FOREWORD

This handbook provides standards, procedures, and business rules required to implement the Indian Affairs (IA) Wildfire Prevention Program as documented in 90 IAM 5: Wildfire Prevention, issued 8/14/17. This handbook supersedes 90 IAM 1.4 C (6)-H, National Wildfire Prevention Handbook, issued 6/29/2012, and all policies and procedures related to IA wildfire prevention that may have been created and/or distributed throughout IA previously.

The wildfire prevention program is managed within the Bureau of Indian Affairs’ (BIA) Office of Trust Services, Division of Forestry and Wildland Fire Management, Branch of Wildland Fire Management (BWFM). The mission of the wildfire prevention program is to reduce the frequency of human caused wildfires across Indian Country.

Human caused fires are the greatest cause of wildfires in Indian Country, and statistics show human caused wildfires have continued to increase in recent years. As a result, the BIA initiated a prevention program to address these human caused fires.

Preventing wildfires is everyone’s responsibility, from the casual user of natural resources to Agency Administrators, from Tribal leaders to the land managers. It is a basic trust responsibility and must be performed regardless of availability of funding. Wildfire prevention must be “proactive.” To be successful, it is first necessary to understand the primary fire causes and their underlying issues. Through education, enforcement, engineering, and administrative actions it is possible to reduce human caused wildfires.

Darryl LaCounte
Acting Director, Bureau of Indian Affairs

12-20-2018
TABLE OF CONTENTS

Chapter 1: Overview .......................................................................................................................... 1
  1.1 Purpose .................................................................................................................................. 1

Chapter 2: Planning .......................................................................................................................... 3
  2.1 Developing a Wildfire Prevention Program ........................................................................... 3
  2.2 WFPP as a CWPP Equivalent ............................................................................................... 4
  2.3 Developing and Maintaining a Wildfire Prevention Program ........................................... 5
  2.4 Using the WFPP .................................................................................................................... 6
  2.5 Cultural Fire Use and the WFPP ......................................................................................... 7
  2.6 The Standard WFPP Outline ............................................................................................... 8
      I. The Introduction .................................................................................................................. 10
      II. The Situational Analysis ................................................................................................. 11
      III. Fiscal Analysis .............................................................................................................. 15
      IV. Implementation Plan ..................................................................................................... 19
      V. Appendices ...................................................................................................................... 24
  2.7 Plan Approval Process ......................................................................................................... 24
  2.8 Funding an Approved Plan ................................................................................................... 25
  2.9 Spatial Wildfire Prevention Plans ....................................................................................... 26
  2.10 Prevention Strategies at Non-Funded Locations ............................................................. 27

Chapter 3: Supporting Plans ........................................................................................................... 28
  3.1 How to Develop a Sign Plan ............................................................................................... 28
  3.2 How to Develop a Patrol Plan ............................................................................................ 29
  3.3 How to Develop a Communications Plan .......................................................................... 31
  3.4 How to Develop a Prevention Preparedness Plan ............................................................ 32
  3.5 How to Develop a Restrictions Plan .................................................................................. 33

Chapter 4: Funding ........................................................................................................................... 35
  4.1 Funding Terminology ............................................................................................................ 35
  4.2 Prerequisites for Obtaining Funding for Wildfire Prevention .......................................... 35
  4.3 BIA Prevention Funding Prioritization .............................................................................. 36
  4.4 Requesting Continued Funding for a Revised WFPP ...................................................... 37
  4.5 Prevention Program Business Standards ............................................................................ 38
4.6 Funding Source and Approved Uses.............................................................. 40
4.7 Guidelines for P.L. 638 Contract and Compact Prevention Programs .............. 44
4.8 The schedule of important dates for the Prevention Program ......................... 45

Chapter 5: Accountability ..................................................................................... 46
5.1 Documenting Prevention Program Accomplishments .................................... 46
5.2 Fiscal Accountability ...................................................................................... 46
  5.2.1 Budget Utilization .................................................................................... 47
  5.2.2 Supplemental Utilization ........................................................................ 47
5.3 Required Reporting ....................................................................................... 47
5.4 Reviews ......................................................................................................... 48
  5.4.1 Annual Readiness Reviews ..................................................................... 48
  5.4.2 Program Reviews .................................................................................... 49
  5.4.3 A-123 Internal Controls Review ............................................................. 53

Chapter 6: Prevention Position Descriptions and Recommended Training .............. 55
6.1 Standard Position Descriptions and Expertise Levels ..................................... 55
6.2 Recommended Training .................................................................................. 56
  6.2.1 Training Common to All Prevention Positions ......................................... 57
  6.2.2 Additional Training Recommended for Prevention Officers .................... 59
  6.2.3 Additional Training Recommended for Prevention Specialists ................ 61
6.3 The Role of Prevention Personnel in Fire Operations .................................... 62

Chapter 7: Fire Prevention and Education Messages ............................................. 64
7.1 Smokey Bear ............................................................................................... 64
  7.1.1 Where to purchase Smokey Bear Educational Supplies ......................... 65
7.2 FIREWISE® ............................................................................................... 66
7.3 Ready, Set, Go! ........................................................................................... 66
7.4 Respect the Flame ....................................................................................... 67
7.5 One Less Spark, One Less Wildfire ............................................................. 67
7.6 The Fire History Project: Fire on the Land ................................................... 67

Chapter 8: Use of Fire Prevention Education Teams (FPET) ................................ 68
8.1 When to Order a FPET .................................................................................. 68
8.2 What a FPET Can Do ................................................................................... 68
8.3 Funding for the FPET ............................................................................................................ 69
8.4 Estimating FPET Funding Needs.......................................................................................... 71
8.5 How to Order a FPET ........................................................................................................... 71
8.6 Getting the Most Out of the FPET ....................................................................................... 72
8.7 Cultural Awareness................................................................................................................. 74
8.8 Participating on a FPET ........................................................................................................ 74
Definitions..................................................................................................................................... 76
Attachment 1: Example - Table 1: Historical Fire Cause Analysis ........................................... 78
Attachment 2: Example - Table 2: Composite Prevention Unit Assessment Summary .......... 79
Attachment 3: Example - Table 3: Community Assessment Summary ..................................... 80
Attachment 4: Example - Table 4: Prevention Workload Analysis ....................................... 81
Attachment 5: Example - Table 5: Estimated Effectiveness .................................................... 82
Attachment 6: Example - Table 6: Proposed Annual Budget Summary ................................. 83
Attachment 7: Example - Table 7: Program Support Items ..................................................... 84
Attachment 8: Example - Table 8: Agency Cost-Benefit Analysis Table ................................. 85
Attachment 9: Example - Table 12: Structural Ignitability ....................................................... 86
Chapter 1: Overview

The U.S. Code at Title 16, Section 594 (16 U.S.C. 594) authorizes the Secretary of the Department of the Interior (DOI) to protect and preserve from fire Indian reservations and other lands under the jurisdiction of the DOI. To meet this responsibility, the BIA established a Wildfire Prevention Program, managed by the Deputy Director of the BWFM’s Fuels Management Program. The program is managed regionally by Regional Wildland Urban Interface (WUI)/Prevention Specialists that provide leadership and technical assistance at the regional level. The Regional WUI/Prevention Specialists serve the following geographic areas:

- Northwest and Pacific Regions are served by the Northwest Regional Office in Portland, OR.
- Midwest and Eastern Regions are served by the Midwest Regional Office in Bloomington, MN.
- Rocky Mountains and Great Plains Regions are served out of the Rocky Mountains Regional Office in Billings, MT.
- Navajo, Western, and Southwest Regions are served out of the Southwest Regional Office in Albuquerque, NM.
- Southern Plains and Eastern Oklahoma Regions are served out of the Oklahoma Fire Center in Oklahoma City, OK.

Wildfire prevention is a basic component of any program of fire protection. Experience has proven that wildfire prevention programs are most effective in protecting Indian Lands from wildfire when planned using a scientific approach, based on the most recent research findings. The BIA has adopted policy, standards, requirements, and procedures to ensure that prevention efforts in Indian Country consistently achieve the highest level of success possible. Leadership and oversight are necessary to ensure that established policy and procedures are followed, and to determine the need for any corrective action(s).

1.1 Purpose

This handbook documents the practices and procedures required to implement the policy described in 90 IAM 5. It also provides guidance and business rules for planning, funding, implementation, and review of a prevention program.

The following documents are incorporated by reference in this handbook. For convenience and consistency, these documents are located online at:
Some of the documents that can be found on the webpage are:

- A template for the required tables in a prevention plan
- Examples of Table 9 - General Actions; Table 10 - Specific Actions; and, Table 11 - Community Actions used in a prevention plan
- Director, BIA (DBIA) Wildland Fire Media Communications Guidance
- Accomplishment Reporting Template
- Annual Accomplishment Reporting Instructions
- BIA Standard Wildfire Prevention Plan (WFPP) outline
- Annual Planning Calendar Template
- Peer Review Checklist
- BIA Prevention Funding Request Memo Template
- Prevention Supplemental Funding Request Template
- BIA Prevention Team In-Briefing Checklist
- DBIA Guidance on Promotion Items
- Patrol Route Plan Template
- Annual Readiness Review Checklist
- Prevention Program Review Checklist
- Prevention Program Review Report Template
- Fire Prevention Education Team Delegation of Authority Template
Chapter 2: Planning

2.1 Developing a Wildfire Prevention Program

It is everyone’s responsibility to prevent wildfires, whether at a location with a funded program or not. Many effective activities can be conducted at no cost or with a small amount of supplemental funding. At those locations where a funded program is not possible, a Community Wildfire Protection Plan (CWPP) may be useful to identify risks, hazards, and values as well as identify alternate funding sources. Information on how to develop a CWPP may be found in the Society of American Forester’s Guide titled, Preparing a Community Wildfire Protection Plan, located online at: https://www.forestandrangelands.gov/community/cwpp.shtml.

However, at locations where wildfires often threaten lives and property, a funded prevention program may still be necessary.

The first step in deciding to develop a funded prevention program is to answer the following questions:

- Is there a human caused wildfire problem?
- Is the number of human caused wildfires significant enough to justify funding a program?
- Can a wildfire prevention program be effective at reducing these wildfires?

If the answer to each of these questions is “yes,” then continue reading this chapter.

If the answer to any of these questions is “no,” then refer to section 2.11 and chapters 3, 4, 7, and 8 for guidance in conducting prevention activities.

A current Wildfire Prevention Plan (WFPP) is required to receive annual funding for a prevention program. It is critical to ensure that the WFPP is the guiding document for the actions implemented by the fire prevention staff. Measures should be included in the program staff’s performance evaluation criteria to require that at least 80% of the actions planned in the WFPP are implemented annually.

The WFPP serves two main purposes: 1) it provides the analysis and documentation needed to fund a program. The Situational and Fiscal Analysis are the two main sections that document this information. And, 2) it provides the direction for the funded program in the Implementation Section. It is the guiding document for the BIA Agencies and Tribal wildfire prevention efforts. The WFPP must be an integrated element of the fire management program and directed toward ignitions which pose the greatest potential to cause damage or loss. Standards for prevention programs are found in 90 IAM 5, and throughout this handbook. To be eligible for prevention program funding, a WFPP must meet those standards as well as the standards and requirements found in this handbook.
The WFPP must be developed collaboratively in accordance with the BIA Agency/Tribal overall fire management goals as described in their Fire Management Plan (FMP), Integrated Resource Management Plan (IRMP), or Forest Management Plan. The BIA recognizes that communication, cooperation, collaboration, and partnering with Tribal governments, communities, and state and other federal agencies are essential for success. There are numerous examples of federal plans, policies, strategies, etc. that direct agencies to communicate more effectively and collaborate with existing efforts on a national, regional, and local level. The collaborative process must be described in the Introduction to the WFPP (Section I.C). This description is required for the WFPP to be certified as equivalent to a CWPP.

2.2 WFPP as a CWPP Equivalent

The benefits of having a CWPP or Equivalent WFPP are numerous. One of the most important benefits of the CWPP equivalency is the ability to establish a locally defined buffer zone for the WUI. Additionally, the improved coordination between fuels management and prevention programs should reduce duplication and increase support for both efforts due to the collaborative process.

The Healthy Forest Restoration Act (HFRA) establishes three requirements for CWPPs. They are:

1. the CWPP was developed collaboratively;
2. the CWPP identifies and prioritizes fuel treatment areas and methods; and,
3. the CWPP recommends measures to reduce structural ignitability.

The full text of the HFRA is located online at: https://www.fs.fed.us/emc/applit/includes/hfr2003.pdf.

The BIA has developed guidance for CWPPs and WFPPs in Indian Country to meet HFRA’s requirements, which is discussed in more detail in the bullets below. The BIA considers WFPPs that adhere to this guidance as an equivalent document to a CWPP. To accomplish this, it is essential that the fuels and prevention staff work together to develop the WFPP.

- **Collaboration:** A CWPP must be collaboratively developed by Tribal, local, and state government representatives in consultation with federal agencies and other interested parties. The partners involved in the collaborative process are documented in “I.C. Collaborative Process” of the Standard Outline. The HFRA states that three entities must mutually agree to the final contents of a CWPP. An equivalent document such as a BIA WFPP also includes those entities.

- **Applicable Local Government.**
  - Under a CWPP, the local government is the county, Tribe, or city.
  - Under a WFPP, the local government is the Tribe or BIA Agency.
• **Local Fire Department.**
  - Under a CWPP, these are local fire department(s), including Tribal fire departments.
  - Under a WFPP, these may be Tribal or BIA fire management, and/or Tribal/rural fire departments.

• **Forest Land Management.**
  - Under a CWPP, this is the state entity responsible for forest management.
  - Under a WFPP, this is a BIA Agency (or Regional) Forester, Natural Resource Officer, the Tribal Forest Manager, or Tribal Natural Resource Manager.

• **Prioritized Fuel Reduction:** A CWPP must identify and prioritize areas for hazardous fuel reduction treatments and recommend the types and methods of treatment that will protect one or more at-risk communities and essential infrastructure. The BIA WFPP accomplishes this by assessing community risk, prioritizing communities, and discussing appropriate fuels treatment methods for their protection. This discussion and identification of the priority areas for fuels treatments is documented in “III. F. Prioritized Hazardous Fuels Reduction Areas” of the Standard Outline. Fuels and prevention personnel must work together to accomplish this.

• **Treatment of Structural Ignitability:** A CWPP must recommend measures that homeowners and communities can take to reduce the ignitability of structures throughout the area addressed by the plan. The BIA WFPP accomplishes this by identifying the factors that contribute to the ignition of structures and summarizing them in Table 12 - Structural Ignitability Table (see Attachment 9). The information in Table 12 forms the basis for the selection of mitigation measures and messages used in the WFPP. These are documented in “IV.E. Structural Ignitability Mitigation Options” of the Standard Outline.

### 2.3 Developing and Maintaining a Wildfire Prevention Program

The BIA requires all WFPP development to include a formal risk assessment and evaluation of prevention action effectiveness for the planning unit. There is currently one acceptable planning tool for developing a WFPP: the Risk Assessment Mitigation Strategies or RAMS software (version 2.0.10). A new prevention planning model called Wildfire Prevention Spatial Assessment and Planning Strategies software (WPSAPS) is currently under development and, when released, will replace RAMS as the BIA’s standard prevention planning tool. In the event that a local unit chooses to develop the WFPP without using RAMS or WPSAPS, the alternate process must be approved by their Regional WUI/Prevention Specialist.

BIA WFPPs have a ten year life span. In order to keep a Wildfire Prevention Program, the WFPP must be reviewed annually to ensure that objectives are valid and are currently being met, that planned actions are effectively addressing the identified problem, and that accomplishments are
being tracked. If priorities or objectives change before the end of this ten year period, the WFPP should be revised to reflect the shift in priorities or objectives.

The WFPP can be updated yearly or at any time a significant change occurs affecting the BIA Agency/Tribal wildfire prevention program. All WFPP revisions affecting program budget, overall workload, salary grade, expertise level, effectiveness, or number of personnel must repeat the review and approval process.

2.4 Using the WFPP

In order to implement the WFPP, a firm understanding of the wildfire history, prevention actions, accountability, and documentation needs to exist. All prevention program personnel face limited time and resources, and therefore personnel need to focus their time on actions that target their primary causes.

Wildfire History is the basis for the prevention strategy. The wildfire history must be complete and accurately reflect the human caused fire occurrence. The data must be reviewed with the Fire Management Officer (FMO), Forest Manager, or Resource Manager and ensure the causes being addressed are the highest priorities.

Prevention Actions are targeted to reduce wildfires from the primary human causes identified in the wildfire history. The General, Specific, and Community Actions are presented in Tables 9, 10, and 11 in the WFPP. These tables contain the annual targets for the prevention program. Due to formatting issues, examples of these tables could not be included in the Attachments section of this handbook. Instead, examples of these tables are available online at: https://www.bia.gov/bia/ots/dfwfm/bwfm/wildfire-prevention-and-education/prevention-resource-library/bia-prevention-handbook.

The WFPP is a living document providing goals, objectives, annual targets, and direction while remaining flexible and easily amended. A yearly review of the latest official ten-year fire occurrence data, WFPP targets, and accomplishments with fire/forestry staff will help ensure the primary human causes are being addressed. Adapting the WFPP to changes in primary causes, effective or ineffective messages, or other needs as identified is an ongoing process. Figure 1 presents this Adaptive Management process as it is applied to the WFPP and the prevention program.
When reviewing the WFPP targets and accomplishments ask:

- Am I implementing all the actions items identified in the plan?
- Am I implementing action items not identified in the plan?
- Am I implementing action items at a different quantity level than designated in the plan? (e.g. 20 Smokey programs rather than 5).

Deviation from the planned workload can mean one of two things:

1. The WFPP workload needs to be revised to reflect a changed situation.
2. Prevention staff needs to refocus their activity on implementing the WFPP.

2.5 Cultural Fire Use and the WFPP

Tribes have a deep connection with fire. Fire is part of many Tribal cultures and ceremonies. The Tribal connection with fire should be respected and incorporated into wildfire prevention program activities as appropriate. Including guidance in the WFPP that addresses Tribal use of fire should be considered.

The Tribal burn permit system is one standard program element which may need to be modified to protect the cultural practices of Native Americans during times of high fire danger. It should be stressed that Tribal members have the right to use fire for religious ceremonial activities, and the permit system may need to provide exemptions for ceremonial use of fire from the permitting process. A possible compromise is to establish an informal process for notification of ceremonies during periods of high fire danger. It is important that prevention personnel work with the Tribe(s) to ensure ceremonial fire use and public safety are both protected.
2.6 The Standard WFPP Outline

A Standard WFPP Outline has been adopted by the BIA. This outline must be followed to meet the national standard. If the unit is developing their WFPP as a “Spatial WFPP,” it will still need to provide a written WFPP using the Standard Outline. The spatial WFPP will include an expanded use of maps. Additional information on Spatial WFPPs is found in section 2.9.

This section of the handbook uses the Standard WFPP Outline to describe the business rules and required program components at each step in the planning process.

The Standard WFPP Outline is comprised of a prologue and five numbered sections:

   The Prologue – Includes the Cover page, Signatures, Table of Contents, and Executive Summary.

I. The Introduction – The documents included in this section provide the link between the prevention program and the FMP. It states the Tribal/Fire Management/Prevention objectives and documents the collaborative process.

II. The Situational Analysis Section – This section presents a situational analysis of the management unit and describes the existing conditions. It includes a description of the management unit, wildfire history and cause data, history of prevention efforts, prevention strategies, and risk assessments for the management unit, communities, and fuel conditions.

III. The Fiscal Analysis Section – This section consists of the workload summary, effectiveness analysis, budget development, and cost-benefit analysis.

IV. The Implementation Section – This section includes the program’s policy and administrative requirements, and lists of the planned General, Specific, and Community Actions. It also includes a discussion of the options for reducing structural ignitability and a prioritization of the hazardous fuel areas. It discusses the annual planning calendar, supporting plans, and accomplishment reporting requirements. Together these sub-sections provide a road map to success.

V. The Appendices – The Appendices for the WFPP contain all supporting materials that have been referenced in the WFPP. Appendices are included to provide information that is too detailed for the text of the WFPP.

Additional details are provided below regarding the required content for each section of the Outline.
The Prologue

Cover Page.

At a minimum, this page must include the name of the planning unit, the type of plan (this should nearly always be “Wildfire Prevention Plan”), the time period the plan covers, and the date of completion.

Optional elements include the approval date, the author, Tribe or BIA Agency address, web address, phone number, email address, any Tribal/BIA Agency seals or logo, and appropriate artwork or photography.

Signature Page.

Once a WFPP has been prepared (either new or revised) it must undergo a review and approval process to be considered for funding. The minimum signatures required for approval are:

- The Preparer
- The BIA Agency Superintendent or an authorized Tribal official
- The Regional WUI/Prevention Specialist (this signature is skipped if the WUI/Prevention Specialist is the principal author)
- The Regional Forester or Natural Resource Branch Chief
- The Regional Director (RD) (or Acting)

Optional signatures may include the prevention technician(s), local unit or regional fuels specialist, fire management officer, and an authorized law enforcement person.

The following business rules apply to the signature page to ensure consistency and that proper authorizations are recorded:

- The signature for local concurrence must be the BIA Agency Superintendent, Deputy Superintendent (if authorized), Tribal Fire Program Director, Tribal Natural Resource Director, or principal Tribal executive officer (Chief, Principal Chief, Chair etc.).
- The Regional WUI/Prevention Specialist must review and concur with the WFPP, unless this person was the preparer. This review is for policy compliance, quality control, and the practicality of the planned actions.
- The WFPP must be recommended for approval by the Regional Forester, Regional Natural Resources Officer, or equivalent.
- The RD, an authorized Deputy RD, or an authorized Acting RD must approve the WFPP.
• Minor revisions and edits must be documented, but do not require a repeat of the approval process.
• Any revision affecting program budget, overall workload, salary grade, expertise level, effectiveness, or number of personnel requires a new approval page.

Table of Contents.

The table of contents must include the page numbers and list the major headings. This section also includes any lists of tables, figures, or appendices.

Executive Summary.

The Executive Summary summarizes the analysis, planning process, and implantation recommendation for the plan. It is a short (one or two pages) introductory section; however, it does not introduce any additional or new information. At a minimum it summarizes:
• History of prevention in the unit
• Purpose of the plan
• A description of the planning process used
• A description of the plan’s organization (such as Analysis and Implementation sections)
• Description of collaboration
• The results of planning process – positions and budget

I. The Introduction

This section discusses the prevention plan, the planning process, and the goals and objectives. There should be three sub-sections in the Introduction: A. Purpose and Scope; B. Management Goals and Objectives; and C. Collaborative Process.

A. Purpose and Scope.

This sub-section provides a short description of the purpose for the WFPP or revision. The name of the jurisdiction(s), time period the WFPP covers, and what higher level plan this one is tiered to should be included. It should also state that the plan meets the BIA standard for CWPP equivalency (if it does).

Additionally, this sub-section includes a description of the planning process and whether or not RAMS or WPSAPS was used. When an alternate (other than RAMS or WPSAPS) process is used to conduct the analysis, it is the responsibility of the WUI/Prevention Specialist to ensure that the process used produces outputs equivalent to these.
B. Management Goals and Objectives.

The goals come from the higher level plan identified in Purpose and Scope. These are the goals that are prevention oriented or that have a prevention component. These should have the references to the original document.

The objectives for prevention relate directly to the goals. They must be “SMART” (Specific, Measurable, Attainable, Realistic, and Time oriented). One of these objectives must establish a measurable target for the reduction of human caused wildfire. Any specific Tribal objectives for prevention should be included here.

*Additionally, for WFPP Revisions:* the previous objectives need to be reviewed to determine if they are still valid; if any new objectives are needed; and, if the new objectives are compatible with previous objectives. The reasons for any changes or new objectives should be described and explained.

C. Collaborative Process.

This sub-section identifies the collaborative partners that provided input in preparing this WFPP. At a minimum, these must include the organization responsible for wildfire suppression on the unit (represented by an FMO, Fire Chief, etc.), federal or Tribal land management organization, and a representative of Tribal government or a BIA line officer for the unit. Additionally, the preparer of the WFPP must coordinate with their designated Regional WUI/Prevention Specialist; regional and/or local unit fuels staff, fire planner, and any cooperating agencies.

II. The Situational Analysis

This section documents the current situation, planning process, and analysis that was used. There are seven sub-sections and three required tables in the Situational Analysis.

A. Description of the Unit.

This sub-section describes the overall Management Unit using descriptions from the Fire, Forest, or IRMP. It includes geographic boundaries, management unit boundaries, and vegetation types. The total acreage in the planning unit by ownership category should also be included. The sources for this information may include: local unit fire management plan, BIA/Tribal Reality Office, or other fire protection data. Maps are useful in displaying the planning unit boundaries.
B. Description of the Fire History.

This sub-section summarizes the wildfire occurrence by cause for the Management Unit over the previous ten years. If ten years of usable data is not available, then a five year period may be used. This data comes from DOI’s official wildfire reporting system. The use of data from other sources must be justified and documented in the WFPP, and must be approved by the Regional WUI/Prevention Specialist in advance with concurrence from the Deputy Director – Fuels Management Program.

The following types of fires should be included in the analysis:

**Fire Type - Suppressed Wildfire**
- Fires on Indian Lands under BIA protection
- Fires on Indian Lands under the protection of another federal agency
- Fires on Indian Lands protected by a non-federal agency
- Fires on Indian Lands requiring limited action
- Fires on non-Indian Lands with a BIA response (threat to trust)
- Protection Type Six (6), non-Indian Lands assisting a cooperator per agreement, Memorandum of Understanding (MOU), or contract (assist fires)

**Fire Type - Natural Outs**
- Fires on Indian Lands under BIA protection
- Fires on Indian Lands under the protection of another federal agency
- Fires on Indian Lands protected by a non-federal agency
- Fires on Indian Lands requiring limited action
- Fires on non-Indian Lands with a BIA response (threat to trust)
- Protection Type Six (6), non-Indian Lands assisting a cooperator per agreement, MOU, or contract (assist fires)

The results of this analysis are displayed in this section in Table 1: Historical Fire Cause Analysis; this is a required table. Attachment 1 provides an example of this table. A template for Table 1 can be found online at: [https://www.bia.gov/bia/ots/dfwfm/bwfm/wildfire-prevention-and-education/prevention-resource-library/bia-prevention-handbook](https://www.bia.gov/bia/ots/dfwfm/bwfm/wildfire-prevention-and-education/prevention-resource-library/bia-prevention-handbook).

A graphical presentation of the wildfire occurrence data is useful to illustrate the primary cause categories and occurrence trends. This sub-section must also identify the primary human cause(s) for wildfire.
**Additionally for WFPP Revisions:** any changes in wildfire occurrence and in the primary cause category need to be described.

### C. History of Prevention Efforts.

This sub-section briefly describes the history of wildfire prevention in the Management Unit in narrative form.

**Additionally for WFPP Revisions:** the previous plans are briefly described. A summary of the results of the most recent prevention program review—including all significant findings—should also be provided. A copy of the most recent program review and a copy of it must be included in Appendix J of the WFPP. The status and effectiveness of each of the policy required program elements and the average annual accomplishments for each category of actions should also be discussed. The average actual accomplishments are compared to the average planned accomplishments, identifying areas of significant under or over achievement. Any factors that influenced accomplishments during the previous planning cycle are discussed.

### D. Prevention Strategy.


**Additionally for WFPP Revisions:** the strategy used in the previous plan is described and its effectiveness is discussed. A discussion on how the previous prevention strategy relates to the current situation and identified primary cause is needed. This discussion includes any changes being made to better address a changed situation or primary cause(s).

### E. Management Unit Assessment.

This sub-section describes the Management Unit and/or Prevention Units (PUs). The management unit may have multiple Fire Management Units (FMUs) established in the local FMP and these may be used as PUs, if further delineation is not needed. The PUs are the lowest level of delineation for area planning in the WFPP. The term “Prevention Unit” replaces the previous term “Compartment.” Maps are useful to illustrate the FMUs and PUs.

**Table 2: Composite Prevention Unit Assessment Summary** (formerly Compartment Assessment Summary) is a required table and is located in this section of the plan. This table displays the composite risk assessment of the fire management and/or prevention units. It is used in prioritizing the planned prevention actions. This table is generated by risk assessment. Attachment 2 provides an example of this table. A template for Table 2 can be found online at:

---

#19-05, Issued: 12/20/18
Replaces #12-28, (90 IAM 1.4 C (6)), Issued: 6/29/12
Extensive knowledge of the risks, hazards, and values within the planning unit is needed to complete this section. The sources for this information may include: any previous risk assessments, maps, and personal observations by the FMO, fire program manager, natural resource officer, Tribal representative, or any other resource officer at the local unit.

**Additionally for WFPP Revisions:** Discuss any changes made to the FMUs and/or PUs and any changes in their risk assessment.

**F. Community Assessment.**

This sub-section identifies all of the communities covered in the plan and ranks their risk. These must include all of the Communities at Risk as listed in the Federal Register on August 17, 2001 (Volume 66 Number 160) that are in the vicinity of Indian Lands. Additional communities, in the vicinity of Indian Lands, that are not on the Federal Register list must also be included in this assessment. It describes the distance used to define vicinity. It is important to seek local and BIA/Tribal input when identifying the communities included in the risk assessment. A map is useful to display the locations of the communities.

**Table 3: The Community Assessment Summary is a required table. It shows the ranking produced by the Community Assessment.** It is used in prioritizing planned community actions. An example is found in Attachment 3. A template for Table 3 can be found online at: [https://www.bia.gov/bia/ots/dfwfm/bwfm/wildfire-prevention-and-education/prevention-resource-library/bia-prevention-handbook](https://www.bia.gov/bia/ots/dfwfm/bwfm/wildfire-prevention-and-education/prevention-resource-library/bia-prevention-handbook).

**Additionally for WFPP Revisions:** the previous plan’s list of communities is compared to the revision’s communities. Any additions or deletions to the list need to be explained. The reasons for any changes in the risk rankings also need to be discussed.

**G. Fuels Assessment.**

This sub-section describes the vegetation types, fuel types, fuel management projects, fuel treatment methods, and fuels management objectives. These descriptions come from the FMP or from a local unit Fuels Management Plan. Maps are useful in displaying the distribution of vegetation types.

**Additionally for WFPP Revisions:** any changes to the fuels since the previous WFPP was prepared are discussed. The prevention planner must engage the fuels management staff when completing this section.
III. Fiscal Analysis

This section identifies and describes the planning options considered, and provides an analysis of the workload, effectiveness, and cost-benefit ratio for each option. It also explains the process used to conduct each analysis. Additionally, this section identifies the selected position level(s) and develops a proposed budget. Required Tables 4, 5, 6, 7 and 8 support this narrative (see Attachments 4, 5, 6, 7, and 8 for examples).

A. Prevention Options.

This sub-section describes identifies the options evaluated in developing the plan. These must include:

- The no action option
- The proposed planned option
- An alternative option for an increase or decrease in funding or staffing
- Additional options required for revisions:
  - An option for the previous plan (required for revisions)
  - An option for the average accomplishments (required for revisions)

Additionally for WFPP Revisions: If an additional position is being requested, an option including the general, specific, and community actions of the additional person must also be included.

B. Workload Analysis.

This sub-section describes the number of hours required to implement each option and defines the number of full and part time positions needed. The minimum annual hourly basis for each full time position is 1670 hours. This figure represents the minimum of 80% of the 2080 full time equivalency (FTE) hours as required by policy.

Table 4: Prevention Workload Analysis is a required table. It summarizes the total person hours required to implement each option annually. It uses the summary of the total person hours (by category) for the community, general, and specific actions. An example of Table 4 can be found in Attachment 4. A template for Table 4 can be found online at: https://www.bia.gov/bia/ots/dfwfm/bwfm/wildfire-prevention-and-education/prevention-resource-library/bia-prevention-handbook

This sub-section also provides an analysis of the appropriate expertise level(s) needed to deliver the program. It identifies the standard position description that matches the expertise level needed. This analysis is a required element and is presented in narrative format. The following standards are established for this analysis:

#19-05, Issued: 12/20/18
Replaces #12-28, (90 IAM 1.4 C (6)), Issued: 6/29/12
• The selection of the Standard Position Descriptions (SPD) used to hire the staff must be consistent with the WFPP. For example, if the WFPP was developed for a General Schedule (GS) – 9 Specialist, the program may not be staffed with a GS-4, 5, 6 or GS 6, 7 Technician. Likewise, if the WFPP specifies a GS – 7 Technician, it may not be filled with a GS-9 Specialist. In both cases, the WFPP would need to be revised to accommodate the use of an SPD for a different GS salary and expertise level. Career ladder positions that incorporate the plan approved grade are acceptable.

• When two or more positions are funded at a single unit location, one of these must be filled at the Officer or Specialist Level in the leadership role.

• No more than three positions may be funded at any location in a BIA funded prevention program.

• Complexity may be a factor in selecting the appropriate SPD; however, it should not be the only factor. The skill level required to implement the actions planned in the WFPP, combined with the overall skill level needed to coordinate the program, must be considered. Additionally, the cost-benefit analysis must result in a minimum 1:1 ratio for any the expertise level. Refer to Chapter 6 of this handbook for guidance on selecting the SPD and expertise level.

Additionally for WFPP Revisions: the differences between the proposed, current, and historical options are discussed. Any changes in the workload requiring an increase or decrease in staff and/or expertise levels to implement the program must be explained.

C. Effectiveness Analysis.

This sub-section describes effectiveness percentages for each option considered. For this analysis, effectiveness is defined as “the predicted number of human caused wildfires avoided,” expressed as a percentage. RAMS provides effectiveness ratings as a decimal value for the reduction in fire occurrence by cause. These need to be averaged and expressed as a percentage to arrive at the overall effectiveness for the planning option. The effectiveness percentage will be used to determine the “benefits” for the cost-benefit ratio. The WPSAPS model will provide the estimated number of fires to be avoided. Every planning option must have its effectiveness compared to the historical (pre-prevention) option. The results are presented in Table 5: Estimated Effectiveness; this is a required table.

An example of Table 5 is found in Attachment 5. This table will be modified when WPSAPS is released. A template for Table 5 can be found online at: https://www.bia.gov/bia/ots/dfwfm/bwfm/wildfire-prevention-and-education/prevention-resource-library/bia-prevention-handbook

#19-05, Issued: 12/20/18
Replaces #12-28, (90 IAM 1.4 C (6)), Issued: 6/29/12 16
Additionally for WFPP Revisions: the effectiveness percentages from the previous plan to the actual changes in fire occurrence are compared to document the impacts of program implementation.

D. Budget Development.

This sub-section describes the budget developed to implement the planned option. The personnel costs, the program support costs, plus the indirect costs from this section provide the “costs” in the cost-benefit analysis. The following business rules are adopted for the budget development in the WFPP:

- All Bureau programs will use the Office of Personnel Management (OPM) pay tables to develop the proposed budget. The salaries use the full performance grade level for the expertise level of the planned position(s). Each position will be planned at the mid-point (Step-5).

- Employee Benefit Compensation (EBC) is for each position. EBC rates used should be actual rates and verified by the requesting unit. If EBC rates are not available, a rate of 40% should be used.

- The OPM GS salary table for the Rest of the U.S. (RUS) is used, unless a locality pay table is approved for use at the location. The OPM salary tables can be found on the Internet at: https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/.

- Support costs are planned at a standard level of $10,000 for one position, $12,500 for two positions, and $15,000 for three positions. This amount is for planning purposes only and is not guaranteed. It may vary up or down based upon available funds at the national level.

- Indirect Costs (IDC) for compact and 638-contract programs must be included. Use the IDC rate for the Tribe that is in effect at the time the plan was developed.

Table 6: Proposed Annual Budget Summary is a required table that illustrates the costs of program implementation. The salary, EBC, and support costs for each position are included. If one-time “start-up” costs are needed, these are included in Table 6, but are excluded from the cost-benefit analysis. Tribal IDC, if applicable, must be shown in the table as an annual recurring cost and included in the cost-benefit analysis for all contract and compact programs. An example of Table 6 is found in Attachment 6.

The preparer must also include in this section a list of anticipated program support items. This is provided to inform the manager on how the support funding should be used. Table 7: Program Support Items, is the required table that displays these items. Further guidance on funding use can be found in Chapter 3 of this handbook. An example of Table 7 can be found in Attachment 7. A template for Tables 6 and 7 can be found online at:
Additionally for WFPP Revisions: the budget from the previous WFPP is compared to the budget proposed in the revision and any changes need to be explained.

E. Cost-Benefit Analysis.

The Cost-Benefit Analysis discusses how the selected alternative is the most cost effective program option when compared to the historical and alternative options. The effectiveness of each option can be derived from the analysis. **Table 8: Cost-Benefit Analysis is a required table** when developing a new WFPP or when a revision requesting a change in grade or numbers of personnel is completed. **It is BIA policy that the cost-benefit analysis must demonstrate that the savings outweigh the cost of implementation, or have a minimum cost-benefit ratio of one to one (1:1) to receive prevention program funding.**

Table 8 has been standardized for use across the nation. An example of Table 8 is found in Attachment 8. The template for Table 8 is found online at: [https://www.bia.gov/bia/ots/dfwfm/bwfm/wildfire-prevention-and-education/prevention-resource-library/bia-prevention-handbook](https://www.bia.gov/bia/ots/dfwfm/bwfm/wildfire-prevention-and-education/prevention-resource-library/bia-prevention-handbook). This table is updated periodically. The most recent version is available from the Regional WUI/Prevention Specialist.

Four inputs required for this table are:

- The BIA Region, BIA Agency/Tribe and the name of the Management Unit
- The overall number of human caused wildfires over the previous ten years
- The number acres burned in human caused wildfires over the previous ten years
- For each planning option considered (except for the “Historical” and Average Accomplished options) include:
  - Option name
  - Staffing per the workload analysis
  - Total recurring funding required
  - The average predicted effectiveness

The costs included in the cost-benefit ratio must include the annual personnel (salary and a standardized benefits allowance), recurring support, and IDC (if applicable) for the option being considered.
In the cost-benefit analysis used for BIA’s prevention planning, the benefits (estimated costs avoided) are the first term in the ratio and the costs of implementation are the second. For example, an option that has an estimated “costs avoided” or benefits of $300,000 and costs $100,000 to implement has a benefit to cost ratio of 3:1 ($300,000:$100,000). The ratio is expressed in this format to easily demonstrate the cost-effectiveness of a planned option. As long as the first term is larger than the second, the option is cost-effective.

**Additionally for WFPP Revisions:** the cost-benefit analysis from the previous plan and the changes taking place (if any) with this revision are summarized. A new cost-benefit analysis using Table 8 is needed if the revision plans any changes in the pay grade or the number of the personnel needed to implement the plan. **Tables 8 is NOT required for revisions if human caused wildfire occurrence trends are down and there are no changes in costs due to increased personnel, expertise level, or pay rates planned.** Then, a simple statement that Table 8 is not required is all that is needed. However, a discussion of why the selected option is the most effective and efficient is still required.

**IV. Implementation Plan**

This section describes the planned actions and additional guidance needed for implementation.

**A. Standard Program Elements.**

The mission of the BIA wildfire prevention program is to reduce human caused wildfires. BIA policy (90 IAM 5) requires prevention programs to include specific proven effective wildfire prevention measures, called the “Standard Program Elements,” to secure long term funding. The current status of each of these elements and any changes needed must be discussed in the Implementation Section of the WFPP. The Standard Program Elements are:

1. **Documented Program Support** – The purpose of obtaining program support is to ensure that the Tribes, BIA Agency Superintendents, and fire managers agree upon the direction of the prevention program. Document Tribal support for wildfire prevention. Acceptable forms of documentation include any of the following:
   a. A copy of the approval or signature page of the unit Fire Management Plan (FMP) where a prevention strategy or actions are described
   b. A Tribal resolution supporting a prevention program
   c. A letter from the Chief or Chair supporting the program
   d. Tribal approval of the FMP where a prevention strategy or actions are described
   e. Tribal approval of the WFPP
Failure to comply with this standard will result in probationary, withheld, or discontinued funding. Copies of the Tribal support documents must be included in Appendices A and B.

2. **Documented Fire Investigation Policies and Procedures** – BIA standard practice is to determine the cause and origin of all wildfires. The purpose of making this determination is to: determine the specific cause and origin; determine if a fire trespass has occurred; determine if suppression cost recovery is appropriate; and, determine if the prevention strategy identified in the WFPP is the appropriate strategy. This determination may be made by the Initial Attack Incident Commander, a Wildfire Investigator (INVF), or an INVF trainee. Only those human caused wildfires with potential for consequences, as described in the BIA Wildfire Investigation Handbook (90 IAM 6-H), require investigation by a Certified INVF.

A description of how wildfire investigations will be conducted locally should be included. The BIA Wildfire Investigation Handbook describes Bureau procedures for conducting wildfire investigations and documenting all fire occurrences. The Wildfire Investigation Handbook supersedes all conflicting investigation procedures identified in current WFPP’s. Failure to comply with this standard will result in probationary, withheld, or discontinued funding. A copy of the full policy and procedure for investigating wildfires must be attached in Appendix G.

3. **A Documented Standard Operating Procedure (SOP) for investigating wildfires** – The purpose of the SOP is to define the roles and responsibilities of fire investigators and law enforcement when investigating wildfires. The SOP also improves the working relationships between law enforcement and fire management personnel when investigating wildfires.

Additional information and details regarding this SOP are provided in the BIA Wildfire Origin and Cause Investigation Handbook. A copy of the SOP must be included in Appendix C. Failure to comply with this standard will result in probationary, withheld, or discontinued funding.

4. **Documented Burn Permit System** – A burn permit system is necessary to regulate open burning under unsafe conditions (including air quality and associated health related issues stemming from emissions) and to reduce the incidence of false alarms.

A burn permit may not be issued in place of a prescribed fire plan. A prescribed fire plan is required whenever the use of fire is identified as a management action in any land management document (i.e., IRMP, Forest Management Plan, Range Management Plan, FMP, etc.) for lands under the jurisdiction of the BIA.

Burn permits may be used to authorize open burning for the purpose of cultural activities, fire investigation training, weed control in small areas, prevention or control of disease or pests, heating for warmth of field workers, as well as disposal of domestic yard debris including leaves, trees, limbs, and grass within an individual’s home site boundary. Recreational bonfires may also be authorized under a burn permit. Burn permits may not be issued for the disposal of household
waste, automobile tires, or any other such items that would pose a threat or concern from an environmental standpoint.

The permit system must identify the procedures that permittees are required to follow as well as any applicable Tribal codes and ordinances. The burn permit system may provide information on open season burning, and information and points of contact for air quality and smoke management operations. The use of the burn permit system is required during the established fire season.

The adoption of the burn permit system must be made known to the Tribal population and the department/office responsible for managing and enforcing it. Consequences for violations of the burn permit system must also be clearly displayed on the permit, or posted clearly for the public to observe.

The status of the burn permit system needs to be documented here and a copy included in Appendix F. If a burn permit system is not in place, a draft must be included in Appendix F. A burn permit system must be adopted at these locations within 12 months of approval of the funding of the WFPP. Failure to comply with this standard will result in probationary, withheld, or discontinued funding.

5. Administrative Requirements – Any special restrictions or business rules that apply to the implementation of the plan are described and documented here. Examples include:

- Requiring the plan to be implemented as written
- Requiring that supporting plans be developed
- Requiring the local unit to devote a position to implement the plan
- Restrictions on the use of funding

Additionally for WFPP Revisions: any changes needed in the “Standard Elements” are described and deadlines for these changes are established for making them.

B. General Actions Descriptions.

General Actions are implemented over the entire planning unit. They are general in nature. Most increase awareness or provide information to the public about preventing unwanted human caused fires. The General Actions for each year are summarized in Table 9: The General Actions; this is a required table. The definitions for these actions are found in the BIA’s Accomplishment Reporting Instructions. An example and a template for Table 9 and the Accomplishment Reporting Instructions are available online at: https://www.bia.gov/bia/ots/dfwfm/bwfm/wildfire-prevention-and-education/prevention-resource-library/bia-prevention-handbook. The General Action labels in Table 9 are inadequate to convey what is planned for each activity. Therefore, a short statement further describing each planned activity is needed in the General Actions narrative section.
C. Specific Action Descriptions.

Specific Actions are those activities that are planned for a specific area (FMU or PU). The specific actions for each year are listed by PU and summarized in Table 10: The Specific Actions; this is a required table. The definitions for these actions are also found in the BIA’s Accomplishment Reporting Instructions. An example and a template for Table 10 and the Annual Accomplishment Reporting Instructions can be found online at: https://www.bia.gov/bia/ots/dfwfm/bwfm/wildfire-prevention-and-education/prevention-resource-library/bia-prevention-handbook. The Specific Action labels in Table 10 are inadequate to convey what is planned for each activity. Therefore, a short statement further describing each planned activity is needed in the Specific Actions narrative section.

D. Community Actions Descriptions.

Community Actions are those activities implemented in an individual community. They focus on raising community awareness, reducing structural ignitability, and building partnerships. Note that community actions are in addition to, and should not duplicate, the workload planned for General and Specific Actions. Community Actions are useful to specify a program of work for communities in the WFPP.

The Community Actions are listed by community and summarized for each year in Table 11: Community Actions; this is a required table. The definitions for these actions are also found in the BIA’s Accomplishment Reporting Instructions for prevention. An example and a template for Table 11 and a copy of the Accomplishment Reporting Instructions can be found online at: https://www.bia.gov/bia/ots/dfwfm/bwfm/wildfire-prevention-and-education/prevention-resource-library/bia-prevention-handbook. The Community Action labels in Table 11 are inadequate to convey what is planned for each activity. Therefore, a short statement further describing each planned activity is needed in the Community Actions narrative section.

E. Structural Ignitability Mitigation Options.

This sub-section describes the specific key messages, methods of delivery, and any other activities planned to reduce structural ignitability. These actions should be based on Table 12: Structural Ignitability; this is a required table. Table 12 lists the seven most common vulnerabilities for structures from wildfire. The information is gathered during the Community Assessments as an overall rating of compliance with Firewise standards for each vulnerability, covering the entire planning unit. These ratings can be estimated or measured. The ratings are then combined for the entire unit and displayed as percentages of compliance in Table 12.

Additionally, the planning unit’s efforts to help communities become more fire adapted should be discussed. Treatment of structural ignitability is required for the WFPP to be certified as equivalent to a CWPP. An example of Table 12 is found in Attachment 9. A template for Table 12 is found online at: https://www.bia.gov/bia/ots/dfwfm/bwfm/wildfire-prevention-and-education/prevention-resource-library/bia-prevention-handbook.
F. Prioritized Hazardous Fuels Reduction Areas.
This sub-section describes the treatment methods and areas prioritized for hazardous fuels treatments. Prioritized areas may consist of compartments, identified WUI areas, communities, or any other geographically defined area. According to HFRA, protection of at-risk communities, watersheds, or projects that implement community wildfire protection plans must be prioritized for fuel treatments. A map is a useful tool to illustrate these. The prevention personnel and the local unit/regional fuels staff must work together to develop and implement this section.

G. Annual Planning Calendar.

The annual planning calendar provides guidance for scheduling and planning implementation of the prevention actions. The calendar provides a monthly schedule for the fire prevention personnel to accomplish the general, specific, and community actions. This sub-section describes the Annual Planning Calendar in Section G and a copy is included in Appendix O of the WFPP. The template for the Annual Planning Calendar is found online at:

H. Supporting Plans.

There are several important functions in wildfire prevention that need development during the planning process. Including them in the WFPP would add an undesirable level of complexity. These functions need to be supported by their own implementation plans. These are called supporting plans. This sub-section describes the status of each of the supporting plans required to implement the program in Section H. At a minimum, the following supporting plans are required:
1. Sign Plan
2. Patrol Plan
3. Communications Plan
4. Preparedness/Readiness Plan
5. Restrictions Plan

Other supporting plans may be needed to successfully implement the WFPP. These are included at the discretion of the plan author. Examples include a Volunteer Use Plan, Restriction/Closure Plan, or Inspection Plan. Guidance on how to develop the required supporting plans is provided in Chapter 7 of this handbook. Copies of the supporting plans should be included in the appropriate Appendix.

I. Accountability.

This sub-section describes the various methods the unit will use to document activities, report accomplishments, and maintain accountability. The types of accomplishment reports required, their
frequency, and any known deadlines must be included. This sub-section also describes any internal reports that will be used at the local unit. Additional details on accomplishment reporting are found in Chapter 5 of this handbook.

V. Appendices

The WFPP Appendices may be provided electronically or on paper. At the end of the WFPP, the contents of the Appendices should be described. The standard list of Appendices is:

Appendix A. Documentation of Program Support
Appendix B. Documentation of Tribal Support
Appendix C. The Law Enforcement SOP
Appendix D. Model Outputs
Appendix E. The Preparedness Plan
Appendix F. The Burn Permit System
Appendix G. Wildfire Investigation Policies and Procedures
Appendix H. The Restrictions Plan
Appendix I. Smokey Bear Guidelines
Appendix J. Accomplishment Reporting
Appendix K. Inspection Checklists and Aids
Appendix L. Communications Plan
Appendix M. The Patrol Plan
Appendix N. The Sign Plan
Appendix O. The Annual Planning Calendar
Appendix P. The Recommended Position Description
Appendix Q. An Electronic Copy of the WFPP in MS Word or Portable Document Format (PDF)

Additional appendices may be added by the plan authors as needed. When paper copies of these appendices are provided for peer review, the RAMS Database File should be provided in electronic format on a disk.

2.7 Plan Approval Process

Once the WFPP is complete, it must undergo a review and approval process. The minimum required steps in the review are:
1) The Regional WUI/Prevention Specialist reviews the WFPP for completeness, policy compliance, numerical consistency, and logical errors. Once any identified issues have been resolved, the review is documented on the signature page. The WFPP is then submitted to another Regional WUI/Prevention Specialist for an independent peer review.

2) The Peer Review uses the Peer Review Checklist, which is found online at: https://www.bia.gov/bia/ots/dfwfm/bwfm/wildfire-prevention-and-education/prevention-resource-library/bia-prevention-handbook. In the peer review, a different Regional WUI/Prevention Specialist certifies that all of the required elements for a BIA WFPP are present. The reviewer certifies that they comply with established standards and are written in clear, concise language. Punctuation, usage, or spelling errors so numerous or serious that they impact the communication of ideas are subject to review and must be corrected. However, it should be noted that the purpose of this review is not to correct minor punctuation, usage, or spelling errors. The primary purpose is only to certify the WFPP meets established standards. The original copy of the certifying checklist must accompany the copy of the plan sent to the BWFM. It is the responsibility of the original reviewer to ensure the peer reviewer’s changes are addressed.

3) The Line Officer at the unit must sign the plan as concurring with it. It is then sent to the Regional Forester.

4) The Regional Forester (Or Natural Resources Branch Director) reviews the WFPP and recommends it for approval to the RD. Only edits requiring changes to the program budget, workload, salary grade, expertise level, effectiveness, or number of personnel necessitate repeating the review process. This recommendation for approval is documented by the Regional Forester’s signature on the signature page.

5) The RD, an authorized Deputy RD, or an authorized Acting RD approves the WFPP by signing the signature page.

6) Once approved, three complete paper copies of the original WFPP need to be made. The WUI/Prevention Specialist distributes the three copies. The original is kept at the regional office; one copy goes to the home unit; one copy is provided to the Regional WUI/Prevention Specialist; and one copy is provided to the Deputy, Fuels Management at BWFM in Boise, ID. All copies should be plainly marked as a copy.

2.8 Funding an Approved Plan

Once the RD approves the WFPP, funding must be formally requested. To request funding, the RD must provide a formal funding request to the Director, BIA. A funding request template is provided online at: https://www.bia.gov/bia/ots/dfwfm/bwfm/wildfire-prevention-and-education/prevention-resource-library/bia-prevention-handbook. The Regional WUI/Prevention Specialist concurrently provides a copy of the approved WFPP to the Deputy Director, Fuels Management Program in the
BWFM at the National Interagency Fire Center (NIFC). Original WFPPs should not be sent to BWFM-NIFC.

The amount requested for the first year must be for a specific amount as supported in the WFPP. Funding for the remainder of the WFPP lifespan is assumed to be automatic unless a shorter time period is specified.

Conditional (temporary) funding of a WFPP for a developmental period of one year may be approved. During that one year period, any policy requirements that were in draft form must be adopted. The plan must clearly identify action steps to complete the policy requirements during the first year. At the end of this one year period, the local unit must document to the BWFM through the region that all policy requirements are met. Once all policy requirements are met then the prevention program may become eligible for long term funding.

2.9 **Spatial Wildfire Prevention Plans**

A Spatial Wildfire Prevention Plan integrates the WFPP into a unit’s Spatial Fire Management Plan, but cannot replace the written WFPP. It augments and displays key information about the prevention program in a graphical format, allowing critical information to be easily understood by users such as managers, program staff, incident teams, cooperators, and the public. The WFPP is the guiding document for the local unit wildfire prevention program. It provides fiscal analysis, budgetary and program guidance, and establishes workloads that cannot be illustrated graphically; therefore, the WFPP serves as the basis for the development of a Spatial Wildfire Prevention Plan. The Spatial Wildfire Prevention Plan displays the assessment results, planning features, and certain activities on a map. Field units developing a Spatial Wildfire Prevention Plan should consider what elements are most critical to display. At a minimum, the Spatial Wildfire Prevention Plan should include and display the following elements:

- Prevention Planning Unit and Community Composite Risk Assessment Results (from the planning model)
- Areas with high values at risk (if not displayed in the Spatial Fire Management Plan)
- Areas of historical high human caused occurrence
- Fire danger sign locations
- Standard patrol routes
- Places where the prevention program posts public information and literature
- Volunteer Fire Departments
- Recreation areas
- Schools

#19-05, Issued: 12/20/18
Replaces #12-28, (90 IAM 1.4 C (6)), Issued: 6/29/12
The Regional WUI/Prevention Specialist is available for assistance and guidance in the development of a Spatial Wildfire Prevention Plan.

2.10 Prevention Strategies at Non-Funded Locations

Indian Country has many locations that are in need of wildfire prevention. Unfortunately, due to limited budgets, funding is not always available to hire a full time person to implement a program. The prevention strategy for these locations is to develop a prevention action plan (PAP) that can be implemented very easily. The PAP is developed with the intent that other local program staff, detailees, or prevention teams are provided with enough information to implement prevention actions that will address the historical human caused ignition issues at that location. The content of the PAP should include, but is not limited to:

1) Digital maps of:
   - The Fire Management Unit with Prevention Units
   - Risk assessment results
   - Areas of high values at risk
   - Fire history
   - Fire danger sign locations
   - Standard patrol routes
   - Places where the prevention program posts public information and literature
   - Volunteer Fire Departments
   - Recreation areas
   - Schools

2) Charts showing:
   - Fires by cause category and acres burned
   - Fires by month (shows when typical fire season occurs)

3) Prevention Measures:
   - Prevention Strategy
   - List of Prevention Actions
   - Key Contacts
   - Communications protocol
   - Calendar of recurring events
   - A Preparedness Plan with trigger points
Chapter 3: Supporting Plans

Supporting plans are needed in order for a prevention program to be fully functional. Even locations that don’t have funded programs can benefit from developing supporting plans as needed to better guide their operations. The most common supporting plans used in prevention are: a Sign Plan; a Patrol Plan; a Communications Plan; a Preparedness Plan; and a Fire Restrictions Plan.

3.1 How to Develop a Sign Plan

The Sign Plan is a basic supporting plan for a prevention program. It provides continuity, guidance, and where needed, authority to post fire prevention signs. The minimum contents of the sign plan should be:

a. **Cover or Title Page** – Has the name of the unit, plan author, date of the current version, and possibly a signature line for approval, if needed.

b. **Introduction** – Explain the scope and intent of the plan.

c. **Standards, Construction and Maintenance Requirements**
   - Describe the types and specifications of signs you intend to use (4 x 4 Fire Danger signs, bulletin boards, etc.).
   - List the vendor sources for your signs.
   - If posters are a part of your signing program, include the types, sizes and sources of posters you will use.
   - Include any standards that apply to constructing your signs, including posting materials, right-of-way clearances, and Department of Transportation requirements.
   - Describe the maintenance needs for each sign type. Include painting, staining, and weed control frequencies.
   - Describe the life expectancy or replacement criteria for each sign type.

d. **Inventory Summary** – Provide a summary in table format of the names and locations of all your signs.

e. **Individual Inventory Pages**
   - Create an inventory sheet for each sign.
   - Include:
     - latitude and longitude,
     - road directions,
     - sign type,
o inventory or serial numbers,
o construction date,
o photo,
o local vicinity locator map,
o right-of-way or cooperator information, and
o local guardian contact information (if used).

f. Maps
   ● Include a map of existing signs.
   ● Include a map of potential, proposed or desirable sign locations.

g. Agreements
   ● Include a copy of any agreement templates for right-of-ways, cooperator maintenance, or guardianship.
   ● Include copies of all of the agreements.

Additional information about signs and the Sign Plan can be found in the discontinued NWCG publication, \textit{Wildfire Prevention Sign and Poster Guide}, which can be found online at: https://www.bia.gov/sites/bia.gov/files/assets/public/pdf/idc-020437.pdf.

3.2 How to Develop a Patrol Plan

The Patrol Plan is the basic supporting plan that provides guidance to prevention personnel in conducting an efficient and effective intentional patrol. Prevention Patrol requires planning to produce the maximum benefits. It is more than simply driving around, looking for smoke on the horizon. When properly planned and conducted, Prevention Patrol can accomplish many prevention functions, including:

● early wildfire detection;
● a current fuel conditions assessment;
● accomplishing a wide variety of prevention activities in the WFPP, such as:
   o making key contacts,
   o sign maintenance,
   o inspections,
   o updating fire danger ratings on fire danger signs, and
   o distributing information; and
● serving as a deterrent by being highly visible.
The Prevention Patrol Plan should contain the following elements:

a. **Cover or Title Page** with the name of the unit, plan author, date of the current version, and possibly a signature line for approval, if needed.

b. **Objectives** for the patrol. What are the personnel supposed to focus their efforts on when on Prevention Patrol?

c. **Risk assessment results**, including both a narrative description and maps.

d. **Specific safety precautions** for the patrol, based on the assessment and objectives.

e. **Priority Areas** and/or routes to be patrolled. Include maps of each area or the standard route. This may include specific route plans showing activities and contacts. An example route plan template is found online at: https://www.bia.gov/bia/ots/dfwfm/bwfm/wildfire-prevention-and-education/prevention-resource-library/bia-prevention-handbook.

f. **Scheduling** of the patrols, including trigger points. How often will an area be patrolled? When will patrols increase in frequency?

g. **Staffing**. Who will perform patrol? Will patrol be done in pairs or by individuals? Will more than one patrol unit be working in the same area? Suppression personnel may also assist in patrol, and should be included in the plan.

h. **Patrol Kit**. Develop a checklist of the tools and equipment needed to meet the objectives and any predictable contingencies.

i. **Prevention Actions**. Identify any additional prevention actions that are compatible with the patrol objectives.

j. **Type of Patrol**. Describe the modes of transportation.

k. **Communications protocols**. Identify dead zones for communications, communications methods, periodic status check-in standards, and emergency contact numbers.

l. **Documentation requirements**. What sort of documentation is needed for the patrol? Are there any required forms or checklists?

m. **Evaluation**. PatROLS should be evaluated to determine if they are meeting the objectives and if any safety issues need further mitigation. The method and requirements for the patrol should be described in the patrol plan.
3.3 How to Develop a Communications Plan

The Communications Plan is the basic supporting plan that provides the prevention staff with guidance on the communications protocols at the unit. It should include information on the limitations of their authority to work with the media, any approved key messages, and contact information. The recommended elements to cover in this plan are:

a. **Cover or Title Page** with the name of the unit, plan author, date of the current version, and a signature line for approval. Signatures can also be maintained on a separate page to track period reviews.

b. **Purpose**. This is a short section explaining the intended purpose for the Communications Plan.

c. **Authorities (Policies, Protocols and Procedures)**. This section establishes the BIA Agency or Tribal spokesperson, and lists any directions to the prevention staff for limitations on their authority to work with the media. This section should list the BIA Agency or Tribal personnel that may need to be notified in advance of a news release or possible story.

d. **Key Audiences**. This section identifies the targeted audiences for fire prevention communications.

e. **Tactics**. This section connects the communications actions in the WFPP to the Communications Plan and expands on how they will be implemented.

f. **Cooperators and Contact Information**. This section should provide a list of media outlets, cooperating agencies, and organizations as well as their contact information.

g. **Key Messages**. This section lists any pre-approved key messages for the prevention program to include in interviews, news releases, or speaking events.

h. **Evaluation**. This section discusses how the effectiveness of the prevention communications will be measured.

i. **Appendix**. The appendix includes copies of any special guidance or policy memos affecting prevention communications and media relations. It should also include any templates for public service announcements or news releases.
3.4 How to Develop a Prevention Preparedness Plan

The Prevention Preparedness Plan is another basic supporting plan for any prevention program. It lays out a logical progression in fire prevention activities as a fire season develops. Alternately, these steps may be included in the unit’s “preparedness,” “readiness,” or “step-up plan.” When it is necessary or more desirable for the unit to develop a separate prevention preparedness plan, the recommended elements to include are:

a. **Cover or Title Page** with the name of the unit, plan author, date of the current version, and a signature line for approval.

b. **Introduction.** This is a short section explaining the intended purpose for the Preparedness Plan.

c. **Preparedness Criteria.** Determine verifiable and reliable criteria for determining progression from one level to the next. Describe the criteria used as a basis for changing the preparedness levels. Some of the most common criteria are:
   - Unit Preparedness Level
   - Keetch-Byram Drought Index (KBDI)
   - Burning Index (BI)
   - Energy Release Component (ERC)
   - Fire Activity
   - Fire Danger Ratings
   Consider using more than one criterion to best depict the current situation.

d. **Trigger Points.** Describe the trigger points for the Preparedness Criteria that will signal a change in Preparedness Level is needed. These should be selected based on experience combined with an understanding of the criterion.

e. **Preparedness Levels.** List the preparedness levels with their trigger points. Under each level, describe or list the various prevention activities that will begin, end, or increase for each level. If an activity will continue through all levels, it doesn’t need to be shown. Only include those activities that will change as the prevention preparedness levels increase. Some of the most important activities to include in each preparedness level are:
   - Patrol Frequency
   - Burning Permit Issuance
   - Fire Restrictions
   - Extended staffing
   - Long Term Severity Requests
3.5 How to Develop a Restrictions Plan

A Restriction Plan is a very useful supporting document for the prevention program that expresses leadership’s intent for the safe use of fire in the jurisdiction. It is related to the Preparedness Plan and Burning Permit System, and may also impact industrial operations plans. It should use similar or identical trigger points as the Preparedness Plan. This Plan will need to be developed with involvement from the Forestry, Fuels Management, and the Natural Resources staff. It can take many forms. It can be: a separate plan; a section in the Preparedness Plan or Burn Permit System; a Tribal ordinance; or a decision memo from some authorized person describing the process for entering into fire restrictions. The recommended format for a Restrictions Plan is:

a. **Cover or Title Page** with the name of the unit, plan author, date of the current version, and a signature line for approval.

b. **Introduction.** This is a short section explaining the intended purpose for the Restrictions Plan. It should cite the authority for issuing fire restrictions. Tribes have the ability to develop their own restrictions or adopt those used by county or state governments. BIA Agency programs must typically rely on the RD for the authority to adopt the burning restriction laws of a state (25 CFR §1.4). Some types of restrictions may be developed and adopted by a BIA Agency program in consultation with the affected Tribal government. The text of 25 CFR §1.4 can be found online at: [https://www.ecfr.gov/cgi-bin/text-idx?SID=35e6322ee645b8e4b2bce91c08b908bb&mc=true&node=se25.1.1_14&rgn=div8](https://www.ecfr.gov/cgi-bin/text-idx?SID=35e6322ee645b8e4b2bce91c08b908bb&mc=true&node=se25.1.1_14&rgn=div8).

c. **Types of Restrictions.** This section lists the types of restrictions and triggering criteria used by the program to protect the public and natural resources. The three types of restrictions most commonly used are:

- **Burning Permits** - The Burn Permit System is a form of a restriction. It is limited to authorizing the burning of small areas around a domicile when not conducted for land management purposes. The Burn Permit System should contain provisions for revocation of permits and for not issuing permits. Restrictions on the issuance of permits are normally of short duration. The determining criteria are usually daily weather conditions.

- **Burning/Fire Use Restrictions** - Burning restrictions primarily apply to the use of prescribed fire, but may also supersede any burn permits the program has issued. Restrictions are not an outright ban, but may place limitations on the weather conditions, time of day, or signature authority required for approval of a prescribed fire. The determining criteria can be...
daily weather, climatic, seasonal, or activity driven. Each restrictions plan should refer to the current version of the Interagency Standards for Fire and Fire Aviation Operations - Chapter 17, found online at: https://www.nifc.gov/policies/pol_ref_redbook.html for guidance on prescribed burning during national Preparedness Levels 4 and 5.

- **Burn Bans** - Burn Bans are the most severe form of fire restriction. They are typically issued by an elected government entity, such as a county or a state governor’s office. They may also be issued by Tribal government. Burn Bans are normally triggered by drought conditions and are put in place for extended periods.

- **Closures** - An action that restricts entry into a geographic area. Closures covering a small or large scale area will be used when safety of the public and/or firefighters is a concern. These closures may involve multiple or limited areas and should be coordinated between the agencies and Tribes.

- **Industrial Operations Restrictions** - These restrictions are most often initiated by the division overseeing the activity and typically limit activities, operational time periods, and equipment use. The prevention staff should collaborate with the appropriate division to ensure fire safety and prevention measures are included in these restriction plans.

  d. **Trigger Points.** This section lists the trigger points for the criteria used for each type of restriction. It should include a description of the official source for each criterion.

  e. **Exceptions.** This section describes any allowances for some limited exceptions. The most common Indian Country exception is an exemption for cultural, ceremonial, and religious use of fire. This can be in the form of a standing exemption, notification process, or by application.
Chapter 4: Funding

The first priority for prevention funding is to implement approved WFPPs. Secondary priorities are to provide supplemental funds to conduct prevention activities that are not included in a funded WFPP, and to fund projects or contractual services that are national in scope. Any Tribe or BIA Agency may request supplemental funding, even those where a funded WFPP could not be justified. Likewise, any Tribe or BIA Agency may request Long or Short Term Severity funds to conduct prevention activities during times of special need or exceptional fire danger. Finally, Tribes have the option of funding prevention activities using Tribal funds.

4.1 Funding Terminology

The following terminology is used to describe the various funding status used for WFPPs:

- **Funded** - The WFPP is fully funded with no conditions.
- **Partially Funded** - The WFPP is only partially funded, but with no conditions.
- **Conditionally Funded** - The WFPP is funded for a short period with the condition that specific elements are developed.
- **Probationary Funded** - The WFPP is funded for a short period with the condition that specific issues/concerns identified in a program review are resolved.
- **Withheld** - Funding is temporarily withheld, but held in reserve. This may be due to a position vacancy or an incomplete WFPP revision.
- **Unfunded** - The WFPP has expired, is not funded, and, no funding is reserved; or the current national budget does not provide enough resources to fund the WFPP.

4.2 Prerequisites for Obtaining Funding for Wildfire Prevention

There are wildfire prevention program policies and requirements that must be met before programmatic funding can be distributed to a Tribe or BIA Agency. These policies and requirements are necessary to effectively distribute funding to Tribes and agencies with the greatest need. A unit must take several steps before a WFPP will be considered for funding. These include:

1. Someone in leadership or management at the Tribe (Chairman, Natural Resource Program Manager, FMO, etc.) or BIA Agency (Superintendent, Forest Manager, FMO, etc.) must recognize the need and take responsibility to do something about reducing their human caused fires.

2. The local Line Officer must submit a letter to the RD requesting assistance in developing a strategy to reduce human caused fires.
3. The local unit must develop a WFPP that meets all standards, guidelines, and business rules contained in this handbook.

4. The WFPP must be approved by the RD in order to be considered.

5. A request for funding from the RD for the program must be sent to the Director, BIA. No funding will be distributed to programs undergoing revisions or new programs without an official request from the respective RD.

4.3 BIA Prevention Funding Prioritization

The BIA’s BWFM strategically evaluates new funding requests and distributes funds to those regions with the highest priority Tribes and agencies as the budget allows. To accomplish this, BWFM has developed a process that relies on a National Wildfire Prevention Risk Assessment (NWPRA) to prioritize need. The NWPRA uses:

- Wildfire Occurrence
- WUI
- Values at Risk
- Wildfire Hazard Potential

The NWPRA produces a list of reservations ranked from highest to lowest priority. This ranking is used to prioritize new funding requests.

Regions may submit funding requests, along with their approved new WFPPs, up until close of business (COB) on **July 15th each year**. All requests will be compiled in August of each fiscal year (FY) and ranked in order of priority according to the risk assessment outputs.

New WFPP’s must establish a minimum workload of 1670 hours in General, Specific, and Community Actions to be considered for full time programmatic funding. This figure represents 80% of a full time employee’s (FTE’s) time in prevention related duties as required by policy. WFPPs with a workload of less than 1670 hours but more than 840 hours (1/2 FTE) may be conditionally funded for a specific number of pay periods, pending documented results. **Units with smaller workloads may still request supplemental funding to purchase prevention materials and signs.**

New WFPPs have a greater chance of being considered for funding if they:

- Demonstrate cost effectiveness, and are competitive with planned costs for other Tribes and agencies having similar wildfire prevention issues and complexity.
- Establish a minimum workload of 1670 hours in General, Specific, and Community Actions.
• Demonstrate they can reduce the incidence of human caused fires.

• Follow the standard WFPP Outline described in Chapter 2.

Continued funding is not guaranteed for existing programs; however, priority consideration will be given to those programs.

4.4 Requesting Continued Funding for a Revised WFPP

Regional WUI/Prevention Specialists evaluate the currently funded programs through program reviews. Requests for continued funding of revised WFPPs are submitted to the Regional WUI/Prevention Specialists for review, and if concurred, forwarded to the RD for approval.

Requests for continued funding may be submitted to the BWFM up until the COB on September 15th each year. All Revised WFPPs must meet the requirements detailed in Chapter 2. In addition, a program review summary must be submitted with the request to continue funding. At a minimum, the review will determine if:

• The currently funded program is demonstrating success at reducing human caused fires.

• The BIA Agency/Tribe is utilizing the funding appropriately.

• Annual accomplishment reporting requirements are being met.

• All required elements are in place and functioning properly.

• Management is providing the appropriate level of supervision and support to the program.

• At least 80% of the funded staff’s time is being spent on prevention or investigation activities, including off unit assignments.

• At least 80% of the planned actions in the WFPP are being implemented, on average, over the past five years.

An unfavorable program review will result in probationary funding of the prevention program. Failure to resolve the issues within one year of the final review report will result in the program being unfunded.

Failure to submit requests for continued funding of revised WFPPs by the September 15th deadline will result in funding being withheld until the revised WFPP is approved and a continued funding request is properly submitted. If funding is withheld for more than one year from that September 15th deadline, the program will become unfunded.
Unfunded programs must initiate a new formal funding request to regain their funding. This request will be considered a “New” request and will be subjected to the protocols for all new requests. In some cases, re-instated funding may not be available.

4.5 **Prevention Program Business Standards**

The following business standards for prevention program funding have been adopted:

- Prevention program funding must be used to implement the approved WFPP. Failing to implement the approved WFPP will result in probationary funding or a program becoming unfunded (e.g. using prevention funded personnel to augment the suppression organization).

- Prevention program funding must only be used in support of the prevention personnel as described in the WFPP. Any use of prevention funding to support non-prevention personnel must be authorized, in writing, by the Regional WUI/Prevention Specialist. Unauthorized use of prevention program funding to support non-prevention personnel will result in a loss of that amount of funding in the following FY. Continued unauthorized use will result in the program becoming unfunded.

- Prevention funding is released to the field unit level only for occupied prevention positions. Vacant positions will not be funded until filled.

- When a position is vacated, the Regional WIUI/Prevention Specialist must notify BWFM, in writing, immediately after being notified of the vacancy.

- When a vacancy is filled after the start of a FY, the funding will be prorated for the balance of the FY.

- Full time personnel funded under the AF1002T00.999900 functional area may not lapse base salary when on wildland fire assignments using a FIRECODE or when performing hazardous fuels reduction work.

- Prior to beginning the hiring process for a vacancy, the hiring unit must verify the availability of funding with the Regional WUI/Prevention Specialist.

- Prevention program funding (AF1002T00.999900) is designated to implement and support approved WFPPs. A minimum of 80% of the funded program’s staff duties must be spent implementing the WFPP, participating on prevention teams, or participating in fire investigations. This does not mean that 20% of the staff duties may be spent on other work. The WFPP establishes the approved annual workload for each FY. Implementing the WFPP must be the primary duty of the positions fully funded by prevention.
The approved method of determining if 80% of the funded position’s time is being spent implementing the WFPP and associated activities is based on the reported accomplishments and workload factors for the prevention activities. This method is as follows:

**Step 1 - Determine the Prevention Workload (PW)** - First, the reported accomplishments for the FY are multiplied by the associated workload factors for General, Specific, and Community Actions. Note: it is necessary to track annual accomplishments on an individual basis at locations with multiple funded prevention positions. The resulting values are then summed for each funded position.

**Step 2 - Calculate the Total Hours of Prevention Time** - The number of “base 8” hours spent by each position on off-unit prevention or investigation assignments during the FY are added in.

**Step 3 - Calculate the Percentage of Prevention Time** - The total is divided by 2080. Then the result is multiplied by 100 to convert it to a percentage.

An example is as follows:

**Step 1 – Determine the PW**

Using the workload factors, each reported annual accomplishment is multiplied by its associated workload factor and summed into General, Specific, and Community Actions totals. The General, Specific, and Community Actions totals are then summed.

\[
PW = 750 \text{ (General Action Hours)} + 640 \text{ (Specific Action Hours)} + 200 \text{ (Community Action Hours)} = 1590 \text{ hours worked on WFPP}
\]

**Step 2 – Calculate the Total Hours of Prevention Time**

Prevention Time = 1590 + 160 (off-unit investigation assignments) = 1750 hrs. of prevention time

**Step 3 – Calculate the Percentage of Prevention Time**

Percentage = \((1750/2080) \times 100 = 84.1 \text{ percent}\)

The 2080 hours used in the example above are for a standard FY. In the case of a shortened work year due to an administrative action (vacancy, unplanned furlough, adverse action, natural disaster, or hazardous weather), those hours not worked should be deducted from the 2080 base hours used in the calculations above.
4.6 Funding Source and Approved Uses

There are several funding sources that may be used to support a comprehensive wildfire prevention program. Wildfire prevention is funded from the AF1002T00.999900 functional area. AF1002T00.999900 funding is exclusively for the development, implementation, and support of wildfire prevention programs. It may not be used to supplement any preparedness program shortfalls.

1. Wildfire Prevention Plan Implementation (AF1002T00.999900): These funds are used for prevention position salaries and prevention program support. Since the source of the prevention program funding is Preparedness, any restrictions applied to preparedness funding also apply to prevention funding.

- Prevention Positions: Funding for salaries must be based on the actual employee’s salary requirements, not to exceed the GS grade in the approved WFPP. Tribally managed programs under a P.L. 638 contract or compact will be funded for actual salaries and benefits up to, but not exceeding, the GS grade identified in the approved WFPP. This funding may not be used to fund support to other natural resource or fire programs.

- Prevention Program Support: Support funding for approved prevention program positions is authorized. This funding may only be utilized to provide position support necessary to implement a successful prevention program. This includes:
  - Tuition for training which furthers the development of knowledge and skills required to be at the full performance level of the prevention staff.
  - Travel for funded staff.
  - Educational materials.
  - Public events.
  - Public service announcements.
  - Prevention material development.
  - Prevention/investigation training materials.
  - Equipment that supports the position or program.
  - Office and field supplies and support (materials and equipment).
  - Maintenance and upkeep of prevention signs.
  - Prevention program vehicle lease/use.
  - Personal Protective Equipment (PPE) needed to support prevention staff.
  - Other items which are directly related to the efficient implementation of the prevention program at the local unit (must be approved by Regional WUI/Prevention Specialist).
Each approved and funded wildfire prevention program is provided program support funding based on the availability of funding within the current FY, the number of positions funded under the approved WFPP, and program complexity.

It is critical that support funding is used as fully as possible each year in support of prevention program needs. Due to the competition for prevention funding, carryover balances should be held to an absolute minimum. Excessive carryover balances will be withheld from the program funding in the next FY.

2. **Tribal Funding:** A Tribe may choose to fund wildfire prevention when Bureau funding is limited or unavailable, as well as to supplement the Bureau funding as needed. Consult the Tribal authorities for any restrictions on this funding.

3. **Preparedness Funding:** All or part of a prevention program may be funded through the preparedness funding supplied to the BIA Region, BIA Agency, or Tribe. When this source of funding is used in lieu of prevention funding, the same policies and guidelines need to be followed as if the funding was prevention funding.

4. **Supplemental Accounts:** The purpose of prevention supplemental funding is to provide for special projects not funded in an approved WFPP or CWPP. Any BIA Region, BIA Agency, or Tribe may request supplemental funding, whether or not a WFPP exists at that location. However, a planning document such as a CWPP, or PAP, is required for any funding request exceeding $3,000 in a year. These funds are non-recurring and are based on availability. Supplemental funding may be provided at the regional, BIA Agency, Tribal, and/or national level.

All supplemental requests must be initiated by the BIA Agency Superintendent or appropriate Tribal authority; be supported by the regional office; and concurred with by the Regional WUI/Prevention Specialist. All requests must be submitted to the Regional WUI/Prevention Specialist in the required format. An electronic copy of the Prevention Supplemental Request Template is found online at [https://www.bia.gov/bia/ots/dfwfm/bwfm/wildfire-prevention-and-education/prevention-resource-library/bia-prevention-handbook](https://www.bia.gov/bia/ots/dfwfm/bwfm/wildfire-prevention-and-education/prevention-resource-library/bia-prevention-handbook).

The WUI/Prevention Specialist submits the prioritized supplemental requests to BWFM by the COB on **May 1st of each year** to be considered for funding the following FY. Examples of authorized supplemental funding use include:

- Travel for training specific to wildfire prevention, education, mitigation, and investigation for those programs currently not receiving prevention funding. This is limited to current BIA and/or Tribal employees.
• Prevention Team activities during non-emergency periods and when all other funding sources are unavailable. Support from supplemental funding for prevention teams will be limited by the availability of funding.

• Prevention/investigation specific training materials which benefits multiple Tribes and agencies for those programs currently not receiving prevention funding.

• Purchase of support items such as fire investigation kits, prevention materials, and educational materials for those programs currently not receiving prevention funding.

• Exhibits and displays that would cost more than 10% of the annual support provided to the program.

• The development and printing of educational materials such as brochures, flyers, and banners to be used for special events where large numbers of visitors are expected.

• Additional Fire Danger Rating signs.

• Initial non-recurring one time expenditures for “Startup” items described in the approved WFPP.

• Prevention vehicles purchases.

• The prevention supplemental funding may not be used for base pay of preparedness funded positions, including prevention programs.

• Indirect costs.

• Suppression equipment (unless justified and approved in a specific proposal with a demonstrated wildfire prevention benefit).

• Medical claims.

• Travel for regular government employees attending a non-prevention, education, mitigation, or fire investigation training.

• Any item and/or service which is identified in the approved and funded prevention program.

• Prevention promotional and/or educational materials (e.g. coffee mugs, Smokey Bear materials, key rings, etc.) at locations receiving prevention position funding.
A special note about supplemental funding: As new programs have been added, the amount of funding available for supplemental funding has grown smaller. Supplemental funding is competitively awarded to conduct prevention work. It is required that supplemental funds be expended according to the approved request. Deviations from the approved request up to $1,000 require specific written approval from the WUI/Prevention Specialist. Requests to deviate from the approved original proposal for $1,000 or more require specific written approval from the Regional WUI/Prevention Specialist and must be concurred with by the Deputy Director, Fuels Management Program, BWFM.

Spending supplemental funding on prohibited uses or on items not included in the approved request (without the written approvals described above), will result in ineligibility for supplemental funds for five years. If the unapproved deviation occurs at the regional level, the entire region will become ineligible for supplemental funding for five years.

Supplemental funds may be available on occasion to purchase vehicles for the BIA/Tribal prevention program. When prevention vehicle funds are provided, they may not be used to purchase vehicles for non-prevention program use. There are two types of vehicles approved for wildfire prevention funding: ½ ton 4x4 pick-up with extended cab; or at locations where a trailer is commonly towed, a ¾ ton 4x4 pick-up with extended cab is allowed. Deviations from the approved vehicles will be considered the same as any other unapproved use of supplemental funding and will result in ineligibility for supplemental funds for five years.

If there are questions regarding the appropriate use of prevention supplemental funds, the Regional WUI/Prevention Specialist or the Deputy Director, Fuels Management Program, BWFM should be consulted.

5. Long Term Severity: The identification of prevention actions is essential during the development of a severity request. Severity requests are routinely done in regions experiencing, or predicted to experience, drought and severe fire danger. Severity funds may be used to fund prevention teams, augment patrols, and/or develop and implement local prevention campaigns (e.g. community risk assessment and mitigation plans, community outreach and education, prevention materials, and Firewise). These are not recurring funds. An electronic copy of the current Severity Cost Estimation Worksheet can be obtained from the Regional WUI/Prevention Specialist.

The WUI/Prevention Specialist is responsible for reviewing all prevention and investigation components of a Long Term Severity request before it is submitted to the BWFM. It is the responsibility of the Regional FMO to ensure this review occurs.

When requesting severity funding for prevention or investigation resources, it is critical to include information that explains the specific fire prevention objective(s) to be addressed with
the funding and how the funding will be used to address those objectives. At a minimum, the following information must be included:

- A summary of human caused wildfire activity. Include the number of human caused wildfires to date as compared to previous years, by fire cause category.

- A description of how additional resources (such as a Prevention Team) will be used. Include any plans to share resources to cover multiple areas.

- Describe any significant upcoming large events or surges in outdoor activities.

- Provide a justification for additional funds to be used for prevention materials or supplies.

6. **Short Term Severity:** Short term severity funding may be used to mobilize additional prevention resources to address a short duration surge in wildfire occurrence, or to staff special events associated with increased risks and high fire danger on Indian Lands. A Short Term Severity Fire Report must document the use of additional resources to meet the emergency situation. Short term severity funds are limited and should typically be used for events of less than a week, unless directly committed to an incident(s). For further guidance, consult the NIFC’s *Interagency Standards for Fire and Aviation Operations (Red Book)*, Chapter 10. The current version of the *Red Book* can be found online at: [https://www.nifc.gov/policies/pol_ref_redbook.html](https://www.nifc.gov/policies/pol_ref_redbook.html).

4.7 **Guidelines for P.L. 638 Contract and Compact Prevention Programs**

Tribes have the opportunity to assume all or any portion of the wildfire prevention programs through P.L.93-638 contracts or compacts.

As required in all contract or compact requests, Tribes must submit a proposal to the appropriate BIA official which describes their desire to manage the wildfire prevention program via a 638 contract or compact. The BIA program manager will ensure that the Tribal proposal adequately describes the objectives, targets for activities, and any progress reports being funded. A scope of work, which describes how the wildfire prevention program will be implemented and delivered by the Tribe or Tribal organization, should at a minimum, include language that refers to “delivering the wildfire prevention program as described in the approved Wildfire Prevention Plan (WFPP).” The BIA Awarding Official must ensure the appropriate contract language is in place before funding is approved. *It is strongly recommended that the Regional WUI/Prevention Specialist be consulted when developing this language.*

Upon completion of the appropriate contract/compact documents, the region may then submit a request for wildfire prevention program funding on behalf of the Tribe or Tribal organization. This request must be submitted by the RD and must include documentation that the wildfire prevention program will be delivered by the Tribe or Tribal organization as written in the approved wildfire

#19-05, Issued: 12/20/18
Replaces #12-28, (90 IAM 1.4 C (6)), Issued: 6/29/12
prevention plan. Examples of documentation may include a copy of the scope of work from the 638 contract or compact for the wildfire prevention program, or a copy of the annual funding agreement, both of which must specifically state: “the funding is provided for the implementation of the wildfire prevention program as written in the approved wildfire prevention plan.”

When the BIA provides technical assistance to a Tribe funded through a 638 contract or compact to implement a wildfire prevention program, special considerations are required. In such cases, the total cost of the BIA involvement must be predetermined and withheld from the funding that is provided to the Tribe or Tribal organization for the project. This funding should remain either at the BIA Agency or regional office level as appropriate. This will provide a mechanism to pay for the BIA expenses in the provision of technical assistance to the project. There is no mechanism for a Tribe to pay the BIA for the provision of technical assistance once the funding is in the contract or compact. Payment of indirect costs (IDCs) are allowed in PL-638 and compact Tribal programs; however, these funds are distributed separately from the program funds.

4.8 The schedule of important dates for the Prevention Program

There is an annual cycle of events in the Prevention Program. This cycle consists of reporting due dates and funding requests due dates. The FY schedule of important dates is as follows:

**September 30** - Carryover adjustment deadline for the previous FY.

**November 15** - The unit level Annual Accomplishment Reports are due to the WUI/Prevention Specialists.

**December 1** - The regional level Annual Accomplishment Reports are due to BWFM in Boise, ID from the WUI/Prevention Specialists.

**December 1** - Copies of outreach materials are due to BWFM in Boise, ID.

**January 6** - Regional Prevention Program Accomplishment Reports (regions establish their due dates to facilitate summarizing data for submission to NIFC).

**May 1** - Next year’s supplemental funding requests are due to BWFM.

**June 15** - BWFM sends out next FY program planning spreadsheet for updates.

**July 15** - Regionally approved prevention plans for new programs are due to BWFM.

**August 1** - Regions return updated next FY program planning spreadsheet.

**September 15** – Submissions due are for revised WFPPs to continue to receive funding.
Chapter 5: Accountability

Agencies/Tribes utilizing public funds must be able to account for their expenditures. The BIA recognizes the importance of accountability in managing the fire prevention programs it funds. Managers and contract monitors (BIA oversight) often need access to documentation of prevention program activities, equipment, supplies, and expenditures. Organized records need to be kept for all of these. To ensure programs are accountable, there are record keeping requirements, accomplishment reports, and internal reviews.

5.1 Documenting Prevention Program Accomplishments

Documentation is necessary for prevention actions. Since most prevention activities do not produce visible “on the ground” results, it’s important to establish a reliable documentation record for all prevention work. General, specific, and community actions should be documented in some manner when accomplished. Several methods of documentation are acceptable, such as:

- Daily Journal
- Daily Activity Report (ICS-214 Unit Log is acceptable)
- Activity/Daily Accomplishment Documentation Record

The following is the minimum information each record must include:

- What was accomplished
- Where the accomplishment took place
- When the accomplishment occurred
- Who was contacted or assisted
- What community was impacted

Some additional information that is also useful to include:

- Third party verification or photograph
- Type of action (general, specific, or community)
- Staff time involved
- Public(s) affected by the activity

5.2 Fiscal Accountability

Programs are expected to be accountable for responsibly using the funds they are provided. The BIA’s Budget Execution Reporting Tool (BERT) is a program expenditure tracking tool used by
BWFM for monitoring budget use by BIA Agency-delivered programs. It provides snapshot data of available funding for established BIA Agency accounts by FY. It is also the recommended reference tracking tool for agencies to use in tracking expenditures. Contract and compact programs will need to work with their Tribal accounting offices to establish budget execution tracking information.

### 5.2.1 Budget Utilization

Budgeted funds must be used appropriately. There are two metrics BWFM uses to evaluate the appropriate use of funds:

- **Allowable expenses** – Are the expenses charged to the program allowable?
- **Full Utilization** – Does the program fully utilize the funding provided? The current DOI standard for full utilization is a carryover balance of less than 2% of the program’s final allocation.

### 5.2.2 Supplemental Utilization

Supplemental Funds must be used as proposed. This funding is competitive and limited. Utilization of these funds will receive a higher degree of scrutiny. The two metrics BWFM uses to evaluate the appropriate use of Supplemental Funds are:

- **Full Utilization** – Did the program fully utilize the funding provided?
- **Was the funding used as proposed?**

Programs are advised to maintain a separate file for supplemental expenditures.

A well-organized supplemental funding file includes:

1. Requests
2. Approvals
3. Funding transfer documents
4. Descriptions of items purchased
5. Copies of receipts and invoices for expenditures
6. The final status of each supplemental item

### 5.3 Required Reporting

*Annual Accomplishment Report* – This report is required for all funded programs. The report should be prepared by BIA Agency/Tribal prevention staff, with assistance from the FMO or fire staff. This
report accounts for implementation of WFPP targets. It is critical since it measures how well the program that is funded is being implemented.

This annual report is submitted using an electronic report in a spreadsheet format. The spreadsheet has tabs at the bottom for the General, Specific, and Community Actions. The first editable column is for the program targets. The targets for this report are found in the unit’s WFPP in the General, Specific, and Community Action Tables.

The annual report for the previous FY is due by November 15 to the assigned Regional WUI/Prevention Specialist. After the Regional WUI/Prevention Specialist reviews the reports and obtains any corrections, all reports must be forwarded in electronic format to the Deputy, Fire Use and Fuels at NIFC by December 1.

The following business rules apply:

- Accomplishment reports will be completed for BIA Agency/Tribal prevention programs on an annual basis on a spreadsheet template provided by BWFM. Every reported accomplishment must be supported by the documentation described in the Accomplishment Reporting Instructions. The most current version of the Accomplishment Reporting Template and the Accomplishment Reporting Instructions can be found online at: https://www.bia.gov/bia/ots/dfwfm/bwfm/wildfire-prevention-and-education/prevention-resource-library/bia-prevention-handbook.

- Failure to submit annual accomplishment reports by the deadline will result in probationary funding for 30 days.

- Failure to submit the report by the end of the 30-day probation period will result in the program funding being withheld.

- Programs that miss the deadline for two consecutive years will be unfunded.

### 5.4 Reviews

Reviews are regularly used to provide a third level of accountability for prevention programs. They include self-reviews and third party reviews.

#### 5.4.1 Annual Readiness Reviews

The purpose of the review is to ensure the unit is prepared for the upcoming fire season. This review (by the local unit, region, or other fire prevention staff) should be conducted by individuals with a comprehensive knowledge of wildfire prevention program implementation. When the review is conducted by a team, the program supervisor and FMO should be at the team’s exit meeting. This
review may also be conducted internally by the BIA Agency/Tribal program management, as a means of ensuring the program is prepared to function prior to a fire season.

The review will need to result in some form of written documentation or report. This report should be provided to the program supervisor or BIA Agency Superintendent. A timeframe should be established in the report for any corrective actions needed. Some additional tips are as follows:

- Guidance and policy for conducting readiness (or preparedness) reviews is found in the Red Book, Chapter 18. This can be found online at: https://www.nifc.gov/policies/pol_ref_redbook.html.

- Prevention programs are normally reviewed during the annual preparedness and fuels readiness reviews, but can also be done at other times or completed as a self-assessment.

- Peer review (by other fire prevention staff) is a valuable process.


- For BIA Agency delivered programs, the Tribe(s) should be invited as a partner in the process.

### 5.4.2 Program Reviews

Program reviews require a more intense level of review that takes place less frequently than readiness reviews. The purpose is to ensure proper policy compliance, procedure, and program delivery effectiveness. This review is designed to obtain, analyze, and evaluate information concerning the management, planning, and operational procedures of the program. It is a formal process that takes place at the regional, BIA Agency, or Tribal level.

A wildfire prevention program review may be conducted as an independent review of the wildfire prevention program or as a part of an overall review of the wildland fire program or preparedness program. It offers several opportunities to evaluate the effectiveness of the fire prevention and preparedness programs.

Prevention program reviews must occur every five years at a minimum, at the mid-point of the ten-year planning cycle. Typically this review should examine:

- Program compliance with policy and/or procedure. Underlying reasons behind non-compliance must be determined and suggestions for change identified.

- The effectiveness of the prevention strategy.
• Adequacy of budget and funding to achieve the stated goals and objectives in the WFPP.

• Effectiveness and opportunities for partnerships and collaborative efforts.

• If at least 80% of the funded staff’s time is being spent on prevention or investigation activities, including off unit assignments.

• If at least 80% of the planned actions in the WFPP are being implemented, on average, over the past five years.

The Program Review Checklist can be found online at: https://www.bia.gov/bia/ots/dfwfm/bwfm/wildfire-prevention-and-education/prevention-resource-library/bia-prevention-handbook. The checklist is divided into 12 “Functional Areas.” Each Functional Area lists up to 12 standards that are reviewed. A rating is selected for how well the program has addressed each standard and the corresponding code is placed to the right of the standard, in the checklist. Notes, sufficient to develop a narrative, should be provided to the right of the rating code. The standards for the ratings are:

• Exceeds – The program has gone the “extra mile” on this standard or has produced exceptional results.

• Met – The program’s efforts generally meet the intent of the standard.

• Needs Improvement – The program’s efforts do not adequately address the intent of the standard. Elements rated as “Needs Improvement” should be further detailed in the review report as either Issues or Concerns, based on their impact on the program’s success or policy compliance.

• Non-Compliant – The program has not addressed this element or is significantly out of compliance with policy. Elements rated as “Non-Compliant” should be further detailed in the review report as Concerns with corrective actions specified in the Action Plan.

• Not Reviewed – Not all standards apply to every program. Temporary circumstances may also exist that render evaluation of a standard unnecessary. The decision to not review a standard is made by the review team.

5.4.2.1 The Prevention Program Review Process

The process for conducting a Prevention Program Review is as follows:

1) The Regional WUI/Prevention Specialist and the Tribal leadership or BIA Agency Superintendent agree upon a date and location for the review.
2) The Regional WUI/Prevention Specialist, as Review Team Leader, assembles the Review Team based upon available personnel and anticipated special needs. At a minimum the Review Team should consist of the Regional FMO, the Regional WUI/Prevention Specialist, the BIA Agency/Tribal FMO, and the prevention staff. It may also include Budget Specialists, Natural Resource Officers, Fuels staff, Forestry staff, BIA Agency Superintendent, Tribal officials and/or Tribal council members.

3) The Review Team arrives at the selected location and checks in with the designated Tribal Leader or BIA Agency Superintendent.

4) The Review Team then conducts the review using the Program Review Checklist found online at: https://www.bia.gov/bia/ots/dfwfm/bwfm/wildfire-prevention-and-education/prevention-resource-library/bia-prevention-handbook. The Checklist is used to guide a question and answer format for each standard. Some responses may need to be spot checked in the BIA Agency or Tribal prevention staff’s records.

5) Once the Checklist is completed, the Review Team discusses the findings, identifies any follow-up responses needed, and agrees upon an overall assessment of the program’s policy compliance and functionality. A timeline for the draft Program Review Report is discussed.

6) The Review Team leader briefs the designated Tribal leader or BIA Agency Superintendent on the findings, any follow-up responses needed, and any anticipated corrective actions.

7) Within four weeks of the review, the Review Team Leader prepares a draft Program Review Report and disseminates it to the Review Team and designated Tribal Leader or BIA Agency Superintendent to verify accuracy and comment on, or object to, the findings and recommendations.

8) Following a comment period (usually two weeks), the Review Team Leader works with those commenting to resolve differences of opinion and correct errors in the Program Review Report. This may require negotiations and further discussion, if there are strong differences of opinion over any finding or recommendation. In the case of an impasse, the Review Team Leader has the authority to finalize the report. In this situation, the objections must be noted and explained in the final report.

9) The Review Team Leader signs the Final Program Review Report and certifies it as being accurate with their electronic signature locking the PDF file.

10) Within two weeks of the close of the comment period, the Final Program Review Report is sent (electronically or in paper) to the Review Team, designated Tribal leader and/or
5.4.2.2 The Program Review Report

The final step in the program review process is to prepare the report. The Prevention Program Review Report documents that proper oversight is being provided for prevention programs. Due to the importance of this report and its potential impact on program funding, a prescribed format has been developed. A template for this format can be found online at: https://www.bia.gov/bia/ots/dfwfm/bwfm/wildfire-prevention-and-education/prevention-resource-library/bia-prevention-handbook. The report is divided into nine sections, plus attachments. These are:

1. **Introduction** – This section lists the participants, location, date, time, and purpose for the review. It should describe the process and tell which version of the Program Review Checklist was used. The following items should also be discussed in this section: “Commendations,” “Issues,” “Concerns,” “Improvement Recommendations,” and “Action Plan.”

2. **Findings Summary** – This section lists the number of standards in the Checklist that were reviewed; the number rated as “Exceeds” standards; the number rated as “Met” standards; the number rated as “Needs Improvement” standards; and, the number rated as “Non-Compliant.” It uses these statistics to make a determination for the overall findings of the review as “favorable” or “unfavorable.” The requirement for a favorable review is at least 80% of the standards reviewed must have been rated as “Met” or “Exceeds.”

3. **Findings** – This section is divided into the 12 Functional Areas and it details the numerical results of each Functional Area in the review. The standards from the Checklist are listed for each Functional Area, along with the rating for the standard and a short narrative describing the basis for the rating. If the standard is rated as “Needs Improvement,” then this section should explain whether the standard is an “Issue” or a “Concern.”

4. **Commendations** – These are developed from the standards rated as “Exceeds,” and should be described in this section. They may also be based on observations made during the review of exemplary products, enthusiasm, or similar attributes not included in the Checklist.

5. **Issues** – These are developed from the standards rated as “Needs Improvement.” They are standards that impact the quality or success potential of the program. They may be standards that are partially met, but still need attention. Issues are addressed in the “Improvement Recommendations.” This section identifies each Issue with a supporting narrative explaining the impact of each.
6. **Concerns** – These are more serious deficiencies in program delivery or policy compliance, and are affecting the success of the program. The impact of each concern should be discussed as well as the impacts and the potential consequences of leaving the concern unaddressed. One of the impacts of an unaddressed concern is the potential to cause a program to lose funding. Others may include safety violations or legal consequences. “Corrective Actions” for Concerns are prescribed in the Action Plan.

7. **Improvement Recommendations** – This section of the report details recommendations to resolve or improve on standards that were rated as “Needs Improvement,” but were identified as Issues. There should be a recommendation for each Issue identified.

8. **Action Plan** – This section of the report details the corrective actions needed to resolve Concerns. The Corrective Actions must be within the ability of the program staff or administration to correct. Corrective Actions must have a due date and include the method for verifying the Corrective Action has been implemented.

9. **Finalization** – This short section at the end of the report documents the person submitting the report, the dates of the review and of the final report. It also documents and addresses any objections or concerns raised by the BIA Agency/Tribal staff. The last entry before the Attachments is an electronic signature that locks the document.

10. **Attachments** – This section includes a copy of the final Program Review Checklist, any supporting tables, graphics, accomplishment reports, or other materials that support the findings of the review.

### 5.4.2.3 Determining If the Review Was Favorable

There needs to be a clear determination that the Program Review was either favorable or unfavorable for funding purposes. This needs to be clearly stated in the Program Review Report. The process for making this determination is as follows: The number of standards that were rated as “Met” or “Exceeds” are divided by the number of standards reviewed. If the result is less than 80%, the review is “unfavorable.” If the result is 80% or greater, the review is “favorable,” providing that no serious policy violations are noted.

### 5.4.3 A-123 Internal Controls Review

The Office of Management and Budget (OMB) requires a review of internal controls using the process and templates prescribed by Circular A-123, *Management’s Responsibility for Enterprise Risk Management and Internal Control*, and as dictated by the DOI and the Indian Affairs’ Office of Internal Evaluation and Assessment (OIEA).

This review uses a self-assessment checklist to evaluate policy compliance and program effectiveness at the BIA’s Agency and Regional levels. It is a formal process, conducted on a three
year cycle for prevention. The checklist uses a binary test to identify performance and accountability issues. Field tests are reviewed by the WUI/Prevention Specialists, and site visits are then conducted at a minimum of two locations in each region. The Central Office then selects two regions at which to conduct site visits. Site visit reports are rolled up into regional reports, and the results must be certified by the RD. Any serious deficiencies are addressed through a Corrective Action Plan.

The review checklist is provided by OIEA, along with instructions, in the year of the review.
Chapter 6: Prevention Position Descriptions and Recommended Training

6.1 Standard Position Descriptions and Expertise Levels

This subchapter provides guidance on selecting an expertise level and SPD that fit the WFPP and local management structure. There are currently six SPDs approved (representing four positions, as explained in more detail below) for staffing prevention programs. These are separated by expertise levels and education requirements.

1) Prevention Technician – Implements a WFPP designed by others, providing minimal input into the planning process. This position may be the only position at a location or part of a team assigned to the location. This position commonly reports directly to the FMO, Assistant FMO, Fire Program Manager, or other management staff as determined by the local unit. The position may require daily technical guidance and direction from the supervisor, or it may function somewhat independently. It may be the only position at a low or moderate complexity unit, or a secondary position at a moderate or high complexity unit. The maximum GS Grade Level for this position is GS-7.

- The BIA SPD F319 (GS-4/5/6) is appropriate for technicians that implement assignments to accomplish work in their unit prevention plan, or as a secondary position directly supervised by a prevention specialist. This position may provide limited input into developing the prevention plan. This SPD can be found online at: https://iiamabqzucmw02p.ia.doi.net:16200/bia.gov/nifc/jobs/positiondesc/index.htm.

- The DOI SPD DOI027 (GS-6/7) is appropriate for technicians that independently implement their WFPP and provide input in its development. This is the most commonly used position description for prevention personnel at low and moderate complexity locations. This SPD can also be used as a secondary position at a location with high complexity when supervised by a prevention specialist. This SPD can be found online at: https://www.doi.gov/sites/doi.gov/files/migrated/flert/upload/DOI127.pdf.

2) Prevention Officer – This position develops and implements a WFPP with assistance from a Prevention Specialist, actively participating in the planning process. It may be the only position at a location or the leader of a two-person team assigned to the location. It may supervise another prevention employee. This position commonly reports directly to the FMO or Assistant FMO, and independently carries out assignments without specific instruction. It is typically used at a moderate complexity unit. The maximum GS Grade Level for this position is GS-9.

- The BIA SPD F320 (GS-7/8/9) is appropriate for Prevention Officers that develop their WFPP with assistance from a prevention specialist and implement it independently. This SPD is used most commonly at moderate complexity locations staffed by a single person.
3) **Prevention Specialist (GS-9)** – This position develops a prevention plan, sometimes with assistance from a higher level specialist. This position implements, or supervises the implementation of, the plan; conducts an analysis of risks; and monitors the effectiveness of the prevention strategy. It may be the only position at a location or the leader of a two-person team assigned to the location. It may supervise another prevention employee. This position commonly reports directly to the FMO or Assistant FMO. It may be used at a moderate or high complexity unit. The maximum GS Grade Level for this position is GS-9.

- Use the DOI SPD DOI029 (GS-7/9) for specialists that develop and implement, or supervise others, to implement a WFPP at moderate complexity locations. These SPDs require a Bachelor’s Degree or equivalent in biological sciences or a natural resources field of study. The DOI SPD can be found online at: [https://www.doi.gov/sites/doi.gov/files/migrated/flert/upload/DOI129-2.pdf](https://www.doi.gov/sites/doi.gov/files/migrated/flert/upload/DOI129-2.pdf).

4) **Prevention Specialist (GS-11)** – This position independently develops a WFPP and supervises the implementation of the planned actions. It is the leader of a team assigned to the location and supervises other prevention employees. This position commonly reports directly to the FMO or Assistant FMO. It is typically used at a high complexity unit. The maximum GS Grade Level for this position is GS-11.

- Use the DOI SPD DOI028 (GS-9/11) or the BIA SPD F321-BIA (GS-9/11) for specialists that independently develop and supervise others in implementing a WFPP at a high complexity location. This SPD requires a Bachelor’s Degree or equivalent in biological sciences or a natural resources field of study. The DOI SPD can be found online at: [https://www.doi.gov/sites/doi.gov/files/migrated/flert/upload/DOI128-2.pdf](https://www.doi.gov/sites/doi.gov/files/migrated/flert/upload/DOI128-2.pdf). The BIA SPD can be found online at: [https://iiamabqzucmw02p.ia.doi.net:16200/bia.gov/nifc/jobs/positiondesc/index.htm](https://iiamabqzucmw02p.ia.doi.net:16200/bia.gov/nifc/jobs/positiondesc/index.htm).

**Note:** the most recent copy of the selected SPD should always be obtained from the servicing Human Resources office.

### 6.2 Recommended Training

Regardless of the SPD selected for the position, the prevention staff needs to have knowledge and skills in most of the same areas, but at differing levels of expertise. Some of the knowledge and skills common to all expertise levels are the basics of wildfire investigation, ability to write technical reports, ability to communicate effectively, and ability to assess wildfire danger, hazards, and risks. The following summaries explain the knowledge and skills needed at each expertise level.
Most courses for wildfire prevention are maintained by the NWCG or National Fire Protection Association (NFPA). The BIA will also occasionally develop courses with Indian Country specific content. The Federal Emergency Management Agency (FEMA) maintains the courses in the National Incident Management System (NIMS). While none of these courses are required, those listed are strongly recommended since they contain content not readily available from other sources. The National Wildland Fire Training website offers a convenient way to find these course schedules. It can be found online at: https://nationalfiretraining.nwcg.gov/.

**6.2.1 Training Common to All Prevention Positions**

**NWCG S-215 Fire Operations in the Wildland/Urban Interface** – This course provides training in firefighter safety in the interface, managing human factors in the interface, pre-incident planning, size-up and initial strategy, structure triage, structure protection overview, tactics in the interface, tactical operations and resource use in the interface, action assessment, plan update, and after action review. The course is taught at many fire academies, normally with a nominal tuition. The payment method for the tuition will need to be discussed with the Tribe or BIA Agency FMO. It is occasionally offered by BIA Regions and Tribes with no tuition.

**NWCG P-101 Introduction to Wildfire Prevention** – This course is designed to provide a basic introduction of fire prevention principles and activities for fire prevention specialists, fire managers, public information officers, and others who have wildland fire prevention, education, or mitigation responsibilities. The course is occasionally taught at fire academies, normally with a nominal tuition. The payment method for the tuition will need to be discussed with the Tribe or BIA Agency FMO.

**NWCG P-310 Wildfire Prevention Team Member** – This course is designed to provide intermediate level fire prevention principles and activities and provide references for personnel wanting to serve as a member of a National Fire Prevention Education Team (NFPET). It is also useful for fire prevention specialists, fire managers, public information officers, and others who have wildland fire prevention, education, or mitigation responsibilities or who may host a NFPET.

**NWCG FI-110 Wildland Fire Observations and Origin Scene Protection for First Responders** – The primary emphasis of this course is to teach sound wildland fire observations and origin scene protection practices that enable first responders to a wildland fire scene to perform proper origin scene protection procedures. This course is frequently offered by BIA’s Regions, Agencies, and Tribes. There is no cost for attending one of these.

**NWCG FI-210 Wildland Fire Origin and Cause Determination** – This course provides a consistent knowledge and skill base for wildfire investigation. The concepts taught in this course will help the wildland fire investigator perform at an acceptable level on a national basis without regard to geographic boundaries. The course is presented by lectures, electronic presentations, field exercises, and class discussion. The student’s guide from this course is a recognized reference for wildland fire investigations conducted by the BIA. The course may require tuition if not hosted by...
the BIA. The payment method for the tuition will need to be discussed with the Tribe or BIA Agency FMO.

**NWCG S-290 Intermediate Wildland Fire Behavior** – S-290 is a classroom-based skills course designed to prepare the prospective fireline supervisor to undertake safe and effective fire management operations. It is the second course in a series that collectively serves to develop fire behavior prediction knowledge and skills. Fire environment differences are discussed. The course is taught at many fire academies, normally with a nominal tuition. The payment method for the tuition will need to be discussed with the Tribe or BIA Agency FMO. It is occasionally offered by BIA Regions and Tribes with no tuition. There is also a no-cost online version of this course found online at: [https://onlinetraining.nwcg.gov/node/171](https://onlinetraining.nwcg.gov/node/171).

**NWCG S-203 Introduction to Incident Information (or FEMA’s G-290 Basic Public Information Officer)** – These courses provide students with the skills and knowledge needed to serve as public information officers (PIOF). They cover establishing and maintaining an incident information operation, preparing news releases, communicating with internal and external audiences, working with the news media, handling special situations, and long term planning and strategy. The NWCG course is taught at many fire academies, normally with a nominal tuition. The FEMA course is occasionally offered by state emergency management organizations for a nominal tuition. The payment method for the tuition will need to be discussed with the Tribe or BIA Agency FMO.

**NWCG L-280 Followership to Leadership** – This training course is designed as a self-assessment opportunity for individuals preparing to step into a leadership role. The course combines one day of classroom instruction followed by a second day in the field with students working through a series of problem solving events in small teams (Field Leadership Assessment Course). Topics include leadership values and principles, transition challenges for new leaders, situational leadership, team cohesion factors, ethical decision making, and after action review techniques. Some course delivery may be arduous in nature. The course is taught at many fire academies, normally with a nominal tuition. The payment method for the tuition will need to be discussed with the Tribe or BIA Agency FMO. It is occasionally offered by BIA Regions and Tribes with no tuition.

**FEMA’s ICS 100: Introduction to the Incident Command System (ICS)** – This course introduces the ICS and provides the foundation for higher level ICS training. This course describes the history, features and principles, and organizational structure of the ICS. It also explains the relationship between ICS and the NIMS. This course is available free online at: [https://emilms.fema.gov/IS100c/curriculum/1.html](https://emilms.fema.gov/IS100c/curriculum/1.html).

**FEMA’s ICS-200 Basic ICS: ICS for Single Resources and Initial Action Incidents** – ICS 200 is designed to enable personnel to operate efficiently during an incident or event within the ICS. ICS-200 provides training and resources for personnel who are likely to assume a supervisory position within the ICS. There is no fee for this training. It can be found online at: [https://emilms.fema.gov/is200b/index.htm](https://emilms.fema.gov/is200b/index.htm).
FEMA’s IS-700 NIMS: An Introduction to the National Incident Management System (NIMS) – This course provides an overview of the NIMS. The NIMS defines the comprehensive approach guiding the whole community - all levels of government, nongovernmental organizations (NGO), and the private sector - to work together seamlessly to prevent, protect against, mitigate, respond to, and recover from the effects of incidents. The course provides learners with a basic understanding of NIMS concepts, principles, and components. This course is available free online at: https://emilms.fema.gov/IS700b/curriculum/1.html.

NFPA’s Assessing Structure Ignition Potential from Wildfire – This two day training is based on fire science research into how homes and other structures ignite during wildfires and covers wildfire behavior, structure exposure, and the concept of the Home Ignition Zone. Students learn how to analyze wildfire risks to structures and provide actionable advice to property owners through an activity-rich curriculum. It is offered by the NFPA at various locations around the country. There is tuition for the course. The payment method for the tuition will need to be discussed with the Tribe or BIA Agency FMO. More details about the course can be found online at: https://www.nfpa.org/Training-and-Events/By-topic/Home-Ignition-Zone.

Scientific and Technological Report Writing – Scientific and Technical Report Writing teaches a student to organize and present their thoughts logically. It also helps students learn to avoid common usage and grammatical errors that can detract from the quality of their message. Technical writing classes are widely available through colleges, vocational schools, and sometimes offered through DOI. These classes usually have tuition. The cost of the tuition and approval to attend must be discussed with the supervisor prior to enrollment.

BIA specific prevention and investigation training – BWFM offers continuing education courses every one or two years for prevention personnel. These courses are open to all fire management personnel and their supervisors. They cover a variety of traditional and current prevention, education, communication and investigation topics, using national and local expertise. There is no tuition for these sessions.

6.2.2 Additional Training Recommended for Prevention Officers

In addition to the training recommended as common to all prevention positions, the Prevention Officer should take the following courses to further develop their skills and knowledge required to be at the full performance level of their position:

NWCG RX-310 Introduction to Fire Effects – This course is designed to provide students with the knowledge and skills necessary to recognize and communicate the relationships between basic fire regimes and first order fire effects, the effects of fire treatments on first order fire effects, and to manipulate fire treatments to achieve desired first order fire effects. The course is occasionally taught at fire academies, normally with a nominal tuition. The payment method for the tuition will need to be discussed with the Tribe or BIA Agency FMO.
NWCG L-380 Fireline Leadership – This is leadership development training for unit supervisors. The training is designed to provide at least 50% of the delivery time as exercises and simulations. It is intended to cover: application of leadership styles; communicating vision and intent; team building; detecting operational error; and, managing stress. The course is occasionally taught at fire academies, normally with a nominal tuition. The payment method for the tuition will need to be discussed with the Tribe or BIA Agency FMO.

NWCG L-381 Incident Leadership – This is a leadership development training recommendation for incident response personnel who will function in fireline command roles. The training is designed to provide at least 50% of the delivery time as exercises and simulations. It is intended to cover: command presence/climate; leader’s intent; command and control; rapid team building; communication techniques; detecting and mitigating error; and, operational tempo awareness. The course is occasionally taught at fire academies, normally with a nominal tuition. The payment method for the tuition will need to be discussed with the Tribe or BIA Agency FMO.

NWCG P-301 Fire Prevention Education 2 (Prevention Planning) – This course is designed for fire prevention and education program leaders and fire program managers with wildland fire prevention, education, and mitigation responsibilities. The course promotes a collaborative planning process in developing an effective and efficient fire prevention and education program at the local, state, Tribal, regional, or national program level. Topics include: assessment; planning; the collaborative process; communication; and monitoring accomplishments. This course is an intermediate course in the wildland fire prevention training curriculum. The course is occasionally taught at fire academies, normally with a nominal tuition. The payment method for the tuition will need to be discussed with the Tribe or BIA Agency FMO.

NWCG M-410 Facilitative Instructor – This training course is designed to help students become effective facilitative instructors. The purpose of this course is to improve training delivery and quality by presenting instructional methods with an emphasis on student-oriented adult training techniques. The course is occasionally taught at fire academies, normally with a nominal tuition. The payment method for the tuition will need to be discussed with the Tribe or BIA Agency FMO.

NWCG S-390 Introduction to Wildland Fire Behavior Calculations – This course is designed to introduce fire behavior calculations by manual methods, using nomograms and the Fire Behavior Handbook Appendix B. Students gain an understanding of the determinants of fire behavior though studying inputs (weather, slope, fuels, and fuel moisture). Students also learn how to interpret fire behavior outputs, documentation processes, and fire behavior briefing components. The course is occasionally offered as a stand-alone course. It is also sometimes taught at fire academies. Due to the expenses in delivering the course, there is sometimes a nominal tuition. The payment method for the tuition will need to be discussed with the Tribe or BIA Agency FMO.

Youth/Juvenile Firesetter Intervention Training – The BIA has a Youth Firesetter Intervention Program (YFSIP) that includes training. The training is a three day course to train fire personnel and community partners on helping youth learn to respect fire by understanding the historical and
cultural use of fire and the impact of fire misuse on their family, their Tribal community and the land. The training consists of: understanding and identifying the youth set fire problem; collecting fire incident data including the time, location, and objects burned in the fire; interviewing techniques and practice for youth and parents; learning how to use a screening instrument to make referrals and develop safety and supervision plans; providing educational intervention; and, implementing community service projects. Mentor manuals for prevention personnel and task books for students are provided during training sessions.

The training can be tailored to meet the specific needs of the Tribal community. It is conducted on an as-needed basis where there is Tribal support for the program and youth set fires are an identified significant cause of wildfires. The Regional WUI/Prevention Specialist should be contacted to arrange for this training. More information on the BIA’s YFSIP is available online at: https://www.bia.gov/bia/ots/dfwfm/bwfm/wildfire-prevention-and-education/youth-fire-intervention-program.

FEMA also offers general training and certification in Youth Fire Setter Intervention. There is sometimes a small tuition to cover the cost of materials. The payment method for the tuition will need to be discussed with the Tribe or BIA Agency FMO. More information on the FEMA courses can be found online at: https://apps.usfa.fema.gov/nfacourses/catalog/details/10435, and https://apps.usfa.fema.gov/nfacourses/catalog/details/10527.

6.2.3 Additional Training Recommended for Prevention Specialists

In addition to the training recommended for the Prevention Officer, Prevention Specialists should take the following to further develop their skills and knowledge required to be at the full performance level of their position:

**NWCG P-410 Wildfire Prevention Team Leader** – This mid-level course was developed as part of a multi-course national curriculum covering wildland fire prevention and is designed to enhance the skills and knowledge needed for personnel to lead a NFPET. It was designed to provide mid-level fire prevention principles and activities and provide references for personnel wanting to serve as a leader of a NFPET. It is also useful for fire Prevention Specialists who serve as prevention and education team members (PETM) and desire to become team leader trainees, eventually becoming qualified as a prevention and education team leader (PETL). The course is occasionally offered as a stand-alone course. It is also sometimes taught at fire academies. Due to the expenses in delivering the course, there is sometimes a nominal tuition. The payment method for the tuition will need to be discussed with the Tribe or BIA Agency FMO.

**NWCG M-580 Fire in Ecosystem Management** – Through lectures, case studies, a field trip, and interaction between students and faculty, the course will explore the role of fire and fire management in ecosystem management; examine historical, social, political, legal, economic, and environmental factors critical to fire management; and, provide the students with concepts, technologies, and methods to actively engage in ecosystem management across the landscape. It is intended for those
with a need to enhance their knowledge and understanding of fire management and fire ecology. The course is offered through the National Advanced Fire & Resource Institute. More information about enrolling in the course can be found online at: https://www.nafri.gov/.

**FEMA’s ICS-300 Intermediate ICS for Expanding Incidents** – ICS-300 provides training and resources for personnel who require advanced knowledge and application of the ICS. This course expands upon information covered in the ICS-100 and ICS-200 courses. The course is occasionally taught at fire academies, normally with a nominal tuition. The payment method for the tuition will need to be discussed with the Tribe or BIA Agency FMO.

**Basic supervision** – A course in basic supervision skills is strongly recommended for Prevention Specialists that supervise employees. Many of these are available from different sources. The DOI uses the DOI University to deliver *Supervision for New Supervisors* periodically. The course has tuition. The payment method for the tuition will need to be discussed with the Tribe or BIA Agency FMO. The DOI University course catalogue can be found online at: https://doiu.doi.gov/catalog.html#.

### 6.3 The Role of Prevention Personnel in Fire Operations

The first responsibility of prevention personnel is to implement their WFPP. The prevention staff also has a unique role in fire operations. Due to the duties associated with performing the job, the prevention personnel provide several opportunities to enhance the effectiveness of the overall fire organization. However, prevention personnel and fire management must work together to ensure that assignments to operations or support functions are not routine and do not negatively impact the performance of planned and funded prevention duties, or create confusion on the fire scene. It is critical that prevention personnel perform only in operational roles for which they are qualified.

When patrolling, the prevention personnel may often be the first to observe a wildfire. In these cases they should report the approximate location of the fire to their dispatch organization and offer to respond to verify location, ownership, and threats to property, life, and public safety.

Prevention personnel may also engage in initial attack operations as qualified and as needed. Once any life/safety concerns are mitigated, Incident Command is established, and adequate suppression resources are in place, the prevention personnel should be released to return to their prevention duties, including determining the cause and origin, if the general origin area was on protected Indian lands. They can continue to support operations as necessary from this capacity. Their role in extended attack operations should be limited to performing prevention duties, non-routine incident support, and rarely in developmental/trainee assignments.

On scene prevention duties include: conducting cause and origin investigations; establishing contact with onlookers and nearby residents to obtain information; coordination with law enforcement regarding investigations; identifying witnesses; and advising nearby residents of the potential need for evacuations.

---

#19-05, Issued: 12/20/18  
Replaces #12-28, (90 IAM 1.4 C (6)), Issued: 6/29/12
Other prevention duties that are part of the fire operations include: coordinating the fire danger sign
adjectives with dispatch, operations, and adjacent jurisdictions; coordinating with any Prevention
Education Teams; planning patrol routes to obtain the best effect; and using the teachable moment to
discuss the potential negative impacts of the wildfire with those contacted.
**Chapter 7: Fire Prevention and Education Messages**

Fire prevention messages must be appropriate to the situation and sensitively timed in order to be accepted. Messages about the benefits of fire to the environment will not be well received by communities having just experienced loss of life or significant loss of homes due to a wildfire, whether by lightning or human caused. Similarly, messages about fire prevention may be counterproductive when trying to gain public support for a large prescribed burning program.

Research by the Partners in Fire Education into fire messaging has shown that one message most important to the public is that “their safety is our top priority,” closely followed by concern for the protection of their homes and the safety of firefighters. Any outreach or education message will be more readily received if it incorporates this theme of providing for public and firefighter safety. There are occasions where a strong fire prevention message is needed due to an ongoing wildfire crisis or extreme drought. When developing this type of fire prevention message, there are a few points to remember:

- Simple messages tend to be stronger.
- Wildfire prevention messages should not be mixed with messages about the role of fire at this time (it creates a confusing message).
- Wildfire prevention messages should not employ scare tactics or use overly dramatic wording such as “devastating” or “cataclysmic” to emphasize fire danger.
- Personal responsibility for wildfire prevention and taking action should be emphasized when developing messages.

The Director, BIA has provided specific guidance on working with the media to provide time sensitive wildfire prevention messages. In this guidance is a list of topics that are pre-approved for use by the prevention program. A copy of this guidance can be found online at: [https://www.bia.gov/sites/bia.gov/files/assets/public/pdf/idc-020518.pdf](https://www.bia.gov/sites/bia.gov/files/assets/public/pdf/idc-020518.pdf).

Additionally, there are many pre-developed prevention campaigns and materials that may fit the situation and provide a convenient source of messages and materials. Some examples are: “One Less Spark, One Less Wildfire”; “Respect the Flame”; Ready, Set, Go; FIREWISE®; “Fire on the Land”; and Smokey Bear.

### 7.1 Smokey Bear

Not all programs will want to use Smokey Bear. The choice to use Smokey Bear is a local one, influenced by several factors. However, for those that do choose to use Smokey Bear, there a few things the program staff needs to know. Smokey Bear is a powerful symbol for wildfire prevention,
as his image is widely recognized and connected with fire prevention. Therefore, his image and
message must be protected. Smokey’s sole message is about personal responsibility in connection
with unwanted ignitions. That message: “Only you can prevent wildfires,” has been tested and is
linked solidly to the symbol. No other message such as “Stop, Drop and Roll” should be used in
connection with Smokey Bear.

The United States Department of Agriculture - Forest Service (USDA-FS), the National Association
of State Foresters (NASF), and the Ad Council are designated as the guardians for the use of
Smokey Bear. The DOI may use Smokey Bear for fire prevention through an agreement with the
USDA-FS. The use of Smokey Bear is protected by federal law. If a BIA Agency or Tribal program
chooses to use Smokey’s image on custom fire prevention materials, they will need to obtain written
permission from either their Forest Service Regional Prevention Specialist or their State Forester.

Smokey Bear’s image and costumes must be used only to promote fire prevention. Guidelines for the
appropriate use of Smokey are found in the latest version of the USDA-FS’s Smokey Bear
Guidelines. The most current version of these guidelines is recognized as the most authoritative
source on the use of Smokey Bear and are accepted and adopted by the BIA. This document is
available online at: https://www.bia.gov/sites/bia.gov/files/assets/public/pdf/idc2-061741.pdf

7.1.1 Where to purchase Smokey Bear Educational Supplies

Smokey Bear educational materials provide a great way to “break the ice” with people at events,
meetings, and educational programs. These items usually have an image of Smokey and his themed
message of “Only You Can Prevent Wildfires.” They are educational rather than promotional. The
Director, BIA has provided specific guidance on purchasing these items. A copy of the guidance can
be found online at: https://www.bia.gov/bia/ots/dfwfm/bwfm/wildfire-prevention-and-

Smokey Bear items can be purchased from the USDA-FS through the National Symbols Cache
website at: https://www.symbols.gov/.

The NASF also sells Smokey Bear educational materials through their website at:
http://www.stateforesters.org/.

Private vendors also sell Smokey Bear educational materials. These can be found by typing
“Smokey Bear Educational Materials” into an Internet search engine. When purchasing from a
private vendor, make sure they are a properly licensed vendor. The use of Smokey Bear’s image is
protected by federal law.

Fire prevention programs must not contract with commercial promotional material vendors to
produce their own custom Smokey Bear materials without express written consent of the licensing
coordinator for the USDA-FS.

#19-05, Issued: 12/20/18
Replaces #12-28, (90 IAM 1.4 C (6)), Issued: 6/29/12
7.2 **FIREWISE®**

Firewise is a national program managed by the NFPA that emphasizes community involvement and provides important information for residents to reduce the risk of a wildland fire igniting their homes. It teaches people how to adapt to living where wildfires frequently occur and encourages neighbors to work together and take action now to prevent losses.

Firewise uses a set of principles based on the research of Retired US Forest Service Fire Scientist, Jack Cohen. This research into how structures ignite in a wildland fire provides the basis for most of the advice fire prevention programs use to reduce structural ignitability. More information on the NFPA’s Firewise® program can be found online at: https://www.nfpa.org/Public-Education/By-topic/Wildfire/Preparing-homes-for-wildfire.

7.3 **Ready, Set, Go!**

The *Ready, Set, Go! (RSG)* program, managed by the International Association of Fire Chiefs (IAFC), helps fire departments teach individuals who live in high risk wildfire areas how to best prepare themselves and their properties against fire threats. The messages used by RSG are appropriate for most Tribal communities. RSG has three simple tenets:

1. **Be Ready** – Be Fire Adapted and Ready

Residents are encouraged to take personal responsibility and prepare long before the threat of a wildland fire so their home is ready in case of a fire. It encourages the creation of defensible space by clearing brush away from the home. Fire-resistant landscaping and hardening of the home with fire-safe construction measures are also promoted. The program recommends assembling emergency supplies and belongings in a safe place and planning escape routes. Finally it advises making sure all those residing within the home know the plan of action.

2. **Be Set** – Maintain Situational Awareness

It promotes packing emergency items, staying aware of the latest news and information on fire activity from local media, fire department, and public safety officials.

3. **Go** – Act Early

It promotes executing an evacuation plan early as a wildfire approaches. By evacuating early, better access is provided for firefighters and public safety officials. Their attention can then be focused on the suppression effort and property protection, rather than on rescuing residents that have become trapped by the fire.

Additional information about RSG, is available online at: http://www.wildlandfirersg.org/.
7.4 **Respect the Flame**

*Respect the Flame* is a program developed by the North Dakota Forest Service and the North Dakota Fire Fighters Association to educate children and their parents about fire safety. It features replacing fear of fire with understanding of, and respect for, fire. Additional information about *Respect the Flame* is available online at: [https://respecttheflame.com/](https://respecttheflame.com/).

7.5 **One Less Spark, One Less Wildfire**

The *One Less Spark, One Less Wildfire* campaign has been used successfully by several federal agencies and states. It focuses primarily on vehicle and homeowner equipment-caused fires, but supports the prevention of all human caused fires. The campaign highlights lesser known but significant causes of wildfires, including sparks created by tow chains dragging along the pavement or by a metal lawnmower blade striking a rock.

Additional information about *One Less Spark, One Less Wildfire*, is available from several sources on the internet. CalFire’s website is well developed and offers a toolkit: [http://www.readyforwildfire.org/One-Less-Spark-Campaign/](http://www.readyforwildfire.org/One-Less-Spark-Campaign/).

The USDA Forest Service also offers several print ready publications online at: [https://www.fs.usda.gov/detail/r4/fire-aviation/prevention/?cid=fseprd520523](https://www.fs.usda.gov/detail/r4/fire-aviation/prevention/?cid=fseprd520523).

7.6 **The Fire History Project: Fire on the Land**

The Salish-Kootenai Tribes of the Flathead Reservation have developed an educational program appropriate for Indian Country entitled *Fire on the Land*. It includes an integrated set of educational materials that focus on the traditional uses of fire by Indian people and the profound effects that Indian burning had on plant and animal communities. Additional information about *Fire on the Land* is available online at: [http://www.csktribes.org/natural-resources/tribal-forestry/fire-history-project](http://www.csktribes.org/natural-resources/tribal-forestry/fire-history-project).
Chapter 8: Use of Fire Prevention Education Teams (FPET)

As extreme wildland fire conditions approach or worsen, wildland fire prevention education is often overlooked as a tool to increase public safety. Wildland FPETs can significantly reduce human caused wildfires. The FPET provides a temporary increase in skilled and mobile personnel for fire prevention and education activities. Teams can be ordered to support a variety of situations affecting large or small geographic areas. A FPET may be requested at the local (or zone), state, region, or national levels. These teams are designed to supplement, not replace, local prevention and education programs/efforts on a short term basis.

8.1 When to Order a FPET

FPETs can be mobilized in advance of hot/dry weather or heavy to extreme fuel conditions. Regions, Agencies, and Tribes should plan ahead and develop some clearly identified local thresholds prior to needing the team. These thresholds should include a mixture of: fire danger indices, significantly elevated human caused fire occurrence, or large outdoor events under very high to extreme fire danger.

Ideally, ordering a FPET is a proactive step. The FPETs should be activated long before the worst case scenario occurs. The Regional WUI/Prevention Specialist should be consulted early in the decision making process.

BIA Regions, BIA Agencies, and Tribes should develop guidelines for ordering FPETs. These guidelines need to include measurable criteria as thresholds that justify ordering a FPET. Some examples of criteria to include as thresholds are:

- Unique large scale events
- Number of human caused ignitions
- Fire danger indices
- Drought indices
- Any combination of these

The thresholds should be included in the preparedness plan or Annual Operating Plan (AOP) for ordering a team. The thresholds should be applied to determining the funding mechanism for the order.

8.2 What a FPET Can Do

FPETs can be used to produce specialized prevention products or conduct accelerated prevention efforts (such as supporting arson investigations and prevention messaging campaigns). Some examples of effective ways to use FPETs are to:
document, illustrate, and communicate the severity of the situation.

- Communicate with various Tribal stakeholders to gain their involvement in promoting wildfire prevention.

- Facilitate community awareness and education of fire danger and impacts on outdoor burning.

- Coordinate announcement of restrictions and closures.

- Coordinate and/or develop fire prevention campaigns for special target groups, Tribal, state, and local agencies and elected officials.

- Promote public and personal responsibility regarding fire prevention in the WUI, such as Firewise community protection efforts.

- Conduct prevention education training for the home units.

- Develop customized printed materials with general and specific prevention messages.

- Assist Incident Management Teams (IMT) in accomplishing their objectives.

- Working with the public to develop Community Wildfire Protection Plans/Equivalents.

- Promote the public reporting of anonymous tips during periods of increased arson activity.

### 8.3 Funding for the FPET

There are five methods for funding a FPET:

1. As a fire resource during large fire incidents. An IMT may order a FPET to prevent any additional fires in the immediate area. In this case, the FPET becomes a resource of the fire and is charged to a fire.

2. The most common method is to fund the FPET with long term severity funding. As the conditions develop that justify the use of severity to fund additional suppression resources, one of the first considerations should be the need for increased prevention work and possible use of a FPET. The severity request must be submitted in the BIA approved severity request format to the local regional office. This request is then forwarded to the BWFM for review. Additional guidance on severity funding is found in Chapter 4.6 of this handbook, as well as in Chapters 6 and 10 of the Red Book. Once severity funding is approved for prevention education work, the team is requested through the resource ordering process. The team then charges its expenses to
the Severity FireCode. The current version of the Red Book can be found online at: https://www.nifc.gov/policies/pol_ref_redbook.html.

3. For events that are of short duration during periods of high fire danger, consideration should be given to using regional-level Fire Severity Funding (often called short term severity). This funding is limited and should not be used excessively. Short term severity should not be used for FPET assignments expected to last more than one week. The conditions and trigger points that justify the use of short term severity should be documented. The RD approves the use of this funding, although this authority is normally delegated to the regional fire staff.

4. When numerous initial attack human caused wildfires compete for local resources on a near daily basis, it is possible to declare a “fire complex.” In these situations it may be justifiable to order a FPET as a local resource to reduce activity within the complex. Close coordination is needed with the Regional WUI/Prevention Specialist, the Unit FMO and the Regional FMO to ensure that the declaration of the complex is properly executed. The FPET is then ordered on the FireCode assigned to the complex.

5. The fifth method is to fund the FPET with prevention supplemental funding. This is the least desirable option to funding FPETs. However, it may be used when the other methods can’t be justified, provided that funding is available. This funding method may be used when a FPET is needed to conduct activities which are associated with community planning or product development, outside of severity conditions or outside of the normal fire season. The use of Administratively Determined Emergency Hires (AD Pay Plan) is prohibited with this funding source since the work is not conducted in response to an emergency.

A special note about using the AD Pay Plan for Wildfire Prevention Work: The AD Pay Plan is not a funding mechanism. It is only a hiring authority. The AD Pay Plan authorizes and provides specific direction relative to the hiring of emergency workers. The Plan, which is approved by the Secretary of the Interior, is updated and issued annually. The current year AD Pay Plan for Emergency Workers contains specific information and details. Prevention workers hired using the AD Pay Plan must have a FireCode to charge their time and travel against. The FireCode can be for an ongoing incident, Complex, or Severity. FireCodes are required since the AD Pay Plan is an “emergency” hiring authority. Many situations can require the use of AD hires for prevention work. Their use should be closely monitored and terminated when the job is complete or the need has passed. Use of the AD Pay Plan to hire someone to wear the Smokey costume is not authorized, nor is use of base program funding for AD Pay Plan hires.

Only federal government agencies may use the AD Pay Plan. It may not be used by non-federal organizations, including Tribes. If a Tribe wishes to use the AD Pay Plan for prevention team activation, they will need to work through a sponsoring BIA Agency or regional office.
8.4 Estimating FPET Funding Needs

Regardless of the funding source, a budget needs to be developed for the activation of the FPET. The exact dollar amounts will depend on local variables, work to be performed, and length of assignment. The Regional WUI/Prevention Specialist must be consulted to develop accurate cost estimates. A Severity Request Prevention Planning spreadsheet is available from the Regional WUI/Prevention Specialists, and can also be found online at: https://www.indianaffairs.gov/bia/ots/dfwfm/bwfm/responding-wildfires.

The FPET budget must include:

- Base salary, fringe benefits, and overtime for the anticipated FPET staffing configuration including locality pay if applicable. Any personnel costs associated with the team liaison and local support should also be included.

- Costs for mobilization (airfare, local transportation, rental vehicles, and shipment of equipment) during dispatch and demobilization.

- Per diem and lodging estimates.

- All other costs associated with the FPET activation, such as equipment/office rentals, supplies, phone/fax services, cell phone, printing, and prevention and education materials.

When developing a FPET budget, a standard ten hours/day should be used. For two week activations, planners should use ten days at eight hours/day for a base, plus two hours per day of overtime for the ten days. There should be an additional four days planned at ten hours/day of overtime for each person. Additionally, two days at ten hours each for travel should be included per person. Overtime for travel may vary by the day of week and time of release. A Superintendent, FMO, Regional Duty Officer, or Tribal Officer may authorize a longer duty day for a limited period of time if justified; however, these additional costs should be closely monitored. The work schedule must be clearly explained to the Team Leader during the initial team meeting with the host unit supervisor.

8.5 How to Order a FPET

The Regional WUI/Prevention Specialist can provide guidance regarding the resource ordering process. Teams may be requested at the local, regional, or national level. The decision about which level of team should be requested is based on the availability of personnel, and the skills and expertise needed. The Regional WUI/Prevention Specialist can also help the local unit with determining the level of team to order. If a national FPET is needed, the Geographic Area Coordination Center’s (GACC) Prevention Liaison will normally coordinate the resource order.
The preferred method of staffing and ordering a FPET is to order the Team Leader (PETL) first. Once the order has been filled, the requesting unit and the PETL discuss the situation and expectations for the assignment. Then, the PETL and host unit coordinate on ordering the remaining team members as needed to address the objectives.

Resource orders for FPETs are handled in the Resource Ordering and Status System (ROSS). Resource orders are placed through the local dispatch system. Occasionally, local individuals or other trainee candidates may be assigned to the FPET at the request of the ordering unit. If National FPETs are ordered, NIFC’s National Mobilization Guide, Chapter 20 - National Fire Prevention/Education Teams should be consulted for information on the procedure. The National Mobilization Guide can be found online at: https://www.nifc.gov/nicc/mobguide/index.html.

### 8.6 Getting the Most Out of the FPET

For FPETs to be successful, the Regional WUI/Prevention Specialist and the ordering unit must actively assist the team before and during the dispatch. FPETs come well trained with a capability of performing a wide range of prevention work. However, to be most effective they need local assistance.

Prior to ordering the FPET, the host unit should develop at least two or three specific, measurable, attainable, relevant, and time oriented objectives that will be placed in the Delegation of Authority. Upon arrival, these may be re-negotiated and expanded upon with the PETL. The Regional WUI/Prevention Specialist will assist with the development of objectives for the FPET. An electronic copy of a FPET Delegation of Authority may be found online at: https://www.bia.gov/bia/ots/dfwfm/bwfm/wildfire-prevention-and-education/prevention-resource-library.

The number of FPET team members depends on the work to be performed and the available funding. Most teams usually consist of three to four members. FPET teams should consist of a PETL, Public Information Officer (PIOF/PIO2), and a PETM. Trainees or additional team members may be ordered as the situation dictates. Finance and Logistics personnel may be needed by large teams. In Indian Country, FPETs should have members that are familiar with native cultures or be assigned a readily available BIA Agency/Tribal representative/liaison as a cultural advisor.

The local unit is responsible for identifying a BIA Agency/Tribal representative/liaison to work with the team before it arrives. The representative/liaison should be knowledgeable of the current situation, cultural values, expectations, BIA Agency/Tribal objectives, local resources that may be utilized, and so forth. This representative/liaison should also assist the team with identifying acceptable lodging and a temporary office location prior to the team’s arrival. To facilitate this, the representative/liaison and the PETL should communicate as early as possible. This representative/liaison must be supported by their chain of command to pursue this duty for the duration of the FPET’s tenure in Indian Country.
When the FPET arrives, a Delegation of Authority must be developed and the team should be given a clear briefing as to objectives and expectations of the dispatch. It is critical to develop clear objectives prior to ordering the team and to communicate those objectives at the in-briefing. The Briefing Checklist can be found online at [https://www.bia.gov/bia/ots/dfwfm/bwfm/wildfire-prevention-and-education/prevention-resource-library](https://www.bia.gov/bia/ots/dfwfm/bwfm/wildfire-prevention-and-education/prevention-resource-library).

The Briefing Checklist will help facilitate the FPET in-briefing process. A review/monitoring process also needs to be established to verify that the ordering unit’s objectives are being met. As a reminder, the FPET works for the BIA Agency or Tribe and the PETL does not override the direction of their assigned BIA Agency or Tribal manager.

Additionally, the following actions should also be taken to ensure FPET success:

- Transfer of command (transition in the event a second team is ordered) and/or close out procedures need to be identified up front. The maintenance of detailed records must be emphasized at all times. The FPET will be able to best meet the ordering unit’s objectives when communications are clear and concise.

- Upon completion of the dispatch, a close out/exit meeting should be held between the FPET and the ordering unit. This should be a two-way meeting where both the FPET and the ordering unit discuss how effective the dispatch was in meeting the ordering unit’s objectives, along with a review of all pertinent details of the dispatch. The BIA Agency/Tribal administrators and team liaison should attend the close-out/debriefing meeting.

- A closeout or final report should be required of each team and provided to the BIA Agency/Tribal administrator at the close out meeting. This report should describe the objectives and what was accomplished for each. It should also describe any efforts that worked well as well as those that did not, and detail any incomplete projects with recommendations on how to complete them. Finally, it should contain any general recommendations from the FPET for the host unit. A recommended format for this report is provided online at: [https://www.bia.gov/bia/ots/dfwfm/bwfm/wildfire-prevention-and-education/prevention-resource-library/bia-prevention-handbook](https://www.bia.gov/bia/ots/dfwfm/bwfm/wildfire-prevention-and-education/prevention-resource-library/bia-prevention-handbook).

- The FPET will supply detailed records of the dispatch and generate a close out report. All documents generated (minimum of two electronic and two hard copies) by the FPET should be made available; one each to the host unit and to the Regional WUI Prevention Specialist. The host unit must maintain all records of the assignment.

- The PETL should be evaluated by the assigned supervisor on the host unit. Likewise, the PETL should evaluate the performance of the team members.
8.7 Cultural Awareness

Cultural awareness, which is the sensitivity and respect for traditional local values, is crucial to the success of any FPET, Arson Investigation Team, Firewise Community program, or prevention activity in Indian Country.

Team and/or project personnel should be briefed by the cultural staff as soon as possible. The members of the Tribal cultural staff are well equipped to identify cultural, legal, technical, administrative, and logistical concerns that might be vital to effective operations. The briefing should include any cultural rules of behavior that need to be respected during the assignment, such as events that are off limits to non-Tribal members, restricted areas, or inappropriate behaviors and activities. A local liaison with cultural knowledge can assist the team throughout the assignment in determining the most effective forms of community outreach and the communities that will be most receptive to their efforts. If invited, the FPET should attend Powwows, Tribal fairs, softball tournaments, rodeos, and other similar events. Following a few simple guidelines will help increase the acceptance of the FPET, such as:

- Having the PETL attend Tribal council meetings to introduce the team/staff and the purpose and objectives of the visit.
- Setting up visits with the Tribal elders and cultural offices to discuss the team’s mission.
- Attaching an interpreter(s) to the team/staff.
- Advising the PETL to include Tribal members and Tribal organizations to assist with team projects.
- Cautioning the team that they are present on the reservation as invited guests and to respect the Tribal culture and residents as they work.

8.8 Participating on a FPET

The participation of Tribal or BIA employees on FPETs has historically been low. Fire prevention and other qualified staff within the BIA and/or Tribal fire programs are encouraged to participate on local, state, regional, and national FPETs. To participate on a FPET, the recommended minimum training is listed below:

- P-101 Introduction to Fire Prevention
- P-310 Prevention Education Team Member
Once training is completed, the employee will need the qualification of PETM-Trainee added to their Fire Job Qualifications Card and have a task book initiated. Further experience is documented through the use of the PETM task book.

There are many trainee and qualified PETMs; however, many of these are not available or interested in participating on FPETs. To increase their chances of being selected for an assignment, interested, qualified, and trainee personnel should express their interest to their GACC Prevention Coordinator, Regional WUI/Prevention Specialist, and any PETLs they know.
**Definitions**

A. **Closure** is a legal restriction, but not necessarily elimination, of specified activities such as smoking, camping, or entry that might cause wildfires or create risks to human health and safety in an area. It can also be an administrative action limiting or prohibiting access to a specific geographic or jurisdictional area for the purposes of reducing wildfire or the risk it poses to life, property, and resources.

B. **Community Wildfire Protection Plan** is a plan developed using a collaborative framework that identifies and prioritizes areas for hazardous fuel reduction treatments and recommends the types and methods of treatment on all ownerships that will protect one or more at-risk communities and essential infrastructure. It also recommends measures to reduce structural ignitability.

C. **Cost-benefit analysis** is an economic tool to aid social decision-making and is typically used by governments to evaluate the desirability of a given program. The aim is to compare the benefits of an action (program) to its costs.

D. **Fire Management Unit or FMU** is a land management area definable by objectives, management constraints, topographic features, access, values to be protected, political boundaries, fuel types, and major fire regime groups that set it apart from the characteristics of an adjacent FMU. The FMU may have dominant management objectives and pre-selected strategies assigned to accomplish these objectives.

E. **Indian Country** a term defined at 18 U.S.C. 1151 as:
   - All land within the limits of any Indian Reservation under the jurisdiction of the United States Government, notwithstanding the issuance of any patent, and including the rights-of-way through the reservation.
   - All dependent Indian Communities within the borders of the United States whether within the original or subsequently acquired territory thereof, and whether within or without the limits of a state.
   - All Indian allotments, the titles to which have not been extinguished, including rights-of-way running through the same.

F. **Indian Land** is an inclusive term describing all lands held in trust by the United States for individual Indians or Tribes, subject to federal restrictions against alienation or encumbrance, or all lands which are subject to the rights of use, occupancy and/or benefit of certain rights. The term Indian land also includes land for which the title is held in fee status by Indian Tribes, and U.S. Government-owned land under BIA jurisdiction (per 25 CFR Chapter I, Part 150, Sec.150.2(h) Definitions).
G. **Risk Assessment** is an assessment of the ignition risks, fuel hazards, fire history, and values to be protected that is used to establish priority areas for prevention actions.

H. **Wildland Urban Interface or WUI** is a line, area or zone where structures and other human development meet or intermingle with undeveloped wildland or vegetative fuels.
**Attachment 1: Example - Table 1: Historical Fire Cause Analysis**

(This example shows the table, with title, as it should appear in the WFPP)

**Table 1: Historical Fire Cause Analysis**

<table>
<thead>
<tr>
<th>Cause</th>
<th>Number of Fires</th>
<th>2008</th>
<th>2009</th>
<th>2010</th>
<th>2011</th>
<th>2012</th>
<th>2013</th>
<th>2014</th>
<th>2015</th>
<th>2016</th>
<th>2017</th>
<th>Total</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAMPFIRE</td>
<td></td>
<td>1</td>
<td>2</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>7</td>
<td>1.2%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SMOKING</td>
<td></td>
<td>3</td>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
<td>5</td>
<td></td>
<td></td>
<td>0.8%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FIRE USE</td>
<td></td>
<td>9</td>
<td>25</td>
<td>6</td>
<td>3</td>
<td>1</td>
<td>6</td>
<td>8</td>
<td>9</td>
<td>11.1%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>INCENDIARY</td>
<td></td>
<td>4</td>
<td>55</td>
<td>3</td>
<td>9</td>
<td>2</td>
<td>1</td>
<td>2</td>
<td>76</td>
<td>12.6%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EQUIPMENT</td>
<td></td>
<td>2</td>
<td>64</td>
<td>5</td>
<td>5</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>8</td>
<td>14.8%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>RAILROADS</td>
<td></td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1</td>
<td></td>
<td>4</td>
<td>0.7%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>JUVENILES</td>
<td></td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>1</td>
<td>1</td>
<td>10</td>
<td>1.7%</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MISCELLANEOUS</td>
<td></td>
<td>42</td>
<td>135</td>
<td>31</td>
<td>9</td>
<td>3</td>
<td>25</td>
<td>10</td>
<td>2</td>
<td>280</td>
<td>46.6%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NON-SPECIFIC Human</td>
<td></td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.0%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HUMAN SUB-TOTAL</td>
<td></td>
<td>57</td>
<td>287</td>
<td>28</td>
<td>52</td>
<td>15</td>
<td>13</td>
<td>38</td>
<td>15</td>
<td>3</td>
<td>538</td>
<td>89.5%</td>
<td></td>
</tr>
<tr>
<td>NATURAL (LIGHTNING)</td>
<td></td>
<td>24</td>
<td>19</td>
<td>4</td>
<td>4</td>
<td>3</td>
<td>8</td>
<td>2</td>
<td>2</td>
<td>63</td>
<td>10.5%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>81</td>
<td>306</td>
<td>29</td>
<td>56</td>
<td>15</td>
<td>16</td>
<td>46</td>
<td>17</td>
<td>3</td>
<td>601</td>
<td>100.0%</td>
<td></td>
</tr>
</tbody>
</table>

* Source: DOI's Wildland Fire Information Management System (WFIM)
Attachment 2: Example - Table 2: Composite Prevention Unit Assessment Summary

(This example shows the table, with title, as it should appear in the WFPP)

**Table 2: Composite Prevention Unit Assessment Summary**

<table>
<thead>
<tr>
<th>Fire Management Zone</th>
<th>Fire Prevention Unit,</th>
<th>Risk Ranking</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grassland</td>
<td>Unit #1</td>
<td>Moderate</td>
</tr>
<tr>
<td>Forestlands</td>
<td>Unit #2</td>
<td>Low</td>
</tr>
<tr>
<td>WUI</td>
<td>Unit #3</td>
<td>High</td>
</tr>
</tbody>
</table>

#19-05, Issued: 12/20/18
Replaces #12-28, (90 IAM 1.4 C (6)), Issued: 6/29/12
**Attachment 3: Example - Table 3: Community Assessment Summary**

(This example shows the table, with title, as it should appear in the WFPP)

**Table 3: Community Assessment Summary**

<table>
<thead>
<tr>
<th></th>
<th>HIGH</th>
<th>MODERATE</th>
<th>LOW</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Rivertown</td>
<td></td>
<td>4 Lonesome Dove</td>
</tr>
<tr>
<td>6</td>
<td>Happy Camp</td>
<td>5 Paris</td>
<td>2 Goodwater</td>
</tr>
<tr>
<td>8</td>
<td>Centerville</td>
<td>7 New Iberia</td>
<td>9 Gold Nugget</td>
</tr>
</tbody>
</table>

#19-05, Issued: 12/20/18
Replaces #12-28, (90 IAM 1.4 C (6)), Issued: 6/29/12
Attachment 4: Example - Table 4: Prevention Workload Analysis

(This example shows the table, with title, as it should appear in the WFPP)

Table 4: Prevention Workload Analysis

<table>
<thead>
<tr>
<th>Prevention Category</th>
<th>Pre-Program (Historical)</th>
<th>Previously Planned Option</th>
<th>Current Average Program</th>
<th>Planned Option</th>
<th>Alternate Option</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Actions</td>
<td></td>
<td>1044</td>
<td>927</td>
<td>842</td>
<td>650</td>
</tr>
<tr>
<td>Specific Actions</td>
<td></td>
<td>824</td>
<td>675</td>
<td>680</td>
<td>950</td>
</tr>
<tr>
<td>Community Actions</td>
<td></td>
<td>297</td>
<td>221</td>
<td>170</td>
<td>170</td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td></td>
<td><strong>0</strong></td>
<td><strong>2165</strong></td>
<td><strong>1823</strong></td>
<td><strong>1692</strong></td>
</tr>
</tbody>
</table>

#19-05, Issued: 12/20/18
Replaces #12-28, (90 IAM 1.4 C (6)), Issued: 6/29/12
### Table 5: Estimated Effectiveness

<table>
<thead>
<tr>
<th>Fire Management Zone or Planning Unit</th>
<th>Lightning</th>
<th>Equip.</th>
<th>Smoking</th>
<th>Campfire</th>
<th>Debris</th>
<th>Railroads</th>
<th>Arson</th>
<th>Juvenile</th>
<th>Misc.</th>
<th>Avg.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Previously Planned vs. Pre-Program</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Estimated Reduction in Wildfire Ignitions by Cause Category</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lightning Equip. Smoking Campfire Debris Railroads Arson Juvenile Misc. Avg.</td>
<td>0%</td>
<td>15.20%</td>
<td>13.10%</td>
<td>17.30%</td>
<td>15.90%</td>
<td>12.50%</td>
<td>6.10%</td>
<td>15.20%</td>
<td>8.50%</td>
<td>12.98%</td>
</tr>
<tr>
<td>Planning Unit Average</td>
<td>12.98%</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current Average Accomplished Program vs. Pre-Program</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Estimated Reduction in Wildfire Ignitions by Cause Category</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lightning Equip. Smoking Campfire Debris Railroads Arson Juvenile Misc. Avg.</td>
<td>0%</td>
<td>15.50%</td>
<td>13.20%</td>
<td>17.30%</td>
<td>16.00%</td>
<td>13.50%</td>
<td>6.30%</td>
<td>15.40%</td>
<td>8.80%</td>
<td>13.25%</td>
</tr>
<tr>
<td>Planning Unit Average</td>
<td>12.98%</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Planned Option vs. Pre-Program</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Estimated Reduction in Wildfire Ignitions by Cause Category</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lightning Equip. Smoking Campfire Debris Railroads Arson Juvenile Misc. Avg.</td>
<td>0%</td>
<td>15.50%</td>
<td>13.20%</td>
<td>17.30%</td>
<td>16.00%</td>
<td>13.50%</td>
<td>6.30%</td>
<td>15.40%</td>
<td>8.80%</td>
<td>13.25%</td>
</tr>
<tr>
<td>Planning Unit Average</td>
<td>13.25%</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alternative Option vs. Pre-Program</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Estimated Reduction in Wildfire Ignitions by Cause Category</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lightning Equip. Smoking Campfire Debris Railroads Arson Juvenile Misc. Avg.</td>
<td>0%</td>
<td>15.50%</td>
<td>13.20%</td>
<td>17.30%</td>
<td>16.00%</td>
<td>13.50%</td>
<td>6.30%</td>
<td>15.40%</td>
<td>8.80%</td>
<td>13.25%</td>
</tr>
<tr>
<td>Planning Unit Average</td>
<td>13.25%</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Attachment 6: Example - Table 6: Proposed Annual Budget Summary

(This example shows the table, with title, as it should appear in the WFPP)

Table 6: Proposed Annual Budget Summary

<table>
<thead>
<tr>
<th></th>
<th>Base Salary</th>
<th>EBC Rate (@ 40%)</th>
<th>Recurring Support Funding</th>
<th>IDC 0 %</th>
<th>*Estimated Total Funding Needs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lead</td>
<td>$46,900</td>
<td>$18,760</td>
<td>$10,000</td>
<td></td>
<td>$75,660</td>
</tr>
<tr>
<td>2nd Position</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3rd Position</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Annual Program</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Budget*</td>
<td>$46,900</td>
<td>$18,760</td>
<td>$10,000</td>
<td>$0</td>
<td>$75,660</td>
</tr>
</tbody>
</table>

*rounded to the nearest hundred
## Attachment 7: Example - Table 7: Program Support Items

(This example shows the table, with title, as it should appear in the WFPP)

### Table 7: Program Support Items

<table>
<thead>
<tr>
<th>Recurring Expenses</th>
<th>Standard Non-Recurring Expenses (Supplementals)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item</td>
<td>Item</td>
</tr>
<tr>
<td>GSA Vehicle Lease (Pickup) for prevention</td>
<td>Specialized Equipment (Camera, Projector, GPS)</td>
</tr>
<tr>
<td>Prevention vehicle fuel, repairs and maintenance</td>
<td>Fire Danger Signs</td>
</tr>
<tr>
<td>Prevention/Education Materials</td>
<td>Prevention Vehicles</td>
</tr>
<tr>
<td>Training and Travel for prevention personnel</td>
<td>Travel for non-prevention personnel to attend prevention training</td>
</tr>
<tr>
<td>Smokey Bear Education Items</td>
<td>Development and printing of custom brochures, fliers and other materials</td>
</tr>
<tr>
<td>Public Service Announcements</td>
<td>Smokey Costumes and Replacement</td>
</tr>
<tr>
<td>Cell Phone Service</td>
<td>Billboards</td>
</tr>
<tr>
<td>Office supplies for prevention</td>
<td></td>
</tr>
<tr>
<td>Overtime</td>
<td></td>
</tr>
<tr>
<td>Copying/Printing for prevention</td>
<td></td>
</tr>
</tbody>
</table>
Attachment 8: Example - Table 8: Agency Cost-Benefit Analysis Table

(This example shows the table, with title, as it should appear in the WFPP)

**Table 8: Agency Cost-Benefit Analysis Table**

<table>
<thead>
<tr>
<th>Region</th>
<th>Agency/Tribe</th>
<th>Fire Management Unit</th>
<th>WFMII Number of Fires</th>
<th>WFMII BIA Acres Burned</th>
<th>WFMII Number of Years</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example Region</td>
<td>XYZ Agency</td>
<td>All</td>
<td>749</td>
<td>113,745.0</td>
<td>10</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>RAMS Staffing Requirements</th>
<th>Program Funding Required</th>
<th>RAMS Estimated Program Effectiveness</th>
<th>Benefit - Cost Ratio</th>
<th>Estimated Number of Fires Avoided</th>
<th>Estimated Reduction in Acres Burned</th>
<th>Estimated Suppression Costs averted per year based on per fire costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Planned Option</td>
<td>1</td>
<td>$75,600.00</td>
<td>13.20%</td>
<td>2.02:1</td>
<td>22</td>
<td>$3378.23</td>
</tr>
<tr>
<td>Minor 20%</td>
<td>0.8</td>
<td>$62,500.00</td>
<td>12.90%</td>
<td>2.1:1</td>
<td>17</td>
<td>2570.74</td>
</tr>
<tr>
<td>Plus 20%</td>
<td>1.25</td>
<td>$59,000.00</td>
<td>12.20%</td>
<td>1.54:1</td>
<td>22</td>
<td>3378.23</td>
</tr>
<tr>
<td>Previous Plan</td>
<td>1</td>
<td>$75,600.00</td>
<td>12.95%</td>
<td>1.74:1</td>
<td>17</td>
<td>2570.74</td>
</tr>
</tbody>
</table>

Instructions for WFMII DATA Input: https://www.nrcb.blm.gov/
1. From WFMII Fire Reporting Main webpage, select “Summaries”
2. Scroll down and select “Number of Fires and Acres Burned by General Cause”
3. Select region and reporting unit
4. Select “All fire reports (complete and incomplete)”
5. Select the desired data range (most recent 10 fiscal years)
6. Under Fire Type 1 select Protection Types 1 thru 6
7. Under Fire Type 2 select Protection Types 1 thru 6
8. Scroll to bottom of the page and click “Generate” button
9. Enter the data for human-caused fires only into the appropriate spaces above
### Table 12: Structural Ignitability

<table>
<thead>
<tr>
<th>Evaluation Factors</th>
<th>High</th>
<th>Moderate</th>
<th>Low</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overall Firewise ® Compliance</td>
<td>20%</td>
<td>50%</td>
<td>30%</td>
</tr>
<tr>
<td>Roofing material</td>
<td>100%</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>Defensible/Survivable Space</td>
<td>10%</td>
<td>80%</td>
<td>10%</td>
</tr>
<tr>
<td>Siding Materials</td>
<td>35%</td>
<td>55%</td>
<td>10%</td>
</tr>
<tr>
<td>Landscaping Materials</td>
<td>85%</td>
<td>15%</td>
<td>0%</td>
</tr>
<tr>
<td>Roof Hygiene</td>
<td>60%</td>
<td>40%</td>
<td>0%</td>
</tr>
<tr>
<td>Landscape Hygiene</td>
<td>10%</td>
<td>85%</td>
<td>5%</td>
</tr>
<tr>
<td>Structural Hygiene</td>
<td>10%</td>
<td>90%</td>
<td>0%</td>
</tr>
<tr>
<td>Flammables Storage</td>
<td>5%</td>
<td>60%</td>
<td>35%</td>
</tr>
</tbody>
</table>

Note: percentages rounded to nearest 5 percent