Chapter 03 National Park Service Program Organization & Responsibilities Agency Administrator Roles Director The Director of the National Park Service is responsible to the Secretary of the Interior for fire management programs on public lands administered by the

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The Chief, Division of Fire and Aviation Management will meet the required elements outlined in the *Management Performance Requirements for Fire Operations*.

National Park Service. The Division of Fire and Fire Aviation Management is responsible to the Director for policy formulation and program oversight.

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16 Regional Director

17 The Regional Director is responsible to the Director for fire management 18 programs and activities within their region.

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The Regional Director will meet the required elements outlined in the
Management Performance Requirements for Fire Operations and ensure
training is completed to support delegations to line managers and principal

23 actings.

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25 Park Superintendent

The Park Superintendent is responsible to the Regional Director for the safe and efficient implementation of fire management activities within their unit, including cooperative activities with other agencies or landowners in accordance

with delegations of authorities. The Park Superintendent or principal acting will

meet the required elements outlined in the Management Performance

Requirements for Fire Operations.

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Agency Administrator Performance Requirements for Fire Management

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	PERFORMANCE REQUIRED	NPS Director.	Regional Director.	Park Supt.
1.	Take necessary and prudent actions to ensure firefighter and public safety.	X	X	X
2.	Ensure sufficient qualified fire and non- fire personnel are available to support fire operations at a level commensurate with the local and national fire situations.	X	X	X

	PERFORMANCE REQUIRED	NPS Director.	Regional Director.	Park Supt.
3.	Ensure Fire Management Officers (FMOs) are fully qualified as identified in the <i>Interagency Fire Program Management Qualification Standards</i> .	X	X	X
4.	Provide a written Delegation of Authority to individual(s) responsible for wildland fire management activities to ensure an adequate level of operational authority, including MAC Group authority, as appropriate. Depending on park organizational structure, written delegations may be provided to the Chief Ranger, Natural Resource Specialist, FMO, designated Fire Coordinator, Park Group FMO, or to individuals from neighboring fire management organizations, provided a written agreement or memorandum of understanding is in-place. Where applicable, an Inter-park Agreement that specifies the reciprocal responsibilities of the Superintendent and Park Group FMO will be prepared. This Inter-park Agreement will be accompanied by an annual delegation of authority.	X	X	X
5.	Ensure applicable park resource management objectives are included in Fire Management Plan (FMP). Ensure FMP is annually reviewed and valid.			X
6.	Review and approve wildland fire preparedness funding based on and accurate and defensible readiness analysis. Review and approve fuels management funding requests.	X	X	X
7.	Develop protection and fire use standards and constraints that are in compliance with agency fire policies.		X	X
8.	Ensure use of fire funds is in compliance with Department and Agency policies.	X	X	X

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PERFORMANCE REQUIRED	NPS Director.	Regional Director.	Park Supt.
9. Management teams will meet once a year to review fire and aviation policies, roles, responsibilities, and delegations of authority. Specifically address oversight and management controls, critical safety issues, and high-risk situations such as team transfers of command, periods of multiple fire activity, and Red Flag Warnings.	Х	X	Х
10. Review safety policies, procedures, and concerns with field fire and fire aviation personnel. Discussions should include issues that could compromise safety and effectiveness during the upcoming season.			X
11. Ensure timely follow-up actions to program reviews, fire preparedness reviews, fire and fire aviation safety reviews, fire critiques, and post-season reviews.	X	X	X
12. Ensure fire and fire aviation preparedness reviews are conducted in all units each year. Park's must complete checklists applicable to their specific program scope and complexity and include appropriate program elements, such as WFU/prescribed fire. A summary of the preparedness review findings including standards exceeded or needing improvement will be submitted to the Regional FMO before the fire season.		X	Х
13. Ensure an approved burn plan is followed for each prescribed fire project, including technical review and Go/NoGo checklists are completed, follow-up monitoring and documentation to ensure management objectives are met.		Х	Х

PERFORMANCE REQUIRED	NPS Director.	Regional Director.	Park Supt.
14. Meet annually with major cooperators and review interagency agreements to ensure their continued effectiveness and efficiency. (may be delegated).		X	X
15. Ensure post fire reviews are conducted on all fires that escape initial attack or are managed as long term incidents. Participate in all reviews that require management by any type of Incident Management Team (Regional Director may delegate).		X	X
16. Provide management oversight by personally visiting wildland and prescribed fires each year.			X
17. Provide incident management objectives, written delegations of authority, and Agency Administrator briefings to Incident Management Teams.			Х
18. Monitor wildfire potential and provide oversight during periods of critical fire activity/situations.	X	X	X
19. Evaluate the need for resource advisors for all fires, and assign as appropriate.			X
20. Convene and participate in annual preand post-season fire meetings.	X	X	X
21. Attend Fire Management Leadership Course.		X	X
22. Ensure appropriate investigations are conducted for incidents, entrapments, and serious accidents.	X	X	X
23. For all unplanned human-caused fires where liability can be determined, ensure actions are initiated to recover cost of suppression activities, land rehabilitation, and damages to the resource and improvements.		X	Х

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PERFORMANCE REQUIRED	NPS Director.	Regional Director.	Park Supt.
24. Ensure that a Wildland Fire Implementation Plan (WFIP), Wildland Fire Situation Analysis (WFSA), or Response Level plan is completed and approved for all fires according to determined cost and complexity.	Х	Х	Х
25. Ensure there is adequate direction in fire management plans to identify fire danger awareness with escalating fire potential.			X
26. Ensure compliance with National and Regional Office policy and direction for prescribed fire activities and ensure that periodic reviews and inspections of the prescribed fire program are completed.	X	X	Х
27. Review Prescribed Fire Plans and recommend or approve the plans depending upon the delegated authority. Ensure that the Prescribed Fire Plan has been reviewed and recommended by a qualified technical reviewer who was not involved in the plan preparation.			Х
28. At National Preparedness Level 4 and 5, approve the initiation or continuation of wildland fire use and prescribed fire applications based on an assessment of risk, impacts of the proposed actions on area resources and activities, and include feedback from the geographic area multi-agency coordinating group.		Х	

2 Fire Management Staff Roles

National Office

5 The Fire Director, NPS-NIFC, provides leadership for their fire and aviation

management programs, and assists regions and parks to develop, implement, and

7 maintain safe, effective, and efficient fire and aviation management programs

that meet land management objectives.

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10 The Fire Director is responsible and accountable for developing policy, program

direction, and international coordination. The Fire Director works with

interagency cooperators to coordinate, reduce duplication, increase efficiencies

in wildland fire management, and provide feedback to regional offices on performance requirements.

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Regional Office

- The Regional Fire Management Officer (RFMO) provides leadership for their
- 6 fire and fire aviation management program.
- The RFMO is responsible and accountable for providing planning, coordination,
- 8 training, technical guidance, and oversight to the park fire management
- 9 programs. The RFMO also represents the Regional Director on interagency
- geographic coordination groups and Multi-Agency Coordination (MAC)
- Groups. The RFMO provides feedback to units on performance requirements.

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Park

- 14 The Fire Management Officer (FMO) is responsible and accountable for
- 15 providing leadership for fire and fire aviation management programs at the local
- 16 level. The FMO determines program requirements to implement land use
- decisions through the Fire Management Plan (FMP) to meet land management
- objectives. The FMO negotiates interagency agreements and represents the
- 19 Agency Administrator on local interagency fire and fire aviation groups.

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- 21 The Superintendent annually shall provide and update the expectations of the
- 22 FMO duties by means of two instruments. One is a limited Delegation of
- Authority (DOA) that encompasses the scope of duties outlined above. The
- other is an Inter-park Agreement for those cases where a Park Group FMO
- 25 handles defined duties on behalf of another NPS unit within the defined Park
- 26 Group.

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Fire Management Staff Performance Requirements for Fire Operations

	PERFORMANCE REQUIRED	FIRE DIRECTOR	RFMO	FMO
1.	Maintain safety first as the foundation for all aspects of fire and fire aviation management.	X	X	X
2.	Ensure completion of a job hazard analysis (JHA) for fire and fire aviation activities so mitigation measures are taken to reduce risk.			X
3.	Ensure work/rest and length of assignment guidelines are followed during all fire and fire aviation activities. Deviations must be approved and documented.	X	X	X

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	PERFORMANCE REQUIRED	FIRE DIRECTOR	RFMO	FMO
4.	Ensure that only trained and qualified personnel are assigned to fire and fire aviation duties.	X	X	X
5.	Develop, implement, evaluate, and document fire and fire aviation training program to meet current and anticipated needs.	X	X	X
6.	Establish an effective process to gather, evaluate, and communicate information to managers, supervisors, and employees. Ensure clear and concise communications are maintained at all levels.	X	X	X
7.	Develop and maintain an open line of communication with public and cooperators.	X	X	X
8.	Ensure that the fire and fire aviation management staff understand their role, responsibilities, authority, and accountability.	Х	X	X
9.	Organize, train, equip and direct a qualified work force. Establish "red card" certification/qualification process at the local level. Individual Development Plans (IDP) should be developed for all employees, but special emphasis must be on employees that do not meet standards.	X	X	X
10	Ensure fire and fire aviation policies are understood, followed, and coordinated with other agencies as appropriate.	X	X	X
11.	Monitor to recognize when complexity levels exceed program capabilities. Increase managerial and operational resources to meet the need.	X	X	X

PERFORMANCE REQUIRED	FIRE DIRECTOR	RFMO	FMO
12. Initiate, conduct, and participate in fire management related reviews and investigations, including converted WFU and prescribed fires.	Х	X	Х
13. Provide for and personally participate in periodic site visits to individual incidents and projects.	X	X	X
14. Utilize the incident complexity analysis to ensure the proper level of management is assigned to all incidents.		X	X
15. Review and evaluate performance of the fire management organization and take appropriate actions.	X	X	X
16. Ensure incoming personnel and crews are briefed prior to fire and fire aviation assignments.		X	X
17. Ensure a Wildland Fire Situation Analysis (WFSA), Wildland Fire Implementation Plan (WFIP), or Response Level plan is completed and approved for all fires according to policy.		Х	Х
18. Monitor fire season severity predictions, fire behavior, and fire activity levels. Take appropriate actions to ensure safe, efficient, and effective operations.	X	X	X
19. Provide fire personnel with adequate guidance and decision-making authority to ensure timely decisions.		X	X
20. Ensure a written/approved burn plan exists for each prescribed fire project.			X
21. Ensure effective transfer of command of incident management occurs and oversight is in place.	X	X	X

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PERFORMANCE REQUIRED	FIRE DIRECTOR	RFMO	FMO
22. Develop and maintain agreements, annual operating plans, and contracts on an interagency basis to increase effectiveness and efficiencies.	Х	Х	X
23. Provide the expertise and skills to fully integrate fire and fire aviation management into interdisciplinary planning efforts.	X	X	X
24. Work with cooperators to identify processes and procedures for providing fire safe communities.	X	X	X
25. Develop, maintain, and annually evaluate the FMP to ensure accuracy and validity.		X	X
26. Ensure budget requests and allocations reflect analyzed anticipated workload.	X	X	X
27. Develop and maintain current operational plans, e.g., dispatch, preattack, prevention.	X	X	X
28. Ensure that reports and records are properly completed and maintained.	X	X	X
29. Ensure fiscal responsibility and accountability in planning and expenditures.	X	X	X
30. Assess, identify, and implement program actions that effectively reduce unwanted wildland fire ignitions and mitigate risks to life, property, and resources. Utilize safe, effective, and efficient management.		X	X
31. Effectively communicate the "natural role" of wildland fire to internal and external agency audiences.	X	X	X
32. Complete trespass actions when unplanned human-caused fires occur.		X	X

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PERFORMANCE REQUIRED	FIRE DIRECTOR	RFMO	FMO
33. Ensure compliance with National and Regional policy and direction for prescribed fire activities and ensure that periodic reviews and inspections of the prescribed fire program are completed.	X	X	х

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Requirements for Fire Management Positions

- 3 All NPS employees assigned dedicated fire management program
- 4 responsibilities at the park, regional, or national level shall meet established
- 5 interagency and NPS competencies (knowledge, skills and abilities) and
- 6 associated qualifications.

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- 8 All NPS employees assigned to wildland fire management incidents will meet
- 9 the training and qualification standards set by the National Wildfire
- 10 Coordinating Group.

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All wildland fires will be managed by an individual qualified and certified at the command level appropriate to the complexity level of the incident.

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- The qualification standards identified in the *Interagency Fire Program Management Qualifications Standards* will be required, in conjunction with specific agency requirements, when filling vacant fire program positions, and as
- an aid in developing Individual Development Plans (IDPs) for employees.
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Training

Training for Park Superintendents

The following training is required for park superintendents with significant fire programs, including but not limited to those that are fire program funded.

• Fire Management Leadership

The national course is the preferred alternative to the regionally-sponsored course. The training should be completed within two years of appointment to a designated management position.

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Training for Fire Management Officers

The following training is required for fire management officers.

• Refer to the Interagency Fire Program Management (IFPM) Standards and Qualifications required coursework per fire program complexity level.

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Delegation of Authority

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Delegation for Regional Fire Management Officers

In order to effectively perform their duties, the RFMO must have certain authorities delegated from the Regional Director. The delegation of authority should include the following roles and responsibilities:

- Serve as the Regional Director's authorized representative on geographic area coordination groups, including MAC groups.
- Coordinate and establish priorities on uncommitted fire suppression
 resources during periods of shortages.
- Coordinate logistics and suppression operations region-wide.
- Relocate agency pre-suppression/suppression resources within the region based on relative fire potential/activity.
- Correct unsafe fire suppression activities.
- 15 Direct accelerated, aggressive initial attack when appropriate.
- Enter into agreements to provide for the management, fiscal, and operational functions of combined agency operated facilities.
- Suspend prescribed fire activities when warranted.
- Give authorization to hire Emergency Firefighters in accordance with the DOI Pay Plan for Emergency Workers.
- Approve emergency fire severity funding expenditures not to exceed the Regional annual authority.

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NPS Duty Officer (DO)

All Fire Management Officers are responsible to provide DO coverage during any period of predicted incident activities. DOs responsibilities may be performed by any individual with a signed Delegation of Authority from the local agency administrator. The required duties for all DOs are:

- Monitor unit incident activities for compliance with NPS safety policies.
- Occidente and set priorities for unit suppression actions and resource allocation.
- Keep agency administrators, suppression resources, and Information Officers informed of the current and expected situation.
 - Plan for and implement actions required for future needs.
- Document all decisions and actions.

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DOs will provide operational oversight of these requirements as well as any specific duties assigned by fire managers through the fire operating plan. DOs will not fill any ICS incident command functions connected to any incident. In the event that the DO is required to accept an incident assignment, the FMO will ensure that another authorized DO is in place prior to the departure of the outgoing DO.

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1 Capital Equipment Committee

2 The NPS capital equipment committee meets twice yearly to identify equipment

- problems, needs, priorities, and NPS standards for all capital equipment (WCF
- and non-WCF). This committee is comprised of engine foremen (captains), fire
- management officers, and representation from the Fire Use Modules. The
- 6 permanent chairperson is the Fire Equipment and Facilities Specialist at the Fire
- 7 Management Program Center.

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Vehicle Color and Marking

10 Vehicles dedicated to wildland fire activities shall be white in color and have a

single four-inch wide red reflective stripe placed according to NFPA 1906

12 (NFPA 1906 7-6.2 1995 edition). The word "FIRE" red with white background

color will be centered on the front fenders. "FIRE" may also be placed on the

14 front and rear of the vehicle. The NPS Arrowhead will be placed on the front

doors. The size and placement of the arrowhead will be as specified in RM-9.

An identifier will be placed on the vehicle according to local zone or GACC

directions. Roof numbers will be placed according to local zone procedures.

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Engine Staffing Standards

Engine Type	Target Daily Staffing for maximum flexibility	Mandatory WCF Daily Response Staffing during defined fire season	Minimum 410-1 Staffing, Non-WCF engine	Min Quals, out-of-park	Min Quals, in- park for Initial Attack
3	5*	4*	3	ENGB, 2- FFT2	ENGB, 2- FFT2
4	5*	4*	3	ENGB, 2- FFT2	ENGB, 2- FFT2
5	5*	4*	3	ENGB, 2- FFT2	ENGB, 2- FFT2
6	3	3	2	ENGB, FFT2s	ENOP (ICT5), FFT2s
7	3	2	2	ENGB, FFT2s	ENOP (ICT5), FFT2s

^{*}Engines staffed with more than 3 will always have a qualified ENOP in addition to an ENGB.

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Working Capital Fund

- 2 Most wildland fire equipment is funded and managed under the Working Capital
- 3 Fund (WCF) Fire Equipment Program through the Fire Management Program
- 4 Center. The working capital funding for the program is administered through an
- interagency agreement with the BLM. The NPS's WCF fire equipment program
- 6 acquires specialized equipment including; cabs, chassis, utility bodies, and pump
- 7 packages to meet the NPS's fire program requirements. Specialized fire
- 8 equipment design and specifications are developed through the analysis of
- 9 identified needs, and survey of new technologies. Acquisition of units is done
- 10 through contracting with venders identified on GSA contracts.

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12 Fire Equipment Development

13 The Fire Equipment and Facilities Specialist, located at NIFC, is responsible for ordering, receiving, inspection, and distribution of new fire equipment.

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Upgrades and Accessories

For equipment funded through the WCF, options added by parks that are not part of the current agency standard (e.g. supplemental lighting, winches, special paint, radios, etc.) are considered add-on items and are not funded with WCF funds. The cost of the modifications and optional equipment is the responsibility of the regional or local office. It is the responsibility of the park unit to ensure that add-on equipment is safely and professionally installed, and that it does not compromise the designated function, safety, or weight limits of the equipment/vehicle.

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Travel on WCF Funds

Travel using WCF funding is allowed for Fire Management Program Center and
Accounting Operation Center staff attending pre-work conferences, serving as
contracting officers or project inspectors on fire equipment related contracts.
The WCF program also provides travel funding for one park person to transport
new specialized fire vehicles back their respective parks. WCF funds will not be
used to transport new equipment back to parks commercially except under
extenuating circumstances. Ideally the retrieval of new vehicles should be done
by park fire individuals so they can obtain a thorough briefing of the operational
features of the vehicle by the manufacturer.

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37 Vehicle Repairs, Maintenance

The cost of all vehicle repairs and maintenance is the responsibility of the individual parks unless the damage is directly attributable to operations on a wildfire. In that case, with approval from the IC, the damages may be paid for under the fire's suppression account.

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Fixed Ownership Rates (FOR's)

FORs are fees that are paid into the WCF annually for each vehicle in the program. These fees continue to accumulate over the life of a vehicle, and are used to replace each vehicle at the end of its life cycle. The FOR is adjusted

annually by the WCF manager to reflect changes in replacement costs due to inflation and/or changes in standards.

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Property Transfer/Replacement

5 Surplus vehicles originally purchased through the WCF will be excessed
6 through a defined process with funds generated from the sale returned to the
7 BLM Working Capital Fund Program. To initiate disposal of surplus vehicles, a
8 SF-126 form will be submitted to the NPS Fire Equipment and Facilities
9 Specialist (FEFS) upon receipt of new vehicle. After review, the FEFS will
10 work with the Capital Equipment Committee to determine if there is priority
11 placement needed for the surplus unit within the NPS and the Park unit's
12 cooperators. If so, a fair market value will be established and the receiving park
13 unit or cooperator will reimburse the WCF for that amount. If there is no
14 identified need or interest within the NPS or cooperator community, the SF-126
15 form will be transferred to BLM. The BLM will manage the disposal of all
16 surplused WCF equipment. Sale proceeds from excessed fire vehicles are
17 returned back into the WCF. Parks should not excess WCF fire equipment

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Fitness Equipment and Facilities

DO/RM-57 Occupational Medical Standards, Health and Fitness defines the minimum equipment needed to meet physical fitness goals. The following guidance will be used to specifically determine fire funding expenditures for equipment purchase:

be disposed of per current NPS property disposal procedures.

through normal GSA channels. Vehicles not purchased through the WCF should

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The fire funding expenditure will represent the percentage of arduously-rated fitness participants in a park. For example, park XX may have 20 total arduously-rated fitness participants in its health and fitness program, five (5) of whom are wildland firefighters. Fire funding would pay 25 percent of the cost of equipment purchase.

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Where all of a park's mandatory fitness participants are wildland firefighters; fire will fund up to a maximum of \$1,200 per park per year for equipment purchase. The regional fire management officer's approval is required for purchases in excess of that amount.

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DO-57/RM indicates that health club costs must be borne by park management for mandatory fitness participants. However, in-park exercise facility development is the preferred option. Where this is not possible, health club costs, not to exceed \$360 per year, may be paid from fire funds for each wildland firefighter mandatory program participant. Approval from the regional fire management officer is required for annual fees that exceed \$360.

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Wildland Fire Uniform Standards

- The Service-wide Uniform Program Guideline (DO-43) sets forth the
- Servicewide policies and associated legal mandates for wearing the National
- Park Service (NPS) uniform and for authorizing allowances to employees.

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The guideline states that superintendents administer the uniform program within their areas, and are responsible for developing and communicating local uniform and appearance standards in accordance with DO-43, determining who will wear the uniform and what uniform will be worn, and enforcing uniform and appearance standards. Three options exist for uniforms for wildland fire 10 personnel: 11

- Within the context of the uniform standards, if the conventional NPS 12 uniform is identified at the local level as required for specified fire management staff, fire program management funds may be used to support uniform purchases in accordance with allowance limits identified in DO-43.
- While Nomex outerwear (i.e., shirts, trousers, brush-coats), routinely 17 issued as personal protective equipment, has become recognized as the 18 uniform of the wildland firefighter as a matter of necessity, these apparel 19 also have justifiable utility as a uniform standard at the park level for 20 certain fire and/or ONPS base-funded wildland fire staff. 21
- When the conventional NPS uniform or the full Nomex outerwear is not 22 appropriate or justified, local management with park superintendent 23 approval may establish a predetermined dress code for fire staff. The goals 24 of the NPS uniform program can appropriately be applied (with common 2.5 sense) to this departure from the norm. 26

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Where appropriate and justified, fire funds may be applied to the purchase of 100 percent cotton tee shirts and sweatshirts, and ball caps, with appropriate logo and color scheme, to augment the Nomex outerwear worn in conjunction with project or wildland fire management incidents. Nomex outerwear will usually be returned to the park's fire cache based on the tour of duty (end of 32 season, transfer to another park, etc.). 33

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The fire management officer is responsible for establishing a reasonable allotment schedule for new or returning employees, commensurate with supplies provided in previous seasons. A suggested per person issuance is three to four tee shirts, one ball cap, and one sweatshirt (where appropriate). \$100 would normally be adequate to cover costs of this issuance.

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41 Just as with uniform allowance discussed in DO-43, the intent of fire-funded purchases is to defray the cost of the appropriate apparel, not necessarily to cover the cost of all items. This will not only be factored into the quantities deemed necessary for the individual, but would also preclude fire-funded purchases of fleece jackets, rain gear, and other personal items generally

considered the responsibility of those employees not covered by the NPS uniform program. Exceptions to this should be well-justified and documented.

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Fire Management Credentials

- 5 Official fire identification credentials are approved for issuance to National Park
- 6 Service (NPS) employees with fire as a primary or secondary responsibility as
- 7 identified in their individual position descriptions and approved by Firefighter
- 8 and Law Enforcement Retirement Team (FLERT). These credentials provide
- 9 our fire personnel with similar professional identification as being used by many
- of our fire cooperators. The fire credentials consist of a badge, identification
- card and case that are issued as government property. The badge complies with
- national fire standards, has red trim and labeled as Fire Chief, Fire Manager or
- Fire Fighter. The fire credentials are to be carried in a wallet type case and
- 14 utilized for identification purposes only and will not be worn with the official
- 15 NPS uniform or otherwise conflict with DO-43. Lost or stolen credentials, as
- 16 government property, should be entered into NCIC for confiscation and returned
- 17 when found.

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