



United States Department of the Interior

NATIONAL PARK SERVICE
1849 C Street, NW
Washington, DC 20240

IN REPLY REFER TO:

10.A (2455)

Memorandum

To: Regional Directors

From: Chief, Fire and Aviation Management

Subject: Interim Policy Reference Manual 18, Chapters 5 and 6

The purpose of this memorandum is to revise the National Park Service's (NPS) policy for required fire management plan (FMP) appendices and serves as interim policy. Specifically, the requirements outlined below supersede previous policy and will remain valid until rescinded or superseded.

- 1) Reference Manual 18 (RM18) Chapter 5, Section 3.2: requirement for all units to develop and maintain a Fire Danger Operating Plan,
- 2) RM18 Chapter 6 Section 3: requirements to conduct a wildfire prevention analysis and develop and implement a prevention plan,
- 3) NPS FMP Framework referenced in RM18 Chapter 4 Fire Management Plans, Section 1: updated effective upon issue date of this memo to reflect the requirements stated below.

Required Appendices:

- 1) Annual Delegation of Authority
- 2) Weather and Fire Occurrence Data Analysis Document (must have one of the following documents):
 - a) Fire Weather and Fire Occurrence Analysis Document (FWOAD)
 - b) Fire Danger Operating Plan (FDOP)

Offices must conduct a quality assurance review of weather and fire occurrence data every other year and submit the FDOP and FWOAD Biennial Review Checklist (Attachment 2) as noted in RM18 Chapter 4, Fire Management Plans, Sections 3.0 and 3.1. Updates to the analysis are mandatory every five years.

- 3) Preparedness Planning Documents:
 - a) Initial Response Plan or Preplanned dispatch plan (see Redbook Chapter 10 for information on Initial Response Plans).

- b) Preparedness Level Plan (see Redbook Chapter 10 “Preparedness Level Plans” for actions included in a preparedness level plan).

Plans may be developed at the park, tier three dispatch or zone level; however, consideration must be given to unique aspects which may be present at individual park units and would dictate differences in a plan(s) within a zone or dispatch area.

Conditional Appendices:

- 1) Step-up Plan/Staffing Plan – Required when wildland fire funded staffing is duty stationed at that park unit or a park unit regularly has response resources (engine, wildland fire module, helicopter, initial attack module etc.) prepositioned for wildfire response.
- 2) Interagency and local cooperative agreements (See Redbook Chapter 8 definitions) – Conditions when required: Cooperators are referenced in initial response or other preparedness documents and commitments include assistance with prescribed fire or beyond an initial 24-hour assistance period. If a cooperator will not sign an agreement, a letter to file will be included noting any verbal agreements or rationale for lack of a formal agreement. An annual operating plan will be included and reviewed annually at pre-season meetings.
- 3) Prevention/Mitigation Plan – A prevention/mitigation plan will be required when an NPS unit experiences an *average* of 26 human caused fires per year over the most recent 10-year period. To analyze and determine human caused fires from the inform database, fires that are delineated as cause “undetermined” will be considered human caused. Management actions which otherwise would be included in a prevention plan that are intended to prevent or mitigate human-caused wildfires should be included in preparedness level plans for those parks where a prevention plan is not required.

Optional Appendices:

- 1) Inter-Park Agreement
 - a) Regions may issue policy requiring an Inter-Park Agreement.
 - b) The agreement is between the parent and child park superintendents. Each child park will have a separate signed agreement.

Required and Conditional FMP Appendices must follow the FMP Review Process outlined in RM18 Chapter 4, Fire Management Plans, Sections 3.0 and 3.1.

Additional information can be found in Attachment 3, NPS Fire Management Plan Appendices Frequently Asked Questions. Please direct any questions to Jim Shultz, Wildland Fire Operations Program Lead at jim_shultz@nps.gov.

Attachments:

- 1 – NPS FWOAD template 2023
- 2 – FDOP and FWOAD biennial review checklist
- 3 – FMP Appendices FAQs

Cc: Deputy Director, Operations
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