



**File Code:** 6100/5100

**Date:** July 3, 2003

**Route To:**

**Subject:** Thirtymile Accident Prevention Plan - Core Competencies for Agency Administrators

**To:** Regional Foresters, Station Directors, Area Director, IITF Director, and WO Staff

Following the Thirtymile Fire tragedy on July 10, 2001, the Thirtymile Accident Prevention Plan was developed and approved. This plan included 38 specific actions designed to improve fire management leadership and enhance firefighter safety. Action A-18 of this plan states: "The Forest Service Director of Fire and Aviation Management and the Director of Human Resources will work with the Forest Service Line Officer Team to develop core fire management competencies for agency administrators having fire program responsibilities and seek inclusion of these competencies into the position descriptions and in selection criteria for agency administrators."

This development work has been completed and the following Evaluation Criterion, Training and Core Competencies, and Performance Standards are to be added to all Line Officer positions having fire program management responsibilities by October 1, 2003:

Evaluation Criterion

- Knowledge of fire program management including ability to integrate fire and fuels management across all program areas and functions; ability to implement fire management strategies and integrate natural resource concerns into collaborative community protection and ecosystem restoration strategies; knowledge to oversee a fire management program including budget, preparedness, prevention, suppression, and hazardous fuels reduction; ability to serve as an Agency Administrator during an incident on an assigned unit; and ability to provide a fully staffed, highly qualified, and diversified firefighting workforce that exists in a "safety first" and "readiness" environment.

Training and Core Competencies

- Attend a Regional or national "Fire Management for Agency Administrators" training session.
- Require a shadow assignment with a fully qualified agency administrator.
- Receive training or experience in the Wildfire Situation Analysis (WFSA) and Wildland Fire Implementation Plan (WFIP).
- Provide a Delegation of Authority to Incident Commanders.



Performance Standards

Add the following standards to the existing performance standards for Forest Supervisors and District Rangers under Performance Standard #4, Leadership, Coaching, and Supervising:

- Integrate fire and fuels management across all functional areas.
- Implement fire management strategies and integrate natural resource concerns into collaborative community protection and ecosystem restoration strategies on the unit.
- Manage a budget that includes fire preparedness, prevention, suppression, and hazardous fuels in an annual program of work for the unit.
- Perform duties of Agency Administrator and maintain those qualifications.
- Provide a fully staffed, highly qualified and diverse workforce in a "safety first" environment on the unit.

The Director of Human Resources is in the process of incorporating the above evaluation criteria, training and core competencies, and performance standards for Line Officers with fire program management responsibilities into the appropriate FS manuals and handbooks. We plan to have this accomplished by July 1, 2004.

I extend my appreciation to the Line Officer Team and the Directors of Fire and Aviation Management and Human Resources for their efforts to improve the fire management related core competencies of our Line Officers. The fire management program involves high risk and high consequence operations where strong leadership by competent Line Officers is essential for success.

If you have any questions or require further clarification, please contact Mary Ann Fletcher in Human Resources Management, at (703) 605-0860.

/s/ Dale N. Bosworth  
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Chief

cc: James E Payne, Mary Fletcher, F&AM Directors, F&AM Staff, Joy Flack OSHA