**Unit District Manager/Agency Administrator (2024)**

**Checklist #1**

| **Location:** |  |
| --- | --- |
| **Date:**  MM/DD/YY |  |
| **Respondent:**  First, Last |  |
| **Reviewed by:**  First, Last |  |

**For the National Preparedness Review, you will need to have the following items available for review:**

| **CHECKLIST ITEM #** | **DOCUMENTATION** |
| --- | --- |
| 1 | Cost share agreements |
| 3 | Agreements for fire facilities |
| 4 | Published wildland fire decisions (WFDSS) |
| 5 | Prescribed fire plans |
| 7 | Delegation of authority to the FMO |
| 18 | Serious Incident or Fatality (SIOF) Response Plan |
| 19 | Emergency medical response plan |
| 25 | Delegation of authority and expectations to unit’s Type 3, 4, 5 ICs |
|  | [MS-1203 *Delegation of Authority*](https://web.blm.gov/internal/wo-500/directives/dir-manu/manu-dir.html) and relevant state supplemental manual |
|  | [H-1203-1, *Delegation of Authority*](https://web.blm.gov/internal/wo-500/directives/dir-hdbk/h1203-1.pdf) |
|  | [*Interagency Standards for Fire and Fire Aviation Operations*](https://www.nifc.gov/standards/guides/red-book) |

**AUTHORITY**

***Key Code: E = Exceeds Standard, M = Meets Standard, NI = Needs Improvement, NR = Not Reviewed***

| **ITEM** | **DESCRIPTION** | **CODE**  **(E/M/NI/NR)** | **REMARKS** |
| --- | --- | --- | --- |
| 1 | Enter into cost share agreements for multi-jurisdictional wildfires.  *[H-1203-1]* |  |  |
| 2 | Expend funds and assign personnel for management of wildfires.  *[H-1203-1]* |  |  |
| 3 | District Manager enters into agreements to provide for the management and administrative functions of combined agency-operated fire facilities.  *[H-1203-1]* |  |  |
| 4 | Approve wildfire decisions.  *[H-1203-1]* |  |  |
| 5 | Approve prescribed fire plans.  *[H-1203-1]* |  |  |
| 6 | Certify National Incident Management Systems (NIMS) incident qualifications for employees.  *[H-1203-1]* |  |  |

**ASSIGNED PROGRAM RESPONSIBILITY**

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| **ITEM** | DESCRIPTION | **CODE**  **(E/M/NI/NR)** | **REMARKS** |
| --- | --- | --- | --- |
| 7 | District manager provides a written delegation of authority to FMOs that gives them an adequate level of operational authority. If fire management responsibilities are zoned, ensure that all appropriate AADMs have signed the delegation.  *[RB Ch 2, AA Table]* |  |  |
| 8 | District manager ensures only trained and qualified personnel are available to support wildland fire operations at the local and national level.  *[RB Ch 2, AA Table]* |  |  |
| 9 | District manager annually convene and participate in preseason and postseason fire meetings.  *[RB Ch 2, AA Table]* |  |  |
| 10 | District manager reviews critical operations and safety policies and procedures with fire and fire aviation personnel.  *[RB Ch 2, AA Table]* |  |  |
| 11 | District manager completes timely response and follow-up to fire preparedness and program reviews.  *[RB Ch 2, AA Table]* |  |  |
| 12 | District manager ensures fire and fire aviation preparedness reviews are conducted annually in all unit offices. Participate in at least one review annually.  *[RB Ch 2, AA Table]* |  |  |
| 13 | District manager ensures proper level of investigation types are conducted per Red Book, chapter 18.  *[RB Ch 2, AA Table]* |  |  |
| 14 | District manager ensures resource advisors are identified, trained, and available for incident assignment. Refer to the [*Federal Wildland Fire Qualifications Supplement*](https://iqcsweb.nwcg.gov/).  *[RB Ch 2, AA Table]* |  |  |
| 15 | District manager\* provides written notification to:   * State director when Federal combined expenditures for an incident, or a complex of incidents, meet or exceed $5 million and more than 50% of the burned acres are managed by the BLM (in Alaska, more than 50% of the burned acres are managed by DOI and Alaska Native Claims Settlement Act [ANCSA] Corporations). * BLM Director, through the state director, when Federal combined expenditures for an incident, or a complex of incidents, meet or exceed $10 million AND more than 50% of the burned acres are managed by the BLM (in Alaska, more than 50% of the burned acres are managed by DOI and ANCSA Corporations).   \*In Alaska, notifications will be made by the State the State FMO/Alaska Fire Service Manager and will include the District Manager.  *[RB Ch 2, AA Table]* |  |  |
| 16 | District manager ensures trespass actions are initiated and documented to recover cost of suppression activities, land rehabilitation, and damages to the resource and improvements for all human-caused fires where liability can be determined, as per [*Fire Trespass Handbook H-9238-1*](https://doimspp.sharepoint.com/sites/blm-hq-630-guidance/Directives_/Forms/AllItems.aspx?FolderCTID=0x012000D15BA38205CAB642BEFF91E2620D9842&id=%2Fsites%2Fblm%2Dhq%2D630%2Dguidance%2FDirectives%5F%2FHandbooks%2F9000%20Series&viewid=b81b3912%2D8b3a%2D4ff8%2Dba1c%2Ddcacd89cb2e3).  [*RB Ch 2, AA Table]* |  |  |
| 17 | District manager ensures safety program is in place, has a current plan, and has an active safety committee that includes the fire program.  *[RB Ch 2, AA Table]* |  |  |
| 18 | District manager ensures establishment and annual update of the [Serious Incident or Fatality (SIOF) Response Plan](https://doimspp.sharepoint.com/sites/blm-fa/fire-operations/SitePages/Serious-Incident-or-Fatality-(SIOF).aspx).  *[RB Ch 2, AA Table]* |  |  |
| 19 | District manager ensures that a current emergency medical response plan is in place and accessible.  *[RB Ch 2, AA Table]* |  |  |
| 20 | Agency administrator ensures prior to each fire season, that the unit has standardized incident and communication center protocols identified in the Medical Incident Report section of the *IRPG*.  [*RB Ch 7]* |  |  |
| 21 | Agency administrator personally visits fires each year. See Red Book, appendix A.  *[RB Ch 2, AA Table]* |  |  |
| 22 | Agency administrator (AADM) provides briefing to incident management teams. See Red Book, appendix D.  *[RB Ch 2, AA Table]* |  |  |
| 23 | Agency administrator attends post-fire closeout on complex, type 1, and type 2 fires. Attendance may be delegated.  *[RB Ch 2, AA Table]* |  |  |

**MISCELLANEOUS**

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| **ITEM** | **DESCRIPTION** | **CODE**  **(E/M/NI/NR)** | **REMARKS** |
| --- | --- | --- | --- |
| 24 | To serve as an AADM, line managers must obtain the AADM qualification within two years of being appointed to a designated management position.  *[RB Ch 2]* |  |  |
| 25 | District manager will provide a written delegation of authority and expectations to the unit's Type 3, 4, and 5 incident commanders annually prior to fire season.  *[RB Ch 11]* |  |  |
| 26 | There are adequate qualified personnel on the district to maintain full readiness when personnel take fire assignments.  *[Recommended Best Practice]* |  |  |
| 27 | Adequate number and/or availability of qualified agency administrators to address typical initial and extended attack responsibilities.  *[Recommended Best Practice]* |  |  |
| 28 | Critical positions are filled with qualified personnel.  *[Best Management Practice]* |  |  |