



**File Code:** 5100  
**Route To:**

**Date:** MAR 10 2020

**Subject:** Agency Administrator Certification Program for Wildfire, Prescribed Fire, and Risk

**To:** Regional Foresters, Station Directors, IITF Director, Deputy Chiefs and WO Directors

I appreciate your support in ensuring employees are aware of the updated agency administrator certification requirements, as laid out in Chapter 5 of the *Interagency Standards for Fire and Fire Aviation Operations (Redbook)*. This process is intended to further our commitment to improve the wildland fire system, to protect responders, and to support our core shared value of safety.

The goal of the certification is to ensure agency administrators possess the knowledge, skills, and abilities needed to make decisions for the safe and effective use of resources while keeping pace with the increasing complexity of fire management, including prescribed fire. This process provides an approach to develop required skills and competency, including risk management, to enable agency administrators to be consistent when they support wildfire incidents and projects.

2020 is the second year of our three-year implementation effort. Feedback received last year informed clarifications published in the 2020 *Redbook* Chapter 5. Specifically: (1) task books to document competency attainment; (2) use of the Incident Certification and Qualifications System; (3) use of the Interagency Resource Ordering Capability when agency administrators support incidents or projects off their home unit; and (4) the ability for employees in any position to attain competencies required to be certified as agency administrators. Understanding that each Region is unique, I ask that you integrate this updated *Redbook* direction into your specific certification process.

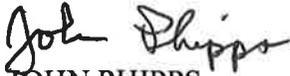
Broadly, we expect all line officers to achieve and maintain working (wildfire)/low complexity (prescribed fire) agency administrator certification and maintain certification documentation within the Incident Certification and Qualifications System.

Thank you for your support. Please use the following resources as you implement this direction and share it with your partners.

- Red Book, Chapter 5 <https://www.nifc.gov/PUBLICATIONS/redbook/2020/Chapter05.pdf>
- Agency Administrator Toolbox [https://wfmrda.nwcg.gov/line\\_officer\\_resources.php](https://wfmrda.nwcg.gov/line_officer_resources.php)



Contact Lisa Northrop, Chair, National Line Officer Team [lisa.northrop@usda.gov](mailto:lisa.northrop@usda.gov); 503-808-2202 or Julian Affuso, Acting Assistant Director for Risk and Learning, Washington Office, Fire and Aviation Management, [julian.affuso@usda.gov](mailto:julian.affuso@usda.gov), 303-656-8450 for more information.



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Enclosure

cc: Regional Fire Directors, Shawna Legarza, Lisa Northrop, NLOT