



United States Department of the Interior
BUREAU OF INDIAN AFFAIRS
NATIONAL INTERAGENCY FIRE CENTER
3833 SOUTH DEVELOPMENT AVENUE
BOISE, IDAHO 83705-5354

February 22, 2010

To: All Regional Directors, All Regions
Attention: Forestry/Fire Management

From: Acting Director, Branch of Wildland Fire Management

Subject: Rookie Camps – Clarification of February 2, 2009 Policy

The purpose of this memorandum is to clarify my intent regarding the February 2, 2009 memorandum related to the training of Emergency Fire Firefighters (EFF). That memo, in part, identified a list of expenditures associated with AD (rookie) training that may not be considered appropriate purchases using emergency operations funding (92310).

The 92310 Suppression Sub-activity is the funding code used for response to wildfires and related operations. It can be used to fund training of EFFs in preparation for emergency fire situations in accordance with the Department of the Interior (DOI) Administratively Determined (AD) Pay Plan for Emergency Workers and BIA policy. Within the provisions of the AD Pay Plan, it allows personnel to attend emergency incident training in preparation for emergency incident situations.

In the last several years, the Bureau's use of 92310 funds to support rookie training has been closely monitored by fire management staff in the field to insure the appropriateness of expenditures. The field is to be commended for this. The February 2, 2009 memo was issued as a result of a few isolated instances of questionable expenditures. This memo created some confusion in the field, particularly in those regions where rookie training is conducted in a "camp-like" setting and funds are used appropriately.

The Branch of Wildland Fire Management supports the use of rookie training in a "camp-like" setting when it makes logistical or economic sense to train this way. The previous memo did not disallow this practice. The intent of the previous memo was simply to ensure fire management officers are continuing to consider economically prudent options when expending funds to train emergency firefighters and, are complying with policy such as the AD Pay Plan where applicable.

In reference to the specific list of items presented in the previous memo, there are situations where the use of the 92310 account is valid to fund support services or training related materials in conjunction with rookie training. If there are any questions pertaining to the appropriate use of 92310 funding for EFF training, or specific expenditures your training officer is considering, please contact Dalan Romero, Assistant Director – Operations at (208) 387-5372.

Attachment: Rookie Camps – Clarification of Policy dated February 2, 2009.

cc: Dave Koch, Training
Nancy Hunt, Administration
Maggie Moran, Budget

bcc: BIA231:Surname:BIA231Chrono:BureauRF:Hold
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3833 SOUTH DEVELOPMENT AVENUE
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February 2, 2009

To: All Regional Directors, All Regions
Attention: Forestry/Fire Management

From: Director, Branch of Wildland Fire Management

Subject: Rookie Camps – Clarification of Policy

The intent of this memorandum is to clarify our policy related to the training of Emergency Fire Firefighters (EFF).

Pursuant to the Wildland Fire and Aviation Program Management and Operations Guide ("Blue Book") a FireCode will be used for all financial obligations related to fire suppression, EFF training, long/short term severity, Burned Area Emergency Rehabilitation (BAER), and rehabilitation.

The Bureau of Indian Affairs, National Interagency Fire Center (BIA-NIFC) will issue one FireCode for all BIA Regional offices to be used for EFF Training. The FireCode for EFF training is AZA1, which is the Interagency FireCode, and will remain the same from year to year. BIA units must use their organizational code with the EFF training FireCode to charge obligations for EFF training.

92310 Suppression Sub-activity is the funding code used for response to wildfires and related operations. It, in part, provides funds for training EFFs in preparation for emergency fire situations in accordance with the Department of the Interior (DOI) Administratively Determined (AD) Pay Plan for Emergency Workers and BIA policy.

Within the provisions of the AD Pay Plan, it allows personnel to attend emergency incident training in preparation for emergency incident situations. In most cases this should not exceed a total of 80 hours per calendar year, regardless of hiring agency. This authority cannot be used to circumvent other hiring authorities. It also allows personnel to instruct emergency incident training when all other methods of hiring and contracting instructors have been exhausted; not to exceed a total of 120 hours including travel per calendar year, regardless of hiring agency, for a qualified individual to prepare, instruct, and issue certificates for required courses for emergency incident situations.

The use of rookie camp style training has been in existence for many years. This type of training venue, although effective, requires the purchase of goods and services and the hiring of support staff that may not be in accordance with policy, using 92310 Suppression Sub-activity. Here are few instances where expenditures cannot be justified based on policy (*this is not an exhaustive list*):

1. The use of caterers
2. Facility rental
3. Purchase of fireline equipment
4. Purchase of boots for trainees
5. Purchase of training materials
6. Transportation of trainees to and from the training site
7. The hiring of support personnel such as Emergency Medical Technician's (EMTs) and Security Guards or Managers.

Before employing a rookie training camp approach, Fire Management Officers (FMOs) should consult the policy to make sure their acquisitions are appropriate. It may be necessary to utilize 92120 Preparedness Program Management Sub-activity to pay for many of these expenditures. If expenditures are not justified through policy, consider abandoning this training approach and conduct rookie training locally.

FMOs should contact their Regional Fire Staff for the correct application of our policy and guidance related to this matter. If you have further questions or concerns, please contact Dalan Romero, BIA-NIFC Assistant Director-Fire Operations at 208.387.5372.

cc: Dave Koch, Training
Nancy Hunt, Administration
Maggie Moran, Budget
Dick Streeper, Oklahoma Staff