



File Code: 5120
Route To:

Date: February 25, 2026

Subject: Delegation of Agency Administrators to Approve Prescribed Fire Plans & WFDSS Decisions

To: Line Officers and Agency Administrators (Qualified and Trainees) on the Hiawatha and Ottawa National Forests

Agency administrator (AA) refers to the individual with the delegated authority, responsibility, and qualifications for decision-making on incidents or prescribed fires within a particular administrative unit.

Referenced documents:

- [Interagency Standards for Fire and Fire Aviation Operations](#)
- [NWCG Standards for Prescribed Fire Planning and Implementation](#)
- [Forest Service Manual \(FSM\) 5100](#)
- [Agency Administrator Toolbox](#)
- [USDA Forest Service National Prescribed Fire Program Review 2022](#)

Prescribed Fire Agency Administrator

Forest Service Manual 5140.42 gives the Forest Supervisor authority to approve Prescribed Fire Burn Plans. Some of this authority can be further delegated to the District Rangers and Staff Officers, if they have the prerequisite fire management knowledge, experience, training, and staff support to make sound decisions.

Requirements for Agency Administrators to approve Prescribed Fire Burn Plans are found in Chapter 5 of Interagency Standards for Fire and Fire Aviation Operations (NFES 2724) (REDBOOK) as well as PMS 484 NWCG Standards for Prescribed Fire Planning and Implementation.

The following Agency Administrators on the Hiawatha and Ottawa National Forests have the authority to approve Prescribed Fire Burn Plans at the defined complexity level of which they are qualified.

Complexity Plan Level	Qualified	Trainee
Prescribed Fire Low (RXA3)	Scott Peedle (MI-HIF) Shannon Rische (MI-HIF) Trevor Hahka (MI-OTF)	Chris Williams (MI-HIF) Nate Carle (MI-HIF) Lenore Lamb (MI-OTF) Amber Tembreull (MI-OTF)
Prescribed Fire Moderate (RXA2)	Scott Peedle (MI-HIF)	Trevor Hahka (MI-OTF) Shannon Rische (MI-HIF)
Prescribed Fire High (RXA1)		

Prescribed Fire Agency Administrator Type 3 (RXA3)

The RXA3 can review, approve, authorize, and provide oversight for the management of low-complexity prescribed fires. The RXA3 trainee must meet the following in order to be qualified as an RXA3:

- Required training and experience: Refer to the [Federal Wildland Fire Qualifications Supplement](#).
- Other background, experience, and training that supports:
 - Applicable experience in prescribed fire, wildfire, all-hazards, or other incident or project oversight may also be considered in addition to other guidelines.
 - Management oversight of a low-complexity fire program.
- Demonstrated ability: Successful evaluation by a coach (including feedback from FMO/fire staff/director) that the candidate has demonstrated understanding and application of the

responsibilities of an RXA3 on smaller, low-complexity prescribed fires with a basic understanding of the elements of the core competencies. Use the RXA3 position task book to document.

Prescribed Fire Agency Administrator Type 2 (RXA2)

The RXA2 can review, approve, authorize, and provide oversight for the management of moderate-complexity prescribed fires.

- Required training and experience: Refer to the [Federal Wildland Fire Qualifications Supplement](#).
- Other background, experience, and training that supports:
 - Applicable experience in wildfire, all-hazards, or other incident oversight may also be considered in lieu of other guidelines.
 - Management oversight of a moderately-complex prescribed fire program, providing for a workforce with appropriate training and equipment, NEPA compliance and project planning, social/political considerations, smoke management, public information, etc.
- Demonstrated ability: Successful evaluation by a supervisor or coach (including feedback from FMO/fire staff/director) that the candidate has demonstrated understanding and application of the responsibilities of an RXA2 on moderate-complexity prescribed fires with an understanding of the core competencies and other elements that may be relevant. Use the RXA2 position task book to document.

Prescribed Fire Agency Administrator Type 1 (RXA1)

The RXA1 can review, approve, authorize, and provide oversight for the management of high-complexity prescribed fires.

- Required training and experience: Refer to the [Federal Wildland Fire Qualifications Supplement](#).
- Other background, experience, and training that supports:
 - Applicable experience in prescribed fire, wildfire, all-hazards, or other incident oversight may also be considered in lieu of other guidelines.
 - Management oversight of a moderate- to high-complexity prescribed fire program, providing for a workforce with appropriate training and equipment, NEPA compliance and project planning, social/political considerations, smoke management, public information, etc.
- Demonstrated ability: Successful evaluation by an RXA1 or coach (including feedback from FMO/fire staff/director) that the candidate has demonstrated understanding and application of the responsibilities of an RXA1 on large complex fires in the core competencies, and other elements that may be relevant. Use the agency administrator position task book to document.

Wildfire Agency Administrator

Requirements for Agency Administrators (District Rangers/ Staff Officers) to approve WFDSS decisions for wildfire response are found in Chapter 5 of Interagency Standards for Fire and Fire Aviation Operations (NFES 2724) (REDBOOK):

The following Agency Administrators on the Hiawatha and Ottawa National Forests have the authority to approve WFDSS Decisions at the defined complexity level of which they are qualified.

Complexity Plan Level	Qualified	Trainee
Wildfire – Type 3, 4, 5	Scott Peedle (MI-HIF) Trevor Hahka (MI-OTF)	Shannon Rische (MI-HIF) Chris Williams (MI-HIF) Nate Carle (MI-HIF) Lenore Lamb (MI-OTF) Amber Tembreull (MI-OTF)
Wildfire – Type 2	Scott Peedle (MI-HIF)	Trevor Hahka (MI-OTF)
Wildfire – Type 1		Scott Peedle (MI-HIF)

Wildfire Agency Administrator Type 3 (WFA3)

The WFA3 could manage a type 3, 4 or 5 wildfire or similar complexity incident. The WFA3 must meet the following in order to be certified at the working level:

- Required training and experience: Refer to the [Federal Wildland Fire Qualifications Supplement](#).
- Other background, experience, and training that supports:
 - Applicable experience in prescribed fire, wildfire, all-hazards, or other incident oversight may also be considered in addition to other guidelines.
 - Management oversight of a moderate-high complexity fire program as defined by Interagency Fire Program Management (IFPM) standards.
- Demonstrated Ability: Successful evaluation by a coach (including feedback from IC or area commanders [AC]) and Regional Line Officer Team and subsequent certification by the Regional Forester that the candidate has demonstrated understanding and application of the responsibilities of an WFA3 trainee. Use the WFA3 position task book to document.

Wildfire Agency Administrator Type 2 (WFA2)

The WFA2 could manage type 2 or lower complexity fires or similar incidents.

- Required training and experience: Refer to the [Federal Wildland Fire Qualifications Supplement](#).
- Other background, experience, and training that supports:
 - Applicable experience in prescribed fire, wildfire, all-hazards, or other incident oversight may also be considered in addition to other guidelines.
 - Management oversight of a moderate-high complexity fire program as defined by IFPM standards.
- Demonstrated Ability: Successful evaluation by a coach (including feedback from ICs or ACs) that the candidate has demonstrated understanding and application of the responsibilities of an WFA2. Use the WFA2 position task book to document.

Wildfire Agency Administrator Type 1 (WFA1)

The WFA1 could manage one or more type 1 wildfire or similar complexity incidents.

- Required training and experience: Refer to the [Federal Wildland Fire Qualifications Supplement](#).
- Other background, experience, and training that supports:
 - Applicable experience in prescribed fire, wildfire, all-hazards, or other incident oversight may also be considered in addition to other guidelines.
 - Management oversight of a moderate to high-complexity fire program as defined by IFPM standards.

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- **Demonstrated Ability:** Successful evaluation by a coach (including feedback from ICs or ACs) and Regional Line Officer Team and subsequent certification by the Regional Forester that the candidate has demonstrated understanding and application of the responsibilities of an WFA1 on large complex fires. Use the WFA1 position task book to document.

The above qualification certification will be in effect unless changed by subsequent correspondence.

Any additional needs please contact AA Help Desk or Unit Fire Management Officer, Shelby Majors at (406) 224-8542 or the Unit Assistant Fire Management Officer, Zak Parmentier at (715) 889-1598.

We look forward to working with you.

Shannon Rische
Forest Supervisor
Hiawatha National Forest

Lenore Lamb
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Ottawa National Forest

cc: ELCS