**Unit District Manager/Agency Administrator (2023)**

**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 fires. *[H-1203-1]* |       |       |
| 2 | Expend funds and assign personnel for the 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 agency administrators 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*. *[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]).
* 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).

\*In Alaska, notifications will be made by the State the State FMO.*[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*. [*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.*[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. *[FA-IM-2023-008]* |       |       |
| 25 | 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]* |       |       |
| 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]* |       |       |