

Appendix E National Park Service Program Organization and Responsibilities

E.1 Agency Administrator Roles

E.1.1 Director

The NPS Director is responsible to the Secretary of the Interior for fire management programs on NPS-administered public lands. 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 required elements outlined in the Management Performance Requirements for Fire Operations.

E.1.2 Regional Director

Each Regional Director is responsible to the Director for fire management programs and activities in their region. Regional Directors will meet required elements outlined in Management Performance Requirements for Fire Operations, and ensure training is completed to support delegations to line managers and principle acting.

E.1.3 Park Superintendent

The Superintendent is responsible to the Regional Director for safe and efficient fire management activities implementation in their park, including cooperative activities with other agencies or landowners in accordance with delegations of authorities. The Superintendent or principle acting will meet required elements outlined in the Management Performance Requirements for Fire Operations.

Table E-1 Management Performance Requirements for Fire Operations

Performance Required	NPS Director	Regional Director	Park Superintendent
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 local and national fire situations	X	X	X
Ensure FMO are fully qualified as identified in Interagency Fire Program Management Qualification Standards	X	X	X
Provide a written Delegation of Authority to individual(s) responsible for wildland fire management activities to ensure an adequate level of operational authority, including Multi-Agency Coordination (MAC) Group authority, as appropriate. These written delegations may be provided to the Chief Ranger, FMO, designated Fire Coordinator, Park Group FMO, or individuals from neighboring fire management organizations, provided a written agreement or MOU is in place. Where applicable, an Interpark Agreement that specifies reciprocal responsibilities of the Superintendent and Park Group FMO will be prepared. This Interpark Agreement will be accompanied by an annual delegation of authority	X	X	X
Identify resource management objectives to maintain a current FMP that identifies an accurate and defensible Normal Year Readiness of funding and personnel		X	X
Develop protection and use standards and constraints in compliance with agency fire policies		X	X
Ensure fire fund use complies 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

Performance Required	NPS Director	Regional Director	Park Superintendent
Review safety policies, procedures, and concerns with field fire and aviation personnel. Include issues that could compromise safety and effectiveness in the upcoming season			X
Ensure timely follow-up actions to program and 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 cooperators and review interagency agreements to ensure 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 (may delegate)		X	X
Ensure 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/ high risk situations	X	X	X
Evaluate resource advisor need for all fires; 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
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 on a daily basis			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 prescribed fire program reviews and inspections are completed	X	X	X
Review Prescribed Fire Plans and recommend or approve depending upon delegated authority. Ensure Prescribed Fire Plan has been reviewed and recommended by a qualified technical reviewer not involved in plan preparation		X	X

E.2 Fire Management Staff Roles

E.2.1 National Office

The Fire Director, NPS-NIFC, provides leadership for fire and aviation management programs, and helps regions and parks develop, implement, and maintain safe, effective, and efficient fire and fire aviation management programs that meet land management objectives. The Fire Director is responsible and accountable for developing policy, program direction, and international coordination. The Fire Director works with interagency cooperators to coordinate, reduce duplication, and increase efficiencies in wildland fire management, and provide feedback to regional offices on performance requirements.

E.2.2 Regional Office

The Regional Fire Management Officer (RFMO) provides leadership for their fire and fire aviation management program. The RFMO is responsible and accountable for providing planning, coordination, training, technical guidance, and oversight to park fire management programs. The RFMO also represents the Regional Director on interagency geographic coordination groups and MAC Groups. The RFMO provides feedback to units on performance requirements.

E.2.3 Park

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

The Superintendent will annually provide and update FMO duties expectations through 1) a limited Delegation of Authority encompassing the scope of duties outlined above, and 2) an Interpark Agreement for cases where a Park Group FMO handles defined duties on behalf of another NPS unit in the defined FIREPRO Park Group.

Table E-2 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 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
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

Performance Required	Fire Director	RFMO	FMO
Use incident complexity analysis to ensure proper management level is assigned to all incidents		X	X
Review and evaluate fire management organization performance 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 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 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
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 FMP to ensure accuracy and validity		X	X
Ensure FMP reflects Normal Year Readiness budget requests and allocations	X	X	X
Develop and maintain current operational plans, e.g., dispatch, pre-attack, prevention	X	X	X
Ensure 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

E.3 Requirements for Fire Management Positions

All NPS employees assigned dedicated fire management program responsibilities at the park, regional, or national level will meet established interagency and NPS competencies (knowledge, skills, and abilities) and associated qualifications. All NPS employees assigned to wildland fire management incidents will meet training and qualification standards set by the National Wildfire Coordinating Group.

All wildland fires will be managed by an individual qualified and certified at the command level appropriate to the incident's complexity level.

Qualification standards identified in Interagency Fire Program Management Qualifications Standards will be required, in conjunction with specific agency requirements, when filling vacant fire program positions, and as an aid in developing employee Individual Development Plans.

E.3.1 Training

E.3.1.1 Training for Park Superintendents

The following training is required for park superintendents with significant fire programs (including but not limited to those that are fire-program funded)

- **Fire Management Leadership** The national course is the preferred alternative to regionally-sponsored courses. Training should be completed within two years of appointment to a designated management position.

E.3.1.2 Training for Fire Management Officers

Fire Program Management is required for fire management officers.

E.4 Delegation of Authority

E.4.1 Delegation for Regional Fire Management Officers

To effectively perform their duties, RFMOs must have certain authorities delegated from the Regional Director. Delegation of authority should include the following roles and responsibilities

- Serve as the Regional Director's authorized representative on geographic-area coordination groups, including MAC groups
- Coordinate and establish priorities on uncommitted fire-suppression resources during shortages
- Coordinate logistics and suppression operations regionwide
- Relocate agency pre-suppression/suppression resources in the region based on relative fire potential/activity
- Correct unsafe fire suppression activities
- Direct accelerated, aggressive initial attack when appropriate
- Enter agreements to provide management, fiscal, and operational functions of combined agency-operated facilities
- Suspend prescribed fire activities when warranted
- Authorize Emergency Firefighter hires in accordance with the DOI Pay Plan for Emergency Workers
- Approve emergency fire-severity funding expenditures not to exceed regional annual authority

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Appendix E, Attachment A GRCA Fire and Aviation Organizational Chart

