

Bureau of Indian Affairs

Wildland Fire Management



Uniform Standards

The Bureau of Indian Affairs (BIA), Branch of Wildland Fire Management established uniform standards for BIA Wildland Fire Management personnel in 2019. BIA wildland fire management employees will use and apply these Standards when approved and implemented by line officers.

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AUTHORITY

- A. Department of the Interior (DOI) Department Manual, Part 334, Uniform Allowances (334 DM), revised July 16 1982, provides Departmental policies and procedures for paying uniform allowances.
- B. Title 5 U.S.C. 5901-5902 authorizes the use of appropriated funds for uniform allowances for employees required to wear the uniform and sets the maximum uniform annual allowance amount not to exceed \$400 per employee, per annum.
- C. Title 5 U.S.C 5903 provides that the Office of Personnel Management may prescribe regulations necessary for the uniform administration of 5 U.S.C.5901.
- D. DOI Department Manual 370 DM 370 DM 752 established the policy, procedures and authority/responsibility for administering employee discipline within DOI.

CONDUCT

Employees will use good judgement and act with professionalism when wearing the uniform to avoid situations which may reflect adversely on the BIA and the trust responsibility employees are charged to uphold.

It is prohibited to consume alcohol or illegal drugs while in uniform. Inappropriate conduct or behavior of employees while in uniform, whether on or off duty, may result in disciplinary action as outlined in the Department of the Interior Department Manual 370 DM 370 DM 752.

UNIFORMITY AND APPEARANCE STANDARDS

Supervisors are prohibited from purchasing uniforms or uniform components for non-BIA employees. For the purpose of this policy, Administratively Determined (AD) employees hired by the BIA under the AD Pay Plan are considered BIA employees. For AD employees, separation of duty applies in return of uniform equipment.

Employees in uniform must maintain and wear the uniform in a manner that reflects credit to the BIA. Uniforms should fit properly, be clean, tucked in, not frayed, or untidy and should not show excessive wear.

Safety and specialty items, such as protective shoes/boots, fire/flame resistant clothing, flight suits, chest boots/waders, hard hats, protective helmets, special cold weather gear and other health/safety-related special clothing needs are not included in BIA Fire Management's Dress Uniform. Under special circumstances, they may be considered part of Fire Crew Uniform, and as identified, may be part of a Class B Uniform. Employees should seek guidance from their supervisor and/or safety managers on acquiring and wearing protective clothing not listed in the PMS #210. The requirement for these items must be consistent with conditions specified in 5 U.S.C. 7903 (Special Clothing for Hazardous Situations) and/or the Occupational Safety and Health Act of 1970.

EXCEPTIONS TO WEARING UNIFORMS

When wearing the uniform jeopardizes the employee's safety or when the visibility of the uniform is not in the best interest of fire management personnel; or when pregnancy, medical conditions, physical disabilities, or climatic conditions require special consideration. In addition, line officers or individuals with delegated authority may approve exceptions to wearing the uniform.

RESPONSIBILITIES

Position Responsibilities

Director, BIA

- Establish and/or approve uniform policies and standards for BIA's wildland fire management programs. When new policies or components of the uniform are approved, a memo will be issued to all Regional Directors, Agency Superintendents, and all Fire Management Officers and Branch of Wildland Fire Management.

Division Chief, Forestry and Wildland Fire Management

- Approves the addition of new uniform components or make changes in uniform specifications after the appropriate review and evaluation process takes place
- Authorizes patches, insignias, name plates or pins to be worn on the uniform

Branch Chief, Wildland Fire Management

- Responsible for managing new or revised uniform policies and standards for approval by the Director, BIA
- Designate positions authorized to purchase and wear uniforms

Director, Budget, BWFM

- Administers the uniform contract and makes interpretations and changes to the terms, conditions, specifications, clauses and provisions of the uniform contract
- Works with regional or unit Property Officers to track and review financial reports to ensure accountability by the designated Property Officer.
- Receives recommendations from agency Property Officers in order to make major changes in garment specifications. Contracting Officer coordinates with BWFM Operations Director on uniform modifications.
- Provides and monitors WBS Codes for Uniform expenditures.

Line Officers

- Authorizes the implementation of the BIA Wildland Fire Management Uniform Policy and ensures adherence to the Policy.
- Ensures Wildland Fire Management uniform funding is not exceeded.
- Delegates responsibilities to the Property Officer.
- Authorizes the approval to acquire all parts of a uniform.
- Authorizes the use of rank insignia.
- Approves agency color and design of Fire Crew Uniform and Civilian attire.

Property Officer or Equivalent

- Receives Uniform Requisition Form and places orders to the uniform vendor.
- Work with Supervisor to ensure employees receive order.
- Monitors the Financial Business Management System (FBMS) to ensure uniform transactions (requisition and payment) are properly processed through the system.
- Reviews and provide financial reports to ensure accuracy and completeness of payments.

Supervisor/ Approving Officer

- Ensures an initial supply of approved clothing and equipment.
- Provides the Uniform Order Form to new employees.
- Ensures employee's position is designated to own and wear uniform and designated components.
- When Uniform Order Form is complete, provides completed Requisition Form (BIA-4314) and Order Form (provided by contract vendor) to Property Officer.
- Receives clothing and components from Property Officer.
- Documents clothing and equipment issuance on the Receipt for Property Form (DOI-105).
- Sets example by properly wearing the uniform and ensures subordinates comply with the Uniform Policy.

Employee

- Works with Supervisor and appointed Property Officer to maintain and replace uniform and components.
- Wears the uniform in accordance with this Uniform Policy.
- Maintains a clean and neat uniform within standards, uniform accessories and issued equipment will also be clean and/or polished and in serviceable condition.
- Take all practical measures to ensure uniform and components are not lost, stolen, misappropriated, or damaged.
- Upon separation of duty, all uniform equipment will be turned in to the Supervisor/Approving Officer.

CONTRACT USE

The Branch of Wildland Fire Management (BWFM) will implement and maintain a national uniform contract for purchasing Class A and Class B uniforms. Fire Crew and Civilian Uniforms will be purchased through local vendors.

UNIFORM PURCHASING and ORDERING

The BIA, Branch of Wildland Fire Management distributes Wildland Fire Management funds to regions for the implementation of wildland fire management programs at regional and agency units. These funds may be used for the purchase of uniforms.

A uniform allowance is not provided to individual employees; rather, uniforms are purchased by the Line Officer or their designated Fire Management Officer.

Tracking of Funds

The Branch will develop and distribute a WBS code to purchase, track and monitor the purchases of uniforms nationally.

National, regional, and agency offices are responsible for managing their wildland fire management budgets, this includes managing uniform purchases.

Uniform Purchases

Follow the process outlined in the BWFM Uniform Contract when applicable and available. In the event a BWFM Uniform Contract does not exist, may use BIA Integrated Charge Cards or other contracting mechanisms.

Uniform Ordering

When a National Uniform Contract is implemented, the contractor will develop and provide a standard order form to the BWFM for use. An employee must obtain and submit the Uniform Order Form to their Supervisor / Approving Officer to receive approval to wear the BIA Wildland Fire Management Uniform and associated components.

In the absence of a National Uniform Contract, an employee must follow their line officer's acquisition procedures.

UNIFORM DESCRIPTIONS

There are four uniform types BIA wildland fire management personnel are authorized to wear: Fire Crew Uniform; Dress Uniform Class A; Dress Uniform Class B; and Civilian Attire.

Fire Crew Uniform

Positions authorized to wear the Fire Crew Uniform: Fire Crew Uniform apparel should be worn by all BIA sponsored hand crews, helicopter crew modules, engine crews, fire use modules, and Model 52 Program Technicians while performing the operational duties of BIA's wildland fire management programs.

Apparel must be consistent with conditions specified in 5 U.S.C. 7903 (Special Clothing for Hazardous Situations) and/or the Occupational Safety and Health Act of 1970. In addition, all employees will follow the clothing and personal protective equipment standards outline in the Wildland Fire Incident Management Field Guide (PMS #210).

BIA Fire Management Fire Crew Uniform components: a minimum of four crew uniform melt resistant t-shirts; two polo shirts; one crew melt resistant sweatshirt; one crew ball cap; one black belt.

- The BIA Eagle Logo or unit/crew logo may be located on any part, and in multiple parts of the apparel. If a unit/crew logo is used, it must identify the Bureau of Indian Affairs.
- Material that can melt will not be placed on any crew uniforms.
- Line officers must approve the unit/crew insignia design prior to printing.
- No more than one shirt color may be designated as the crew's primary color for all fire crew uniform apparel. Colors to choose from are: Deep Red, Charcoal, Black, Navy, Deep Navy, Light Steel, Chocolate, Oxford, Pebble, and Sand.
- The Fire Management Officer will identify and designate a crew shirt color and the line officer will approved it.

Along with wearing a black belt, employees will wear their work and yellow nomex shirts tucked into fire resistant work pants at all times.

Ball cap with crew insignia will be worn level with bill centered in front. Jackets awarded to employees may be worn with the Fire Crew Uniform.

Class A Uniform

Positions authorized to wear Class A Uniform: Permanent full time, career seasonal or temporary employees hired to perform wildland fire management duties on behalf of the BIA Wildland Fire Management program. Administratively Determined personnel will not be issued Class A Uniform components.

When to wear attire: Employees will wear a Class A Uniform at formal or ceremonial functions where a highly professional appearance is necessary. This includes, but is not limited to, very important/high profile meetings, media events, funerals, award ceremonies and court appearances when representing the BIA. The Class A uniform is not for field use.

Class A Uniform components: One Class A shirt; one navy blue uniform pant; one black leather belt, one pair black socks; one gold nameplate; two BIA Fire & Aviation Badges (to be placed on uniform shirt and uniform jacket); two BIA Eagle left shoulder patch (to be placed on uniform shirt and uniform jacket); one navy blue uniform dress jacket, and one black tie. In addition for Aviation positions, two aviation wing pins (to be placed on the uniform shirt and uniform jacket).

Class A Uniform Specs:

Shirt - Charcoal grey, long sleeve. The shirt will be starched and pressed, fully buttoned with the top button left open unless worn with a black tie. Undershirt will be in good condition and be either white or black.

- Badges: BIA Fire & Aviation Badge pinned on left breast centered above pocket
- Patches: BIA Eagle patch sewn on left shoulder; if authorized by the line officer a unit/crew patch may be sewn on the right shoulder.
 - If authorized by the line officer a unit/crew patch may be sewn on the right shoulder
- Nameplate: worn on the right breast, centered above pocket.
- Pins: The line officer authorizes the use of rank insignia (identified below).
 - Aviation positions: aviation wings pin will be worn above the nameplate
 - Allowable Pins: Years-of-service collar pin(s) or American Flag pin (centered above nameplate on right breast).

Uniform Jacket - Navy blue with BIA Eagle patch sewn on the left shoulder. Pants- Navy blue uniform pants, worn with a black leather belt.

- BIA, unit, or crew belt buckle may be worn with belt.

Footwear - boots will be black, plain toe, neatly polished.

- Socks - White or black. Patterned socks or bare ankles are not permitted unless undergoing treatment for a foot disease or injury.

Headgear- will not be worn while in Class A Uniform.

Class B Uniform

Positions authorized to wear the Class B Uniform include, but are not limited to: permanent full time, career seasonal or temporary employees hired to perform wildland fire management duties on behalf of the BIA wildland fire management program. Personnel not funded through the wildland fire management program, but support the wildland fire management program may wear uniform while performing wildland fire management functions, but must be purchased

through their normal program.

When to wear the uniform: Uniform should be worn to provide a professional appearance whenever interaction with the public or other organizations may occur. Events include but are not limited to: teaching courses, attending interagency meetings/ events or making a public appearance where the setting requires business attire. Class B Uniform may be worn in the field, with appropriate personal protective equipment, as outlined in the Wildland Fire Incident Management Field Guide (PMS #210 (<http://www.nwcg.gov/publications/wildland-fire-incident-management-field-guide>))

Class B Uniform components: Two charcoal grey Class B uniform shirts (short and/or long sleeve); navy blue fire resistant pants; one black belt; one nameplate; one BIA Fire & Aviation Badge; BIA eagle patch. The line officer authorizes the use of rank insignia.

Class B Uniform Specs:

Shirt is charcoal grey. Long and/or short sleeve shirt is acceptable. Shirt will be pressed, fully buttoned with the top button left open. Undershirt must be in good condition and be white, black or the Fire Crew Shirt.

- Badges: BIA Fire & Aviation badge pinned on left breast centered above pocket
- Patches: BIA Eagle patch sewn on left shoulder
 - If authorized by the line officer a unit/crew patch may be sewn on the right shoulder
 - Allowable Pins: Years-of-service collar pin(s) or American Flag pin (centered above nameplate on right breast).
- Nameplate: worn on the right breast centered above pocket
- Pins: The line officer authorizes the use of rank insignia (identified below).
 - Aviation positions: aviation wings pin will be worn above the nameplate
- Uniform Jacket:

Pants - Navy blue, fire resistant and worn with black belt.

- BIA, unit, or Crew belt buckle may be worn with a black belt.

Footwear - Black, plain toe type, neatly polished or boots that meet NFPA 1977 standards for use in wildland fire management.

- Socks (office attire only) – White or black. Patterned socks or bare ankles are not permitted unless undergoing treatment for a foot disease or injury. Sock requirement is only if wearing dress shoes where the sock may show.

Headgear - Uniform Ball cap may be worn with a Class B Uniform, while outside. Must be clean, in good condition with bill facing forward. No other ball caps will be allowed with Class B Uniform.

Jackets awarded to employees may be worn with the Class B Uniform.

Civilian Uniform

Positions authorized to wear Civilian Uniform: Permanent full time, career seasonal or temporary employees hired to perform wildland fire management duties on behalf of the BIA wildland fire management program are allowed to wear Civilian Uniform. Personnel who are not funded through the wildland fire management program, but support the wildland fire management program are authorized to wear the uniform while performing wildland fire management functions, but apparel

must be purchased through their normal programs.

When to wear the uniform: Civilian Uniform is intended for use at National, Regional and/or Agency offices when representing the BIA or when agency identification is appropriate.

Civilian Uniform components: Civilian Uniform consists of a minimum of two high quality polo shirts, long and/or short sleeve button up dress shirts. When in Civilian Uniform, personnel are representing the BIA, thus shirts will be clean, non-wrinkled and tucked in and worn with a belt. They should be worn with clean, non-faded blue jeans, dress slacks, skirts or dresses.

All Civilian Uniform will include either the BIA Eagle Logo or Unit/Crew logo and may be utilized on any part, and in multiple parts of the apparel. If a unit/crew logo is used, it must identify the BIA.

Civilian Uniform colors will be designated by the line officer or delegated official. Civilian Uniform may be acquired through a local vendor.

CARE AND CONDITION OF UNIFORM

Uniforms must fit properly and be clean and serviceable. Navy blue fire resistant pants and navy blue uniform pants must fit properly and be clean and serviceable, and must be in good condition.

Class A and Class B uniforms will be clean, pressed with military pleats, and not noticeably worn or patched. Class A and B uniform pants must be navy blue fire resistant pants or navy blue uniform pants, and will not be faded, torn, or in poor condition.

Footwear identified for use with uniforms will be maintained in a clean/ serviceable condition.

REPLACEMENT OF UNIFORMS AND EQUIPMENT

Replacement of unserviceable uniforms and equipment will be made at a time announced by the supervisor. Supervisors will determine when to inspect and replace uniforms and equipment (typically one month in advance of the agency's wildland fire season).

Replacement of uniform components will be managed through appropriate property management procedures and documented on DI-105 forms.

RETURN OF GOVERNMENT PROPERTY UPON SEPARATION OF DUTY

All uniform components remain property of the BIA. They are issued to the employee and documented on a DI-105 Form. This includes: identifying badges, rank insignia, safety and specialty items, and items issued on a temporary basis. Patches cannot be removed or given to members of the public at any time.

Supervisors or line officers will determine when Crew and Civilian uniforms reach the end of their service life. When reached, supervisors will discard the uniforms.

BADGES, NAMEPLATES, PATCHES AND RANK INSIGNIA

Misuse or unauthorized possession of official insignia of badges, nameplates, patches or rank insignia is forbidden by Title 18, United States Code, Sec. 701, and is punishable by a fine and/or

imprisonment.

The official patch (any logo/design developed with and for use by any BIA organization) will not be provided to individuals for their private use or collection.

If additional Patches are developed and used, they must not exceed the size of the BIA Eagle shoulder patch (4") and must be designed for wear on the right sleeve of the Uniform.

Nameplates

Gold nameplates will be limited to two lines to identify the employee's name minimum first and last, and Unit (i.e. National, Regional, Agency offices). Block font will be used for all lettering.

Nameplates will be centered 1/8th inch above the right pocket on uniform shirts.

Nameplates may be worn on clothing other than the uniform, so long as it is worn on the right side, above where a pocket would be located. When employees transfer, change name or loose a nameplate, replacements may be made through a unit purchase.

BIA Branch of Wildland Fire Management Badge

Only BIA employees wearing Class A or Class B Uniform may wear a badge. The badge will be returned to the unit before transferring to other units or terminating employment.

The badge will be centered above the left pocket of the uniform shirt/ outwear

Each badge will have a serial number etched on the back for identification and tracking. Each Region will be responsible for the issuance, and tracking of badges through their normal inventory procedures.

Employees who lose a badge will immediately report it to the Line Officer and the law enforcement agency in whose jurisdiction the badge was lost to file a Police Report. A new badge cannot be issued without having provided this documentation.

Office of Justice Service law enforcement badge will not be worn by Forestry and Wildland Fire Management employees.

BUREAU OF INDIAN AFFAIRS



Concept Design
by Blackinton

We are inspired by the pride you have in wearing the badge. Since 1852, our job has been to breathe life into a piece of metal to help portray honor, pride, and courage - this artwork is a representation of our vision. We hope you love the design.
Thank you for this opportunity to work with you.

Height - 2"

1 1/16" NEW SEAL

Width - 2"

METAL FINISH



BADGE COLORING



SEAL COLORING



This artistic rendition is as accurate as possible. Due to variations among different media the colors and finishes are not exact representation of the finished product.

Please review and verify all details carefully. Once artwork is approved, there is often a cost associated with modifications.

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Blackinton
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Rank Insignia

Rank insignia is not required on any uniform; however, if appropriate, approved and required by the line officer to wear insignia, rank designation for BIA Wildland Fire Management program personnel will follow the standards identified below.

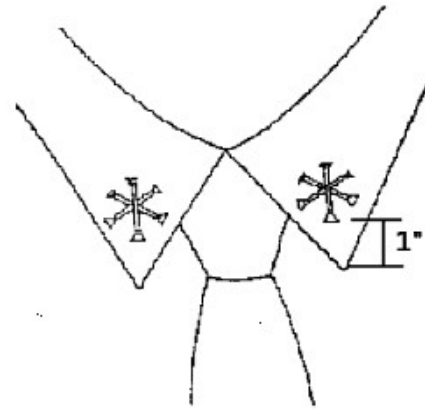
Silhouette gold star-type collar brass must be one-half of an inch in size; all other silhouette-type collar brass must be approximately seven-eighths of an inch in size.

Pin	Position
 <p>5 Gold Stars</p>	<ul style="list-style-type: none"> • Branch Chief, Wildland Fire Management
 <p>4 Gold Stars</p>	<ul style="list-style-type: none"> • Deputy Branch Chief, Administration Director (BWFM) • Director, Budget & Planning (BWFM) • Director, Aviation & Safety (BWFM) • Director, Fire Operations (BWFM) • Director, Fuels Management (BWFM) • Director, Wildland Fire Training (BWFM) • Regional Fire Management Officer (Reference as Regional Fire Chief)
 <p>3 Gold Stars</p>	<ul style="list-style-type: none"> • Deputy Director, Wildland Fire Training (BWFM) • Deputy Director, Fire Operations (BWFM) • Deputy Director, Fuels Management (BWFM) • National Wildland Fire Safety Specialist (BWFM) • Lead Fire Planner (BWFM) • National Communication and Education Specialist (BWFM) • Inter-Regional Aviation Manager (BWFM) • Assistant Regional Fire Management Officer (Reference as Regional Deputy Fire Chief)
 <p>2 Gold Stars</p>	<ul style="list-style-type: none"> • Regional Fuels Specialist • Regional Fire Prevention Specialist • Geographic Area Coordinators • Regional Aviation Specialist/Regional Aviation Manager • Inter-Aviation Operations Specialist
	<ul style="list-style-type: none"> • Regional Fire Operations Specialist • Regional Training Specialist • Regional Prevention WUI Specialist • Regional Safety Specialist • Regional Fire Ecologist
 <p>5 Crossed Gold Bugles</p>	<ul style="list-style-type: none"> • Agency Fire Management Officer (Agency Fire Chief) • Model 52 Center Manager

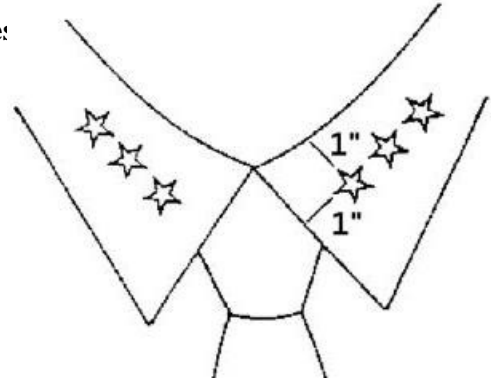
Pin	Position
 <p>4 Crossed Gold Bugles</p>	<ul style="list-style-type: none"> • Agency Assistant Fire Management Officer (Reference as Division Chief)
 <p>3 Crossed Gold Bugles</p>	<ul style="list-style-type: none"> • Agency Fuels Manager • Agency Prevention Officer • Agency/Unit Aviation Manager • Agency Fire Operations Specialist (Reference as Battalion Chief for all Positions listed)
 <p>2 Crossed Gold Bugles</p>	<ul style="list-style-type: none"> • Hotshot Superintendent • Fire Helicopter Crew Supervisor
 <p>2 Vertical Silver Bugles (Nickel finish)</p>	<ul style="list-style-type: none"> • Assistant Hotshot Superintendent (Reference as Captain) • Assistant Fire Helicopter Crew Supervisor (Reference to Captain) • Engine Captain/Engine Boss • Dispatcher • Prevention Technician • Fuels Module Leader or Supervisory Technician (Reference to Captain)
 <p>1 Vertical Silver Bugle (Nickel finish)</p>	<ul style="list-style-type: none"> • Hotshot Squad Leader • Helitack Squad Leader • Engine Operator

Wearing Collar Brass

Stars will be centered on each collar, parallel to the inside of the collar, 1" from the front.

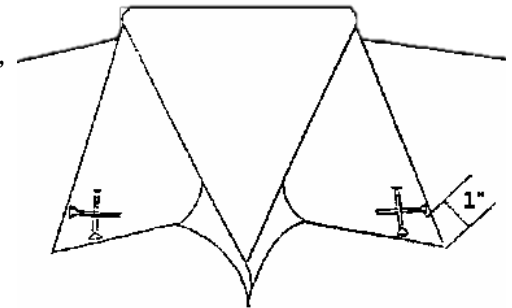


When the collar brass contains an odd number of crossed bugles: collar tip. This will apply with or without a necktie.

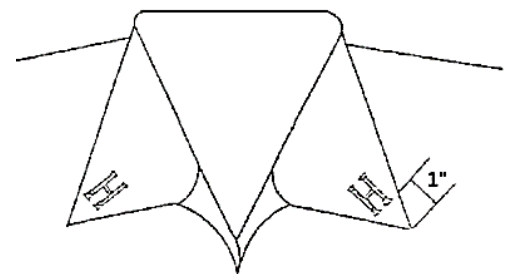


When the collar brass contains an even number of crossed bugles, the middle point between the bugles will point at the collar tip.

This will apply with or without a necktie.



Uncrossed bugles will be worn with top button open as shown.



Other Insignia and Commemorative Pins

Individuals have the option to wear a 1-inch BIA, DFWFM, or length-of-service pin, honor award pin, aviation wings, or on the uniform. Attach such a pin on the right lapel, or centered just above the nameplate. When multiple pins are worn, they must be centered horizontally above the nameplate. No more than three approved pins can be worn on the uniform.

An American flag pin will be worn on the left side, over the heart.

Local fundraising campaign pins, non-profit organization pins, local area emblems or other insignia not identified are prohibited.