



File Code: 5130/1230
Route To:

Date: May 3, 2023

Subject: Zone Duty Officer Delegation Letter
To: Qualified Zone Duty Officers

As a Moderate Complexity Unit any individual performing as Zone Duty Officer (DO) must meet the minimum NWCG qualification (currency required) as outlined in [Forest Service Fire & Aviation Qualification Guide, Chapter 4, 12/2016](#):

- Taskforce Leader (TFLD) -AND- Type 3 Incident Commander (ICT3) or Prescribed Burn Boss 2 (RXB2)
-OR-
- Helibase Manager (HEBM) -AND- Incident Commander Type 3 (ICT3)

This letter is the delegation of authority for you to act in the capacity of Zone Duty Officer on the Upper Peninsula Fire Management Unit consisting of the Hiawatha and Ottawa National Forest. As Zone Duty Officer you are responsible for the following:

1. Day-to-day fire management oversight as directed in Forest Service Manual (FSM) 5100.
2. Serve as the primary contact with Michigan Interagency Dispatch and the Forest Duty Officer for new starts, prescribed fire projects, ongoing fire management actions, and on and off forest assignments for zone resources.
3. Attend or designate a representative to the staffing and strategy meetings. The Forest Duty Officer is responsible for establishing a meeting schedule during the fire season.
4. Maintain communication with Michigan Interagency and Zone by either phone or radio during the length of the Duty Officer assignment. Insure both entities are aware of your primary communication method and your location.
5. By 1000 am Zone Duty Officer will ensure the MIDC SharePoint resource status page is correct. Any changes to personnel or equipment will be updated in a timely fashion. Changes made after 1000 am will be communicated to Dispatch
6. Evaluate conditions, ensure program integrity with fiscal responsibility when staffing, extending hours, and requesting additional resources, through coordination with the Forest Duty Officer.
7. Keep the District Ranger (or acting), and the Forest Duty Officer apprised of the current and expected fire situation as new fires are discovered.
8. Coordinate with Initial Attack ICs to provide for a safe and effective response to wildland fire.



9. When possible, visit on-going fires to ensure safety practices and objectives are being accomplished.
10. Make decisions on the management and deployment of firefighters and suppression modules; coordinate with Forest Duty Officer as needed. Monitor to assure that only qualified personnel are assigned to a fire.
11. Monitor Work/Rest Guidelines of resources for all incidents on the zone. District Ranger approval to exceed Work/Rest Guidelines should be obtained in a timely fashion.
12. Contact the appropriate Specialist/Biologist/Archeologist for fire suppression guidelines for threatened & endangered species and sensitive areas for guidance on acceptable impacts.
 - a. When there is an "imminent threat to public and firefighter safety" on an incident, work with the District Ranger or Acting District Ranger to document any decision that could have a negative impact to T&E and sensitive areas.
13. With coordination from the (Incident Commander, complete the incident "complexity" and "risk" analysis for incidents as deemed necessary, especially "emerging" incidents that appear to be escalating in complexity. Ensure incident complexity matches incident commander qualifications.
 - a. Use the Forest Service Fire & Aviation Qualifications Guide and/or Interagency Standards for Fire and Aviation Operations ("Red Book") Chapter 11 to determine the Type category of an incident.
14. Accept fires in WFDSS and complete Course of Actions tab if fires are following Preplanned Response. If fires are not following Preplanned Response coordinate with FMO (or acting) and Forest Duty Officer on new Course of Action for the incident. With a recommendation from District Ranger and FMO assign who will author incident in WFDSS to process a new course of action.
15. Communicate and coordinate with both District Rangers concerning prescribed burning and current and expected Fire danger.
16. As one Duty Officers transition, each is responsible for ensuring a quality transition occurs with a briefing including but not limited to: updates on current fire activities, environmental conditions, forest priorities, and overarching forest strategies.
17. Should a fire on the zone move to extended attack, or have structures threatened, notify affected District Ranger and Forest Duty Officer to advise them of the situation and coordinate strategies and tactics.

Should any problems or concerns arise with any aspect of the fire, please contact the Forest Fire Management Officer, Eric Rebitzke at (906) 428-5856 or (906) 241-5719 or the Forest Assistant Fire Management Officer, Shelby Majors at (406) 224-8542.

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