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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 acting's.

**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 FMOs that provides an adequate level of operational authority. Include Multi-Agency Coordinating (MAC) Group authority, as appropriate.	X	X	X
5. Identify resource management objectives to maintain a current fire management plan (FMP) that identifies an accurate and defensible Normal Year Readiness of funding and personnel.		X	X
6. Develop protection and use standards and constraints that are in compliance with agency fire policies.		X	X
7. Ensure use of fire funds is in compliance with Department and Agency policies.	X	X	X
8. 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
9. 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
10. 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
11. Ensure fire and fire aviation preparedness reviews are conducted in all unit offices each year.		X	X

PERFORMANCE REQUIRED	NPS Director.	Regional Director.	Park Supt.
12. 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
13. Meet annually with major cooperators and review interagency agreements to ensure their continued effectiveness and efficiency (may be delegated).		X	X
14. Ensure that a Wildland Fire Situation Analysis (WFSA) is completed and approved on all fires that escape initial attack.			X
15. 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
16. Ensure that a Wildland Fire Implementation Plan (WFIP) is completed and implemented for all fires managed for resource benefits.			X
17. Provide management oversight by personally visiting wildland and prescribed fires each year.		X	X
18. Provide incident management objectives, written delegations of authority, and Agency Administrator briefings to Incident Management Teams.			X
19. Monitor the fire situation and provide oversight during periods of critical fire activity/situations of high risk.	X	X	X
20. Evaluate the need for resource advisors for all fires, and assign as appropriate.			X
21. Convene and participate in annual pre- and post-season fire meetings.	X	X	X
22. Attend <i>Fire Management Leadership Course</i> .		X	X
23. Ensure appropriate investigations are conducted for incidents, entrapments, and serious accidents.	X	X	X

PERFORMANCE REQUIRED	NPS Director.	Regional Director.	Park Supt.
24. For all unplanned human-caused fires where liability can be determined, ensure trespass actions are initiated to recover cost of suppression activities, land rehabilitation, and damages to the resource and improvements.		X	X
25. Certify Wildland Fire Implementation Plan or Wildland Fire Situation Analysis on a daily basis.			X
26. Complete Go/No-Go checklist for prescribed fire.			X
27. Ensure there is adequate direction in fire management plans to identify fire danger awareness with escalating fire potential.			X
28. 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
29. 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

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2 **Fire Management Staff Roles**

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4 **National Office**

5 The National Fire Director (Chief, Division of Fire and Aviation Management)  
6 provides leadership for their fire and aviation management programs, and assists  
7 regions and parks to develop, implement, and maintain safe, effective, and  
8 efficient fire and aviation management programs that meet land management  
9 objectives.

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

1 **Regional Office**

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

4  
5 The RFMO is responsible and accountable for providing planning, coordination,  
6 training, technical guidance, and oversight to the park fire management  
7 programs. The RFMO also represents the Regional Director on interagency  
8 geographic coordination groups and Multi-Agency Coordination (MAC)  
9 Groups. The RFMO provides feedback to units on performance requirements.

10  
11 **Park**

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

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 Normal Year Readiness in the FMP.	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

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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 concomitant 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-sponsored  
 28 course. The training should be completed within two years of appointment to a  
 29 designated management position.

30

31 **Training for Fire Management Officers**

32 The following training is required for fire management officers.

- 33 • Fire Program Management

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1 **Delegation of Authority**

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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 regionwide.
- 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.