



File Code: 5120; 1230
Route To:

Date: February 17, 2025

Subject: Delegation of Authority Unit Assistant Fire Management Officer
To: Shelby Majors, Unit Assistant Fire Management Officer

By this letter, you are, hereby, delegated the authority as the Unit Assistant Fire Management Officer for the Upper Peninsula Fire & Aviation Management Unit to act on the behalf of the Hiawatha and Ottawa National Forests Supervisor's, in the absence of the Unit Fire Management Officer, for the following duties and actions:

1. Represent the Hiawatha and Ottawa National Forests within the State of Michigan, working with multi-agency wildland fire managers, in setting priorities and allocating resources for fire emergencies.
2. Represent the Hiawatha and Ottawa National Forests in the Michigan Interagency Wildfire Protection Association (MIWFPA), and other fire-related organizations/committees that deal with fire management in Michigan.
3. Coordinate and provide oversight for all prescribed fire activities on both Forests and recommend suspension of all prescribed fire when conditions warrant.
4. Coordinate any fire restrictions with Michigan Department of Natural Resources (MI-DNR), LEI, and other state/federal agencies as appropriate.
5. Ensure that only qualified personnel are used in wildland and prescribed fire operations.
6. Coordinate, preposition, send, and order fire and aviation resources in response to current and anticipated unit-wide conditions.
7. Request and oversee distribution of severity funding for the Upper Peninsula Fire and Aviation program.
8. As appropriate, approve Fire Program requests of overtime, hazard pay, and other premium pay, or, confirm availability of funds and forward for line officer approval Fire Program requests of overtime, hazard pay, and other premium pay.
9. Coordinate and provide all fire and prevention information needs to inform internal and external customers with necessary information.
10. Coordinate all fire funding accounts with the Budget Officer to assure Regional fiscal guidelines are adhered to and targets are met.
11. Ensure all incidents are managed in a safe and cost-effective manner.
12. Approve and sign aviation request forms, coordinating with Zone Aviation Officer.



13. Lead the Forest Qualification and Review Committee to annually review and recommend certification, recertification, or decertification of personnel.
14. Signing authority as Certifying official for Type 2 Command and General Staff Incident Qualifications and below and approve Red Cards in accordance with agency policy.
15. Authorized to Sponsor and hire emergency firefighters in accordance with the Administratively Determined (AD) Pay Plan for Emergency Workers (Casuals) through the R9 AD Great Lakes Hub.
16. Ensure aircraft use in support of fire and resource management activities complies with applicable Forest Service and interagency policy.
17. Provide guidance in coordination with District Ranger's to Zone FMO's and/or Initial Attack IC concerning unit specific objectives and safety concerns.

Eric Rebitzke
Unit Fire Management Officer
Upper Peninsula Fire & Aviation Management Unit
Hiawatha & Ottawa National Forests