify career goals
      2. Understand the organization
      3. Analyze strengths
    v. Using the manager as an informal teacher
      1. Teach through own model, habits, system of values
    vi. Self-development
      1. Includes broad collection of techniques and approaches, demonstrations at other organizations

2.4 Rating

1. To be eligible
   a. 12-month appraisal period
   b. Temporary assignments over 120 days
2. Completed within 30 days of end of appraisal period
3. Rate critical elements
   a. Assign
      i. Exceptional – must be reviewed by and approved by reviewing official prior to discussion with employee
      ii. Superior
      iii. Fully successful
      iv. Minimally successful – must be reviewed by and approved by reviewing official prior to discussion with employee
      v. Unsatisfactory – must be reviewed by and approved by reviewing official prior to discussion with employee
   b. Narrative summary must be written for each critical element assigned a rating of exceptional, minimally successful and unsatisfactory
4. Discussion with employee
   a. Preparation
      i. Have all necessary approvals of the rating of record have been completed
      ii. Employee performance on each critical element during the rating period has been reviewed and noted, including tasks that were completed will and any areas needing improvement. Specific examples should be noted when possible
      iii. A private location and adequate time has been put aside to meet with the employee including for employee input – general rule allow 30-60 minutes

        iv. Future expectations and goals of the organization have been considered

   b. During the discussion rating official should
        i. Be professional, calm and focused on the performance issues
        ii. Begin with positive feedback on tasks the employee has done well regardless of what the final rating is
        iii. Go through each element and discuss items of note, both positive and negative as appropriate and assign a rating
        iv. Provide specific example when possible
        v. Describe any changes in performance required and ensure the employee understands
        vi. Allow for employee questions and input throughout
        vii. Summarize the performance and assign the rating of record
        viii. Have the employee sign and date the employee block on the EPAP
        ix. Sign and date the rating official block on the EPAP

   c. Copies of the EPAP
        i. One for the rating official for their records
        ii. One for the employee
        iii. Send original to the servicing Human Resource Office within 60 days

5. Employee supplemental comments
   a. Employee may submit written comments to the overall rating of record
        i. **This process may be utilized ONLY when the employee is not contesting the rating they received on a given element, which if changed, would affect the outcome of the overall rating of record**
        ii. Must be submitted within 30 days of the date employee received the rating

6. Reconsideration process – used when an employee has a concern about the rating given on a particular element
   a. Informal reconsideration procedure
        i. Informally attempt to resolve any disagreement
   b. Requesting a formal reconsideration
        i. Employee sends a written request to the servicing Human Resource officer within 7 days of receipt decision – to include:
            1. Employee organization and duty station
            2. Copy of the annual appraisal for which a reconsideration is bring requested

3. Specific area or details of the annual appraisal for the reconsideration is being requested
4. The identity of the employee's designated representative
5. Why the employee believers the rating is in error, with supporting facts and documents
6. The action the employee requests of the reconsideration official or the reconsideration committee
7. A copy of the written decision of the informal reconsideration by the rating official, a statement confirming that the informal process was followed, and/or written request to move directly to the formal stage

c. Formal consideration process
    i. Shall be carried out by person or person's as determined by the Bureau/office
    ii. Employee may be represented
    iii. Employee cannot dispute
        1. The number or type of performance elements identified for their positions
        2. The substance or contents of performance standards, including the objective criteria against which performance will be measured
    iv. Reconsideration official or committee must
        1. Review any evidence or information submitted by the employee, rating official and/or reviewing official
        2. Consulting with the employee, the employee's representative, the rating official, the reviewing official and staff experts as necessary and appropriate
        3. Increasing the summary rating or an element rating; removing or modifying narrative comments, or leaving the summary rating, element rating, or narrative comments unchanged
        4. Issuing a final written decision within 20 calendar days of receipt of the request for reconsideration that includes documentation of the basis for the decision. This document must be given to the employee and filed in the Employee Performance File.

2.5   Actions Based on Performance

1. Rewarding performance
   a. Forms of
      i. Cash
      ii. Time off
      iii. Non-monetary items
      iv. Honor awards
      v. Just saying "you did a good job"
   b. Exceptional
      i. Must be considered for an award
      ii. Award may be up to 5% of base pay
      iii. Step increase
      iv. Time off award
      v. Salary increase of up to 5% from Human Capital Performance Fund
   c. Superior
      i. Cash award of up to 3% of base pay
      ii. Time off
      iii. Non- monetary
   d. Fully successful
      i. Monetary award
      ii. Non-monetary
      iii. Time off
   e. Minimally Successful
      i. Ineligible for any performance recognition
   f. Unsatisfactory
      i. Ineligible for any performance recognition
2. Dealing with poor performance
   a. Anytime employee performance is not meeting expectation, deal with it then don't wait till end of appraisal period
      1. Employee performing in the unsatisfactory category
         a. Performance Improvement Plan (PIP) should be initiated
   b. Communicating expectation and performance problems
      i. Preparing to counsel the employee
         1. Is it a performance or misconduct
         2. Make sure the standards are clear and reasonable
         3. Identify the critical element that the employee is deficient and provide examples

      ii. Counseling an employee
1. Identify the critical element
2. Provide specific examples, suggest way to improve
3. Invite feedback from the employee and be a good listener
4. Maintain a constructive tone, be professional, do not argue
5. Plan some specific actions the employee will take to improve his/her performance
6. At end of the session, tell employee your expectations and what the employee must do to bring his/her performance to an acceptable level
7. Document the counseling session

   c. Provide opportunity to improve
      i. Part 432 of Title 5, Code of Federal Regulations (5 CFR 432) states:
1. Employee must be provided with information concerning his/her performance and how it can be improved
2. Then given an opportunity to demonstrate minimally successful performance

      ii. Initial determination of unsatisfactory performance
1. To be valid employee must receive a copy of the critical elements and performance standards
2. Quality of the EPAP is key importance
3. Unsatisfactory performance must be measured against the critical element of the EPAP
4. Unsatisfactory performance is the only basis for removal or reduction in grade

      iii. Reasonable opportunity to demonstrate minimally successful performance
1. Employee must be notified in writing of unsatisfactory performance
     a. What is needed to bring performance to minimally successful
     b. This is in the form of a PIP
        i. Based upon the employee's EPAP
     c. Employee must be given a reasonable opportunity to demonstrate ability to perform at minimally successful level
     d. Assistance to the employee in any combination of counseling, training or changes in the level of supervision provided is required

iv. Taking performance based actions
1. If employee's performance does not improve
   a. May reassign
   b. Reduce the employee's grade
   c. Remove the employee
   d. Different actions will be taken dependent upon which chapter reviewing official is using
      i. Consult Human Resource Office for guidance

For more detailed information consult the Department of the Interior Performance Appraisal Handbook