

PART 1

NPS Wildland Fire & Aviation Financial Management Guide

FY2014

Overview

The wildland fire management appropriation provides funding for necessary expenses for fire planning and oversight functions, along with budgeted activities necessary to prepare for the normal fire season. It also funds the implementation of the wildland fire facilities, emergency suppression, burned area rehabilitation, fuels management (wildland urban interface (WUI)), and fuels management (non-WUI) subactivities. Wildland fire management funds must not be diverted for non-fire program support.

The Financial and Business Management System (FBMS) is the financial system of record for the wildland fire appropriation. A detailed budget structure identifying FBMS funds, functional areas and work breakdown structures (WBS) begins on page 2.

Formulation and Allocation

Funding needs are calculated annually. See Part 2 of this guide for additional information on the formulation process for the wildland fire appropriation.

The Fire Management Program Center (FMPC), acting through WASO Budget, will establish funding authorizations within FBMS. These authorizations will be loaded at the fund, region and subactivity level. The regional fire budget analyst, working with the Regional Comptroller's Office as needed, is responsible for allocating these funds to the regional office and park accounts. After funding advices for the full-year appropriation have been made allocations to park units should be completed within two weeks. Throughout the fiscal year, the regional fire budget analyst may adjust funding within the region as needed; FMPC, with WASO Budget, will process inter-regional transfers on a monthly basis. Authorizations for the suppression and severity subactivities will be loaded at year-end to cover all spending in the region.

Where funding has been approved for a specific project or purpose at a national or Departmental level, the regional fire budget analyst must allocate funds to the appropriate account within two weeks of their receipt. With the exception of the suppression and severity subactivities, no funds should be left unallocated at the regional level.

Execution

Congress requires wildland fire appropriated funds be tracked by source year of appropriation. Unless written guidance states otherwise, spending in appropriated funds should be against the current fiscal year's source year fund (i.e. 14XP112585 in FY 2014). Reimbursable and collections funds are not subject to source year requirements.

The wildland fire appropriation follows the year-end closing procedures distributed by the Office of the Comptroller. Each region is accountable at the fund and subactivity level, including in all source year funds (i.e. in FY 2014, regions are accountable in all subactivities in funds XXXP112585, 13XP112585, and 14XP112585). With the exception of suppression and severity subactivities, regions should aim to spend their allocations down to balance of 0-2 percent their total allocation in each subactivity. With the exception of suppression and severity subactivities no allocation should be overspent.

- 1 Significant under-expenditures or over-expenditures in a program may indicate the need
- 2 for a regional or national program review. At year-end, all unobligated funds will be
- 3 withdrawn. These withdrawn funds are subject to rescission by Congress, reprogramming
- 4 to Suppression, or returned to WASO Budget for allocation in the new fiscal year.

Table 1 Wildland Fire Management FBMS Master Data Elements

Fund	Subactivity	ABC Description	Functional Area	WBS Req'd ?	WBS Structure #### - FireCode AAAA – Park alpha ZZZ – Park specific
XXXP112585 or 13XP112585 or 14XP112585	Preparedness	Program Management	PF100PP85.Y00000		PF.FPAAAAZZZ.00.1
		Readiness	PF100PP85.WR0000		PF.FPAAAAZZZ.00.1
		Research	PF100PP85.EF0000		PF.FPAAAAZZZ.00.1
		Planning / Compliance	PF100PP85.YP0000	Yes, if PMIS project	PF.FPAAAAZZZ.00.1 or, if project, follow PMIS guidance
		Fleet Maintenance	PF100PP85.MF0000		PF.FPAAAAZZZ.00.1
		Respond to Wildfires	PF100PP85.WW0000	Yes	PF.FP####014.00.1
		Preventative Maintenance	PF100PP85.P00000	Yes	Follow PMIS guidance
		Corrective Maintenance	PF100PP85.M00000		Follow PMIS guidance
	Suppression	Respond to Wildfires	PF200SP85.WW0000	Yes	PF.FS####014.00.1
	Severity	Severity	PF210SV85.WV0000	Yes	PF.FV####014.00.1
		Step-up	PF210SV85.WU0000	Yes	PF.FV####014.00.1
	Emergency Stabilization	Burned Area Response	PF220ES85.RM0000	Yes	PF.FE####014.00.1
	Non-WUI Fuels Management	Program Management	PF310HF85.Y00000		PF.FFAAAAZZZ.00.1
		Planning / Compliance	PF310HF85.YP0000		PF.FFAAAAZZZ.00.1
		Monitor Treatments	PF310HF85.AM0000		PF.FFAAAAZZZ.00.1
		Prescribed fire treatments	PF310HF85.WP0000		PF.FFAAAAZZZ.00.1
		Mechanical treatments	PF310HF85.WM0000		PF.FFAAAAZZZ.00.1
		Other (chemical) treatments	PF310HF85.WC0000		PF.FFAAAAZZZ.00.1
		Research	PF310HF85.EF0000		PF.FFAAAAZZZ.00.1
	WUI Fuels Management	Program Management	PF310WF85.Y00000		PF.FFAAAAZZZ.00.1
		Planning / Compliance	PF310WF85.YP0000		PF.FFAAAAZZZ.00.1
Monitor treatments		PF310WF85.AM0000		PF.FFAAAAZZZ.00.1	
Prescribed fire treatments		PF310WF85.WP0000		PF.FFAAAAZZZ.00.1	

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		Mechanical treatments	PF310WF85.WM0000		PF.FFAAAAZZZ.00.1
		Other (chemical) treatments	PF310WF85.WC0000		PF.FFAAAAZZZ.00.1
		Fleet Maintenance	PF310WF85.MF0000		PF.FFAAAAZZZ.00.1
		Community Assistance	PF310WF85.S00000		PF.FFAAAAZZZ.00.1
		Research	PF310WF85.EF0000		PF.FFAAAAZZZ.00.1
	Burned Area Rehabilitation	Program Management	PF320BR85.Y00000	Yes	PF.FBAAAAZZZ.00.1
		Burned Area Rehabilitation	PF320BR85.RM0000	Yes	PF.FB####014.00.1
	Facilities Construction & Maintenance	Construction	PF330FF85.CN0000	Yes	Follow PMIS guidance
		Corrective Maintenance	PF330FF85.M00000	Yes	Follow PMIS guidance
	XXXP1125C8	State Assistance	Collections - Operations	PF46060C8.W00000	
Collections - Preparedness			PF47070C8.W00000		PF.FAAAAAZZZ.00.1
Expenditures - Operations			PF56161C8.W00000		PF.FAAAAAZZZ.00.1
Expenditures - Preparedness			PF57171C8.W00000		PF.FAAAAAZZZ.00.1
XXXP1125R8	Reimbursable	Wildland Fire	PF69090R8.W00000	Yes	PR.RAAAAZZZ.00.1
		All Risk	PF69191R8.W00000	Yes	PR.RAAAAZZZ.00.1

1

1 **SUBACTIVITY: WILDLAND FIRE PREPAREDNESS**

2
3 This subactivity provides safe, cost-effective fire management programs in support of
4 land and resource management plans through:

- 5 • Appropriate planning
6 • Prevention activities
7 • Purchase of and contracting for equipment, supplies, and support
8 • Planning and coordination
9 • Policy development and oversight
10 • Interagency coordination and direction
11 • Research

12
13 See the Department of Interior Personnel Bulletin 14-03 for whether Administratively-
14 Determined Emergency Workers are appropriate under this Activity.

15
16 If a park has lapse salary savings from vacant positions, the park will notify the region.
17 The region will decide whether to leave the funds with the park, distribute to other
18 parks within the region, or return the funds to the national office.

19
20 **PF100PP85.Y00000: Program Management**

21
22 **Appropriate uses**

23
24 Salaries, benefits, support for permanent (full-time) wildland fire program management
25 staff that provide oversight functions for fire management preparedness programs at
26 parks, regional offices, and the national office.

27
28 Salaries, benefits, and support for permanent (subject-to-furlough), term and seasonal
29 wildland fire program management personnel.

30
31 Term positions will be on a year-to-year basis in a not-to-exceed four-year limit (term
32 employees should be informed that there is no guarantee for continued employment
33 beyond the annual appointment).

34
35 Non-Emergency overtime and premium pay

36
37 Operations of the national computer systems and national communication systems

38
39 National, regional, and interagency program management meetings
40 Support for interagency coordinating groups (e.g., National Wildfire Coordinating
41 Group)

42
43 Support for national and regional task groups

44
45 Wildland fire program reviews conducted by the central offices

46
47 Fairshare contributions for interagency-shared resources and projects

48
49 Non-incident travel
50

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- 1 Non-incident training
- 2
- 3 Permanent change-of-station for permanent (full-time and subject-to-furlough)
- 4 employees who are base-funded under this functional area
- 5
- 6 Fire cache supplies
- 7
- 8 Office supplies and materials
- 9
- 10 Rent and utilities for fire offices
- 11
- 12 Rent or lease of equipment and vehicles
- 13
- 14 Equipment and vehicle maintenance (includes maintenance of weather station
- 15 equipment)
- 16
- 17 Accountable property purchases primarily for wildland fire preparedness and
- 18 suppression (see additional accountable property guidelines on page 37)
- 19
- 20 Printing catalogs and handbooks
- 21
- 22 **Inappropriate Uses**
- 23
- 24 Purchase of new specialized wildland fire vehicles not included in the working capital
- 25 fund (WCF)
- 26
- 27 **PF100PP85.WR0000: Readiness**
- 28
- 29 Salaries, benefits, support for permanent (full-time) wildland fire readiness staff for fire
- 30 management preparedness programs at parks, regional offices, and the national
- 31 office.
- 32
- 33 Salaries, benefits, and support for permanent (subject-to-furlough), term and seasonal
- 34 wildland fire readiness personnel.
- 35
- 36 Term positions will be on a year-to-year basis in a not-to-exceed four-year limit (term
- 37 employees should be informed that there is no guarantee for continued employment
- 38 beyond the annual appointment).
- 39
- 40 Non-Emergency overtime and premium pay
- 41
- 42 Fire prevention activities
- 43
- 44 Fire detection activities
- 45
- 46 Non-incident travel
- 47
- 48 Non-incident training
- 49

- 1 Permanent change-of-station for permanent (full-time and subject-to-furlough)
- 2 employees who are base-funded under this functional area
- 3
- 4 Fire aviation operations
- 5
- 6 Personal protective equipment (limit of \$100 for purchase of boots for each appropriate
- 7 person)
- 8
- 9 Fire cache supplies
- 10
- 11 Rent or lease of equipment and vehicles
- 12
- 13 Equipment and vehicle maintenance (includes maintenance of weather station
- 14 equipment)
- 15
- 16 Accountable property purchases primarily for wildland fire preparedness and
- 17 suppression (see additional accountable property guidelines on page 37)
- 18

19 **Inappropriate Uses**

- 20
- 21 Purchase of new specialized wildland fire vehicles not included in the working capital
- 22 fund (WCF)
- 23

24 **PF100PP85.EF0000: Fire Research**

25

26 **Appropriate uses**

- 27
- 28 Fire research projects funded by the Fire Management Program Center and regional
- 29 fire management offices
- 30
 - Contracted and cooperative agreements with universities
 - 31 • Interagency agreements for research
 - 32 • Research support
- 33

34 **PF100PP85.YP0000: Fire Management Planning/ Compliance**

35

36 **Appropriate uses**

- 37
- 38 Salaries, benefits, support for permanent (full-time and subject-to-furlough), term and
- 39 seasonal fire planner staff who provide planning, compliance and oversight functions
- 40 for preparing fire management plans at parks, regional offices, and the national office.
- 41
- 42 Contracts to prepare fire plans and related environmental compliance
- 43
- 44 Training and workshops for preparation of fire plans
- 45
- 46 Attend training and workshops on preparing fire management plans
- 47

48 Planning Projects

- 49
 - Develop new Fire Management Plans

- 1 • Revise existing Fire Management Plans (FMP)
- 2 • Accomplish Environmental Compliance activities and develop products in support
- 3 of Fire Management Plans
- 4 ○ Environmental Assessments
- 5 ○ Environmental Impact Statements
- 6 ○ Natural and/or cultural resource studies needed to directly support the
- 7 development of an FMP or related compliance documents (e.g. biological
- 8 assessments, archeological clearances, etc.)
- 9 ○ Data gathering, storage and analysis (including GIS products) in support of
- 10 FMP development

11
12 All eligible projects will be entered into the Project Management Information System
13 (PMIS) as part of the Servicewide Comprehensive Call. Projects in PMIS must be
14 reviewed and updated annually until either funded, or considered obsolete and deleted
15 from the system.

16 **Inappropriate uses**

- 17
- 18
- 19 • Project-specific fuel treatment plans, and project specific compliance needs.
- 20 • Planning and compliance for fire facilities.
- 21 • Basic fire program research, monitoring or inventories not directly required to
- 22 complete the FMP or compliance process.
- 23

24 **PF100PP85.MF0000: Preparedness Vehicles Fleet Maintenance**

25
26 This functional area may only be used as the default account on the FBMS standing
27 work order for NPS fleet vehicles whose primary purpose is for preparedness
28 activities.

29 30 **PF100PP85.WW0000: Preparedness (Base-8 for Wildland Fire** 31 **Incidents)**

32
33 The purpose of this functional area is to accurately capture the costs of the base-8 for
34 preparedness funded personnel engaged in or supporting wildland firefighting
35 activities. Tracking these costs to the individual incident level supports recapturing
36 costs from trespass fires.

37
38 PF100PP85.WR0000 funds the base-8 for readiness and PF100PP85.YP0000 funds
39 the base-8 for fire planners. When these personnel are assigned to a wildland fire
40 incident, their base-8 should be captured in a PF100PP85.WW0000 account. The
41 following procedures should be followed by the employee's home unit:

- 42 • Establish a WBS (same cost center where the employee's base funding is
- 43 allocated, using the incident FireCode in the Work Breakdown Structure and the
- 44 Functional Area PF100PP85.WW0000
- 45 ○ The following "account description" should be used when setting up
- 46 a project account: State Abbreviation-Agency Abbreviation-Fire
- 47 Name (Example: ID-FS-Spring Creek)

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- 1 • The total of all expenditures and obligations against a cost center's Preparedness
2 allocation (including against PF100PP85.WW0000) must not exceed the total
3 allocation for Preparedness under the same cost center
- 4 • All overtime and premium hours should be applied to the incident account (the
5 WBS established with a Suppression Operations functional area)

6
7 The rules for shifting base-8 are outlined in Table 2, found at the end of Part 1.
8
9

10 **PF100PP85.P00000: Preventative Maintenance**

11
12 Use for costs associated with regularly scheduled periodic maintenance activities
13 (within one year) of a fire facility (e.g. replacing filters on heating, ventilation and air
14 conditioning).
15

16 **PF100PP85.M00000: Corrective Maintenance**

17
18 Use for the costs of all other maintenance tasks not associated with preventive
19 maintenance, operations or inspections (e.g repairing a roof). Includes deferred
20 maintenance (DM work type), or capital improvement (CI work type), under \$100,000.
21
22

ACTIVITY: FIRE SUPPRESSION OPERATIONS

The Fire Suppression Operations activity consists of three subactivities:

- Emergency suppression of wildland fire
- Severity which includes the following:
 - Local approved Step-up in accordance with an approved fire management plan
 - Regionally approved severity requests
 - Nationally approved severity requests
 - Interagency severity assists
- Emergency stabilization of areas burned by wildfire

See the Department of Interior Personnel Bulletin 14-03 for whether Administratively-Determined Emergency Workers are appropriate under this Activity.

FireCode

FireCode, an Internet-based program that allows dispatch offices to generate a four-character alpha-numeric code that is unique for each incident, will be used for incident, step-up and severity project numbers. Once a fire is discovered, a FireCode is assigned and each responding wildland fire management agency will use that four-character alpha-numeric code in their accounting string. FireCode is used for the life of the incident, the severity period, or the step-up event.

The FireCode will carry forward for:

- The conversion of a prescribed fire (PF310HF85.WP0000 or PF310WF85.WP0000) to suppression activities (PF200SP85.WW0000)
- The emergency stabilization (PF220ES85.RM0000) activity related to the wildfire incident
- The burned area rehabilitation (PF320BR85.RM0000) activity related to the wildfire incident
- A contiguous severity period (if one severity period ends and a park enters into a new severity period at a later date, a new FireCode will be assigned)

PF200SP85.WW0000: **Suppression**

This functional area includes:

- The costs of managing wildfires, including wildfire reviews or investigations
- The costs of mitigating fire suppression activity damage

A separate Work Breakdown Structure (WBS) should be established for each wildfire incident – FireCode will assign a unique alpha-numeric combination of characters to be used in the Work Breakdown Structure.

Appropriate uses

Overtime and premium pay for all:

- Personnel engaged in wildfire suppression/management
- Personnel engaged in support for wildfire suppression/management activities

- 1 • Personnel engaged in rehabilitating wildfire fire suppression activity damage
- 2
- 3 Base salary and benefits shifting as referenced in Table 2, found at the end of Part 1.
- 4
- 5 Base salary to extend the employment period for firefighters past the normal end of the
- 6 fire season or hiring them before the normal beginning of fire season due to a required
- 7 suppression response
- 8
- 9 Pre-positioning of forces and equipment for a specific wildland fire incident:
- 10 • Initial-attack personnel
- 11 • Organized crews
- 12 • Aircraft for initial attack
- 13 • Positioning of overhead teams
- 14
- 15 Staging and pre-positioning of resources in response to cooperator resource requests
- 16 for ongoing and impending wildland fire incident support, when the cooperator request
- 17 includes a valid FireCode
- 18
- 19 Travel and transportation costs associated with mobilizing resources
- 20
- 21 Aircraft costs associated with a specific incident
- 22
- 23 Equipment leases/contracts for the duration of a specific fire
- 24
- 25 Incident-related repair and maintenance of equipment used on a fire
- 26
- 27 Replacement of equipment destroyed or consumed on a wildfire (capital equipment
- 28 replacement requires that lost, damaged or destroyed equipment be listed with a board
- 29 of survey)
- 30
- 31 Meals and lodging directly related to wildfire incident management
- 32
- 33 Logistical services for all employees assigned to the incident
- 34
- 35 Contracts for the purchase of goods and services related to an incident
- 36
- 37 Backfilling of positions used for emergency operation activities
- 38
- 39 Administrative support directly associated with the incident
- 40
- 41 Travel and other costs associated with fire reviews
- 42
- 43 Documentation of fire extent and effects directly related to a specific wildfire and
- 44 carried out within one year of the date the fire is declared out. Projects that occur after
- 45 the wildfire is contained will be approved by the regional fire management office and
- 46 reviewed by the FMPC prior to regional approval.
- 47
- 48 The costs of evacuating park personnel, concessionaires or visitors at risk from wildfire
- 49 only (reference inappropriate uses listed below)
- 50

1 Payments to suppression cooperators under interagency agreements

2
3 Wildfire cause determination and arson investigation

4
5 Rewards offered in collaboration with adjoining jurisdictional agencies that lead to the
6 apprehension of arsonists

7
8 Immediate measures to repair and rehabilitate resources damaged by fire suppression
9 efforts, such as fire lines, fire camp areas, etc.

10
11 **Inappropriate uses**

12
13 Feeding and housing evacuated park personnel, concessionaires or visitors displaced
14 due to wildfire activity

15
16 Accountable property purchases (including capital equipment) are prohibited under
17 wildfire suppression activities

18
19 Awards, monetary and nonmonetary

20
21 Credit time, comp time, sick leave, or annual leave.

22
23
24
25 **PF210SV85.WU0000/ PF210SV85.WV0000: Step-up/ Severity**

26
27 This Subactivity includes:

- 28
- 29 • The costs of step-up plan preparedness activities specified in a park's fire
 - 30 management plan and approved by the park's Superintendent (PF210SV85.WU)
 - 31 • The costs of emergency or extraordinary preparedness measures identified in an
 - 32 approved severity request (PF210SV85.WV)
 - 33 • Personnel assisting other DOI wildland fire bureaus or the U.S. Forest Service in
 - 34 severity (PF210SV85.WV)

35
36 Emergency step-up plan preparedness activities specified in a park's fire management
37 plan can be approved by the Superintendent. Step-up is a short-term event that allows
38 a park to use emergency funding for additional resources. (Events such as high
39 visitation during a time of fire danger, a wind storm due to move through an area, or an
40 anticipated series of lightning strikes.) As specified in the park's plan, the event must
41 cause the park to step-up to preparedness level 4 or 5. Each park is responsible for
42 documenting the current status and the events that caused the step-up to occur. A
43 separate FireCode should be established for each unique step-up event.

44
45 Parks should consider requesting severity funding to augment response resource
46 capacity when any combination of factors leads to a long-term event (more than 7
47 days) of above normal risk and fire potential for a particular area at a given time of
48 year. Such as, when parks are expecting long-term extreme fire danger due to drought
49 or other situations which may not adequately be met with routine daily staffing class 4
50 or 5 preparedness funding, a severity assessment and funding request should be
submitted. Refer to the Interagency Standards for Fire and Fire Aviation and the

1 chapters on Preparedness and Fire Financial Programs in Reference Manual 18 for
2 further direction. Each severity request must be submitted to the regional office for
3 approval. The regional and/or national office will evaluate the requested resources with
4 regard to all contributing factors, including drought and burning indices, live and dead
5 fuel moistures, ignition potential, and staffing levels at the park unit and cooperators.
6 Severity requests under \$100,000 can be approved by the Regional Director or his/her
7 designee (typically the Regional Fire Management Officer), with a copy forwarded to
8 the FMPC budget and operations staff within two days of approval. Seasonal severity
9 funding requests exceeding \$100,000 for individual or cumulative event requires
10 approval from the Fire Management Program Center. When conditions return to a
11 normal fire season, expenditures must cease on the severity account. Severity
12 requests will be approved in 30-day increments. If severity conditions persist beyond
13 30 days, another funding request and justification will need to be sent to/through the
14 regional office for approval. When requesting severity funding, the resources should
15 be specified by type of resource, days needed, cost per day and total funding. A cost
16 estimator can be found at http://www.nifc.gov/policies/pol_severity_funding.html. The
17 current year Interagency Standards for Fire and Fire Aviation Operations (Red Book)
18 provides additional information to assist with the request process.

19
20 Effective May of 2007, new Departmental procedures were established for severity
21 funding. All the bureaus were provided an annual cap for severity approvals within
22 their bureau. DOI Fire Directors will re-negotiate bureau –specific authorization caps
23 within the total DOI cap as needed. In order to stay within the annual cap the following
24 changes were implemented:

- 25 • The use of a separate functional area for tracking severity expenditures against
26 authorizations
 - 27 • Regions will forward all approved severity requests within two days to the National
28 Fire Budget Analyst at the Fire Management Program Center
 - 29 • DOI resources used to fill Forest Service severity requests are not included in the
30 DOI cap
 - 31 • Severity expenditures will be subject to audit to ensure that severity resources
32 remained available to augment local resources, and that the type and duration of
33 resources generally matched the authorized severity plan and severity conditions.
- 34 A separate Work Breakdown Structure should be established for each contiguous
35 severity period within a unit (which can include several consecutive 30-day approvals):
- 36 • Severity -- At the time a request is approved or receives regional concurrence, the
37 regional fire management office will apply for a FireCode for the severity account
38 and assign an account number
 - 39 • Severity Assists to other federal bureaus/agencies – Regional offices should set up
40 the assist accounts within their regional office using the following guidelines:
41 Assists to DOI Wildland firefighting bureaus – All DOI wildland firefighting bureaus
42 are using FireCode for each severity event. Regional offices should use the
43 assigned FireCode as the project when setting up the account
 - 44 • U.S. Forest Service assists – FireCode D0YY (DZeroYY) has been established for
45 all Interior bureaus to use when assisting with a Forest Service severity. Regional
46 offices should use this FireCode in the Work Breakdown Structure when setting up
47 the regional assist account. This same Work Breakdown Structure will be used
48 each year unless notified by the national office of a change.
 - 49 • Severity Assists to States – Regions or parks should set-up reimbursable
50 agreements with states to provide assistance for severity (Firecode not required),

1 or include severity assistance in the statewide cooperative agreements (Firecode
2 required). Reimbursement must be collected from the states under either situation.
3

4
5
6 **Appropriate uses**

7
8 Overtime and premium pay for all personnel involved in severity activities
9

10 Base salary and benefits shifting as referenced in Table 2 (found at the end of Part 1)
11

12 Extending the employment period for firefighters past the normal end of the fire season
13 or hiring them before the normal beginning of fire season due to severity activities
14 (including Step-up)
15

16 Positioning of forces and equipment during periods of very high or extreme fire danger:

- 17 • initial-attack personnel
18 • organized crews
19 • aircraft for initial attack
20 • positioning of overhead teams
21

22 Travel and transportation costs
23

24 Increased aerial reconnaissance during periods of very high or extreme fire danger
25 Emergency lease/contracts of equipment during periods of very high or extreme fire
26 danger
27

28 Meals and lodging directly related to severity
29

30 Logistical services for all employees assigned to severity
31

32 Contracts for the purchase of goods and services
33

34 Administrative support directly associated with the severity request
35

36 Repair of equipment damaged during severity assignment with approval by the
37 National Wildland Fire Branch Chief
38

39 **Inappropriate uses**

40
41 Accountable property purchases (including capital equipment) are prohibited under
42 step-up and severity activities
43

44 Awards, monetary and nonmonetary
45

46 Credit time, comp time, sick leave, or annual leave.
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PF220ES85.RM0000: Emergency Stabilization

This Subactivity provides funds for specific emergency stabilization of areas burned by wildfire, which must meet criteria listed in the DOI Departmental Manual Part 620. Funding for these treatments is limited to one year following containment of the fire. Funding must be approved in a Burned Area Emergency Response Plan. Approval of the plan gives the authority to expend funds only up to the approved amounts. Cost savings or unexpended approved funds are not available to other uses outside of the approved plan and do not carryover. Plans must be amended for cost overruns or shifting within approved BAER plan treatments and activities
Emergency stabilization of structures or treatments that have been completed within one year post-fire may be repaired or replaced for up to three years after fire containment where failure to do so would imperil watershed functionality or result in serious loss of downstream values. Monitoring treatment effectiveness also may be funded up to three years post-fire. Monitoring treatments should be specified in an emergency stabilization plan and are components of the overall funding and approval process.

Appropriate uses

- Replacing or repairing minor facilities essential to public health and safety when no other protection options are available
- Placing structures to slow soil and water movement
- Stabilize soil to prevent loss or degradation of productivity
- Increasing road drainage frequency and/or capacity to handle additional post-fire runoff
- Installing protective fences or barriers to protect treated or recovering areas
- Conducting assessments of critical habitat and significant heritage sites in those areas affected by emergency stabilization treatments
- Seeding or planting to prevent permanent impairment of designated Critical Habitat for Federal and State listed, proposed or candidate threatened and endangered species
- Stabilizing critical heritage resources
- Patrolling, camouflaging, burying significant heritage sites to prevent looting
- Seeding to prevent establishment of invasive plants, and direct treatment of invasive plants. Such actions will be specified in the emergency stabilization plan only when immediate action is required and when standard treatments are used that have been validated by monitoring data from previous projects, or when there is documented research establishing the effectiveness of such actions

- 1 Using integrated pest management techniques to minimize the establishment of non-
2 native invasive species within the burned area. When there is an existing approved
3 management plan that addresses non-native invasive species, emergency stabilization
4 treatments may be used to stabilize the invasive species.
5
- 6 Monitoring of treatments and activities for up to three years
7
- 8 Stabilize watersheds to prevent unacceptable downstream damage on- and off-site,
9 including significant erosion or mass wasting
10
- 11 Minimize unacceptable deterioration of water quality
12
- 13 Emergency stabilization of fire-damaged structures:
14 • Structures may be torn down if they present a danger because they are no longer
15 structurally sound
16 • The structure may be sealed to prevent theft or further losses
17 • Includes measures to seal and abandon unsafe wells and septic systems and
18 cleaning up debris from burned structures
19
- 20 Immediate actions to evaluate and control the invasion of non-native animals as a
21 direct result of wildfire (may include short-term surveys and action plans, but not long-
22 term monitoring)
23
- 24 Replacement of fencing used to prevent animals or people from entering sensitive
25 areas
26
- 27 Removal of hazardous trees created by a wildfire
28
- 29 Mitigation of other immediate safety hazards caused by a wildfire:
30 • Repairing or stabilizing bridges, retaining walls or other appurtenant highway
31 structures
32 • Clearing erosion debris that covers highways or that blocks culverts
33 • Constructing rock and mud-slide diversion and retention structures to protect public
34 safety and structures
35
- 36 Emergency repair of trails to prevent further damage, such as washouts and other
37 erosion damage
38
- 39 Site stabilization on previously documented historic properties damaged by wildfire or
40 wildfire suppression actions
41
- 42 Protection of the properties from vandalism and looting
43
- 44 Overtime and premium pay for permanent (full-time and subject-to-furlough), term and
45 seasonal personnel assigned to the incident
46
- 47 Base salary and benefits shifting as referenced in Table 2 (found at the end Part 1)
48
- 49 Purchase of accountable property, including capital equipment (see additional
50 accountable property guidelines on page 37)

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Hazard pay when engaged as an operational resource in a fire management action or when meeting the hazard pay requirements in the Interagency Incident Management Handbook and OPM regulations as follows:

- Flying. Individuals, except pilots, who are participating in limited control flights.
- Groundwork beneath hovering helicopter. Participating in ground operations to attach an external load to a helicopter hovering just overhead. Working below hovering aircraft should be avoided or minimized.
- Work in rough and remote terrain. Working on cliffs, narrow ledges, or near vertical mountainous slopes where a loss of footing would result in serious injury or death, or when working in areas where there is danger of rock falls or avalanches. BAER teams should avoid working in rough, remote, or hazardous terrain by using alternative assessment techniques such as remote sensing or aerial reconnaissance.

BAER teams should not unduly expose any person to hazardous situations and will document, in writing, if any person is unduly exposed to hazardous situations. Burned Area Emergency Response Teams are not automatically entitled to hazard pay when inside fire line because they are deemed visitors to the fire line and their exposure to hazardous situations should be mitigated through avoidance of uncontrolled fire.

Inappropriate uses

Cultural or natural resource research, monitoring, and management projects not directly related to mitigating fire impacts or confined to a burned area

Long-term actions that have not been identified in approved land management plans

Actions that are not related to damage caused by a wildfire

Prescribed fire projects in which fire behavior was within prescription or not declared a wildfire.

Hazard pay when not engaged as an operational resource in a fire management action or not meeting the hazard pay requirements in the Interagency Incident Management Handbook and OPM regulations (see above). Burned Area Emergency Response Teams are not automatically entitled to hazard pay when inside fire line because they are deemed visitors to the fire line and their exposure to hazardous situations should be mitigated through avoidance of uncontrolled fire.

Awards, monetary and nonmonetary

Credit time, comp time, sick leave, or annual leave.

SUBACTIVITY: FUELS MANAGEMENT (NON WUI)

The Fuels Management **Non Wildland Urban Interface (Non WUI)** activity consists of six components:

- Fuels management
- Prescribed fire treatments
- Compliance
- Monitoring
- Mechanical treatments
- Other treatments (e.g., chemical, biological)

This activity provides safe, cost-effective fuels management, treatment, compliance and monitoring programs in support of land and resource management plans through:

- Appropriate planning and coordination
- Policy development and oversight
- Interagency coordination and implementation
- Research

See the Department of Interior Personnel Bulletin 14-03 for whether Administratively-Determined Emergency Workers are appropriate under this Subactivity.

If a park has lapse salary savings from vacant positions, the park will notify the region. The region will decide whether to leave the funds with the park, distribute to other parks within the region, or return the funds to the national office.

The WBS structure for fuels accounts is PF.FF__ __ __ __ __ __.00.1. The following format structure will be used to populate the remaining unassigned digits (7):

- The first four blank digits are reserved for the park's alpha code to where the work is to be completed (the park alpha code may be different then where the account is setup and/or managed. For example, Zion requests and sets up an account for their fire effects crew to travel and monitor a burn unit at BRCA, in this case PF.FFBRCA __ __ __ __.00.1 would be the assigned alpha code, although ZION is managing the account);
- The fifth digit is an alphanumeric character representing the FY (FY2014 = Q) in which the activity takes place;
- The sixth open digit corresponds directly to the specific activity for the tasked being completed:
 - A** Administrative - if a unit wishes to track fuels programmatic funding with a WBS (for example, programmatic costs associated with sending personnel to a regional meeting)
 - B** All Prescribed Burn Fuels Projects (includes prescribed fire/broadcast burning, black lining, pile burning, short-term prep work immediately prior to burn implementation, and burn planning), also includes Interagency assists.
 - C** Compliance (limited to compliance planning, surveys, smoke permits, and compliance contract administration activities).
 - E** Ecology/Fire Effects Monitoring
 - M** Mechanical Fuels Projects (includes mechanical treatments, thinning, hand- cutting, mowing, piling, and prep for Rx burns which are not attached to the immediate implementation of an Rx).

1 **T** Other Fuels Treatments (chemical, seeding, or others not listed above).

2 **R** Research Projects

3 **W** WUI community Assistance

- 4 • The seventh and final open digit will be an assigned alphanumeric beginning
5 with "1" and increasing chronologically for each task by unit.

6
7
8 **PF310HF85.Y00000: Fuels Management (Non WUI)**

9
10 This functional area funds salaries and support for fire management personnel whose
11 positions are primarily dedicated to the management of fuels projects.

12
13 **Appropriate uses**

14
15 Salaries and benefits for employees filling approved wildland fire funded positions
16 while not working on a specific project or non-fire staffs that provide direct program
17 support to the Non-WUI fuels management program that cannot be directly accounted
18 to a specific project. (e.g. resource staff working on a programmatic environmental
19 assessment).

20
21 Supplies, materials, equipment and other normal program support

22
23 Rent or lease of office / storage space dedicated to support fuels management

24
25 Rent or lease of equipment and vehicles dedicated to support fuels management

26 All fuels management related course development and offering

27 Instructing or attending fuels management training courses

28
29 Travel associated with fire management activities for:

- 30 • National, regional, and interagency meetings
31 • Workgroups
32 • Reviews

33
34 Permanent change-of-station (PCS) costs for fuels management personnel base-
35 funded under this account

36
37 **Inappropriate Uses**

38
39 Maintenance or construction of fire facilities

40
41 Purchase of new specialized wildland fire vehicles not included in the Working Capital
42 Fund

43
44 Lodging costs for private individuals impacted by smoke from prescribed burning.
45 Individuals who claim impacts from smoke should be directed to the NPS tort claim
46 process in order to potentially recover associated costs.

1 **PF310HF85.WP0000: Fuels Projects (Non WUI)–Prescribed Fire**

2
3 This subactivity includes the costs associated with planning and implementing
4 prescribed burn treatments to reduce fuels and to restore fire to ecosystems.

5
6 **Appropriate uses**

7
8 Salaries and benefits for all personnel who work on fuels management project
9 implementation or to support project planning and implementation activities.

10
11 Term positions will be on a year-to-year basis in a not-to-exceed four-year limit or the
12 duration of the project, whichever is less (term employees hired under this activity
13 should be informed that there is no guarantee for continued employment beyond the
14 appointment).

15
16 Supplies, material, equipment and other normal project support

17
18 Purchase of accountable property, including capital equipment (see additional
19 accountable property guidelines on page 37)

20
21 Overtime, premium pay, and travel for all personnel who are involved in project
22 implementation

23
24 Project implementation activities to include costs of:

- 25 • Fuels inventory
26 • Plan preparation
27 • Site preparation
28 • Public awareness activities
29 • Equipment rental for hours worked on projects
30 • Contracting all or portions of a project
31 • Costs of contracting all or portions of a project
32 • Replacement of equipment destroyed while on a project (including accountable
33 and capital equipment)

34 Salary and benefits shifting as referenced in Table 2 (found at the end of Part 1)

35
36 **Inappropriate uses**

37
38 Salary of any position when the employee is not actively working on an approved fuels
39 project(s), including but not limited to credit time, comp time, sick leave, annual leave
40 or awards.

41
42 Exception – Personnel 100% funded from this functional area may charge leave to a
43 single account with this functional area. This leave will be accounted for as an
44 administrative cost of the projects completed by these personnel.

45
46 Lodging costs for private individuals impacted by smoke from prescribed burning.
47 Individuals who claim impacts from smoke should be directed to the NPS tort claim
48 process in order to potentially recover associated costs.

1 **PF310HF85.YP0000: Fuels Project (Non WUI) Compliance**

2
3 This program funds NEPA Section 7, Section 106, and other clearances of fuels
4 management projects.

5
6 **Appropriate uses**

7
8 Salaries and benefits of all personnel to complete compliance work on fire plans and
9 clearance work on individual projects

10
11 Term positions will be on a year-to-year basis in a not-to-exceed four-year limit or the
12 duration of the project, whichever is less (term employees hired under this activity
13 should be informed that there is no guarantee for continued employment beyond the
14 appointment).

15
16 Supplies, material, equipment and other normal project support

17
18 Purchase of accountable property, including capital equipment (see additional
19 accountable property guidelines on page 37)

20
21 Overtime, premium pay, and travel for all personnel who are involved in project
22 implementation

23
24 Project implementation activities to include costs of:

- 25 • Fuels inventory
26 • Plan preparation
27 • Site preparation
28 • Public awareness activities
29 • Equipment rental for hours worked on projects
30 • Contracting all or portions of a project
31 • Costs of contracting all or portions of a project
32 • Replacement of equipment destroyed while on a project (including accountable
33 and capital equipment)

34
35 Environmental compliance consultation and contracting

36
37 Burning permits from local and state regulators where required

38
39 Smoke/air quality permitting (buying emissions)

40
41 Salary and benefits shifting as referenced in Table 2 (found at the end of Part 1)

42
43 **Inappropriate uses**

44
45 Salary of any position when the employee is not actively working on an approved fuels
46 project(s), including but not limited to credit time, comp time, sick leave, annual leave
47 or awards.
48

1 Exception – Personnel 100% funded from this functional area may charge leave to a
2 single account with this functional area. This leave will be accounted for as an
3 administrative cost of the projects completed by these personnel.
4

5 Lodging costs for private individuals impacted by smoke from prescribed burning.
6 Individuals who claim impacts from smoke should be directed to the NPS tort claim
7 process in order to potentially recover associated costs.
8
9

10 **PF310HF85.AM0000: Fire Effects Monitoring (Non WUI)**

11
12 This functional area funds salaries and support for fire management personnel whose
13 positions are primarily dedicated to monitoring the ecological impacts of wildland fire
14 and fuels treatments and the monitoring of fuel loads and conditions.
15

16 Term positions will be on a year-to-year basis in a not-to-exceed four-year limit or the
17 duration of the project, whichever is less (term employees hired under this activity
18 should be informed that there is no guarantee for continued employment beyond the
19 appointment).
20

21 **Appropriate uses**

22
23 Salaries and benefits for employees assigned to fire effects monitoring positions
24

25 Supplies, materials, equipment and other normal program support
26 Fire effects course development and offering
27

28 Instructing or attending fire training courses
29

30 Travel associated with fire effects activities for national, regional, and interagency
31 meetings, workgroups, and reviews
32

33 Contracts for fire effects data collection and analysis
34

35 Salary and benefits shifting as referenced in Table 2 (found at the end of Part 1)
36

37 Permanent change-of-station charges for all employees funded from this program
38

39 **Inappropriate Uses**

40
41 Lodging costs for private individuals impacted by smoke from prescribed burning.
42 Individuals who claim impacts from smoke should be directed to the NPS tort claim
43 process in order to potentially recover associated costs.
44

45 **PF310HF85.WM0000: Fuels Projects (Non WUI) - Mechanical**

46 This functional area includes the costs associated with planning and implementing
47 mechanical treatments to reduce fuels and to restore fire to ecosystems. This includes
48
49

1 mechanical treatments necessary to reduce fuels as a precursor to the introduction of
2 fire.

3
4 **Appropriate uses**

5
6 Salaries and benefits for personnel who work on fuels management project
7 implementation or to support project planning and implementation activities.

8
9 Term positions will be on a year-to-year basis in a not-to-exceed four-year limit or the
10 duration of the project, whichever is less (term employees hired under this activity
11 should be informed that there is no guarantee for continued employment beyond the
12 appointment).

13
14 Supplies, materials, equipment and other project support

15
16 Purchase of accountable property, including capital equipment (see additional
17 accountable property guidelines on page 37)

18
19 Overtime, premium pay, travel and per diem for all personnel, fire and non-fire, who
20 are involved in project implementation

21
22 Project implementation activities to include costs of:

- 23 • Fuels inventory
24 • Plan preparation
25 • Site preparation
26 • Public awareness activities
27 • Equipment rental for hours worked on projects
28 • Contracting all or portions of a project
29 • Costs of contracting all or portions of a project
30 • Replacement of capital equipment destroyed while on a project

31
32 Salary and benefits shifting as referenced in Table 2 (found at the end of Part 1)

33
34 **Inappropriate uses**

35
36 Salary of any position when the employee is not actively working on an approved fuels
37 project(s), including but not limited to credit time, comp time, sick leave, annual leave
38 or awards.

39
40 Exception – Personnel 100% funded from this functional area may charge leave to a
41 single account with this functional area. This leave will be accounted for as an
42 administrative cost of the projects completed by these personnel.

43
44 Lodging costs for private individuals impacted by smoke from prescribed burning.
45 Individuals who claim impacts from smoke should be directed to the NPS tort claim
46 process in order to potentially recover associated costs.

1 **PF310HF85.WC0000: Fuels Projects (Non-WUI) – Other**
2 **Treatments**

3
4 This functional area includes the costs associated with planning and implementing
5 other treatments to reduce fuels and to restore fire to ecosystems. This includes other
6 treatments necessary to reduce fuels as a precursor to the introduction of fire.

7
8 **Appropriate uses**

9
10 Salaries and benefits for personnel who work on fuels management project
11 implementation or to support project planning and implementation activities.

12
13 Term positions will be on a year-to-year basis in a not-to-exceed four-year limit or the
14 duration of the project, whichever is less (term employees hired under this activity
15 should be informed that there is no guarantee for continued employment beyond the
16 appointment).

17
18 Supplies, materials, equipment and other project support

19
20 Purchase of accountable property, including capital equipment (see additional
21 accountable property guidelines on page 37)

22
23 Overtime, premium pay, travel and per diem for all personnel, fire and non-fire, who
24 are involved in project implementation

25
26 Project implementation activities to include costs of:

- 27 • Fuels inventory
28 • Plan preparation
29 • Site preparation
30 • Public awareness activities
31 • Equipment rental for hours worked on projects
32 • Contracting all or portions of a project
33 • Costs of contracting all or portions of a project
34 • Replacement of capital equipment destroyed while on a project

35
36 Salary and benefits shifting as referenced in Table 2 (found at the end of Part 1)

37
38 **Inappropriate uses**

39
40 Salary of any position when the employee is not actively working on an approved fuels
41 project(s), including but not limited to credit time, comp time, sick leave, annual leave
42 or awards.

43
44 Exception – Personnel 100% funded from this functional area may charge leave to a
45 single account with this functional area. This leave will be accounted for as an
46 administrative cost of the projects completed by these personnel.

1 Lodging costs for private individuals impacted by smoke from prescribed burning.
2 Individuals who claim impacts from smoke should be directed to the NPS tort claim
3 process in order to potentially recover associated costs.
4

5
6 **SUBACTIVITY: FUELS MANAGEMENT (WUI)**
7

8 Funding is provided for removal of fuels on public lands to alleviate immediate threats
9 to the **wildland urban interface (WUI)** and to support community-based efforts to
10 address defensible space and fuels management issues on or adjacent to National
11 Park Service lands.
12

13 The Fuels Management (**WUI**) activity consists of seven components:

- 14 • Fuels management
- 15 • Prescribed fire treatments
- 16 • Compliance
- 17 • Monitoring
- 18 • Community assistance
- 19 • Mechanical treatments
- 20 • Other treatments (e.g., chemical, biological)

21
22 This activity provides safe, cost-effective fuels management, treatment, compliance
23 and monitoring programs in support of land and resource management plans through:

- 24 • Appropriate planning and coordination
- 25 • Policy development and oversight
- 26 • Interagency coordination and implementation
- 27 • Research

28
29 See the Department of Interior Personnel Bulletin 14-03 for whether Administratively-
30 Determined Emergency Workers are appropriate under this subactivity.
31

32 If a park has lapse salary savings from vacant positions, the park will notify the region.
33 The region will decide whether to leave the funds with the park, distribute to other
34 parks within the region, or return the funds to the national office.
35

36 The WBS structure for fuels accounts is PF.FF_____.00.1. The
37 following format structure will be used to populate the remaining unassigned digits (7):

- 38 • The first four blank digits are reserved for the park's alpha code to where the work
39 is to be completed (the park alpha code may be different then where the account is
40 setup and/or managed. For example, Zion requests and sets up an account for
41 their fire effects crew to travel and monitor a burn unit at BRCA, in this
42 case PF.FFBRCA_____.00.1 would be the assigned alpha code, although ZION
43 is managing the account);
- 44 • The fifth digit is an alphanumerical character representing the FY (FY2014 = Q) in
45 which the activity takes place;
- 46 • The sixth open digit corresponds directly to the specific activity for the tasked being
47 completed:

- 1 **A** Administrative - if a unit wishes to track fuels programmatic funding with
- 2 a WBS (for example, programmatic costs associated with sending
- 3 personnel to a regional meeting)
- 4 **B** All Prescribed Burn Fuels Projects (includes prescribed fire/broadcast
- 5 burning, black lining, pile burning, short-term prep work immediately
- 6 prior to burn implementation, and burn planning), also includes
- 7 Interagency assists.
- 8 **C** Compliance (limited to compliance planning, surveys, smoke permits,
- 9 and compliance contract administration activities).
- 10 **E** Ecology/Fire Effects Monitoring
- 11 **M** Mechanical Fuels Projects (includes mechanical treatments, thinning,
- 12 hand- cutting, mowing, piling, and prep for Rx burns which are not
- 13 attached to the immediate implementation of an Rx).
- 14 **T** Other Fuels Treatments (chemical, seeding, or others not listed above).
- 15 **R** Research Projects
- 16 **W** WUI community Assistance
- 17 • The seventh and final open digit will be an assigned alphanumeric beginning
- 18 with "1" and increasing chronologically for each task by unit.

Inappropriate uses

- 22 Research and management projects not directly related to mitigating the threats to the
- 23 wildland urban interface from wildland fire
- 24
- 25 Projects that will not benefit the resources and values to protect federal lands
- 26
- 27 Salary of any position when the employee is not actively working on approved wildland
- 28 urban interface projects
- 29
- 30 Lodging costs for private individuals impacted by smoke from prescribed burning.
- 31 Individuals who claim impacts from smoke should be directed to the NPS tort claim
- 32 process in order to potentially recover associated costs.

PF310WF85.Y00000: Fuels Management (WUI)

- 37 This functional area funds salaries and support for fire management personnel whose
- 38 positions are primarily dedicated to the management of WUI fuels projects.
- 39
- 40 Activities include supplementing agency and other resource specialist staff to support
- 41 fuels management programs to address the wildland urban interface.

Appropriate uses

- 45 Salaries and benefits for employees filling approved wildland fire funded positions
- 46
- 47 Supplies, materials, equipment and other normal program support or non-fire staffs
- 48 that provide direct program support to the WUI fuels management program that cannot

- 1 be directly accounted to a specific project. (e.g. resource staff working on a
- 2 programmatic environmental assessment).
- 3
- 4 Rent or lease of office / storage space dedicated to support fuels management
- 5
- 6 Rent or lease of equipment and vehicles dedicated to support fuels management
- 7
- 8 All fuels management related course development and offering
- 9
- 10 Instructing or attending fuels management training courses
- 11
- 12 Travel associated with fire use management activities for:
 - 13 • National, regional, and interagency meetings
 - 14 • Workgroups
 - 15 • Reviews
- 16
- 17 Permanent change-of-station (PCS) costs for fuels management personnel base-
- 18 funded under this account
- 19
- 20 **Inappropriate Uses**
- 21
- 22 Maintenance or construction of fire facilities
- 23
- 24 Purchase of new specialized wildland fire vehicles not included in the Working Capital
- 25 Fund
- 26
- 27
- 28 **PF310WF85.WP0000: Fuels Projects (WUI) – Prescribed Fire**
- 29
- 30 This functional area includes the costs associated with planning and implementing
- 31 prescribed burn treatments to reduce fuels and to restore fire to ecosystems in
- 32 designated WUI areas.
- 33
- 34 **Appropriate uses**
- 35
- 36 Salaries and benefits for personnel who work on WUI fuels management project
- 37 implementation or to support project planning and implementation activities.
- 38
- 39 Term positions will be on a year-to-year basis in a not-to-exceed four-year limit or the
- 40 duration of the project, whichever is less (term employees hired under this activity
- 41 should be informed that there is no guarantee for continued employment beyond the
- 42 appointment).
- 43
- 44 Supplies, materials, equipment and other project support
- 45
- 46 Purchase of accountable property, including capital equipment (see additional
- 47 accountable property guidelines on page 37)
- 48
- 49 Overtime, premium pay, travel and per diem for all personnel, fire and non-fire, who
- 50 are involved in WUI project implementation

1 Project implementation activities to include costs of:

- 2 • Fuels inventory
- 3 • Plan preparation
- 4 • Site preparation
- 5 • Public awareness activities
- 6 • Equipment rental for hours worked on projects
- 7 • Contracting all or portions of a project
- 8 • Costs of contracting all or portions of a project
- 9 • Replacement of capital equipment destroyed while on a project

10
11 Salary and benefits shifting as referenced in Table 2 (found at the end of Part 1)

12
13 **Inappropriate uses**

14
15 Salary of any position when the employee is not actively working on an approved fuels
16 project(s), including but not limited to credit time, comp time, sick leave, annual leave
17 or awards.

18
19 Exception – Personnel 100% funded from this functional area may charge leave to a
20 single account with this functional area. This leave will be accounted for as an
21 administrative cost of the projects completed by these personnel.

22
23
24 **PF310WF85.YP0000: Fuels Project (WUI) Compliance**

25
26 This program funds NEPA, Section 7, Section 106, and other clearances of WUI fuels
27 management projects.

28
29 **Appropriate uses**

30
31 Salary and benefits of personnel to complete WUI compliance work on fire plans and
32 clearance work on individual WUI projects.

33
34 Term positions will be on a year-to-year basis in a not-to-exceed four-year limit or the
35 duration of the project, whichever is less (term employees hired under this activity
36 should be informed that there is no guarantee for continued employment beyond the
37 appointment).

38
39 Environmental compliance consultation and contracting

40
41 Burning permits from local and state regulators where required

42
43 Smoke/air quality permitting (buying emissions)

44
45 Salary and benefits shifting as referenced in Table 2 (found at the end of Part 1)

1 **Inappropriate uses**

2
3 Salary of any position when the employee is not actively working on an approved fuels
4 project(s), including but not limited to credit time, comp time, sick leave, annual leave
5 or awards.
6

7 Exception – Personnel 100% funded from this functional area may charge leave to a
8 single account with this functional area. This leave will be accounted for as an
9 administrative cost of the projects completed by these personnel.
10

11
12 **PF310WF85.AM0000: Fire Effects Monitoring (WUI)**

13
14 This functional area funds salaries and support for fire management personnel whose
15 positions are primarily dedicated to monitoring the ecological impacts of wildland fire
16 and fuels treatments and the monitoring of fuel loads and conditions.

17 Term positions will be on a year-to-year basis in a not-to-exceed four-year limit or the
18 duration of the project, whichever is less (term employees hired under this activity
19 should be informed that there is no guarantee for continued employment beyond the
20 appointment).
21

22 **Appropriate uses**

23
24 Salaries and benefits for employees assigned to fire effects monitoring positions

25
26 Supplies, materials, equipment and other normal program support

27
28 Fire effects course development and offering

29
30 Instructing or attending fire training courses

31
32 Travel associated with fire effects activities for national, regional, and interagency
33 meetings, workgroups, and reviews

34
35 Contracts for fire effects data collection and analysis

36
37 Salary and benefits shifting as referenced in Table 2 (found at the end of Part 1)

38
39 Permanent change-of-station charges for employees funded from this program
40

41
42 **PF310WF85.S00000: Community Assistance Planning (WUI)**

43
44 This functional area funds assessments (Community Wildfire Protection Plan—CWPP)
45 for fuels management for communities inside or adjacent to NPS lands.
46
47
48
49

1 **Appropriate uses**

2
3 Personnel or contracting costs to complete CWPP in the wildland urban interface for
4 communities inside or adjacent to NPS lands

5
6 Term positions will be on a year-to-year basis in a not-to-exceed four-year limit or the
7 duration of the project, whichever is less (term employees hired under this activity
8 should be informed that there is no guarantee for continued employment beyond the
9 appointment)

10
11 Base salary and benefits shifting as referenced in Table 2 (found at the end of Part 1)

12
13 Community assistance consulting and contracting

14 Risk assessment: Needed to intelligently discuss the scope and effect of the wildland
15 urban interface problem by identifying areas to be evaluated, hazard components to be
16 considered, and displaying the information in a useable and understandable format.
17 Mitigation planning: Using information developed from the risk assessment process to
18 develop strategies to reduce wildland fire hazards in the wildland urban interface.

19
20 Support outreach, collaboration and education efforts associated with fuels
21 management and risk reduction activities in the wildland urban interface.

22
23 Prevention displays, publicity exhibits, educational activities and the purchase of
24 information/education materials (cost of public awareness activities for planned
25 treatments) for communities in or adjacent to NPS lands.

26
27 Public education: Needed to achieve broad-scale understanding of wildland urban
28 interface fire issues among the involved and interested parties for communities in or
29 adjacent to NPS lands.

30
31 Support to Firewise, FireSafe, and other wildland urban-interface community-based
32 initiatives in or adjacent to National Park Service lands

33
34
35 **PF310WF85.WM0000: Fuels Projects (WUI) – Mechanical**

36
37 This functional area includes the costs associated with planning and implementing
38 mechanical treatments to reduce fuels and restore fire to ecosystems in designated
39 WUI areas. This includes mechanical treatments necessary to reduce fuels as a
40 precursor to the introduction of fire.

41 **Appropriate uses**

42
43 Salaries and benefits for personnel who work on WUI fuels management project
44 implementation or to support project planning and implementation activities.

45
46 Term positions will be on a year-to-year basis in a not-to-exceed four-year limit or the
47 duration of the project, whichever is less (term employees hired under this activity
48

1 should be informed that there is no guarantee for continued employment beyond the
2 appointment).

3 Supplies, materials, equipment and other WUI project support
4

5 Purchase of accountable property, including capital equipment (see additional
6 accountable property guidelines on page 37)
7

8 Overtime, premium pay, travel and per diem for all personnel, fire and non-fire, who
9 are involved in WUI project implementation
10

11 WUI project implementation activities to include costs of:

- 12 • Fuels inventory
- 13 • Plan preparation
- 14 • Site preparation
- 15 • Public awareness activities
- 16 • Equipment rental for hours worked on projects
- 17 • Contracting all or portions of a project
- 18 • Costs of contracting all or portions of a project
- 19 • Replacement of capital equipment destroyed while on a project

20 Salary and benefits shifting as referenced in Table 2 (found at the end of Part 1)
21

22 **Inappropriate uses**

23

24 Salary of any position when the employee is not actively working on an approved fuels
25 project(s), including but not limited to credit time, comp time, sick leave, annual leave
26 or awards.
27

28 Exception – Personnel 100% funded from this functional area may charge leave to a
29 single account with this functional area. This leave will be accounted for as an
30 administrative cost of the projects completed by these personnel.
31

32 **PF310WF85.WC0000: Fuels Projects (WUI)–Other Treatments**

33

34 This functional area includes the costs associated with planning and implementing
35 other treatments to reduce fuels and to restore fire to ecosystems in designated WUI
36 areas. This includes other treatments necessary to reduce fuels as a precursor to the
37 introduction of fire.
38

39 **Appropriate uses**

40

41 Salaries and benefits for who work on WUI fuels management project implementation
42 or to support project planning and implementation activities.
43

44 Term positions will be on a year-to-year basis in a not-to-exceed four-year limit or the
45 duration of the project, whichever is less (term employees hired under this activity
46 should be informed that there is no guarantee for continued employment beyond the
47 appointment).
48

49 Supplies, materials, equipment and other WUI project support
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Purchase of accountable property, including capital equipment (see additional accountable property guidelines on page 37)

Overtime, premium pay, travel and per diem for all personnel, fire and non-fire, who are involved in WUI project implementation

WUI project implementation activities to include costs of:

- Fuels inventory
- Plan preparation
- Site preparation
- Public awareness activities
- Equipment rental for hours worked on projects
- Contracting all or portions of a project
- Costs of contracting all or portions of a project
- Replacement of capital equipment destroyed while on a project

Salary and benefits shifting as referenced in Table 2 (found at the end of Part 1)

Inappropriate uses

Salary of any position when the employee is not actively working on an approved fuels project(s), including but not limited to credit time, comp time, sick leave, annual leave or awards.

Exception – Personnel 100% funded from this functional area may charge leave to a single account with this functional area. This leave will be accounted for as an administrative cost of the projects completed by these personnel.

PF310WF85.MF0000: Fuels Vehicles Fleet Maintenance

This functional area may only be used as the default account on the FBMS standing work order for NPS fleet vehicles whose primary purpose is for fuels management activities.

SUBACTIVITY: BURNED AREA REHABILITATION

This subactivity consists of two functional areas:

- Program management
- Burned area rehabilitation activities that follow emergency stabilization

See the Department of Interior Personnel Bulletin 12-02 for whether Administratively-Determined Emergency Workers are appropriate under this Subactivity.

This subactivity is an allocated line item within the Department of the Interior budget and is limited to the allocated amount. Funds are interagency and competitively distributed among all bureaus. All expenditures and obligations in this activity must be planned and approved in advance. At year-end, unobligated funds are not carried over for use by the individual unit in the next fiscal year. Unobligated are returned to the Department of Interior and projects must re-compete for BAR funds.

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PF320BR85.Y00000: Burned Area Rehabilitation Program Management

This functional area provides funds for the national Burned Area Rehabilitation Coordinator. All funds will be allocated to the national office for use or distribution.

PF320BR85.RM0000: Burned Area Rehabilitation Response

This functional area provides funds for specific post-wildfire rehabilitation projects, which must meet resource management objectives. Funds are provided to repair or improve lands damaged directly by a wildfire or to restore or establish healthy, stable ecosystems in the burned area. Rehabilitation funding for any one fire shall not exceed three years after fire containment. Funding for all projects must be approved by the National Burned Area Rehab Coordinator at the National Interagency Fire Center (NIFC.) A separate project account is to be established for each rehab project using the FireCode from the wildfire incident.

Allowable Actions (per Departmental Manual 620 DM 3). Rehabilitation treatments include only the following:

- Repair or improve lands unlikely to recover naturally from wildland fire damage by emulating historical or pre-fire ecosystem structure, function, diversity, and dynamics consistent with existing land management plans.
- Chemical, manual, and mechanical removal of invasive species, and planting of native and non-native species, consistent with 3.8F, restore or establish a healthy, stable ecosystem even if this ecosystem cannot fully emulate historical or pre-fire conditions.
- Tree planting to reestablish burned habitat, reestablish native tree species lost in fire, prevent establishment of invasive plants, and regenerating Indian trust commercial timberland as prescribed by a certified silviculturalist to not regenerate for ten years following the fire.
- Repair or replace fire damage to minor operating facilities (e.g., campgrounds, interpretive signs and exhibits, shade shelters, fences, wildlife guzzlers, etc.). Rehabilitation may not include the planning or replacement of major infrastructure, such as visitor centers, residential structures, administration offices, work centers and similar facilities. Rehabilitation does not include the construction of new facilities that did not exist before the fire, except for temporary and minor facilities necessary to implement burned area rehabilitation efforts.

Appropriate uses

Project administration

Chemical, manual or mechanical removal of invasive species and the planting of native and non-native species

Overtime and premium pay for permanent (full-time and subject-to-furlough), term and seasonal personnel assigned to the incident

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Base salary and benefits shifting as referenced in Table 2 (found at the end of Part 1)

Purchase of accountable property, including capital equipment (see additional accountable property guidelines on page 37)

Inappropriate uses

Cultural or natural resource research, monitoring or management projects not directly related to mitigating fire impacts or confined to a burned area

Rehabilitation projects cannot extend beyond three years for a single fire

Construction of minor facilities that did not exist before the fire

Long-term actions that have not been identified in approved land management plans

Actions that are not related to damage caused by a wildfire

Rehabilitation cannot be funded for prescribed fire projects in which fire behavior was within prescription

Salary of any position when the employee is not actively working on an approved BAR project(s), including but not limited to credit time, comp time, sick leave, annual leave or awards. Exception – Personnel 100% funded from approved BAR projects may charge leave to a single account with this functional area. This leave will be accounted for as an administrative cost of the projects completed by these personnel. Personnel who are not base-funded elsewhere, and are not 100% funded by the project, may charge a portion of their leave to this functional area, relative to the amount of time spent on the approved BAR project.

SUBACTIVITY: FACILITIES CONSTRUCTION AND MAINTENANCE

This subactivity is only for line items funded in the Department of the Interior (DOI) Wildland Fire Management appropriation for Facilities, Construction and Deferred Maintenance. The funding is provided as a line item for each project.

All project requests must be entered into the Project Management Information System (PMIS) and are reviewed and prioritized by the regions and WASO during the NPS' Service-wide Comprehensive call (SCC). Through a consolidated DOI process, selected projects are entered onto a five-year plan. Project eligibility is specified annually in the SCC Wildland Fire Facilities guidance. If approved, the project will be funded in this subactivity and must conform to the initial request. This funding is project specific and cannot be used for another project. Significant changes to the initial project scope or cost must be resubmitted through PMIS.

1 **PF330FF85.M00000: Fire Facilities Corrective Maintenance**

2 Use for the costs of all other maintenance tasks not associated with preventive
3 maintenance, operations or inspections (e.g repairing a roof).

4
5 **PF330FF85.CN0000: Fire Facilities Construction**

6 This functional are is to repair, replace, rehabilitate or reconstruct an existing asset, or
7 construct a new asset.

8
9 **Appropriate uses**

- 10
11 • Engineering
12 • Design
13 • Contracting expenses
14 • Supervision
15 • Construction

16
17 **Inappropriate uses**

- 18
19 • Building furnishings (e.g., tables, chairs, desks and systems furniture)
20 • Expenditures outside the approved project description

21

1 **SUBACTIVITY: STATE ASSISTANCE**

2
3 The FY1999 Interior Appropriation for Wildland Fire Management provided permanent
4 authority to collect and retain sums received for fire protection from local, state and
5 private entities having entered into reciprocal agreements for this protection. Sums
6 received by the National Park Service may be credited to the appropriation from which
7 funds were expended to provide that protection, and are available without fiscal-year
8 limitation.

9
10 In cases where funding is collected from Trespass Fires just for the restoration of
11 specific resources, the funding would not be collected into this activity. It is deposited
12 into an Interior account (non-fire) and held until the park has completed the restoration.

13
14 See the Department of Interior Personnel Bulletin 12-02 for whether Administratively-
15 Determined Emergency Workers are appropriate under this Activity.

16
17 This subactivity is tied to fund XXXP1125C8. This subactivity includes four functional
18 areas:

19
20 **PF46060C8.W00000: State Assistance Collections Operations**

21
22 All funds collected due to performing fire protection operations activities will be
23 deposited in a national account set up by the FMPC.

24
25 No expenditures will be made against this account.

26
27 **PF47070C8.W00000: State Assistance Collections
28 Preparedness**

29
30 All funds collected due to performing fire protection preparedness activities will be
31 deposited in a national account set up by the FMPC.

32
33 No expenditures will be made against this account.

34
35 **PF57171C8.W00000: State Assistance Expenditure
36 Preparedness ***

37
38 Allocation of these funds by the FMPC and expenditures by the national, regional, or
39 park offices will be made from this functional area for Preparedness activities.

40
41 **PF56161C8.W00000: State Assistance Expenditure Operations***

42
43 Allocation of these funds by the FMPC and expenditures by the national, regional, or
44 park offices will be made from this functional area for Operations activities.

45
46 * These funds are to be used only for non-recurring tasks that do not require
47 commitment of future base-budget resources. They cannot be used to pay for
48 administratively-determined (AD) employees.

1 The NPS manages the use of State Assistance funds carefully in order to continue its
2 support of aviation assets into future years. State Assistance funds may only be used
3 for the purpose of their allocation. Savings from availability charging practices may not
4 be redirected to another purpose without the permission of the national office. If prior
5 year State Assistance funds are recovered, the region must request authority to use
6 these funds from the Wildland Fire Branch Chief at the national office through their
7 Regional Director. Future year aviation assets depend on the continued availability of
8 these funds.
9

10 **SUBACTIVITY: WILDLAND FIRE REIMBURSABLE**

11
12
13 NPS Wildland Fire reimbursable authority should be used when a unit enters into a
14 true reimbursable agreement with another entity.
15

16 See the Department of Interior Personnel Bulletin 14-03 for whether Administratively-
17 Determined Emergency Workers are appropriate under this Activity.
18

19 This subactivity is tied to fund XXXP1125R8. Use of a WBS is required with this fund
20 and subactivity. Year-end accountability is at the Work Breakdown Structure. The
21 structure of the WBS should follow NPS reimbursable WBS guidance.
22

23 This subactivity includes two functional areas:
24

25 **PF69090R8.W00000: Wildland Fire Reimbursable**

26
27 This functional area should be used for true reimbursable or service level agreements
28 related to wildland fire where NPS provides a services and another entity reimburses
29 NPS.
30

31 **PF69191R8.W00000: All Risk Reimbursable**

32
33 This functional area should be used for true reimbursable or service level agreements
34 related to all risk where NPS provides a service and another entity reimburses NPS.

Table 2 Rules for Shifting Base 8

Regular Hour Funding Source	<p>Wildland Fire Suppression, Severity, Emergency Stabilization</p> <p>PF200SP85.WW0000 PF210SV85.WV0000 PF210SV85.WU0000 PF220ES85.RM0000</p>	<p>Burned Area Rehab Projects</p> <p>PF320BR85.RM0000</p>	<p>Hazard Fuels Projects</p> <p>PF310HF85.YP0000 PF310HF85.WP0000 PF310HF85.WM0000 PF310HF85.WC0000 PF310WF85.YP0000 PF310WF85.WP0000 PF310WF85.WM0000 PF310WF85.WC0000</p>
<p>Preparedness</p> <p>PF100PP85.Y00000 PF100PP85.WR0000 PF100PP85.YP0000</p>	<p>No, shift to PF100PP85.WW0000</p>	<p>Yes</p>	<p>Follow regional guidance</p>
<p>Fuels Management</p> <p>PF310HF85.Y00000 PF310WF85.Y00000</p>	<p>Yes</p>	<p>Yes</p>	<p>Follow regional guidance</p>
<p>Fuels Management projects</p> <p>PF310HF85.YP0000 PF310HF85.WP0000 PF310HF85.WM0000 PF310HF85.WC0000 PF310WF85.YP0000 PF310WF85.WP0000 PF310WF85.WM0000 PF310WF85.WC0000</p>	<p>Yes</p>	<p>Yes</p>	<p>Yes</p>
<p>Fire effects monitoring</p> <p>PF310HF85.AM0000 PF310WF85.AM0000</p>	<p>Yes</p>	<p>Yes</p>	<p>Follow regional guidance</p>
<p>Burned Area Rehabilitation</p> <p>PF320BR85.Y00000</p>	<p>Yes</p>	<p>Yes</p>	<p>Yes</p>
<p>Non-fire</p>	<p>Yes</p>	<p>Yes, Pending Park Approval</p>	<p>Yes, Pending Park Approval</p>

PART 2

NPS Wildland Fire & Aviation Detailed Direction

I. Introduction

1) Purpose and Scope

- A. These business rules are intended to guide and direct the budget formulation and allocation processes for the NPS Wildland Fire Management Programs' areas of Aviation, Preparedness, Suppression, Fuels (including Community Assistance), Ecology, Post-fire Activities and Facilities.
- B. These rules are to be used in concert with Part 1, Wildland Fire and Aviation Financial Management Guide, located above.

2) General Principles

- A. Business rules apply equally to parks, regional offices, and the national office.
- B. The approval process for additional funds above the initial baseline allocation is as follows: Requests for wildland fire management funds above a unit's initial allocation must be initiated by the unit's Fire Management Officer, directed to the Regional Director. With the concurrence of the Regional Fire Management Officer, the request will be forwarded to the Branch Chief, Wildland Fire. Regional offices requesting additional funding will follow a similar process. This process supports transparent, informed decision-making on national priorities.
- C. Each item will be considered on its own merit at each screening level, park, regional, and national. The approval process will reward achievements and true needs of the NPS Aviation and Fire programs at each level to maximize results rather than cut equal pieces of the budget pie. The logical consequence of this principle is that once a region's top priority is funded, a second priority can be brought to the table to compete with top priorities from other regions. This way of doing business should be implemented, at all levels, in this process.

3) Changes and Revisions

- A. The FMLB will review and validate any proposed revisions prior to each budget cycle.
- B. Revisions and changes to these Business Rules will be reviewed and discussed by the NPS National and Regional Aviation, Operations, Fuels and Fire Ecology Staff during monthly conference calls and at annual meetings.
- C. Minor changes to these Business Rules may be made on an ad hoc basis as needed and with approval of the Chief for Division of Fire and Aviation Management..
- D. The objective is to have the most current version of these Business Rules delivered to the parks within 30 days of a full-year or final appropriation being passed. If a full-year appropriation has not been passed by October 1st then interim Business Rules will be issued during the period of the continuing resolution.
- E. The Fire Program Planning and Budget program area at the Fire Management Program Center (FMPC) will update and maintain these Business Rules.

- 1 F. National Coordination
2 i. The Regional and National Fuels staffs will hold a monthly conference call the
3 first Tuesday of each month to coordinate fuels issues. If monthly conference
4 calls do not provide sufficient time or interface the Regional and National Fuels
5 staff may meet annually (usually the first full week in December) to discuss
6 issues, and review and recommend revisions to these Business Rules and
7 Fuels Management Chapter of RM-18 (this may be combined with the annual
8 Fire Ecology Steering Committee meeting).
9 ii. The Regional and National Operations staffs will hold monthly conference call
10 the first Thursday of each month to coordinate preparedness and suppression
11 issues.
12 iii. The Fire Ecology Steering Committee will hold monthly conference calls,
13 normally on the first Tuesday of each month to share information and discuss
14 pertinent issues.
15
16 4) Efficiencies
17 A. Region, Park, and National leadership will work together to evaluate Wildland Fire
18 and Aviation Program staffing:
19 i. To ensure current locations of Wildland Fire-funded staff are appropriate and
20 efficient.
21 ii. To examine units or networks that are hosting Fuels and Fire Ecology Program
22 resources, but not providing significant contributions towards fuels
23 accomplishments, and/or providing adequate support for planning, managing,
24 and assessing effects of wildfires.
25 iii. Regional and national fuels specialists and fire ecologists will review the annual
26 Fuels Report Card (produced by the FMPC) to help in this process on an
27 ongoing basis, as needed.
28
29 5) National-Level Performance Measures
30 A. National level performance measures enable interested parties (Congress,
31 Departments, Agency Directors, States and other interested entities) to assess and
32 track progress toward desired implementation outcomes for fire management, fuels
33 reduction, ecosystem restoration and rehabilitation.
34 B. Wildland fire performance measures are tracked for the DOI agencies in the
35 Wildland Fire Management Information (WFMI) system and the National Fire Plan
36 Operations and Reporting System (NFORS); accomplishments are reported
37 annually, at a minimum. Parks are responsible for entering the data, and the
38 regions and FMPC are responsible for ensuring the data is accurate and complete.
39 C. The following are the DOI's fire and fuels performance measures:
40 i. Number of high-priority acres treated in the WUI.
41 ii. Number of acres in Fire regime 1, 2, or 3 moved to better condition class (WUI
42 & Non-WUI)
43 iii. Number of acres in fire regime 1, 2, or 3 moved to a better condition class per
44 million dollars of gross investment (WUI & non-WUI)
45 iv. Number of acres in fire regime 1, 2, or 3 moved to a better condition class as a
46 percent of total acres treated (WUI & non-WUI)
47 v. Percent of all fires not contained in initial attacked that exceed a stratified cost
48 index
49 vi. Percent change from the 10-year average in the number of acres burned by
50 unplanned and unwanted Wildland fires on Interior lands

- 1 vii. Number of treated acres that are identified in Community Wildfire Protection
- 2 Plans or other applicable collaboratively developed plans
- 3 viii. Percent of treated acres that are identified in Community Wildfire Protection
- 4 Plans or other applicable collaboratively developed plans
- 5 ix. Number of acres in WUI treated per million dollars gross investment
- 6 x. Number of treated burned acres that achieve the desired condition
- 7 xi. Percent of treated burned acres that achieve the desired condition
- 8 xii. Percent of NPS acres in good condition (defined as condition class 1)
- 9 xiii.

10

11 6) Permanent and Seasonal Positions

12 A. Regions/Parks are expected to manage their workforce organization within current

13 and projected budget levels. The workforce organization salary and benefit costs

14 generally should not exceed 80 percent of a unit's total budget.

15 B. The workforce configuration should provide flexibility to adjust both numbers of

16 positions and length of season to accommodate fluctuating budget levels. To

17 provide this flexibility an appropriate ratio between permanent full-time, permanent

18 career seasonal (subject-to-furlough), and temporary seasonal positions should be

19 maintained.

20 C. The FMLB has agreed that all permanent career-seasonal (subject-to-furlough)

21 positions will be recruited and hired with a minimum guarantee of 13 pay periods.

22 These positions may be employed for up to 25 pay periods based on availability of

23 funding.

24 D. Prioritization of funding for all positions will consider the following factors:

25 i. Positions that are on the Region's approved FTO.

26 ii. Justification for additional positions not identified in the Region's approved

27 FTO.

28 iii. Need is supported by the planned and anticipated workload.

29 iv. Sudden change in program and resource requirements.

30 v. Staffing changes to meet national or regional interagency standards (grade or

31 composition of modules).

32 vi. Recommendations from national or regional program reviews/audits, incident

33 reviews, etc.

34 vii. Conversion from ONPS to wildland fire funding for ONPS positions will be

35 handled by FMLB on a case-by-case basis based on regional prioritization and

36 recommendations.

37

38 7) Accountable Property

39 A. Requests for purchasing accountable property exceeding \$5,000 but less than

40 \$20,000 must be approved by the Regional Fire Management Officer. Requests

41 for purchasing accountable property exceeding \$20,000 must be approved by the

42 Chief Branch of Wildland Fire.

43 B. Each item (valued greater than \$5,000) will be considered on its own merit in

44 meeting a park program need and will be prioritized based on both the requesting

45 park and the regional office perspective. Computer hardware and software are

46 excluded from accountable property requests (reference G.1).

47 C. This process does not exempt the request from also adhering to park, regional, or

48 national NPS rules governing accountable property.

49 D. Prioritization will consider the following factors:

50 i. Life/safety (in a broad sense).

- 1 ii. Replacement of existing equipment at end of service life/life cycle.
- 2 iii. Sudden change in program and resource requirements.
- 3 iv. Changes in equipment standards or numbers staffing numbers to meet national
- 4 or regional interagency standards (type or composition of modules).
- 5 v. Recommendations from national or regional reviews/audits, incidents, etc.

6

7 8) Support Allocation and Supplemental Requests

- 8 A. Program management support funding is provided within each region/park budget
- 9 allocation. These support funds should be used first to cover all administration,
- 10 training, travel, PPE, transportation, tools/equipment costs. Any request for
- 11 supplemental support funding requires a justification that includes a breakdown by
- 12 category (i.e., travel, area cache, etc.) and a justification and breakdown of the
- 13 existing base funds to adequately evaluate the need for additional funding. If
- 14 additional support funds are not requested, a justification and breakdown of base
- 15 funding is not required.
- 16 B. Allocations for parks base budget include support funds for the FTE identified in
- 17 the Future Target Organization (FTO). The support rate used in planning for the
- 18 Park level is \$6,200 per full FTE and for the Region and National level \$9,550 per
- 19 full FTE. Actual support funds may vary based on annual appropriation.
- 20 C. Supplemental support funding should be requested only for those costs in excess
- 21 of budget capabilities.

22

23

24 **NOTE** – The following section, *II. Planning Data*

25 *system*, is under review and revision.

26

27

28

29 **II. Planning Data System**

- 30
- 31 1) *Planning Data System* (PDS) is the collection of database functions developed by the
- 32 FMPC to support fire budget and program planning needs. Through 2008, the
- 33 wildland fire budget formulation and allocation tracking was conducted through use of
- 34 the Shared Application Computer System (SACS). In 2008, the 20 year old code and
- 35 aging hardware no longer was deemed able to meet current security standards, and
- 36 was subsequently decommissioned. This left the fire program budget formulation and
- 37 allocation program without the necessary technical infrastructure to manage the
- 38 budget process. Interim measures – primarily the use of dozens of spreadsheets to
- 39 gain input from all parks and regions, develop out year budget alternatives, and
- 40 allocate the appropriation throughout the Service – are unwieldy and inefficient. In
- 41 2008 the Fire Management Leadership Board (FMLB) authorized the development of a
- 42 web-based database and related technical infrastructure to manage the budget
- 43 formulation and allocation process in place of the decommissioned SACS system.
- 44
- 45 2) The primary purposes of PDS are to assist in developing national fire budgets, track
- 46 fire fund allocations, and to populate a database of fundamental park fire program
- 47 information. Specifically:
- 48 A. Collect fire program data from field units (e.g. acres burnable vegetation, status of
 - 49 fire management plan, etc.)

- 1 B. Provide a baseline analysis of the size and type of organizations needed to
2 address the fire and fuel management workloads at each park unit (Analysis
3 Module)
 - 4 C. Collect out-year fire budget needs from park, region, and national fire management
5 office's (e.g. staffing and equipment needs, Working Capital Program projected
6 costs, funding priorities, etc.)
 - 7 D. Maintain current location, status, and condition of entire wildland fire fleet (engines,
8 etc.) All motorized NPS wildland fire vehicles permitted to operate on public roads
9 including GSA vehicles on which wildland fire funds are expended must be entered
10 into PDS and updated.
 - 11 E. Develop and evaluate nationwide fire out-year fire budget scenarios based on
12 potential cuts and increases
 - 13 F. Finalize priorities and allocation of fire appropriation dollars to parks and regional
14 offices
 - 15 G. Track within-year transfers of fire appropriation funds
- 16
- 17 3) PDS is built on an intranet web-accessible secure SQL server hosted and managed
18 within the NPS FMPC IT infrastructure. Users consist entirely of NPS park, region and
19 national staff with role based access, logins, and permissions.
- 20
- 21 4) PDS contains the following modules, all of which will be live in FY 2013 for the 2013
22 budget formulation process:
 - 23 A. Meta Data
 - 24 B. Staffing: baseline, supplemental, and fuels treatment
 - 25 C. Line Item: line item, fairshare and aircraft
 - 26 D. Fuels Treatment
 - 27 E. Fleet
 - 28 F. Checkbook: Transfer, Activity, Unit Detail, Region Summary, Status and History
 - 29 G. Reports
 - 30 H. Administration
 - 31 I. Analysis
- 32

33 III. Preparedness

- 34
- 35 1) Responsibilities of the FMLB
 - 36 A. The FMLB will recommend strategic budget priorities to the Chief for the Division
37 and Fire Aviation Management, incorporating Leader's Intent guidance provided by
38 the Associate Director for Visitor and Resource Protection.
 - 39 B. The FMLB will review and provide concurrence of the Budget Allocation Team's
40 recommended budget allocations at the beginning of each fiscal year.
 - 41
 - 42 2) Responsibilities of the Budget Allocation Team (BAT)
 - 43 A. The BAT will develop budget formulation guidance annually.
 - 44 B. The BAT will provide recommendations and prepare budget allocation plans
45 according to the strategic goals, direction and priorities established by the FMLB,
46 and incorporating the requests, analysis, and needs of national, regional and park
47 management units and programs.
 - 48 C. The BAT will recommend specific program elements and dollar levels (i.e.
49 fairshare, national initiatives, Aviation Module Support, etc.)

1 D. The BAT will serve as the clearinghouse for all budget-related recommendations to
2 the FMLB, including from other FMLB-chartered groups such as the Fuels Advisory
3 Team, the Capital Equipment Committee, and the Fire Ecology Steering
4 Committee..
5

6 3) Responsibilities of FMPC

7 A. A. In addition to duties similar to that of the other central offices, the FMPC will
8 manage the DOI shared-cost positions and projects hosted by the NPS.

9 B. The FMPC is responsible to manage NPS National Initiatives and aviation
10 exclusive use contract agreements with National Business Center (NBC).
11

12 4) Responsibilities of Regional Offices

13 A. Based on annual budget formulation guidance, the fire management staff will
14 identify a proposed regional organization, approved at the region, based on five-
15 year objectives, planning, interagency collaboration, accomplishments, and issues
16 in the region. Any new positions will be identified by priority.

17 B. Develop the annual budget request for the upcoming fiscal year within the region in
18 accordance with the budget-cycle checklist:

19 i. Prepare a priority list for preparedness term, career seasonal (subject-to-
20 furlough) and permanent positions.

21 C. Develop priority lists for the fall BAT and FMLB meeting based on the budget
22 formulation guidance and information submitted by parks.

23 D. .

24 E. Review and validate current and proposed organizations for parks.

25 F. Distribute final budget allocation within regional program.

26 G. Identify potential funding deficiencies and submit a proposal to FMPC for review.
27 i.e. funding deficiencies for a move and the necessity to "pool" lapse monies with
28 the region to cover such move.
29

30 5) Responsibilities of Parks

31 A. Based on annual budget formulation guidance, the fire management staff will
32 identify a proposed organization, approved at the park, based on five-year
33 objectives, planning, interagency collaboration, accomplishments, and issues in the
34 park for regional review and concurrence. This may simply be the same proposed
35 organization described in the current Fire Management Plan. Any new positions
36 will be identified by priority.

37 B. According to the budget cycle calendar, update park base information and budget
38 request information.
39

40 **IV. Wildland Fire Vehicles**

41
42 1) All specialized wildland fire vehicles are purchased through FMPC, including vehicles
43 purchased with "non-fire" funds. Wildland fire specialized vehicles include fire module
44 and helicopter support vehicles, engines, water tenders, and crew carriers permitted to
45 operate on public roads. Purchases are based upon recommendation of the Capital
46 Equipment Committee (CEC) with concurrence by the National Wildland Fire
47 Equipment & Facilities Program Manager. Wildland fire specialized vehicles purchased
48 outside this process after FY2012 are not permitted to be marked as NPS wildland fire
49 vehicles, including twelve inch reflective NPS arrowhead, four inch horizontal red
50 stripe, and the word "Fire."

- 1
2 2) The cost of vehicle operation and maintenance, annual safety inspections and repairs
3 are the responsibility of the individual parks. Fleet Cards are the responsibility of the
4 park with costs charged to the appropriate account(s). Individual parks are expected
5 to annually budget an appropriate amount to complete these actions in a timely
6 manner.

7
8 **V. Working Capital Fund**

- 9
10 1) During the Fire Management Program Center (FMPC) budget formulation process the
11 subsequent fiscal year annual fixed ownership rate (FOR) for preparedness and fuels
12 funded working capital fund (WCF) vehicles is calculated by the National Wildland Fire
13 Equipment & Facilities Program Manager. The amount is requested by the National
14 Wildland Fire Equipment & Facilities Program Manager as a national initiative.
15 2) Current fiscal year FOR is obligated by the National Equipment Program Manager to
16 the Bureau of Land Management (BLM) through an Interagency Agreement.
17 Subsequent year(s) FOR for specific vehicles(s) may be paid at the request the
18 regional office(s) with approval of the National Equipment Program Manager in order
19 to replace a vehicle earlier in its replacement lifecycle. Requests and transfer of funds
20 must occur within the annual timeline established by the National Equipment Program
21 Manager.
22 3) Changes in assigned location, vehicle type, and/or lifecycle replacement funding
23 source will be recommended by the National Equipment Program Manager with
24 concurrence by the Capital Equipment Committee (CEC) based upon annual Park
25 provided and regionally reviewed utilization and needs analysis reports. Additions to
26 the inventory of wildland fire vehicles included in the WCF must be recommended by
27 the National Equipment Program Manager with concurrence by the CEC for approval
28 by the FMLB.
29 4) The WCF lifecycle replacement matrix is at the discretion of the National Equipment
30 Program Manager with concurrence by the CEC.
31 5) WCF Proceeds from the sale of vehicles replaced by the WCF are returned to the
32 WCF. Disposal of replaced vehicles must begin immediately after the park takes
33 possession of the replacement vehicle and completed by the deadline provided by the
34 National Equipment Program Manager. Vehicles are expected to be sold in working
35 order and costs associated with repairs, preparation and inspections covered by the
36 individual Parks. Vehicles may be sold "internally" within the NPS or "externally"
37 through GSA auction at the discretion of National Equipment Program Manager with
38 concurrence of CEC.
39 6) Costs associated with travel, vehicle orientation and delivery of WCF vehicles are the
40 responsibility of the individual parks. Location may be the vendor facility, a central
41 location, or delivered to the park at the discretion of the National Equipment Program
42 Manager.

43
44 **VI. Fire Management Plan and Compliance Projects**

- 45 1) Project requests will be submitted through PMIS in accordance with the annual
46 Service-wide Comprehensive Call procedures. Guidance will be posted to the
47 SCC website annually.
48
49

1 **VII. Facilities**

- 2
3 1) Facility requests will be submitted through PMIS in accordance with the annual
4 Service-wide Comprehensive Call procedures. Guidance will be posted to the
5 SCC website annually.
6

7 **VIII. Fire Reporting** (Contact Andy Kirsch at (208) 387-5202 or
8 andy_kirsch@nps.gov with questions)

- 9 1) Wildland Fire Reports are required to be entered and completed in the [WFMI Fire](#)
10 [Reporting Module](#) no later than ten (10) days after the incident has been declared
11 out
12

13 **IX. Training, Qualifications and Workforce Development**

- 14
15 1) Training, qualifications and workforce development funds are included in program
16 management support allocations.
17 2) Additional funds will be made available from the FMPC to support the following
18 opportunities as they arise for fuels and preparedness employees, if sufficient
19 program management support funds are not available:
20 A. Completion of training, position taskbooks, details and training assignments
21 B. Completion of higher education and other workforce development opportunities
22 C. Serve as a Subject Matter Expert for training delivery and development
23 3) All travel and per diem expenses must be charged to the benefitting unit. FMPC
24 will do a budget adjustment to the benefitting unit once all expenses have been
25 incurred.
26 4) All requests for funds must be submitted on the appropriate form found on
27 InsideNPS at:
28 <http://inside.nps.gov/waso/custommenu.cfm?lv=4&prg=891&id=2116>. Requests
29 are accepted on an ongoing basis while funding is available.
30 5) Prescribed Fire Training Center (PFTC) and Fire Use Training Academy (FUTA) –
31 See Fuels and Ecology section of these Business Rules.
32

- 33 **X. Medical Standards** See NPS rules under Agency Info tab at
34 http://www.nifc.gov/medical_standards/
35

36
37 **XI. Fuels and Ecology**

- 38
39 1) Position Management
40 A. All NPS fuels-funded personnel are primarily employed for the Fuels Management
41 Program, which includes the Fire Ecology and Fire Effects programs. All
42 permanent full-time and career seasonal (subject-to-furlough) fuels staffing must
43 be approved in the Region's FTO organization.
44 B. Fuels-funded personnel assigned to wildfire incidents will charge their base-8 to
45 the appropriate suppression operations accounts.
46 i. Recouped fuels program management funds from personnel on incidents will
47 be used to continue implementation of fuels projects either at the park or within
48 the region.

- 1 ii. Recouped salary savings must be reported to the Region within two weeks,
2 and the Region will decide whether to leave the funds with the Park, distribute
3 to other Parks within the Region, or return funds to the National Office.
- 4 C. Positions funded by fuels will have fuels management as their primary focus or
5 parks risk losing the position
- 6 ii. Park FMO's/ Fuels Managers will provide direction and prioritization for fuels-
7 funded positions in their parks.
- 8 iii. Where duties are shared with other areas, i.e. Preparedness, Resource
9 Management, etc., those programs will fund their fair share of the position, or
10 in-kind services should be received by the fuels program.
- 11 iv. Fuels projects are the priority for NPS fuels-funded positions. Completion of a
12 high-priority project should not be compromised by sending fuels-funded
13 positions to wildfire or other assignments outside of the local geographic area.
- 14 v. Fuels positions like preparedness are managed based on the Region's
15 approved FTO plans.
- 16
- 17 2) Any Fuels Management program funds (programmatic or project) unlikely to be
18 expended/obligated by the end of the fiscal year will be returned to the Contingency
19 Reserve fund, held in the nationally unallocated account. Regions will return these
20 project funds to the FMPC throughout the year, but no later than Sept 10.
- 21
- 22 4) Travel and Training using Park Program Support Funds
- 23 A. All travel related to fuels management work and approved training may be charged
24 to an appropriate fuels account. See the current year *Annual Financial*
25 *Management Guide* (Part 1 of these business rules) for appropriate travel charges
26 to specific functional areas.
- 27 B. For fire effects travel costs exceeding program management support allocations,
28 additional supplemental travel funding should be requested in NFORS/Hazardous
29 Fuels Reduction/New Activity/Administration/Monitoring.
- 30 C. Prescribed Fire Training Center/ Fire Use Training Academy travel and overtime
31 for NPS employees at the training session, as well as mileage for their government
32 vehicle, if used as Training Center/Academy support, will be paid for by the FMPC,
33 only if prior approval by the FMPC has been granted.
- 34 i. Travel (including transportation, lodging and per diem) to the training and
35 overtime incurred in route will be paid by the employee's home unit.
- 36 ii. Request for account numbers should be directed to the Regional Fuel Staff to
37 the FMPC Fuels Lead.
- 38 iii. For NPS units providing a course coordinator, PFTC will provide travel
39 expenses to and from the Training Center, with prior approval by the FMPC.
- 40 iv. The FMPC Fuels Lead will provide an account authorization with a "Not to
41 Exceed Amount" of funding to the requesting unit.
- 42 v. Upon completion of PFTC assignment, provide the amount of the actual
43 charges to the Regional Fuels staff who will then notify the FMPC Fuels Lead.
44 Funds to cover travel costs will then be transferred to the region/park.
- 45
- 46 5) Training, Qualifications and Workforce Development funds – See Training,
47 Qualifications and Workforce Development section of these business rules
- 48
- 49 6) Fuels Management Funding

- 1 A. Annual Fuels funding will be based on the results of the DOI HFPAS process. The
2 DOI HFPAS process is still under developmental refinement and until this process
3 is stabilized frequent changes or updates are expected..
- 4 B. NPS allocations will be based on recommendations of the Fuels Advisory Team to
5 the Budget Allocation Team, to the FMLB, with final approval by the Division Chief
6 for Fire and Aviation Management.
- 7 C. Regions will activate funding for activity or treatment when funding is needed to
8 initiate the work and the Region determines the probability to complete the activity
9 or treatment is acceptable.
- 10 D. All fuels project funds not obligated by July 1 and unlikely to be expended by year-
11 end will be re-captured by the Region or FMPC for obligation within the fiscal year.
- 12 E. Regions and Parks should report status of funds quarterly for the first two quarters
13 of the fiscal year and monthly thereafter. These reports will be provided to the
14 regional fuels specialist to verify and authorize the amounts and expenditures
15 requested.
- 16 F. Adjustments, National and within Regions, will be done on a monthly basis with
17 notification to the Program and Planning Budget program at FMPC.
- 18
- 19 7) Fuels Project Interagency Assist Accounts
- 20 A. Fuels Project Interagency Assist accounts may be set up by each region to assist
21 parks in the accomplishment of our interagency partners' National Fire Plan priority
22 fuels projects. Regions will use base funds or fuels funding from cost savings on
23 projects to establish their assist accounts.
- 24 B. Amounts requested in each account are left up to the region and should be based
25 on historical use averages. Each region should designate a process for park staff
26 to utilize Interagency Assist funds.
- 27 C. Cross-billing between Federal Agencies
- 28 i. Another federal agency can volunteer to pay for NPS costs associated with
29 assistance if they so choose.
- 30 ii. The preferred method of equity in assistance between agencies is a "quid pro
31 quo" agreement.
- 32 iii. An informal agreement is permissible if no funds are to be transferred.
- 33 iv. If an agency seeks reimbursement, an Inter-Agency Agreement (IAA), should
34 be utilized. Authorized by the *Interagency Agreement for Fire Management*
35 (*National Mobilization Guide*, Chapter 40; NPS Agreement number
36 G9560100055). Use of an IAA will require educating budget and contracting
37 staffs at the local level, both within the NPS and within the cooperating agency.
- 38
- 39 8) Supplies & Equipment
- 40 .
- 41 A. Regional prioritization of line-item requests will consider the following factors:
- 42 i. Relevance to the fuels program
- 43 ii. Life/safety (in a broad sense)
- 44 iii. Interagency assist accounts
- 45 iv. Replacement of existing equipment at end of service life/life cycle
- 46 v. Sudden change in program and resource requirements
- 47 vi. Equipment standards changes or changes in number of staff requiring
48 equipment to meet National or Regional Interagency standards (type or
49 composition of modules)
- 50 vii. A recommendation from National or Regional reviews/audits, Incidents, etc.

- 1 9) Reporting Fuels Accomplishments
2 A. NFPORS is the official record of Fuel Management treatment and activity
3 accomplishments.
4 B. All NPS fuels projects, treatments and activities will adhere to NFPORS definitions
5 and standards.
6 i. Each specific treatment within a project area, such as thinning, lop-and-scatter,
7 hand-piling, and burning should be entered as separate treatments, not
8 combined into one treatment.
9 ii. Maintenance of previously treated areas should be entered in NFPORS as new
10 treatments.
11 iii. Parks are encouraged to regularly utilize maintenance treatments at
12 appropriate cycles to save on costs and keep the fuel hazard reduced.
13 C. A Fuels Project may consist of a number of activities (research, monitoring,
14 planning and administrative activities such as contract preparation, EA preparation,
15 SHPO consultation, biological and cultural survey, etc.) and treatments to achieve
16 project objectives.
17 D. Identify objectives and partners under each project definition in NFPORS.
18 E. All activities and treatments compete for funding on a year-to-year basis.
19
- 20 10) The following types of Activities/Treatments qualify for Wildland Urban Interface and
21 Non-WUI Fuels project funding:
22 A. Wildland Urban Interface (WUI) fuels modification treatments that reduce fire
23 behavior where a continuous corridor of hazard fuels exists between NPS lands
24 and a WUI community (either listed in the Federal Register or identified through
25 collaboration with the appropriate State NFP coordination group).
26 B. WUI projects are required to be linked to a Community Wildfire Protection Plan
27 (CWPP), or equivalent (Park FMP may suffice as equivalent).
28 C. Parks are urged to participate in CWPP processes whenever possible, and to get
29 park WUI treatments not covered by the FMP added to a CWPP, even though
30 most CWPP's are community-driven processes.
31 D. Planning and administrative activities required to support WUI and Non-WUI
32 treatments.
33 E. Assessments and long range planning to identify potential projects and strategies
34 on NPS properties. If these efforts are directed to non-NPS properties they will be
35 entered under NFPORS Community Assistance module.
36 F. Monitoring activities required to support WUI and Non-WUI treatments.
37
- 38 11) Proposed project activity(s) and treatment(s) requiring project funding for the following
39 fiscal year must be entered into NFPORS by May 15. Regions may establish earlier
40 deadlines.
41 A. Parks will not rename or delete NFPORS Project Activities and Treatments after
42 May 15th of the fiscal year regardless of whether they are funded or unfunded.
43 B. Funds requested in NFPORS will include costs associated with staffing.
44 C. Park Fire Staff must ensure the Park Superintendent has approved all existing and
45 new treatments and activities proposed for the coming fiscal year.
46 D. All proposals must adhere to NFPORS guidelines and standards and must have a
47 high probability of accomplishment in the proposed fiscal year.
48 E. NFPORS "Affected Communities", "Affected Species" and "Associated Mitigation
49 Plans" fields should be completed for each treatment.

- 1 F. NFPORS “Affected Communities” and “Affected Species” fields should be
- 2 completed for each activity.
- 3 G. NFPORS “Local Approval Date” field will only be entered or deleted at the regional
- 4 or national level.
- 5 A. Parks will enter a draft three year program of work by September 30.

6
7 12) Managing Active Project Activities and Treatments

- 8 A. “Actual Initiation Date” will be entered into NFPORS within 10 working days of the
- 9 actual start of work.
- 10 B. Parks will update “Actual FY Accomplishment” and “Date Last Worked” in
- 11 NFPORS by the 23rd of each month or as accomplishments are completed.
- 12 C. The Regional Fuels Specialist will be notified when there is a significant delay,
- 13 anticipated surplus or deficit in funding, or other special circumstance.
- 14 D. Parks are responsible for ensuring and correcting all quality assurance issues.

15
16 13) Managing Completed Activities and Treatments

- 17 A. Completed Activities and Treatments are those when all work on ground is fully
- 18 accomplished or where no further work is needed.
- 19 B. NFPORS Completion Box should be checked, and “Date Last Worked” and final
- 20 “Actual FY Accomplishment” should be updated within 10 days of Activity or
- 21 Treatment completion.
- 22 C. “Planned Direct Cost” in NFPORS must be finalized within 90 days or at fiscal year
- 23 close-out. Parks must notify Regions of any cost over-runs as soon as possible.
- 24 D. All project treatment and activities will be reported in AFS to the nearest dollar.
- 25 E. Success stories will be completed for all accomplishments that involved significant
- 26 contracting, significant collaboration, community assistance, and/or an innovative
- 27 way of doing business.
 - 28 i. Success stories should be sent to the Regional Fire Communication and
 - 29 Education contact and the FMPC Communication and Education Specialist.
 - 30 ii. Each fuels project that significantly benefits the park’s natural or cultural
 - 31 resources, and/or a local community, should be reported in NPS Fire News by
 - 32 the Park.

33
34 14) Non-National Fire Plan Accomplishment Reporting

- 35 A. Report accomplishments from non-NFP funded projects that have a primary or
- 36 secondary benefit of achieving the goals set forth in the National Fire Plan.
- 37 Examples include: silvicultural treatments such as regeneration cuts and thinning
- 38 that are used to improve/sustain forest health and generate revenue in timber sale
- 39 and permit programs; those that control the spread of weeds and invasive exotic
- 40 species, such as cheatgrass, tamarisk, or star thistle; or those that restore native
- 41 plant communities for the purpose of improving range condition or wildlife habitat.
- 42 B. Only include acres that are not already reported in the HFR reporting module of
- 43 NFPORS.
- 44 C. Only report acres associated with treatment of activity fuels (such as timber sales,
- 45 road construction, or drill pad construction) if those fuels were contributing to the
- 46 wildfire risk prior to the activity. For example, a timber sale permit that removes
- 47 large trees with no thinning of the understory may not alter vegetation composition
- 48 and structure and have no influence on fire behavior and resistance to control.
- 49 Therefore, acres associated with the permit would not be reported.

- 1 D. For acres with multiple treatment types occurring within the fiscal year, enter each
- 2 treatment as a separate acre accomplishment for that fiscal year.
- 3 E. Only report acres actually treated, not acres affected by the treatment, e.g., a
- 4 watershed.
- 5 F. Follow the “Non NFP NFPORS Accomplishment Reporting” directions when
- 6 entering accomplishment.
- 7

8 15) Reporting Acres Treated by Wildfire

- 9 A. All wildfires achieving resource benefits must be entered into the NFPORS
- 10 Hazardous Fuels module for the appropriate fiscal year using the Fire Use
- 11 treatment type. It is permissible for a park to lump all fires that occur within the
- 12 park during a fiscal year into one NFPORS entry. However, individual fires must be
- 13 entered in the Wildland Fire Management Information system (WFMI) as individual
- 14 fires, rather than lumped. Use the FireCode and the NFPORS project number for
- 15 entries in WFMI.
- 16 B. Use the NFPORS Notes box to report individual Wildfire Achieving Resource
- 17 Benefits’ acres, size and costs. The total in the Notes box should equal the
- 18 accomplishment acres reported.
- 19 C. The “Actual Accomplishment” field must be updated by the 23rd of each month to
- 20 show the acreage burned.
- 21 D. The “Completion Date” field should be completed within 10 days of the fire being
- 22 declared out, or at the end of the FY.
- 23 E. The “Planned Direct Cost” must be updated periodically to show the best estimate
- 24 of costs charged to the wildfire account. The final cost should be updated
- 25 approximately 60 days later when all costs have accrued.
- 26 F. The “Completion Date” field should be completed within 10 days of the fire being
- 27 declared out, or at the end of the FY when the wildfire spans two fiscal years (see
- 28 “g”).
- 29 G. Wildfire’s Achieving Resource Benefits (WARBs) that span 2 fiscal years must be
- 30 separated into 2 separate fire use treatments – one for each fiscal year. If the
- 31 WARB spans 2 fiscal years, the Planned Direct Cost incurred in the earlier fiscal
- 32 year must be entered in NFPORS before October 15.
- 33 H. Acres burned by wildfire may be counted as fuels accomplishment only when they
- 34 fall within a project area for which fuels work (planning or treatment) has begun
- 35 prior to the fire.
- 36 I. If there is no plan to treat the remaining planned project area after being partially
- 37 burned by wildfire it will be declared complete and documentation will be included
- 38 in the files. Use the NFPORS Notes box to explain what occurred and why no
- 39 further treatment will occur.
- 40 i. All wildfires must be reported in Wildland Fire Management Information system
- 41 (WFMI) within 10 days after being declared out. Only the acres within the
- 42 planned fuels treatment project unit that were burned will be reported as
- 43 treated acres. This will necessitate completing both a Fire Use entry and a
- 44 fuels treatment entry in NFPORS.
- 45

46 16) Managing Add-On Projects/Activities/Treatments

- 47 A. An add-on activity or treatments are those that are initially unfunded, but are later
- 48 funded with available project funds. These reflect new windows of opportunity to
- 49 accomplish targets that may substitute for previously approved activities or
- 50 treatments.

- 1 i. The Region must approve all add-on activities and treatments and assure that
- 2 DOI HFPAS procedures are followed.
- 3 ii. Potential add-on treatments and activities may be entered into NFPORS with a
- 4 “Planned Initiation Date” later than the current fiscal year.
- 5 iii. Upon approval of funding by the Regional Fuels Lead, the Park must change
- 6 the “Planned Start Date” so that it is within the funded fiscal year, and the
- 7 “Planned Total Cost” so that it reflects the planned cost of the activity or
- 8 treatments as negotiated with the Region. The current fiscal year and approval
- 9 date must be added.
- 10 iv. The Regional Fuels Lead will initiate the transfer of the available funding to the
- 11 Park and coordinate the NFPORS update.
- 12

13 17) Managing Project Activity and Treatment at Fiscal Year End

- 14 A. To complete a partially accomplished project in the next fiscal year, the portion of
- 15 the activity or treatment must be entered / updated in NFPORS by September 30th
- 16 of each year. Funding for the new fiscal year will be based on approved projects
- 17 and the appropriation.
- 18 B. For an activity or treatment where no accomplishment has occurred and no funds
- 19 were expended, and the project remains valid for the next fiscal year; change the
- 20 planned initiation and planned completion dates, and the fiscal year, in NFPORS to
- 21 an appropriate date period in the next or future fiscal year.
- 22 i) Leave “Local Approval Date” blank.
- 23 C. Previous fiscal year’s projects must be “closed out” with all completion data
- 24 entered in NFPORS by September 30th.
- 25 D. All unobligated funding at the end of the fiscal year will be swept and returned to
- 26 the National level for allocation amongst the DOI Bureaus and internally within
- 27 NPS.
- 28 i. Any unspent funding will be redistributed among the DOI agencies fuels
- 29 programs.
- 30 ii. To keep the amount of unobligated funds to a minimum at the end of the fiscal
- 31 year, park/regions must regularly evaluate the probability that projects will be
- 32 completed.
- 33 iii. In cases where projects will not be completed in the current fiscal year it will be
- 34 important to identify the funding associated with those projects to the FMPC
- 35 through the Regional FMOs, no later than July 1.
- 36 iv. Unobligated or uncommitted funds will be made available within the region,
- 37 within the NPS, and/or to other DOI agencies.
- 38

39 18) Community Assistance

- 40 A. Community Assistance (CA) are those activities or treatments performed (usually
- 41 on non-NPS property: in-holdings, communities, subdivisions, watersheds, etc
- 42 immediately adjacent to NPS property) that could mitigate the adverse impact of
- 43 wildland fire.
- 44 B. CA activities/treatments are entered into the *Community Assistance* module of
- 45 NFPORS.
- 46 C. Parks or Regions will submit proposed CA in NFPORS following the same
- 47 schedule as Fuels and WUI projects.
- 48 i. Because of the sparse fields in NFPORS, regions may require more specifics
- 49 to assist with decision making.

- 1 ii. Regions will prioritize and fund Community Assistance based on available
2 funding.
- 3 iii. Implementation actions can be funded without the Risk Assessment or
4 Mitigation Plan being accomplished.
- 5 D. Community Wildfire Protection Plans-- a CWPP is generally developed by the local
6 community or entity, with assistance from state and federal agencies and other
7 interested parties.
- 8 i. CWPP's can be as simple or complex as the community determines is needed.
9 ii. Only those treatments and activities identified in the mitigation plan are eligible
10 for funding.
- 11 iii. To be eligible for NPS- funded Community Assistance, communities on non-
12 NPS lands identified as communities-at-risk should develop a Community
13 Wildfire Protection Plan (CWPP), or equivalent.
- 14 iv. A Park's Fire Management Plan may suffice as a CWPP equivalent, if it
15 addresses the risks and mitigations affecting a Community-At-Risk.
- 16 E) Treatments in Community Assistance are not done as part of an NPS project, but
17 are stand-alone treatments developed per a community mitigation plan or CWPP
18 on lands outside the park, paid for with Community Assistance funding (funding
19 usually transferred by a contracting officer through an agreement).
- 20 i. Emphasis and priority will be given to the areas identified through the state
21 process as being wildland urban interface (WUI) Communities-at-Risk
22 (CAR).
- 23 ii. It is recognized that the needs and planning complexities of WUI
24 communities vary widely and will be subject to the local, regional and
25 national collaborative understanding and agreement of what is appropriate.
- 26 (1) This will include WUI community risk assessments, mitigation plans,
27 community workshops, implementation actions and monitoring of CA
28 projects.
- 29 (2) Each of these activities must be prepared and implemented through a
30 coordinated interagency effort.
- 31 (3) The emphasis is to conduct activities in communities outside NPS
32 boundaries, including in-holdings.
- 33 (4) Funds provided service-wide for Community Assistance will initially total no
34 more than 2% of the total NPS WUI budget appropriation. This percentage
35 can be exceeded during the fourth quarter of the FY when funds are
36 available and a need/request exists.
- 37 (5) NEPA (National Environmental Policy Act) analysis may be required since
38 federal funds pay for the project. Whenever the NPS receives a proposal to
39 provide funds to perform work on lands not administered by the NPS, and
40 the NPS has influence over where the work will be performed, NEPA
41 analysis is required. If the NPS distributes funds according to a pre-
42 determined formula or through a State clearinghouse for subsequent
43 distribution to projects not individually identified, then NEPA is not triggered.
- 44 (6) In addition to NEPA, projects must meet the requirements of the
45 Endangered Species Act (ESA), the National Historic Preservation Act
46 (NHPA), the Clean Air Act (CAA), and other federal, state, tribal, and local
47 laws and regulations. Consult with the Park/Region environmental
48 compliance officer.
- 49 F. Implementation Actions are structured educational meetings or informational
50 exchanges (SCA Fire Education efforts, Firewise type programs,

1 Newsletters/Brochures/Publications, School or Community Fire and WUI
2 Programs, etc) focused on communities outside NPS boundaries involving agency
3 and non-agency stakeholders in the community.

- 4 i. Implementation actions focused solely on prevention and education within a
5 park will be funded out of that park's preparedness support funding.
- 6 ii. Fuels-funded permissible implementation actions include education and
7 training activities that encourage landowners and communities to assess and
8 treat fuels on non-federal property where a continuous corridor of hazard fuels
9 exists between NPS lands and a WUI community.

10 G. A "Success Story" will be completed for each Community Assistance
11 accomplishment.

12
13 19) Wildland Fire Management Information Reporting System (WFMI)

14 A. Prescribed Fire Treatments and wildfires with resource benefits acreage must also
15 be reported on the USDI Fire Report and entered into the Wildland Fire
16 Management Information database within 10 days of the fire being declared out.

17
18 20) Annual Fuels & Ecology Awards

19 A. Recognition in 5 categories derived from performance measures and NPS
20 Wildland Fire Management Strategic Plan will be awarded by the Fuels Advisory
21 Team annually to parks and regions. Award Categories are:

- 22 i. The Brad Cella Award-- Achievement in Managing Fuels
- 23 ii. Achievement in Implementing Adaptive Management
- 24 iii. Achievement in Promoting Fire-Adapted Human Communities
- 25 iv. Achievement in Managing a Wildfire
- 26 v. Achievement in Restoring and Maintaining Fire-adapted Ecosystems

27
28 **XI. FIRE SUPPRESSION ACTIVITY DAMAGE REPAIR**

29
30 1. Definitions

31 A. Fire Suppression Activity Damage – Damage to resources, lands, or facilities
32 resulting from wildfire suppression actions, in contrast to damages resulting from a
33 wildfire. The damage to lands, resources, and facilities directly attributable to the
34 fire suppression effort or activities, including dozer lines, camps, staging areas,
35 facilities (fences, buildings, bridges, etc.), hand lines, and roads. Also referred to
36 as Suppression Damages or Suppression Impacts

37 B. Wildfire Suppression Activity Damage Repair – Planned actions taken to repair the
38 damages to resources, lands, or facilities resulting from wildfire suppression
39 activity. These actions are usually implemented immediately after containment of
40 the wildfire by the Incident Management Organization. Also referred to as
41 Suppression Repair or Suppression Rehab

42
43 2) Objectives

44 A. Wildfire suppression activity repair are actions to repair or moderate the severity of
45 detrimental suppression damage activities on natural and cultural resources. The
46 scope and cost of mitigation should be the minimum necessary to alleviate
47 meaningful damages and be cost-effective and practical.

- 1 3) Business Rules and Processes
2 A. Fire suppression activity damage repair actions are planned and performed
3 primarily by the suppression incident organization as soon as possible prior to
4 demobilization. However, in some cases it may be cost-effective and practical to
5 delay repairs until conditions are appropriate in order to improve the chance of
6 success by the local unit following containment of wildland fire and incident
7 management team demobilization.
8 B. Suppression activity damage repairs are the responsibility of the Incident
9 Commander. It is the responsibility of the agency administrator to ensure
10 suppression activity damage repair is implemented for lands within their
11 jurisdiction. For fires where the local Agency Administrator delegates the fire
12 suppression repair to an incident management team, the incident management
13 team must, during transition back to the local unit, document the fire suppression
14 activity repair actions accomplished and those still needed to ensure that all
15 planned actions are completed.
16 C. Funding for fire suppression activity damage repair actions will come from the
17 Wildland Fire Operations, Emergency Suppression activity (Functional Area
18 PF200SP85.WW0000 with the required WBS) and will be charged to the FireCode
19 for the wildfire suppression effort that resulted in the damage. Fire suppression
20 activity damage repair will not be charged to the Emergency Stabilization or
21 Rehabilitation subactivity accounts.
22 D. Fire suppression activity damage repair will be documented by the fire suppression
23 incident management team.
24 E. Fire suppression activity damage is performed within acceptable practices
25 consistent with bureau policies and guidelines.
26
27 4) Appropriate Uses
28 A. Immediate measures to rehabilitate resources damaged by fire suppression efforts,
29 such as fire lines, fire camp areas, etc.
30 B. Repair or replace direct suppression activity damages to minor operating facilities
31 such as campgrounds, interpretive signs and exhibits, shade shelters, fences, etc.
32 C. Overtime and premium pay (additional pay for overtime, night, Sunday, or holiday
33 work; or for standby duty, administratively uncontrollable overtime work, or
34 availability duty) for personnel engaged in repairing fire suppression activity
35 damage.
36 D. Wages of temporary emergency fire personnel, including AD employees.
37 E. Shifting base salary and base hours for non-preparedness funded personnel.
38 F. Logistical support:
39 i. Travel and transportation costs directly related to suppression damage repair.
40 ii. Expendable supplies and equipment directly related to suppression damage
41 repair.
42 iii. Meals and lodging directly related to suppression damage repair.
43 iv. Logistical services for all employees assigned to suppression damage repair.
44 v. Contracts for goods and services directly related to suppression damage
45 repair.
46 vi. Administrative support directly associated with suppression damage repair.
47 G. Equipment and aircraft:
48 i. Equipment leases/contracts for the duration of a specific fire during
49 suppression damage repair.
50 ii. Incident-related repair and maintenance of equipment used on a fire.

- 1 iii. Replacement of equipment destroyed or consumed on a wildland fire (capital
2 equipment replacement requires that the lost, damaged or destroyed
3 equipment be listed with a board of survey).
- 4 iv. Aircraft costs associated with specific incident suppression damage repair.
- 5 H. Payments to suppression cooperators under interagency agreements.
- 6 I. Public awareness activities during the duration of the incident to directly interpret
7 suppression damage repair activities.
- 8 J. Cultural Resource Management:
 - 9 i. Site Stabilization and Protection
 - 10 (1) Determining whether known historic properties may be further degraded
11 (e.g., site inspection record). Incidental discovery of cultural resource
12 sites should be noted and may be protected.
 - 13 (2) Camouflaging or burying significant heritage sites are appropriate
14 actions when necessary to prevent a critical loss of heritage site value
15 when looting potential is high. Patrolling should be considered only
16 where there are no other effective alternatives and should be paid for by
17 the emergency stabilization or burned area rehabilitation funding
18 activities.
 - 19 ii. National Historic Preservation Act Section 106 Compliance
 - 20 (1) Actions that disturb the soil surface are reviewed for potential effects on
21 significant cultural resources. The appropriate agency cultural resource
22 specialist should become involved in treatment planning as early as
23 possible.
 - 24 iii. Native American Consultation
 - 25 (1) Native American consultation as required for compliance and to review
26 potential effects on suppression damage repair activities.
- 27
- 28 5) Inappropriate Uses
 - 29 A. Actions that are not related to suppression damage repair.
 - 30 B. Projects related to mitigating fire effects and impacts.
 - 31 C. Actions that have not been identified in approved land management plans.
 - 32 D. Long-term actions.
 - 33 E. Fuels treatments.
 - 34 F. Actions funded by the emergency stabilization or burned area rehabilitation funding
35 activities.
 - 36 G. Chemical, manual, and mechanical removal of pre-existing invasive species except
37 for those actions necessary to mitigate suppression introduced species.
 - 38 H. Construction of minor facilities that did not exist before the fire.
 - 39 I. Purchasing heavy equipment, accountable property (including "capital equipment"),
40 and aircraft.
 - 41 J. Cultural Resource Management
 - 42 i. Systematic inventories or surveys except as necessary for National Historic
43 Preservation Act compliance for land disturbing activities as noted above.
 - 44 ii. Assessments of the cultural resource damage caused by first order fire effects.
 - 45 iii. Site and data recovery, cataloging, and other programmatic administrative
46 actions.
 - 47 iv. Heritage site restoration.
 - 48 v. Stabilizing the site from post-fire effects such as erosion. This will be funded
49 by the emergency stabilization funding activity.
- 50

1 **XII. Post-Fire Activities**

2
3 1) Introduction

4 A. While many wildfires cause little damage to the land, some fires create situations
5 that pose threats to life and property from flashfloods and debris flows. In other
6 cases, a need may exist to stabilize and prevent unacceptable degradation to
7 natural and cultural resources resulting from the effects of a fire. This document
8 provides the business rules for funding the stabilization and rehabilitation of burned
9 areas.

10
11 2) Policy and Guidance

12 A. The Departmental Manual (620 DM 3) is the policy document that establishes the
13 principal business rules for emergency stabilization and rehabilitation funds.
14 B. The Interagency Burned Area Emergency Response Guidebook provides general
15 operational guidance.
16 C. Director's Order # 18, Wildland Fire Management and Reference Manual 18,
17 Chapter 19 states the basic principles and strategic guidelines governing the
18 management of wildland fire and Burned Area Emergency Response (BAER) in
19 the National Park Service. Funds for post-fire activities cannot be reprogrammed
20 outside those identified in approved plans.

21
22 3) Definitions and Objectives

23 A. The Burned Area Emergency Response (BAER) program consists of the collective
24 actions of Emergency Stabilization (ES) and Burned Area Rehabilitation (BAR).
25 B. The definition of Emergency Stabilization: Planned actions taken to minimize
26 threats to life or property resulting from the effects of a wildfire, to stabilize and
27 prevent unacceptable degradation to natural and cultural resources, or to
28 repair/replace/construct physical improvements necessary to prevent degradation
29 of land or resources.
30 C. The definition of Burned Area Rehabilitation: Non-emergency efforts undertaken to
31 repair or improve wildfire damaged lands unlikely to recover to a management
32 approved conditions or to repair or replace minor facilities damaged by wildfire.

33
34 4) Accounts

35 A. Emergency Stabilization and Burned Area Rehabilitation activities are an integral
36 part of wildfire incidents, but are planned, programmed, and funded separately
37 from each other.
38 B. The Emergency Stabilization account provides funding to protect life and property
39 or to prevent unacceptable degradation. Emergency stabilization projects are
40 funded through the fire suppression operations activity, emergency stabilization
41 sub-activity, with a functional area of PF220ES85.RM0000.
42 C. The Burned Area Rehabilitation activity account provides for non-emergency
43 rehabilitation of critical cultural and natural resources when those areas are
44 unlikely to recover naturally from severe wildland fire damage. Rehabilitation may
45 also restore or establish a healthy, stable ecosystem in which native species are
46 well represented or to repair or replace minor facilities damaged by wildland fire.
47 i. All Burned Area Rehabilitation projects are competitively funded and approved
48 at the Departmental level.
49 a. Burned Area Rehabilitation projects are funded through the Burned Area
50 Rehabilitation subactivity. The Burned Area Rehabilitation subactivity

- 1 consists of two functional areas: Burned area rehabilitation activities that
- 2 follow emergency stabilization - PF320BR85.RM0000
- 3 b. Burned area rehabilitation program management – PF320BR85.Y00000
- 4

5) Account Setup

- 6 A. The Regional Budget Analyst will be authorized to set up the Emergency
- 7 Stabilization account. After BAER plan approval, the Regional Fire Management
- 8 Officer will notify the park of the amount of funding and the account number
- 9 assigned. In some cases certain emergency actions and planning may go forward
- 10 before a plan is submitted and approved in order to protect life and property. These
- 11 cases are detailed below. The park will work with the region on all funding
- 12 requirements.
- 13 B. The Regional Budget Analyst will be authorized to set up the Burn Area
- 14 Rehabilitation accounts after formal notification of project awards from the national
- 15 office. The Regional Fire Management Officer will notify the park of the amount of
- 16 funding and the account number assigned. The park will work with the region on
- 17 all funding requirements.
- 18 C. In all post-fire activities, the use of FireCode in the Work Breakdown Structure is
- 19 required. The account description will consist of the fire name followed by ES (e.g.
- 20 Topanga ES) and any other descriptors determined to be necessary (e.g. Topanga
- 21 ES Weeds, Topanga ES Bridge, etc.)
- 22 D. It is important that the accounts are setup with a not to exceed “authorized amount”
- 23 as determined by the approved emergency stabilization plan.
- 24

6) Emergency Stabilization

A. Plan Approval

- 27 i. To receive emergency stabilization funding, the Park must have an approved
- 28 treatment plan which is developed through an interdisciplinary team approach.
- 29 The team evaluates threats to public safety; protection of life, property and
- 30 improvements; current resource loss and damage; potential for future resource
- 31 loss or damage; susceptibility to noxious and invasive weeds; and cost and the
- 32 probability of treatment success. The BAER assessment and planning team
- 33 may be funded prior to plan approval up to \$20,000.
- 34 ii. In some emergency situations, certain emergency actions may go forward
- 35 before a plan is submitted and approved in order to protect life and property
- 36 from imminent post-fire events such as impending flooding. Authorized
- 37 treatments prior to plan approval do not include invasive species or vegetative
- 38 treatments except for the falling of hazard trees. Authorized amounts before a
- 39 plan is submitted are as follows:
- 40

Emergency Stabilization Allowable Activities Prior To Plan Approval	
Undertaking	Not To Exceed
BAER Team Assessment And Planning	\$ 20,000
Emergency Treatments To Protect Life	\$ 50,000
Emergency Treatments To Protect Critical Resources	\$ 10,000

41 In emergency situations, exceeding these amounts may be approved by the

42 regional director via a simple email justifying the cause.

- 1 iii. The Park Superintendent is responsible for submitting the Emergency
 2 Stabilization Plan to the Regional Office for review and approval. Coordination
 3 should occur with the regional BAER Coordinator. For plans less than
 4 \$500,000, emergency stabilization plans are approved by the Regional
 5 Director. For plans greater than \$500,000, the plans are approved by the
 6 National Fire Management Officer at the Fire Management Program Center.
 7

APPROVAL AUTHORITY	ES	BAR
Local Approval Level	\$0 Park Superintendent	\$0 Park Superintendent
Regional Approval Level	< \$500,000 Regional Director	\$0 Regional Director
National Certification Level	>\$500,000 Chief for the Branch of Wildland Fire	>\$All Chief for the Branch of Wildland Fire

- 8
 9 iv. The initial emergency stabilization plan must be submitted within seven
 10 calendar days after total containment of the fire. If additional time is needed,
 11 extensions may be negotiated with those having the appropriate level of
 12 approval authority.
 13 v. Plans will be submitted to the approval authority by hardcopy with an attention
 14 line to the regional or national BAER Coordinator depending on the approval
 15 authority. Plans will also be electronically submitted directly to the approval
 16 authority's BAER coordinator. Plans requiring FMPC approval will be
 17 concurrently submitted to both the Region and FMPC.
 18 vi. Electronic memorandums will be in Adobe Acrobat Portable Document Format
 19 (PDF) or similar format that cannot be electronically altered.
 20 **B. Timeframes**
 21 i. Emergency stabilization treatments are projects requiring immediate action,
 22 therefore are funded for only one year from the containment date of the wildfire.
 23 However, ES funding may be authorized to repair or replace emergency
 24 stabilization structures or treatments for up to three years following
 25 containment of a wildfire where failure to do so would imperil watershed
 26 functionality or result in serious loss of downstream values. Monitoring ES
 27 treatments for up to three years is also allowable. ES funding cannot be used
 28 to continue seeding, plantings, and invasive plant treatments beyond one year.
 29 **C. Park Assists**
 30 i. There will be no billing or reimbursement between parks or bureaus for
 31 personnel and other resources involved in emergency stabilization planning
 32 services. When a park assists in implementation of emergency stabilization
 33 treatments or activities, the parks may choose to bill one another by mutual
 34 consent.
 35
 36

- 1 D. Accomplishment Reports
- 2 i. For each emergency stabilization project, the park will prepare a final report
- 3 that documents total funding approved and expended, treatment actions, and
- 4 narration on the effectiveness of treatments gathered from monitoring.
- 5 E. At a minimum, the following data will be provided:
- 6 i. A summary table of what was actually spent by specification.
- 7 ii. A short narrative for each specification with accounting detail.
- 8 F. The final report should reflect the complexity of the project.
- 9 H. Accomplishment reports will be submitted electronically to Richard Schwab,
- 10 National BAER Coordinator, Fire Management Program Center, for posting on
- 11 appropriate websites. Accomplishments will also be recorded in the National Fire
- 12 Plan Operations and Reporting System (NFORS) Burned Area Rehab Module.
- 13
- 14 I. Appropriate and Inappropriate Uses of Emergency Stabilization Funding
- 15 a) Appropriate
- 16 i. Appropriate uses of emergency stabilization funds are defined in the Allowable
- 17 Actions Section of the Departmental Manual (620 DM 3); the Standards
- 18 Section of the Interagency Burned Area Emergency Response Guidebook;
- 19 NPS Reference Manual 18, Chapter 19; Interagency Incident Business
- 20 Management Handbook; the Interagency Standards for Fire and Fire Aviation
- 21 Guidebook; and the FMPC Budget Structure.
- 22 ii. All fire funded personnel (except hazard fuels) will fund their base 8 hours from
- 23 their base funding when working on emergency stabilization activities.
- 24 iii. All non-fire funded and hazard fuels personnel may charge their base 8 hours
- 25 to emergency stabilization when performing those work activities.
- 26 b) Inappropriate
- 27 i. The use of emergency stabilization funds is inappropriate for impacts caused
- 28 by prescribed fire, and non-fire treatment projects, unless they are declared a
- 29 wildfire.
- 30 ii. Suppression activity repair
- 31 iii. Resource advising to the fire incident management team
- 32 iv. Formal research investigations of treatment effectiveness and fire ecology
- 33 issues are defined as individual projects and may not be funded by this
- 34 account.
- 35 v. All obligations incurred beyond the third year must be funded by other than
- 36 emergency stabilization funding.
- 37 vi. Actions that are not related to post-fire threats caused by a wildland fire or
- 38 post-fire emergency stabilization efforts
- 39 c) Emergency Stabilization Cap
- 40 ii. Emergency stabilization funding will be capped. The funding is distributed to
- 41 the bureaus based on the percentage of ten years averaged acres burned
- 42 excluding Alaska. Emergency stabilization beyond the cap will require
- 43 advance, written approval of the Assistant Secretary of the Interior for Policy,
- 44 Management and Budget and will require a demonstration that emergency
- 45 stabilization needs, as defined in the Departmental Manual, have resulted from
- 46 extreme circumstances. In order to manage the cap, the coordination of all
- 47 emergency stabilization projects must occur between regional coordinators and
- 48 the National Burned Area Rehabilitation Coordinator.
- 49
- 50

- 1 5) Burned Area Rehabilitation
- 2 A. Burned Area Rehabilitation (BAR) finances post-fire efforts up to three years from
- 3 the containment date of the fire to repair or improve lands unlikely to recover to a
- 4 management approved condition from wildland fire damage, including the
- 5 monitoring and evaluating of treatments used in rehabilitation, or to repair or
- 6 replace minor facilities damaged by fire.
- 7 B. Funding for this activity is competitive among bureaus and is based on proposed
- 8 projects submitted through the National Fire Plan Operations and Reporting
- 9 System (NFPORS). Treatments are developed with the involvement of federal,
- 10 state, local, and tribal stakeholders at the local office.
- 11 C. The competitive funding awards are determined by the Interior National Burned
- 12 Area Rehabilitation Coordinators at the National Interagency Fire Center on a
- 13 priority basis using established criteria common to all the agencies. Rehabilitation
- 14 treatments and activities are normally funded the fiscal year following the wildfire
- 15 unless rehabilitation contingency funds are available. Treatments and activities are
- 16 funded in one-year increments and are reviewed at the end of each fiscal year and
- 17 funded with the next fiscal year funds, as appropriate. Should requests exceed
- 18 available funding, plans are prioritized based on values at risk and priorities to
- 19 meet resource objectives.
- 20 D. Selection of the funding awards on prior-year fires will occur shortly after the start
- 21 of the fiscal year. Funding will be distributed upon passage of the Interior
- 22 Appropriation bill. Awards made at the beginning of the fiscal year will be submitted
- 23 into NFPORS by the Fire Management Program Center in coordination with the
- 24 Regions. A funding advice will be issued to the regional office giving the park or
- 25 region the authority to setup the project account.
- 26 E. Projects may be funded in midyear if contingency funds are available. After the
- 27 plan is approved, the national coordinator will prepare a fund transfer request.
- 28 F. Plan Approval
- 29 i. To receive rehabilitation funding, the Park must have an approved treatment
- 30 plan which is developed through an interdisciplinary team approach. The Park
- 31 Superintendent is responsible for submitting the Burned Area Rehabilitation
- 32 Plan through the regional coordinator to the national coordinator at the Fire
- 33 Management Program Center for funding consideration. After funding awards
- 34 are determined at the Department level, the NPS Fire Director will transmit
- 35 project approvals to the regional directors. Post-fire rehabilitation projects
- 36 implement the types of long-term actions that have already been identified in
- 37 approved land management plans. A rehabilitation plan will be written as a
- 38 separate plan, independently of an emergency stabilization plan. The
- 39 rehabilitation plan will specify non-emergency treatments and activities.
- 40 Rehabilitation plans should be developed with public involvement. The
- 41 rehabilitation plans may use approved programmatic plans when amended for
- 42 site specific conditions. Generally, rehabilitation activities are prescribed only
- 43 within the perimeter of a burned area.
- 44 ii. The timing of submittal of rehabilitation plans often depends on the
- 45 environment/landscape of the fire and the complexity; however when practical,
- 46 initial submission of the rehabilitation plan should be by the end of the first
- 47 fiscal year in order to be considered for funding in the next fiscal year.
- 48 iii. Plans will be submitted by the Park Superintendent through the Regional
- 49 Director to the FMPC by hardcopy with an attention line to the national BAER

- 1 Coordinator. Plans will also be concurrently submitted electronically directly to
2 the regional and national coordinators.
- 3 iv. Electronic memorandums will be in Adobe Acrobat Portable Document Format
4 (PDF) or similar format that cannot be electronically altered.
- 5 G. Account Setup
- 6 i. The park or regional office will establish the project account. The use of
7 FireCode in the Work Breakdown Structure is required. The description will
8 consist of the fire name followed by BAR (e.g. Topanga BAR) and any other
9 descriptors determined to be necessary (e.g. Topanga BAR Signs, Topanga
10 BAR Fence, etc.).
- 11 ii. Park Assists
- 12 (2) There may be billing or reimbursement between Parks or bureaus of the
13 Department of the Interior and the Department of Agriculture for personnel
14 and other resources involved in burned area rehabilitation planning and
15 project implementation. When an assisting park requests reimbursement,
16 the assisting park by mutual consent will have permission to use the
17 requesting park's account.
- 18 H. Accomplishment Reports
- 19 i. For each burned area rehabilitation project, the park will prepare a final report
20 that documents total funding approved and expended, treatment actions, and
21 narration on the effectiveness of treatments gathered from monitoring.
- 22 ii. As a minimum, the following financial data will be provided:
- 23 (1) A summary table of what was actually spent by specification.
24 (2) A short narrative for each specification with accounting detail.
- 25 iii. The final report should reflect the complexity of the project.
- 26 iv. Accomplishment reports will be submitted electronically for posting on
27 appropriate websites. Accomplishments will also be recorded in the National
28 Fire Plan Operations and Reporting System (NFPORS).
- 29 I. Appropriate and Inappropriate Uses of Burned Area Rehabilitation Funding
- 30 i. Appropriate
- 31 (1) Appropriate uses of burned area rehabilitation funds are defined in the
32 *Allowable Actions Section* of the Departmental Manual (620 DM 3); the
33 *Standards Section of the Interagency Burned Area Emergency Response*
34 *Guidebook*; *NPS Reference Manual 18, Chapter 12*; and the *FMPC*
35 *Financial Management Guide*.
- 36 (2) Burned area rehabilitation actions may be planned and funded for projects
37 that were declared wildfires or where prescribed fire behavior exceeded
38 prescription and converted to a wildfire.
- 39 (3) Monitoring and evaluation to determine the effectiveness of rehabilitation
40 treatments is funded for up to three years following containment of a
41 wildland fire contingent on funding being available.
- 42 ii. Inappropriate
- 43 (1) Burned area rehabilitation treatments and activities cannot be funded for
44 prescribed fire projects unless the prescribed fire was declared a wildfire.
- 45 (2) All obligations incurred beyond the third year must be funded by other than
46 burned area rehabilitation sub-activity funding.
- 47 (3) Formal research investigations of treatment effectiveness and fire ecology
48 issues are defined as individual projects and may not be funded by this
49 account. Check with the Natural Resource Program Center or the National
50 Fire Ecologist for potential funding for this type of research.

- 1 A. All seeding projects should be funded by the BAR activity except in cases that
2 seeding is necessary to prevent the establishment of invasive plants proved that
3 each of the following apply:
4 i. It is in cases of urgency and immediate action is required
5 ii. Treatments cannot wait for available BAR funding in order to be successful
6 iii. Standard treatments are used that have been validated by monitoring data
7 from previous projects, or when there is documented research establishing the
8 effectiveness of such actions.
9

10 **XIV. Aviation**

11 1. Aviation Staffing and Module Support

- 12 A. Each fire-funded exclusive use helicopter module must meet minimum staffing
13 standards of eight (8) personnel identified in the Interagency Standards for Fire
14 and Fire Aviation Operations. This staffing includes one helicopter manager, one
15 assistant helicopter manager, two lead helicopter crewmembers, and four
16 helicopter crewmembers. The NPS Alaska helicopters are exempt from full
17 module staffing and only require a qualified Helicopter Manager (HMGB).
18 B. Additional positions for all hazard staffing, and their support funds will be met
19 through other non-fire funding sources.
20 C. Each fire-funded exclusive use helicopter module has also been provided module
21 support funds from State Assistance funds. These module support dollars are
22 provided for the fire response portion of the helicopter module. Additional module
23 support required for the all hazard capability of the helicopter module must be
24 funded from other non-fire funding sources. The helicopter support funds are to
25 support flight and operational mission proficiency training and equipment
26 purchases related to the fire portion of the helicopter mission, although it is
27 expected that the all hazard capability will benefit from this proficiency as well.
28 Working with Regional and National Aviation Managers, the National Aviation
29 Branch Chief has developed the following recommended helicopter support
30 amounts for each aircraft:
31
32 i) PWR
33 (1) Yosemite \$5,000
34 (2) Sequoia Kings \$5,000
35 ii) IMR
36 (1) Yellowstone \$5,000
37 (2) Zion \$5,000
38 (3) Grand Canyon (2) \$10,000
39 (4) Mesa Verde \$5,000
40 iii. AKR
41 (1) Denali – AK Western Area Parks \$5,000
42 (2) Yukon – AK Eastern Area Parks \$5,000
43 iv. SER
44 (1) Everglades \$5,000
45 (2) Big Cypress \$5,000
46
47 D. If an aviation module requires additional helicopter module support funds, those
48 funds may be requested by the Regional Aviation Manager (RAM), with the
49 concurrence of the Regional FMO, to the Branch Chief, Aviation, with the
50 concurrence of the Branch Chief, Wildland Fire.

- 1
- 2 1) Exclusive Use Aircraft Daily Availability Management
- 3 A. FMPC will guarantee 100 percent of the seven (7) exclusive-use helicopter
- 4 contracts supported by wildland fire. The funds guaranteeing these contracts will
- 5 be allocated to FMPC.
- 6 B. The charging and cost coding of daily availability will be managed in the following
- 7 manner:
- 8 i. No Flights - Charge all daily availability to the appropriate National regular daily
- 9 availability account. The account will be provided by FMPC.
- 10 ii. Suppression Flight Only - Charge all daily availability to the suppression project
- 11 account regardless of the number of flight hours.
- 12 iii. Non-Suppression Project Flight Only - Charge the proportion of daily availability
- 13 (not just flight time, but actual availability time committed to the project based
- 14 on a 14-hour availability period) to the non-suppression project, and charge the
- 15 remaining proportion to the regular availability account. All non-suppression
- 16 projects should be charged a minimum of 1 hour of availability to cover project
- 17 planning, mission briefing, pre-flight, load calculation, flight time, and debrief.
- 18 iv. Mixed Flight Time between Non-Suppression Project and Suppression -
- 19 Following the same rules as in item iii) above, charge the non-suppression
- 20 project proportion of daily availability to the non-fire project and charge the
- 21 remaining proportion to the suppression project.
- 22 v. Multiple Non-Suppression Project Flights in One Day - Following the same
- 23 rules as in item iii) above, charge each non-suppression project their proportion
- 24 of availability to the non-suppression project and charge the remaining
- 25 proportion to the regular availability account.
- 26 vi. Multiple Non-Suppression Project Flights and a Suppression Flight in One Day
- 27 - Similar to item iv) above, charge non-suppression projects their proportion of
- 28 daily availability to each non-suppression project and charge the remaining
- 29 proportion to the suppression project.
- 30
- 31 3) Exclusive Use Aviation Contracting
- 32 A. All new or renewed aviation contract requests will be prepared and locally
- 33 approved at the park unit for submission by the Regional Aviation Manager, with
- 34 the concurrence of the Regional FMO, to the Branch Chief, Aviation, for final
- 35 approval, with the concurrence of the Branch Chief, Wildland Fire. Financial
- 36 certification of funds for fire funded exclusive use contracts is completed by the
- 37 Program Lead for Fire Program Planning and Budget. Financial certification for
- 38 non-fire funded exclusive use contracts must be made by the unit Budget Officer or
- 39 Administrative Officer.
- 40 B. Exclusive use contract extensions for wildland fire will be justified by the presence
- 41 of on-going fire suppression activity or through an approved severity request
- 42 following standard approval processes, or for ongoing fuels projects. The
- 43 appropriate funding source should be identified in the contract extension request.
- 44 State Assistance daily availability funds are not intended to be used for exclusive
- 45 use contract extensions.
- 46 C. All exclusive use aircraft Pre and Post-season extension requests will be prepared
- 47 and approved at the local unit aviation officer and then submitted by the Regional
- 48 Aviation Manager, with the concurrence of the Regional FMO, to the Branch Chief,
- 49 Aviation, for final approval, with the concurrence of the Branch Chief, Wildland Fire.
- 50 Exclusive use aircraft extensions for all-hazard missions will be submitted by the

November 7, 2013

1 Regional Aviation Manager, through the Regional FMO, to the Branch Chief,
2 Aviation, for final approval. An appropriate non-fire all-hazard funding source will
3 be identified for these requests. Financial certification of funds for fire funded
4 exclusive use contract extensions is completed by the Program Lead for Fire
5 Program Planning and Budget. Financial certification for non-fire funded exclusive
6 use contract extensions must be made by the park unit Budget Officer or
7 Administrative Officer.

8
9

10 *If you have suggestions/revisions/comments that you believe would improve this*
11 *document, please forward them to danica_colley@nps.gov*