

## 2 - Program Roles & Performance Standards

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### Agency Administrator Roles

#### Director

The Director of the BLM is responsible to the Secretary of the Interior for fire management programs on public lands administered by the BLM. The Office of Fire and Aviation is responsible to the Director for policy formulation and program oversight. The Director will meet the required elements outlined in the *Management Performance Requirements for Fire Operations*.

#### State Director

The State Director is responsible to the Director for fire management programs and activities within his/her state. The State Director will meet the required elements outlined in the *Management Performance Requirements for Fire Operations and ensure training is completed to support delegations to line managers and principal actings*.

#### Field Office Manager

The field office manager is responsible to the State Director for the safe, effective, and efficient implementation of fire management activities within their unit, including cooperative activities with other agencies or landowners in accordance with delegations of authorities. The field office manager or their principal acting will meet the required elements outlined in the *Management Performance Requirements for Fire Operations*.

### Management Performance Requirements for Fire Operations

Performance Required	National Director	State Director/ Associate	Field Office Manager
1 Take necessary and prudent actions to ensure firefighter and public safety.	✓	✓	✓
2 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.	✓	✓	✓
3 Ensure primary fire staff and Fire Management Officers (FMOs) are fully qualified.	✓	✓	✓
4 Provide a written Delegation of Authority to FMOs that provides an adequate level of operational authority.	✓	✓	✓

Performance Required	National Director	State Director/ Associate	Field Office Manager
Include Multi-agency Coordinating (MAC) Group authority.  5 Identify resource management objectives to maintain a current fire management plan (FMP) that identifies an accurate and defensible most efficient level (MEL) of funding and personnel.		✓	✓
6 Develop protection and use standards and constraints that are in compliance with Department of the Interior (DOI) and BLM fire policies.  7 Ensure use of fire funds is in compliance with DOI and BLM policy.		✓	✓
8 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 transitions, periods of multiple fire activity, and Red Flag Warnings.	✓	✓	✓
9 Review safety policies, procedures, and concerns with field fire and aviation personnel. Discussions should include issues that could compromise safety and effectiveness during the upcoming season.			✓
10 Ensure timely follow-up actions to program reviews, fire preparedness reviews, fire and aviation safety reviews, fire critiques, and post-season reviews.	✓	✓	✓
11 Ensure fire and aviation preparedness reviews are conducted in all field offices each year. <b>Personally</b> participate in at least one inspection annually.		✓	✓
12 Ensure an approved burn plan is followed for each prescribed fire project, including follow up monitoring and documentation to ensure resource management objectives are met.		✓	✓
13 Meet annually with major cooperators and review inter-agency agreements and memoranda of understanding (MOUs) to ensure their continued effectiveness and efficiency (may be delegated by State Director).		✓	✓
Ensure that a Wildland Fire Situation Analysis (WFSA) is			

<b>Performance Required</b>	<b>National Director</b>	<b>State Director/ Associate</b>	<b>Field Office Manager</b>
14 completed and approved on all fires that escape initial attack.			✓
15 Ensure reviews are conducted on all fires that require a WFSA. Personally attend reviews on Type 1 (State Director may delegate) and Type 2 fires.		✓	✓
16 Ensure that a Wildland Fire Implementation Plan (WFIP) is completed and implemented for all wildland fires managed for resource benefits.			✓
17 Provide management oversight by personally visiting wildland and prescribed fires each year.		✓	✓
18 Provide incident management objectives, written delegations of authority, and line officer briefings to incident management teams.			✓
19 Monitor the fire situation and provide oversight during periods of critical fire activity/situations of high-risk.	✓	✓	✓
20 Assign a resource advisor to all escaped fires.			✓
21 Hold and participate in annual pre- and post-season fire meetings.	✓	✓	✓
22 Conduct fire preparedness reviews.	✓	✓	✓
23 Ensure appropriate investigations are conducted for incidents, entrapments, and serious accidents.	✓	✓	✓
24 For all 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.		✓	✓
25 Ensure compliance with National and State Office policy and direction for prescribed fire activities and ensure that periodic reviews and inspections of the prescribed fire program are completed.	✓	✓	✓
26 Approve Prescribed Fire Plans. Authority may be delegated to the Agency Administrators (not specific offices) as provided under BLM Manual Section 9211.32 and identified in BLM Manual Section 1203.		✓	✓

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Performance Required	National Director	State Director/ Associate	Field Office Manager
27 Review Prescribed Fire Plans and recommend or approve plans depending upon the delegated authority. When approving a Prescribed Fire Plan, understand the risks associated with it. Ensure that the Prescribed Fire Plan has been reviewed and recommended by a qualified technical reviewer who was not involved in the plan preparation.		✓	✓

**Fire Management**

**National Office**

The Director of the Office of Fire and Aviation provides leadership for the BLM fire and aviation management program and assists states and field offices to develop, implement, and maintain a safe, effective, and efficient fire and aviation management program that meets land management objectives.

The Director is responsible and accountable for developing policy, program direction, and international coordination. Works with interagency cooperators to coordinate, reduce duplication, and increase efficiencies in wildland fire management. Provides feedback to state offices on performance requirements.

**State Office**

The State Fire Management Officer (SFMO) provides leadership for the BLM fire and aviation management program at the state level.

The SFMO is responsible and accountable for providing planning, coordination, training, technical guidance, and oversight to the field office fire management programs throughout the state. The SFMO also represents the state director on interagency geographic coordination groups and Multi Agency Coordination (MAC) groups. The SFMO provides feedback to field offices on performance requirements.

**Field Office**

The Fire Management Officer (FMO) is responsible and accountable to provide leadership for the BLM fire and aviation management program at the local level. The FMO coordinates with appropriate agency administrators to determine the level of program required to implement land use decisions through the Fire Management Plan (FMP) to meet management objectives. The FMO negotiates interagency agreements and represents the agency administrator on local interagency fire and aviation groups.

**Fire Management Staff Performance for Fire Operations**

<b>Performance Required</b>	<b>D-F&amp;A</b>	<b>SFMO</b>	<b>FMO</b>
1 Create, instill, and maintain safety first as the foundation of all aspects of fire and aviation management.	✓	✓	✓
2 Ensure completion of a job hazard analysis (JHA) for fire and aviation activities so mitigation measures are taken to reduce risk.			✓
3 Ensure work/rest and R&R guidelines are followed during all fire and aviation activities. Deviations are approved and documented.	✓	✓	✓
4 Ensure that only trained and qualified personnel are assigned to fire and aviation management duties.	✓	✓	✓
5 Analyze, develop, implement, and evaluate fire and aviation training program to meet current and anticipated needs.	✓	✓	✓
6 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.	✓	✓	✓
7 Develop and maintain an open line of communication with publics and cooperators.	✓	✓	✓
8 Ensure that the fire and aviation management staff understand their role, responsibilities, authority, and accountability.	✓	✓	✓
9 Ensure individuals selected for positions meet or exceed the Fire Management Positions Qualifications Standards. An Individual Development Plan must be provided for incumbents who do not meet new standards.	✓	✓	✓
10 Based on allocated funding level, provide a safe, effective, and efficient fire protection and use program.	✓	✓	✓
11 Organize, train, equip, and direct a qualified work force possible to ensure safe, effective, and efficient fire and aviation activities.	✓	✓	✓
12 Take appropriate action when performance is exceptional or deficient.	✓	✓	✓

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Performance Required	D-F&A	SFMO	FMO
13 Ensure BLM and DOI fire and aviation policies are understood, followed, and coordinated with other agencies as appropriate.	✓	✓	✓
14 Monitor to recognize when complexity levels exceed local capabilities. Increase managerial and operational resources to meet the need.	✓	✓	✓
15 Initiate, conduct, and/or participate in fire management related reviews and investigations.	✓	✓	✓
16 Provide for and personally participate in periodic site visits to individual incidents and projects.	✓	✓	✓
17 Utilize a decision making process to ensure the proper level of management is assigned to all incidents.		✓	✓
18 Review and evaluate performance of the fire management organization and take appropriate actions.	✓	✓	✓
19 Ensure incoming personnel and crews are briefed prior to fire and aviation assignments.		✓	✓
20 Ensure a Wildland Fire Situation Analysis (WFSA) is completed and retained for all fires that escape initial attack.		✓	✓
21 Monitor fire season severity predictions, fire behavior, and fire activity levels. Take appropriate actions to ensure safe, efficient, and effective operations.	✓	✓	✓
22 Ensure that you have adequate resources available to implement fire management operations.			✓
23 Provide fire personnel with adequate guidance, training and decision-making authority to ensure timely decisions.		✓	✓
24 Ensure a written, approved burn plan exists for each prescribed fire project.		✓	✓
25 Ensure all escaped prescribed fires receive a review at the proper level.	✓	✓	✓
26 Ensure effective transition of incident management occurs and oversight is in place.	✓	✓	✓
27 Develop and maintain agreements, annual operating plans,	✓	✓	✓

Performance Required	D-F&A	SFMO	FMO
and contracts on an interagency basis to increase effectiveness and efficiencies.			
28 Provide the expertise and skills to fully integrate fire and aviation management into interdisciplinary planning efforts.	✓	✓	✓
29 Work with cooperators to identify processes and procedures for providing fire safe communities within the wildland urban interface.	✓	✓	✓
30 Based on allocated funding level, provide a safe, effective, and efficient fire protection and use program.	✓	✓	✓
31 Develop, maintain, and annually evaluate the FMP to ensure accuracy and validity.	✓	✓	✓
32 Ensure budget requests and allocations reflect MEL in the FMP.	✓	✓	✓
33 Develop and maintain current operational plans, e.g., dispatch, pre-attack, prevention.	✓	✓	✓
34 Ensure that reports and records are properly completed and maintained.	✓	✓	✓
35 Ensure fiscal responsibility and accountability in planning and expenditures.	✓	✓	✓
36 Assess, identify, and implement program actions that effectively reduce unwanted wildland fire ignitions and mitigate risks to life, property, and resources.		✓	✓
37 Effectively communicate the "natural role" of wildland fire to internal and external agency audiences.	✓	✓	✓
38 When human-caused fires occur trespass actions will be completed.		✓	✓
39 Ensure that only trained and qualified personnel participate in the implementation portion of the prescribed fire program. Assign prescribed fire burn boss. Establish qualification review committees.	✓	✓	✓
40 Ensure compliance with National and State Office policy and direction for prescribed fire activities and ensure that periodic reviews and inspections of the prescribed fire program are	✓	✓	✓

Performance Required	D-F&A	SFMO	FMO
completed.			

## Requirements for Fire Management Positions

Fire and Aviation Management Programs will provide our customers with the highest quality service attainable. It is imperative that our employees meet recognized competencies and qualification criteria.

The following lists show the minimum operational experience required for BLM fire management positions. In addition the 2001 "Fire Program Management Qualifications Standards" may be used as general guidelines in conjunction with specific BLM requirements when filling vacant fire program positions identified in the guide and as an aid in developing Individual Development Plans for employees.

### Field Office

#### **Assistant FMO/Fire Operations Specialist:**

This position is considered moderate to high complexity in the *Fire Program Management Qualifications Standards* under the Wildland Fire Operations Specialist qualification standards.

- ICT3
- Working Knowledge of dispatch operations
- Working Knowledge of fire aviation operations
- Working Knowledge of fire equipment
- Working Knowledge or demonstrated abilities in fire danger rating system
- Prescribed Fire Burn Boss 2 (RXB2)

#### **FMO:**

All of the operational experience required for the above positions, except currency, plus:

- A minimum of one season experience in the position of Fire Control Officer (FCO) or Assistant FMO or Prescribed Fire Specialist or Lead Dispatcher/Center Manager
- Division Supervisor or Unit Leader (currency not required)
- Prescribed Fire Burn Boss 2 (RXB2)

#### **Prescribed Fire and Fuels Technician/Specialist:**

- Prescribed Fire Burn Boss 2 (RXB2)
- Strike Team Leader/Task Force Leader or ICT4
- Working knowledge of smoke management techniques
- Working knowledge of fire effects (RX-340 )



- Working knowledge of the NEPA process

### State and National Office

#### **National and State Office Prescribed Fire and Fuels Management**

##### **Specialist: (Currency is not required)**

- Prescribed Fire Burn Boss (RXB2)
- Strike Team Leader/Task Force Leader or ICT4
- Advanced knowledge of smoke management techniques (RX-450 level)
- Advanced Wildland Fire Behavior Calculations (RX-490)
- Advanced knowledge of fire effects (RX-540 level)
- Working knowledge of the NEPA process

##### **Assistant State FMO or State Fire Operations Officer:**

- FMO or Geographic Area Coordinator
- Division Supervisor or Unit Leader
- Working knowledge of the coordination system and fire aviation operations
- Working knowledge of NFDRS & long-range fire behavior predictive systems

##### **State Fire Management Officer:**

- FMO or state or national fire and aviation staff. The qualifications for this position are identified in the *Fire Program Management Qualifications Standards*.

##### **National Fire Program Lead:**

The qualifications for this position are identified in the *Fire Program Management Qualifications Standards*.

### Training for Designated Agency Administrators

The following training is required for designated agency administrators. While local fire management course can be valuable and agency administrators are encouraged to attend, they are required to attend either National Fire Management Leadership or Local Fire Management Leadership. The national course is the preferred alternative. The training should be completed within two years of appointment to a designated management position.

*Notes and Exceptions:*

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1. "Equivalent" experience in positions in the Alaska Fire Service (AFS), NIFC, other federal, state, and local agencies will be given full credit, if they are comparable to those listed or it is determined that the candidate meets the competencies for the position..
2. Other "equivalent" experience will be considered on a case-by-case basis. An example of this would be an area manager or operations chief who meets the requirements for state fire positions, if they have the minimum fire line experience listed above.
3. Extended details can be considered, if they were equivalent to a season of experience.
4. Experience requirements for positions in AFS, O&C Districts, NIFC, national office, and other fire management positions in field offices and state offices will be established as vacancies occur, but will be commensurate with the position's scope of responsibilities.
5. Individuals incumbent in above positions, who do not meet these experience requirements, can be waived if they have satisfactorily performed position competencies outlined in the 2001 *Fire Program Management Qualifications Standards*. The developmental training to fully achieve competencies should be addressed in an IDP within a defined time period.

## Sample Delegation of Authority

### Delegation For State Fire Management Officers

In order to effectively perform their duties, an SFMO must have certain authorities delegated from the state director. This delegation is normally placed in the state office supplement to BLM Manual Section 1203. The delegation of authority should include:

- Serve as the state director's authorized representative on geographic area coordination groups including MAC groups.
- Coordinate and establish priorities on uncommitted fire suppression resources during periods of shortages.
- Coordinate logistics and suppression operations statewide.
- Relocate BLM pre-suppression/suppression resources within the state based on relative fire potential/activity.
- Correct unsafe fire suppression activities.

- Direct accelerated, aggressive initial attack when appropriate.
- Enter into agreements to provide for the management, fiscal, and operational functions of combined agency-operated facilities.
- With concurrence of agency administrator, close areas under the administration of the BLM during periods of high hazard to prevent fires (43 CFR 8364.1).
- Enforce closures and prohibitions against burning on BLM-administered land (43 CFR 4140; 43 CFR 4170).
- Suspend prescribed fire activities when warranted.
- Authorized to hire Emergency Firefighters in accordance with the Department of the Interior Pay Plan for Emergency Workers.
- Approve emergency fire severity funding expenditures not to exceed the \$100,000 annual authority of the state director.

### Delegation for Field Office Fire Management Officers

\_\_\_\_\_, Fire Management Officer for the \_\_\_\_\_ Field Office, is delegated authority to act on my behalf for the following duties and actions:

1. Represent the \_\_\_\_\_ BLM in the \_\_\_\_\_ Multi-agency Coordinating Group in setting priorities and allocating resources for fire emergencies.
2. Coordinate all prescribed fire activities in the \_\_\_\_\_ and suspending all prescribed fire and issuance of burning permits when conditions warrant.
3. Assure that only fully-qualified personnel are used in wildland fire operations.
4. Coordinate, preposition, send and order fire and aviation resources in response to current and anticipated zone fire conditions.
5. Oversee and coordinate the \_\_\_\_\_ Interagency Dispatch Center on behalf of the BLM.
6. Request and oversee distribution of Severity funding for Field Office Fire and Aviation.
7. Approve Fire Program requests for overtime, hazard pay, and other premium pay.

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- 8. Ensure all incidents are managed in a safe and cost-effective manner.
- 9. Coordinate and provide all fire and prevention information needs to inform internal and external costumers with necessary information.
- 10. Coordinate all fire funding accounts with the Budget Officer to assure Field Office Fiscal guidelines are adhered to and targets are met.
- 11. Approve and sign aviation request forms.
- 12. Approve Red Cards in accordance with State Office guidance.
- 13. Authorized to hire Emergency Firefighters in accordance with the Department of the Interior Pay Plan for Emergency Workers.

Field Office Manager

Date

