**Unit District Manager/Agency Administrator (2022)**

**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** |
| --- | --- |
| 1a, 1b, 9 | Delegation of authority |
| 2 | Fire operating plans/national-level agreements for mutual assistance |
| 3 | Agreements for fire facilities |
| 4 | Fire management plan |
| 5 | Published wildland fire decisions (WFDSS) |
| 6 | Prescribed fire plans |
| 9 | Delegation of authority to the FMO |
| 19 | *Agency Administrator’s Guide to Critical Incident Management,* or Serious Incident or Fatality (SIOF) Response Plan or equivalent |
| 20 | Serious Incident or Fatality (SIOF) Response Plan |
| 21 | Emergency medical response plan |
| 26 | Certification of completion for fire management leadership course |
| 27 | Annual delegation of authority and expectations for the unit’s Type 3, 4, and 5 ICs |
|  | MS-1203 *Delegation of Authority* and relevant state supplemental manual  <https://web.blm.gov/internal/wo-500/directives/dir-manu/manu-dir.html> |
|  | *Interagency Standards for Fire and Fire Aviation Operations*  (<https://www.nifc.gov/standards/guides/red-book>) |

**AUTHORITY**

| **ITEM** | **DESCRIPTION** | **CODE** | **REMARKS** |
| --- | --- | --- | --- |
| **Key Code: E = Exceeds Standard, M = Meets Standard, NI = Needs Improvement, NR = Not Reviewed** | | | |
| 1 | Commit funds and personnel for management of wildfires and all hazard incidents.  *[RB Ch 2, AA Table]* |  |  |
|  | 1. District manager (DM) has this authority or re-delegates this authority to the agency administrator (i.e., field or NCL manager, but not below, except Alaska).   During a wildfire or all-hazard incident, only qualified incident commanders can be delegated this authority from the DM or AA (as long as the AA is a field office or NCL manager). |  |  |
|  | 1. **Alaska Only** – Only the Alaska SFMO is re-delegated this authority. |  |  |
| 2 | District manager approves fire operating plans committing funds and/or resources in support of national-level agreements for mutual assistance.  *[RB Ch 2, AA Table]* |  |  |
| 3 | District manager enters into agreements to provide for the housekeeping functions of combined agency-operated fire facilities.  *[RB Ch 2, AA Table]* |  |  |
| 4 | District manager approves fire management plans (FMPs).  *[RB Ch 2, AA Table]* |  |  |
| 5 | District manager approves wildland fire decisions, or re-delegates authority to the field or NCL manager, but not below.  *[RB Ch 2, AA Table]* |  |  |
| 6 | District manager (DM) approves prescribed fire plans, or re-delegates this authority to the agency administrator (i.e., field or NCL manager, but not below).  *[RB Ch 2, AA Table]* |  |  |
| 7 | District manager (DM) approves individual fire reports, or re-delegates this authority to the district FMO only.  *[RB Ch 2, AA Table]* |  |  |
| 8 | District manager determines liability for unauthorized use on public lands. Accept payment in full. Dispose resources and recover funds.  *[RB Ch 2, AA Table]* |  |  |

**ASSIGNED PROGRAM RESPONSIBILITY**

| **ITEM** | DESCRIPTION | **CODE** | **REMARKS** |
| --- | --- | --- | --- |
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| 9 | 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 agency administrators have signed the delegation.  *[RB Ch 2, AA Table]* |  |  |
| 10 | 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]* |  |  |
| 11 | District manager annually convene and participate in pre- and post-season fire meetings.  *[RB Ch 2, AA Table]* |  |  |
| 12 | District manager reviews critical operations and safety policies and procedures with fire and fire aviation personnel.  *[RB Ch 2, AA Table]* |  |  |
| 13 | 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]* |  |  |
| 14 | District manager completes timely response and follow-up to fire preparedness and program reviews.  *[RB Ch 2, AA Table]* |  |  |
| 15 | District manager ensures proper level of investigation types are conducted per Red Book, chapter 18.  *[RB Ch 2, AA Table]* |  |  |
| 16 | District manager ensures resource advisors are identified, trained and available for incident assignment. Refer to the *Federal Wildland Fire Qualifications Supplement*.  *[RB Ch 2, AA Table]* |  |  |
| 17 | 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*.  [*RB Ch 2, AA Table]* |  |  |
| 18 | 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]* |  |  |
| 19 | District manager ensures the *Agency Administrator’s Guide to Critical Incident Management*, or Serious Incident or Fatality (SIOF) Response Plan, or equivalent is annually updated and reviewed.  *[RB Ch 2, AA Table]* |  |  |
| 20 | District manager ensures establishment and maintenance of a Serious Incident or Fatality (SIOF) Response Plan.  *[RB Ch 2, AA Table]* |  |  |
| 21 | District manager ensures that a current emergency medical response plan is in place and accessible.  *[RB Ch 2, AA Table]* |  |  |
| 22 | Standardized incident and communication center protocols identified in the Medical Incident Report section of the *IRPG*.  [*RB Ch 7]* |  |  |
| 23 | Agency administrator personally visit fires each year. See Red Book, appendix A.  *[RB Ch 2, AA Table]* |  |  |
| 24 | Agency administrator provides agency administrator briefing to incident management teams. See Red Book, appendix D.  *[RB Ch 2, AA Table]* |  |  |
| 25 | Agency administrator attends post-fire closeout on Type 1 and Type 2 fires. Attendance may be delegated.  *[RB Ch 2, AA Table]* |  |  |

**MISCELLANEOUS**

| **ITEM** | **DESCRIPTION** | **CODE** | **REMARKS** |
| --- | --- | --- | --- |
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| 26 | District manager, field manager or National Conservation Lands manager or their designated acting completes fire training within two years of being appointed to a designated management position.  *[RB Ch 2]* |  |  |
| 27 | District manager provides 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]* |  |  |
| 28 | There are adequate qualified personnel on the district to maintain full readiness when personnel take fire assignments.  *[Recommended Best Practice]* |  |  |
| 29 | Adequate number and/or availability of qualified agency administrators to address typical initial and extended attack responsibilities.  *[Recommended Best Practice]* |  |  |
| 30 | Critical positions are filled with qualified personnel.  *[RB Ch 2]* |  |  |