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

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

Regional Director

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

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 actings.

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*.

Management Performance Requirements for Fire Operations

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
3. Ensure Fire Management Officers (FMOs) are fully qualified as identified in the <i>Interagency Fire Program Management Qualification Standards</i> .	X	X	X

PERFORMANCE REQUIRED	NPS Director.	Regional Director.	Park Supt.
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. Identify resource management objectives in a current fire management plan (FMP).			X
6. Review and approve wildland fire preparedness funding based on and accurate and defensible readiness analysis. Review and approve fuels management funding requests based on a systematic prioritization process commensurate with current measures of performance	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

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.	X	X	X
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 unit offices each year.		X	X
13. Ensure an approved burn plan is followed for each prescribed fire project, including follow-up monitoring and documentation to ensure management objectives are met.		X	X
14. Meet annually with major cooperators and review interagency agreements to ensure their continued effectiveness and efficiency. (may be delegated).		X	X
15. Ensure that a Wildland Fire Situation Analysis (WFSA) is completed and approved on all fires that escape initial attack.			X
16. Ensure reviews are conducted on all fires that require a WFSA. Personally attend reviews on Type 1 and Type 2 fires (Regional Director may delegate).		X	X

PERFORMANCE REQUIRED	NPS Director.	Regional Director.	Park Supt.
17. Ensure that a Wildland Fire Implementation Plan (WFIP) is completed and implemented for all fires managed for resource benefits.			X
18. Provide management oversight by personally visiting wildland and prescribed fires each year.		X	X
19. Provide incident management objectives, written delegations of authority, and Agency Administrator briefings to Incident Management Teams.			X
20. Monitor the fire situation and provide oversight during periods of critical fire activity/situations of high risk.	X	X	X
21. Evaluate the need for resource advisors for all fires, and assign as appropriate.			X
22. Convene and participate in annual pre- and post-season fire meetings.	X	X	X
23. Attend <i>Fire Management Leadership Course</i> .		X	X
24. Ensure appropriate investigations are conducted for incidents, entrapments, and serious accidents.	X	X	X
25. 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	X
26. Certify Wildland Fire Implementation Plan or Wildland Fire Situation Analysis as needed depending on the complexity of the incident.			X
27. Complete Go/No-Go checklist for prescribed fire.			X
28. Ensure there is adequate direction in fire management plans to identify fire danger awareness with escalating fire potential.			X

PERFORMANCE REQUIRED	NPS Director.	Regional Director.	Park Supt.
29. 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	X
30. 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.		X	X
31. 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.		X	

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2 **Fire Management Staff Roles**

3

4 **National Office**

5 The Fire Director, NPS-NIFC, provides leadership for their fire and aviation
 6 management programs, and assists regions and parks to develop, implement, and
 7 maintain safe, effective, and efficient fire and aviation management programs
 8 that meet land management objectives.

9

10 The Fire Director is responsible and accountable for developing policy, program
 11 direction, and international coordination. The Fire Director works with
 12 interagency cooperators to coordinate, reduce duplication, increase efficiencies
 13 in wildland fire management, and provide feedback to regional offices on
 14 performance requirements.

15

16 **Regional Office**

17 The Regional Fire Management Officer (RFMO) provides leadership for their
 18 fire and fire aviation management program.

19

20 The RFMO is responsible and accountable for providing planning, coordination,
 21 training, technical guidance, and oversight to the park fire management
 22 programs. The RFMO also represents the Regional Director on interagency

1 geographic coordination groups and Multi-Agency Coordination (MAC)
 2 Groups. The RFMO provides feedback to units on performance requirements.

3

4 **Park**

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

11

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

18

19 **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
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

PERFORMANCE REQUIRED	Fire Director	RFMO	FMO
8. Ensure that the fire and fire aviation management staff understand their role, responsibilities, authority, and accountability.	X	X	X
9. Based on allocated funding level, provide a safe, effective, and efficient fire protection and use program.	X	X	X
10. Organize, train, equip, and direct a qualified work force. An Individual Development Plan must be provided for incumbents who do not meet new standards. Establish qualification review committees.	X	X	X
11. Take appropriate action when performance is exceptional or deficient.	X	X	X
12. Ensure fire and fire aviation policies are understood, followed, and coordinated with other agencies as appropriate.	X	X	X
13. Monitor to recognize when complexity levels exceed program capabilities. Increase managerial and operational resources to meet the need.	X	X	X
14. Initiate, conduct, and/or participate in fire management related reviews and investigations.	X	X	X
15. Provide for and personally participate in periodic site visits to individual incidents and projects.	X	X	X
16. Utilize the incident complexity analysis to ensure the proper level of management is assigned to all incidents.		X	X
17. Review and evaluate performance of the fire management organization and take appropriate actions.	X	X	X
18. Ensure incoming personnel and crews are briefed prior to fire and fire aviation assignments.		X	X
19. Ensure a Wildland Fire Situation Analysis (WFSA) is completed and retained for all fires that escape initial attack.		X	X
20. Monitor fire season severity predictions, fire behavior, and fire activity levels. Take appropriate actions to ensure safe, efficient, and effective operations.	X	X	X

PERFORMANCE REQUIRED	Fire Director	RFMO	FMO
21. Ensure that adequate resources are available to implement fire management operations.	X	X	X
22. Provide fire personnel with adequate guidance, training and decision-making authority to ensure timely decisions.		X	X
23. Ensure a written/approved burn plan exists for each prescribed fire project.		X	X
24. Ensure all escaped prescribed fires receive a review at the proper level.	X	X	X
25. Ensure effective transfer of command of incident management occurs and oversight is in place.	X	X	X
26. Develop and maintain agreements, annual operating plans, and contracts on an interagency basis to increase effectiveness and efficiencies.	X	X	X
27. Provide the expertise and skills to fully integrate fire and fire aviation management into interdisciplinary planning efforts.	X	X	X
28. Work with cooperators to identify processes and procedures for providing fire safe communities within the wildland urban interface.	X	X	X
29. Develop, maintain, and annually evaluate the FMP to ensure accuracy and validity.		X	X
30. Ensure budget requests and allocations reflect analyzed anticipated workload.	X	X	X
31. Develop and maintain current operational plans, e.g., dispatch, pre-attack, prevention.	X	X	X
32. Ensure that reports and records are properly completed and maintained.	X	X	X
33. Ensure fiscal responsibility and accountability in planning and expenditures.	X	X	X
34. Assess, identify, and implement program actions that effectively reduce unwanted wildland fire ignitions and mitigate risks to life, property, and resources.		X	X
35. Effectively communicate the “natural role” of wildland fire to internal and external agency audiences.	X	X	X

PERFORMANCE REQUIRED	Fire Director	RFMO	FMO
36. Complete trespass actions when unplanned human-caused fires occur.		X	X
37. 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	X

1

2 **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.

7

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.

11

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

14

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

19

20 **Training**

21

22 **Training for Park Superintendents**

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

25

- 26 • Fire Management Leadership
 - 27 ➤ The national course is the preferred alternative to the regionally-
 28 sponsored course. The training should be completed within two years
 of appointment to a designated management position.

29

30 **Training for Fire Management Officers**

31 The following training is required for fire management officers.

32

- 33 • Fire Program Management

34

35

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1 **Delegation of Authority**

2

3 **Delegation for Regional Fire Management Officers**

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

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

23

24 **NPS Duty Officer (DO)**

25 Park unit Fire Management Officers are responsible to provide DO coverage on
26 their units during any period of predicted incident activities. DOs
27 responsibilities may be performed by any individual with a signed Delegation of
28 Authority from the local agency administrator. The required duties for all DOs
29 are:

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

37

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

44

1 **Fire Equipment Management**

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

11

12 **Fire Equipment Development**

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

15

16 **Funding Accessories and Upgrades**

17 For equipment funded through the WCF, options added that are not part of the
18 current agency standard (e.g. supplemental lighting, winches, special paint,
19 radios, etc.) are add-on items and are not funded with WCF funds. The cost of
20 the modifications and optional equipment, which is not part of the current NPS
21 standard, (including the replacement/modification of equipment provided with
22 the vehicle), is the responsibility of the regional or local office.

23

24 **Travel on WCF Funds**

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

34

35 **Vehicle Repairs, Maintenance**

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

40

41 **Fixed Ownership Rates (FOR's)**

42 FORs are fees that are paid into the WCF annually for each vehicle in the
43 program. These fees continue to accumulate over the life of a vehicle, and are
44 used to replace each vehicle at the end of its life cycle. The FOR is adjusted
45 annually by the WCF manager to reflect changes in replacement costs due to
46 inflation and/or changes in performance.

1 **Fire Equipment Committee**

2 The NPS equipment committee meets twice yearly to identify equipment
3 problems, needs, priorities, and NPS standards. This committee is comprised of
4 engine foremen (captains), fire management officers, and representation from
5 the Fire Use Modules. The permanent chairperson is the Fire Equipment and
6 Facilities Specialist at the Fire Management Program Center.

7

8 **Property Transfer/Replacement**

9 Surplus vehicles purchased through the WCF will be excessed through the BLM
10 Working Capital Fund Program. An SF-126 form will be submitted to the NPS
11 Fire Equipment and Facilities Specialist upon receipt of new vehicle. After
12 review, the form will be transferred to BLM. BLM will manage the disposal of
13 all surplused WCF equipment. Residual value of sold excessed fire vehicles is
14 returned back into the NPS WCF. Parks should not excess WCF fire equipment
15 through normal GSA channels. Vehicles not purchased through the WCF should
16 be disposed of per current NPS property disposal procedures.

17

18 **Fitness Equipment and Facilities**

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

23

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

29

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

34

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

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1 **Wildland Fire Uniform Standards**

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

5

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

- 12 • Within the context of the uniform standards, if the conventional NPS
13 uniform is identified at the local level as required for specified fire
14 management staff, fire program management funds may be used to support
15 uniform purchases in accordance with allowance limits identified in DO-
16 43.
- 17 • While Nomex outerwear (i.e., shirts, trousers, brush-coats), routinely
18 issued as personal protective equipment, has become recognized as the
19 uniform of the wildland firefighter as a matter of necessity, these apparel
20 also have justifiable utility as a uniform standard at the park level for
21 certain fire and/or ONPS base-funded wildland fire staff.
- 22 • When the conventional NPS uniform or the full Nomex outerwear is not
23 appropriate or justified, local management with park superintendent
24 approval may establish a predetermined dress code for fire staff. The goals
25 of the NPS uniform program can appropriately be applied (with common
26 sense) to this departure from the norm.

27

28 Where appropriate and justified, fire funds may be applied to the purchase of
29 100 percent cotton tee shirts and sweatshirts, and ball caps, with appropriate
30 logo and color scheme, to augment the Nomex outerwear worn in conjunction
31 with project or wildland fire management incidents. Nomex outerwear will
32 usually be returned to the park's fire cache based on the tour of duty (end of
33 season, transfer to another park, etc.).

34

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

40

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

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

3

4 **Fire Management Credentials**

5 Official fire management credentials, with numbered badge, can be obtained by
6 approved permanent or permanent less-than-full-time NPS employees. These
7 credentials will be utilized for identification purposes only and will not be worn
8 with the official NPS uniform or otherwise conflict with DO-43. Lost or stolen
9 credentials, as government property, should be entered into NCIC for
10 confiscation and return when found.