

Table/Roster of Bureau of Indian Affairs and Tribal responsibilities

Performance Required	Agency/Tribal Program	Line Officer - BIA
Roster	Administer/Compile	Federal Approval
• Pack testing	Administer/Document	Approval under roster
• Drug Test	Administer	Approval under roster
• Medical standards process	Complete/compile	Approval under roster
• Annual Refresher	Administer (NWCG Standard)	Approval under roster
• Motor Vehicle Authorization	Administer (If Applicable)	Approval under roster
• IQCS Report (Qualified Master List)	Provide with roster	Approval under roster
Update roster	Compile AD management measures for discipline and to update qualifications modify roster.	Approve modified roster
Hiring Packet	Complete and submit to Federal Line officer or Federal Designee	Review and Sign
OF-288 Time Sheet	Compile	Sign and Approve
Official Batch Memorandum	Compile, submit to line officer or federal designee	Approve and submit to Casual Payment Center
Accident Reporting	Compile and present to BIA	Approve and submit

The roster will identify items needed to ensure hiring eligibility and include:

1. Name of the firefighter
2. Date the firefighter passed their last pack test and physical or health screen questionnaire
3. Drug test date and result
4. Motor Vehicle Authorization (if applicable)
5. Date when the annual Wildland Fire Safety Training Annual Refresher (WFSTAR) was taken
6. Firefighters highest Incident Qualifications & Certification System (IQCS) fire qualification in each Incident Command System (ICS) functional area
7. Signature of the Superintendent or their designee

The roster must be up-to-date and adjusted during the fire season, adjustment criteria such as updating fire qualifications and excluding individuals who are ineligible for fire assignments as a result of documented misconduct.