

Appendix D. FIRE MANAGEMENT OPTION CHANGE PROCEDURES

General guidelines for fire management option review and updates are addressed in **Chapter 4.2** of the AIWFMP. The following procedures are designed to ensure adequate and consistent documentation of management option changes. Collaboration between all affected protecting and jurisdictional agencies is essential in the management option review/change process. Completed change packages are due to Alaska Fire Service by March 1.

Review Process

1. Protecting FMOs will annually provide written reminders of fire management option review/change responsibilities to jurisdictional agencies within the Zone/Forest/Area.
2. Protecting and Jurisdictional Agencies will conduct internal and interagency reviews of fire management option boundaries and/or protection levels.
3. Non-standard responses will be reviewed annually by Protecting and Jurisdictional Agencies in order to validate fire management option boundaries and protection levels.

Change Process

1. Management option boundary and/or protection level changes are typically initiated by jurisdictional agencies, but may be initiated by protecting agencies or other cooperators. The Bureau of Indian Affairs (BIA) is considered the jurisdictional agency for Native Allotments and may negotiate management option changes on allotments with allottees.
2. Approved and verified management option change packages will be submitted by Protecting FMOs to the AFS Planners and AFS GIS by March 1.
3. The interagency fire management option database within the Digital Atlas will be updated by April 1.
4. If any participant in the review/change process believes that the change process has been circumvented, unfairly implemented, or unduly delayed they will notify their AWFCG representative. The AWFCG is the final arbitrator for resolving procedural issues associated with the fire management option review/change process.

Change Initiator Responsibilities

1. Ensure all affected and adjacent jurisdictional and protecting agencies are aware of and have the opportunity to participate in the change process.
2. Prepare a written description of proposed changes and the rationale behind them.
3. Prepare GIS and map products to support the proposed changes (including display map, and shapefile or geodatabase with enough basic metadata to clearly define the change).
4. Complete the *Management Option Change Initiator* portion of the Fire Management Option Change Approval Form (**Appendix E**).
5. Obtain dated approval signatures from all affected Jurisdictional Agencies in the *Jurisdictional Agency(ies) Responsibilities* portion of the Fire Management Option Change Approval Form (**Appendix E**).
6. Submit a complete change package to the appropriate Protecting FMO for final review and certification by March 1.

Jurisdictional Agency Responsibilities

1. Provide values data as needed to support the proposed change and communicate jurisdictional concerns regarding proposed changes.
2. Assist with change package preparation.
3. Jurisdictional agencies must approve all management option boundary and/or protection level changes within their jurisdiction by signing and dating within the *Jurisdictional Agency(ies) Responsibilities* portion of the Fire Management Option Change Approval Form (**Appendix E**).

Protecting Agency Responsibilities

1. All management option boundaries and/or protection level changes will be reviewed by affected Protecting FMO(s) to determine whether they are operationally feasible. Protecting FMOs may propose modifications to the change proposal if feasibility concerns are identified. Ideally, Protecting FMOs are provided an opportunity to provide feedback early in the change process.
2. If the proposed change involves more than one Protecting Area/Forest/Zone, one Protecting FMO will be identified to coordinate the process.
3. Upon receiving a completed Change Package, the Protecting FMO coordinating the process will issue a transaction name and number (for filing purposes) e.g. TAD/NPS-2016-001-Denali.

4. The Protecting FMO signs and dates the Fire Management Option Change Approval Form (**Appendix E**) after verifying that:
 - a. The submitted fire management option boundary and/or protection level changes are operationally feasible.
 - b. The required notifications have been completed.
 - c. The Fire Management Option Change Approval Form (Appendix D) has been completed and all required signatures have been obtained.
 - d. All required GIS data and map products are included with the change package.
5. The Protecting FMO submits the completed change package to AFS (see Appendix E for details). The deadline for submitting the completed change package is March 1.
6. Once notified by the AFS Fire Planning Specialist that the approved changes have been incorporated into the interagency fire management option database, the Protecting FMO will notify all affected agencies that the changes have taken effect.
7. The Protecting FMO will ensure the local Area/Forest/Zone map atlas is updated with the approved changes.

BLM-Alaska Fire Service and AICC Responsibilities

1. The AFS Fire Planning Specialist will work with AFS GIS staff, the Business and Technology Management Branch, and the AICC Initial Attack Coordinator to ensure that approved changes are incorporated into the official Digital Atlas in a timely manner, and for ensuring that change packages are properly archived and readily available to interagency partners upon request.
2. Changes to the Digital Atlas will be processed by the Alaska Fire Service GIS staff. Electronic archives of historical fire management option data will be maintained. Questions about spatial data will be referred to the data preparer identified on the Fire Management Option Change Approval Form (**Appendix E**).
3. The AICC Initial Attack Coordinator will update the AICC map atlas and archive the management option change package.
4. The AFS Fire Planning Specialist will ensure that the appropriate Protecting FMO is notified when approved changes have been incorporated into the Digital Atlas.
5. The AFS Fire Planning Specialist will ensure that management option changes are submitted to WFDSS so that spatial layer can be updated.

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