

- 1 Chapter 03
- 2 National Park Service Program Organization & Responsibilities
- 3
- 4 Agency Administrator Roles
- 5
- 6 Director
- 7 The Director of the National Park Service is responsible to the Secretary of the Interior
- 8 for fire management programs on public lands administered by the National Park Service.
- 9 The Division of Fire and Fire Aviation Management is responsible to the Director for
- 10 policy formulation and program oversight.
- 11
- 12 The Chief, Division of Fire and Aviation Management will meet the required elements
- 13 outlined in the Management Performance Requirements for Fire Operations.
- 14
- 15 Regional Director
- 16 The Regional Director is responsible to the Director for fire management programs and
- 17 activities within their region.
- 18
- 19 The Regional Director will meet the required elements outlined in the Management
- 20 Performance Requirements for Fire Operations and ensure training is completed to
- 21 support delegations to line managers and principal actings.
- 22
- 23 Park Superintendent
- 24 The Park Superintendent is responsible to the Regional Director for the safe and efficient
- 25 implementation of fire management activities within their unit, including cooperative
- 26 activities with other agencies or landowners in accordance with delegations of authorities.
- 27 The Park Superintendent or principal acting will meet the required elements outlined in
- 28 the Management Performance Requirements for Fire Operations.
- 29
- 30 Management Performance Requirements for Fire Operations

PERFORMANCE REQUIRED	NPS Director.	Regional Director.	Park Supt.
Take necessary and prudent actions to ensure firefighter and public safety.	X	X	X
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
Ensure Fire Management Officers (FMOs) are fully qualified as identified in the Interagency Fire Program Management Qualification Standards.	X	X	X

Formatted Table

PERFORMANCE REQUIRED	NPS Director.	Regional Director.	Park Supt.
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. These Depending on <u>park organizational structure</u> , written delegations may be provided to the Chief Ranger, <u>Natural Resource Specialist</u> , 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
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
Develop protection and use standards and constraints that are in compliance with agency fire policies. 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
Develop protection and fire use standards and constraints that are in compliance with agency fire policies.		X	X
Ensure use of fire funds is in compliance with Department and Agency policies.	X	X	X
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

Formatted Table

Formatted Table

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

Formatted Table

PERFORMANCE REQUIRED	NPS Director.	Regional Director.	Park Supt.
Ensure appropriate investigations are conducted for incidents, entrapments, and serious accidents.	X	X	X
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
Certify Wildland Fire Implementation Plan or Wildland Fire Situation Analysis <u>as needed depending on a daily basis the complexity of the incident.</u>			X
Complete Go/No-Go checklist for prescribed fire.			X
Ensure there is adequate direction in fire management plans to identify fire danger awareness with escalating fire potential.			X
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
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
<u>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.</u>		X	

Formatted Table

- 1
2 Fire Management Staff Roles
3
4 National Office
5 The Fire Director, NPS-NIFC, provides leadership for their fire and aviation management
6 programs, and assists regions and parks to develop, implement, and maintain safe,
7 effective, and efficient fire and aviation management programs that meet land
8 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 interagency

1 cooperators to coordinate, reduce duplication, increase efficiencies in wildland fire
 2 management, and provide feedback to regional offices on performance requirements.

3
 4 Regional Office

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

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

13
 14 Park

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

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

27
 28
 29
 30
 31
 32
 33
 34
 35 Fire Management Staff Performance Requirements for Fire Operations

PERFORMANCE REQUIRED	Fire Director	RFMO	FMO
Maintain safety first as the foundation for all aspects of fire and fire aviation management.	X	X	X
Ensure completion of a job hazard analysis (JHA) for fire and fire aviation activities so mitigation measures are taken to reduce risk.			X
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
Ensure that only trained and qualified personnel are assigned to fire and fire aviation duties.	X	X	X
Develop, implement, evaluate, and document fire and fire aviation training program to meet current and anticipated needs.	X	X	X

PERFORMANCE REQUIRED	Fire Director	RFMO	FMO
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
Develop and maintain an open line of communication with public and cooperators.	X	X	X
Ensure that the fire and fire aviation management staff understand their role, responsibilities, authority, and accountability.	X	X	X
Based on allocated funding level, provide a safe, effective, and efficient fire protection and use program.	X	X	X
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
Take appropriate action when performance is exceptional or deficient.	X	X	X
Ensure fire and fire aviation policies are understood, followed, and coordinated with other agencies as appropriate.	X	X	X
Monitor to recognize when complexity levels exceed program capabilities. Increase managerial and operational resources to meet the need.	X	X	X
Initiate, conduct, and/or participate in fire management related reviews and investigations.	X	X	X
Provide for and personally participate in periodic site visits to individual incidents and projects.	X	X	X
Utilize the incident complexity analysis to ensure the proper level of management is assigned to all incidents.		X	X
Review and evaluate performance of the fire management organization and take appropriate actions.	X	X	X
Ensure incoming personnel and crews are briefed prior to fire and fire aviation assignments.		X	X
Ensure a Wildland Fire Situation Analysis (WFSA) is completed and retained for all fires that escape initial attack.		X	X
Monitor fire season severity predictions, fire behavior, and fire activity levels. Take appropriate actions to ensure safe, efficient, and effective operations.	X	X	X
Ensure that adequate resources are available to implement fire management operations.	X	X	X
Provide fire personnel with adequate guidance, training and decision-making authority to ensure timely decisions.		X	X

PERFORMANCE REQUIRED	Fire Director	RFMO	FMO
Ensure a written/approved burn plan exists for each prescribed fire project.		X	X
Ensure all escaped prescribed fires receive a review at the proper level.	X	X	X
Ensure effective transfer of command of incident management occurs and oversight is in place.	X	X	X
Develop and maintain agreements, annual operating plans, and contracts on an interagency basis to increase effectiveness and efficiencies.	X	X	X
Provide the expertise and skills to fully integrate fire and fire aviation management into interdisciplinary planning efforts.	X	X	X
Work with cooperators to identify processes and procedures for providing fire safe communities within the wildland urban interface.	X	X	X
Develop, maintain, and annually evaluate the FMP to ensure accuracy and validity.		X	X
Ensure budget requests and allocations reflect Normal Year <u>Readiness in the FMP-analyzed anticipated workload.</u>	X	X	X
Develop and maintain current operational plans, e.g., dispatch, pre-attack, prevention.	X	X	X
Ensure that reports and records are properly completed and maintained.	X	X	X
Ensure fiscal responsibility and accountability in planning and expenditures.	X	X	X
Assess, identify, and implement program actions that effectively reduce unwanted wildland fire ignitions and mitigate risks to life, property, and resources.		X	X
Effectively communicate the “natural role” of wildland fire to internal and external agency audiences.	X	X	X
Complete trespass actions when unplanned human-caused fires occur.		X	X
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 responsibilities at the
- 4 park, regional, or national level shall meet established interagency and NPS competencies
- 5 (knowledge, skills and abilities) and associated qualifications.
- 6
- 7 All NPS employees assigned to wildland fire management incidents will meet the
- 8 training and qualification standards set by the National Wildfire Coordinating Group.

1
2 All wildland fires will be managed by an individual qualified and certified at the
3 command level appropriate to the complexity level of the incident.
4
5 The qualification standards identified in the Interagency Fire Program Management
6 Qualifications Standards will be required, in conjunction with specific agency
7 requirements, when filling vacant fire program positions, and as an aid in developing
8 Individual Development Plans (IDPs) for employees.
9
10 Training
11
12 Training for Park Superintendents
13 The following training is required for park superintendents with significant fire programs,
14 including but not limited to those that are fire program funded.
15
16 Fire Management Leadership
17 The national course is the preferred alternative to the regionally-sponsored course. The
18 training should be completed within two years of appointment to a designated
19 management position.
20
21 Training for Fire Management Officers
22 The following training is required for fire management officers.
23 Fire Program Management
24
25
26
27
28 Delegation of Authority
29
30 Delegation for Regional Fire Management Officers
31 In order to effectively perform their duties, the RFMO must have certain authorities
32 delegated from the Regional Director. The delegation of authority should include the
33 following roles and responsibilities:
34 Serve as the Regional Director's authorized representative on geographic area
35 coordination groups, including MAC groups.
36 Coordinate and establish priorities on uncommitted fire suppression resources during
37 periods of shortages.
38 Coordinate logistics and suppression operations region-wide.
39 Relocate agency pre-suppression/suppression resources within the region based on
40 relative fire potential/activity.
41 Correct unsafe fire suppression activities.
42 Direct accelerated, aggressive initial attack when appropriate.
43 Enter into agreements to provide for the management, fiscal, and operational functions of
44 combined agency operated facilities.
45 Suspend prescribed fire activities when warranted.
46 Give authorization to hire Emergency Firefighters in accordance with the DOI Pay Plan
47 for Emergency Workers.
48 Approve emergency fire severity funding expenditures not to exceed the Regional annual
49 authority.
50

1 NPS Duty Officer (DO)

2 Park unit Fire Management Officers are responsible to provide DO coverage on their
3 units during any period of predicted incident activities. DOs responsibilities may be
4 performed by any individual with a signed Delegation of Authority from the local agency
5 administrator. The required duties for all DOs are:
6 Monitor unit incident activities for compliance with NPS safety policies.
7 Coordinate and set priorities for unit suppression actions and resource allocation.
8 Keep unit agency administrators, suppression resources, and Information Officers
9 informed of the current and expected situation.
10 Plan for and implement actions required for future needs.
11 Document all decisions and actions.

12
13 DOs will provide operational oversight of these requirements as well as any unit specific
14 duties assigned by the local fire managers through the local unit fire operating plan. DOs
15 will not fill any ICS incident command functions connected to any incident. In the event
16 that the DO is required to accept an incident assignment, the FMO will ensure that
17 another authorized DO is in place prior to the departure of the outgoing DO.

18
19 Fire Equipment Management

20 The NPS manages the Working Capital Fund (WCF) Fire Equipment Program through
21 the Fire Management Program Center. The working capital funding for the program is
22 administered through an interagency agreement with the BLM. The NPS's WCF fire
23 equipment program acquires specialized equipment including: cabs, chassis, utility
24 bodies, and pump packages to meet the NPS's fire program requirements. Specialized
25 fire equipment design and specifications are developed through the analysis of identified
26 needs, and survey of new technologies. Acquisition of units is done through contracting
27 with vendors identified on GSA contracts.

28
29 Fire Equipment Development

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

32
33 Funding Accessories and Upgrades

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

40
41 Travel on WCF Funds

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

50
51 Vehicle Repairs, Maintenance

Release Date: January 20072008

03-9

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

5 Fixed Ownership Rates (FOR's)

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

10 Fire Equipment Committee

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

16 Property Transfer/Replacement

17 Surplus vehicles purchased through the WCF will be excessed through the BLM Working
18 Capital Fund Program. An SF-126 form will be submitted to the NPS Fire Equipment
19 and Facilities Specialist upon receipt of new vehicle. After review, the form will be
20 transferred to BLM. BLM will manage the disposal of all surplus WCF equipment.
21 Residual value of sold excessed fire vehicles is returned back into the NPS WCF. Parks
22 should not excess WCF fire equipment through normal GSA channels. Vehicles not
23 purchased through the WCF should be disposed of per current NPS property disposal
24 procedures.

25 Fitness Equipment and Facilities

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

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

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

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

1
2
3 Wildland Fire Uniform Standards
4 The Service-wide Uniform Program Guideline (DO-43) sets forth the Servicewide
5 policies and associated legal mandates for wearing the National Park Service (NPS)
6 uniform and for authorizing allowances to employees.
7
8 The guideline states that superintendents administer the uniform program within their
9 areas, and are responsible for developing and communicating local uniform and
10 appearance standards in accordance with DO-43, determining who will wear the uniform
11 and what uniform will be worn, and enforcing uniform and appearance standards. Three
12 options exist for uniforms for wildland fire personnel:
13 Within the context of the uniform standards, if the conventional NPS uniform is
14 identified at the local level as required for specified fire management staff, fire program
15 management funds may be used to support uniform purchases in accordance with
16 allowance limits identified in DO-43.
17 While Nomex outerwear (i.e., shirts, trousers, brush-coats), routinely issued as personal
18 protective equipment, has become recognized as the uniform of the wildland firefighter
19 as a matter of necessity, these apparel also have justifiable utility as a uniform standard at
20 the park level for certain fire and/or ONPS base-funded wildland fire staff.
21 When the conventional NPS uniform or the full Nomex outerwear is not appropriate or
22 justified, local management with park superintendent approval may establish a
23 predetermined dress code for fire staff. The goals of the NPS uniform program can
24 appropriately be applied (with common sense) to this departure from the norm.
25
26 Where appropriate and justified, fire funds may be applied to the purchase of 100 percent
27 cotton tee shirts and sweatshirts, and ball caps, with appropriate logo and color scheme,
28 to augment the Nomex outerwear worn in conjunction with project or wildland fire
29 management incidents. Nomex outerwear will usually be returned to the park's fire
30 cache based on the tour of duty (end of season, transfer to another park, etc.).
31
32 The fire management officer is responsible for establishing a reasonable allotment
33 schedule for new or returning employees, commensurate with supplies provided in
34 previous seasons. A suggested per person issuance is three to four tee shirts, one ball
35 cap, and one sweatshirt (where appropriate). \$100 would normally be adequate to cover
36 costs of this issuance.
37
38 Just as with uniform allowance discussed in DO-43, the intent of fire-funded purchases is
39 to defray the cost of the appropriate apparel, not necessarily to cover the cost of all items.
40 This will not only be factored into the quantities deemed necessary for the individual, but
41 would also preclude fire-funded purchases of fleece jackets, rain gear, and other personal
42 items generally considered the responsibility of those employees not covered by the NPS
43 uniform program. Exceptions to this should be well-justified and documented.
44
45 Fire Management Credentials
46 Official fire management credentials, with numbered badge, can be obtained by approved
47 permanent or permanent less-than-full-time NPS employees. These credentials will be
48 utilized for identification purposes only and will not be worn with the official NPS
49 uniform or otherwise conflict with DO-43. Lost or stolen credentials, as government
50 property, should be entered into NCIC for confiscation and return when found.