

2 - Program Roles and Performance Standards

Agency Administrator Roles

Director

The director of the BLM is responsible to the Secretary of the Interior for fire management programs on public lands administered by the BLM. The Office of Fire and Aviation is responsible to the director for policy formulation and program oversight. The director will meet the required elements outlined in the Fire Program Management and Accountability Matrix.

State Director

The state director is responsible to the director for fire management programs and activities within his/her state. The state director will meet the required elements outlined in the Fire Program Management and Accountability Matrix.

Field Office Manager

The field office manager is responsible to the state director for the safe, effective, and efficient implementation of fire management activities within his/her unit, including cooperative activities with other agencies or landowners in accordance with delegations of authorities. The field office manager will meet the required elements outlined in the Fire Program Management Accountability Matrix.

Management Performance Requirements for Fire Operations

Performance Required	Directorate	State Director/ Associate	Field Office Manager
Ensure Fire Management Officers (FMO) are fully qualified.	✓	✓	✓
Provide a written Delegation of Authority to FMOs that provides an adequate level of operational authority. Include Multi-agency Coordinating (MAC) Group authority.	✓	✓	✓
Identify fire management objectives, protection standards and suppression activity constraints to ensure they are in compliance with Department of the Interior (DOI) and BLM fire policies and they do not compromise firefighter or public safety.		✓	✓
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Maintain a current fire management plan (FMP) which		✓	✓

Performance Required	Directorate	State Director/ Associate	Field Office Manager
Identifies an accurate and defensible most efficient level (MEL) of funding and personnel.			
Ensure use of fire funds is in compliance with DOI and BLM policy.	✓	✓	✓
Manage full-time equivalent (FTE) ceilings to ensure firefighter safety is not compromised.	✓	✓	✓
Include a review of fire and aviation policies and safety procedures during a management team meeting each year prior to fire season. Discussions should include specific issues that could compromise safety and effectiveness during the upcoming season.	✓	✓	✓
Ensure timely follow-up actions to program reviews, fire preparedness reviews, fire and aviation safety reviews, fire critiques and post-season reviews.	✓	✓	✓
At least once each year, meet with field fire and aviation personnel to review safety policies, procedures and concerns. Specifically address procedures to ensure oversight and management controls during critical transition periods.			✓
Ensure fire and aviation preparedness reviews are conducted in all field offices each year. Personally participate in at least one inspection annually.		✓	✓
Ensure a written, approved burn plan exists for each prescribed fire project.		✓	✓
Ensure all escaped prescribed fires receive a review at the proper level.		✓	✓
Annually meet with major cooperators and review inter-agency agreements and memoranda of understanding (MOUs) to ensure their continued effectiveness and efficiency.		✓	✓
Ensure that a Wildland Fire Situation Analysis is completed and approved on all fires that escape initial attack.			✓
Personally visit an appropriate number of fires each year.			✓
Ensure fire reviews are conducted on escaped fires.			✓

Performance Required	Directorate	State Director/ Associate	Field Office Manager
Personally attend reviews on Type 1 and 2 fires.			
Maintain a daily awareness of fire activity, burning conditions and weather forecasts.		✓	✓
Assign a resource adviser to all escaped fires.			✓
Make non-fire personnel available to serve in fire or support roles.	✓	✓	✓
Participate in a post-season fire review or a fire preparedness meeting each year.		✓	✓

Reprinted from the Approved BLM Fire and Aviation Program-wide Review

Fire Management

National Office

The BLM's wildland fire management program will be coordinated by the Office of Fire and Aviation. Its bureau-wide function is to assist states and field offices to develop and implement a safe, effective, and efficient fire management program that meets management's objectives.

The Office of Fire and Aviation is located in Boise, Idaho at the National Interagency Fire Center (NIFC). The Office of Fire and Aviation works with interagency cooperators to coordinate, reduce duplication, and increase efficiencies in wildland fire management.

State Office

The State Fire Management Officer (SFMO) is responsible for negotiating interagency agreements and providing planning, coordination, training, technical guidance, and evaluations to the field office fire management programs throughout the state. The SFMO also represents the state director on interagency geographic coordination groups and MAC groups.

Field Office

The FMO is responsible for planning and implementing a safe, effective, and efficient fire management program. The FMOs coordinate with field managers to determine the level of program required to implement the land use decisions and to meet management objectives. They take appropriate action on all wildland fires occurring on or adjacent to natural resource lands, apply fire to the landscape to meet management objectives, and act to prevent or reduce the adverse impacts of wildland fires.

Fire Management Staff Performance for Fire Operations

Performance Required	D-F&A	SFMO	FMO
1 Create, instill, and maintain the operational doctrine of safety in all aspects of fire and aviation management.	✓	✓	✓
2 Ensure a hazard analysis for fire and aviation activities is completed and mitigation measures are taken to reduce risk to employees.			✓
3 Ensure work-rest and R&R guidelines are followed during large fire and initial attack operations for all personnel. Any deviations are approved and documented.		✓	✓
4 Ensure that only trained and fully qualified personnel are assigned to fire and aviation management duties.	✓	✓	✓
5 Analyze, develop, implement, and evaluate fire and aviation training program to meet current and anticipated needs.	✓	✓	✓
6 Establish an effective process to gather, evaluate, and communicate information to managers, supervisors, and employees that keeps them informed on issues, activities, and emergencies.	✓	✓	✓
7 Develop and maintain an open line of communication with publics and cooperators.	✓	✓	✓
8 Ensure that the fire and aviation management staff understands their role, responsibilities, authority, and accountability.	✓	✓	✓
9 Ensure new hires meet or exceed the Fire Management Positions Qualifications Standards. An Individual Development Plan must be provided for incumbents who do not meet the new standards.		✓	✓
10 Based on allocated funding level, ensure adequate resources are available to implement the Fire Management Plan (FMP). If not, make adjustments to provide the most efficient, effective, and safe fire protection and use program.		✓	✓
11 Organize, train, equip, and direct the most qualified work force possible to ensure safe, effective, and efficient fire and aviation activities.	✓	✓	✓

Performance Required	D-F&A	SFMO	FMO
12 Ensure BLM and DOI fire and aviation policies are understood and followed.	✓	✓	✓
13 Use a system which provides for increased levels of oversight on specific fires and multiple fire situations.	✓	✓	✓
14 Organize, conduct, and/or participate in fire management related evaluations, reviews, critiques, and inspections.	✓	✓	✓
15 Provide for and personally participate in periodic site visits to individual incidents and projects.	✓	✓	✓
16 Utilize a complexity analysis process to ensure the proper level of management is assigned to all incidents.			✓
17 Review and evaluate performance of the fire management organization and take appropriate actions.	✓	✓	✓
18 Ensure incoming personnel and crews are briefed prior to fire and aviation assignments.			✓
19 Ensure a Wildland Fire Situation Analysis (WFSA) is completed and retained for all fires that escape initial attack.			✓
20 Monitor fire season severity predictions, fire behavior, and fire activity levels. Take appropriate actions to ensure safe, efficient, and effective operations.	✓	✓	✓
21 Ensure that you have adequate resources available to implement suppression strategies on active fires. If not, make needed adjustments to provide for safe, effective, and efficient suppression operations.			✓
22 Provide dispatchers with adequate guidance, training and decision-making authority to ensure timely decisions.		✓	✓
23 Ensure that adequate funding for prescribed fire and other hazardous fuel reduction operations appears in the FMP.		✓	✓
24 Ensure a written, approved burn plan exists for each prescribed fire project			✓
Ensure all escaped prescribed fires receive a review at the proper level.	✓	✓	✓

Performance Required	D-F&A	SFMO	FMO
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26 Ensure that a qualified Incident Commander is assigned to all incidents commensurate to incident complexity.			✓
27 Ensure effective transition of incident management occurs and oversight is in place.		✓	✓
28 Develop agreements and operating plans on an interagency basis to increase effectiveness and efficiencies.	✓	✓	✓
29 Effectively represent fire and aviation management in interdisciplinary planning efforts.	✓	✓	✓
30 Work with cooperators to identify processes and procedures for providing fire safe communities within the wildland urban interface.		✓	✓
31 Develop, maintain, and annually evaluate the FMP to ensure accuracy and validity.	✓	✓	✓
32 Develop and maintain current operational plans.		✓	✓
33 Ensure that reports and records are properly completed and maintained.	✓	✓	✓
34 Ensure fiscal responsibility and accountability in planning and expenditures of allocated and emergency funds.	✓	✓	✓
35 Ensure budget requests and allocations reflect MEL in the FMP.	✓	✓	✓
36 Represent management on interagency coordination groups and MAC groups.	✓	✓	✓

Requirements for Fire Positions

The following lists show the minimum operational experience required for BLM fire management positions.

Prescribed Fire and Fuels Management Specialist:

- Prescribed Fire Burn Boss 2 (RxB2)
- Strike Team Leader/Task Force Leader
- S-490
- Working knowledge of smoke management techniques
- Working knowledge of fire effects (Rx-340 level)
- Working knowledge of the NEPA process

Fire Control Officer or Assistant FMO:

- Type 3 Incident Commander (currently qualified)
- Working knowledge of dispatch operations
- Working knowledge of fire aviation operations
- Working knowledge of fire equipment
- Working or demonstrated knowledge of fire danger rating systems
- Prescribed Fire Burn Boss (RxB2)

FMO: All of the above, except currency, plus

- Fire Control Officer (FCO) or Assistant FMO or Area FMO or Lead Dispatcher/Center Manager
- Working knowledge of incident command system as it relates to incident management teams functions and roles
- Division Supervisor or Unit Leader
- Working knowledge of long-range fire behavior predictive systems

State Office Prescribed Fire and Fuels Management Specialist:

- Prescribed Fire Burn Boss 1 (RxB1) or Prescribed Fire Manager 2 (RxM2)
- Division Supervisor or Unit Leader
- Advanced knowledge of smoke management techniques (Rx-450 level)
- Advanced knowledge of fire effects (Rx-540 level)
- Working knowledge of the NEPA process

Assistant State FMO or State Fire Operations Officer:

- FMO, Geographic Area Coordinator
- Division Supervisor or Unit Leader
- Working knowledge of the coordination system and fire aviation operations
- Prescribed Fire Manager (RxM2) or Prescribed Fire Burn Boss 1 (RxB1)
- Working knowledge of NFDRS & long-range fire behavior predictive systems

State Fire Management Officer:

- FMO or state or national fire and aviation staff
- Performed at command and general staff level on a Type 1 or Type 2 incident
- Working knowledge of coordination center operations
- Working knowledge of fire aviation management

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Notes and Exceptions:

- 1 “Equivalent” experience in positions in the Alaska Fire Service (AFS), NIFC, other federal, state and local agencies will be given full credit.
- 2 Other “equivalent” experience will be considered on a case-by-case basis. An example of this would be an area manager or operations chief who meets the requirements for state fire positions, if they have the minimum fireline experience listed above.
- 3 Extended details can be considered, if they were equivalent to a season of experience.
- 4 Experience requirements for positions in AFS, O&C Districts, NIFC, national office and other fire management positions in field offices and state offices will be established as vacancies occur, but will be commensurate with the position’s scope of responsibilities.
- 5 State and field FMO positions will not be filled with trainees. However, positions which are subordinate to state or field FMOs may be filled with trainees under the following conditions:
 - a The selected trainee can meet full qualification experience requirements within two years.
 - b The trainee will be given a reduced level of operational responsibility which is commensurate with his/her experience.
- 6 Individuals incumbent in FMO positions who do not meet these experience requirements can be waived of these requirements if they have performed satisfactorily during the past fire season(s).

Sample Delegation of Authority

Delegation For State Fire Management Officers

In order to effectively perform their duties, an SFMO must have certain authorities delegated from the state director. This delegation is normally placed in the state office supplement to BLM Manual Section 1203. The delegation of authority should include:

- Serve as the state 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 statewide.
- Relocate BLM pre-suppression/suppression resources within the state based on relative fire potential/activity.
- Correct unsafe fire suppression activities.
- Direct accelerated, aggressive initial attack when appropriate.
- Enter into agreements to provide for the management, fiscal, and operational functions of combined agency-operated facilities.
- With concurrence of agency administrator, close areas under the administration of the BLM during periods of high hazard to prevent fires (43 CFR 8364.1).
- Enforce closures and prohibitions against burning on BLM-administered land (43 CFR 4140; 43 CFR 4170).
- Suspend prescribed fire activities when warranted.
- Approve hiring of EFF personnel for up to 14 days for pre-suppression/suppression work in addition to training.
- Approve emergency fire severity funding expenditures not to exceed the \$100,000 annual authority of the state director.

Delegation for Field Office Fire Management Officers

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, Fire Management Officer for the _____ Field Office, is delegated authority to act on my behalf for the following duties and actions:

1. Represent the _____ BLM in the _____ Multi-agency Coordinating Group in setting priorities and allocating resources for fire emergencies.
2. Coordinate all prescribed fire activities in the _____ and suspending all prescribed fire and issuance of burning permits when conditions warrant.
3. Assure that only fully-qualified personnel are used in wildland fire operations.
4. Coordinate, preposition, send and order fire and aviation resources in response to current and anticipated zone fire conditions.
5. Oversee and coordinate the _____ Interagency Dispatch Center on behalf of the BLM.
6. Request and oversee distribution of Severity funding for Field Office Fire and Aviation.
7. Approve Fire Program requests for overtime, hazard pay, and other premium pay.
8. Ensure all incidents are managed in a safe and cost-effective manner.
9. Coordinate and provide all fire and prevention information needs to inform internal and external customers with necessary information.
10. Coordinate all fire funding accounts with the Budget Officer to assure Field Office Fiscal guidelines are adhered to and targets are met.
11. Approve and sign aviation request forms.

Field Office Manager

Date