

Draft Roles and Responsibilities
Lassen National Forest Partnerships

Task	Responsible Party*		Notes
	Partner and/or LNF	LNF Only	

General Project Planning			
Identify potential projects	X		
Develop project implementation plans	X		
Approve project implementation plans (and deviations)		X	

NEPA-related Tasks			
Determine level of project impact during NEPA process		X	
Approve issues and alternatives		X	
Draft Environmental Assessment, Decision Notice, and Finding of No Significant Impact	X		
Draft Categorical Exclusion and Decision Memo	X		
Draft Environmental Impact Statement and Record of Decision	X		
Review and approve all NEPA decision documents and analysis documents		X	

Task	Responsible Party*		Notes
	Partner and/or LNF	LNF Only	
Sign NEPA decision		X	
Draft Proposed Action/Purpose and Need	X		
Review and approve PA/PN		X	
Create Scoping Letters	X		
Sign and mail out Scoping Letters		X	
Review and approve EA for Comment		X	
Respond to public comments	X		
Sign and mail out Reponse to Comment letters		X	

Grants and Agreements			
Draft agreements and financial plan	X		
Review and approve agreements		X	
Submit agreement modifications to Regional G&A teams		X	
Verify that the conditions of an agreement have been met		X	

Task	Responsible Party*		Notes
	Partner and/or LNF	LNF Only	
Approve invoices for agreements between partners and LNF		X	
Enter agreements into Natural Resource Manager (NRM; USFS agreements database)		X	
Submit invoices for payment through an agreement	X		
Submit annual reports to meet conditions of agreements	X		LNF will provide a report template if needed
Apply for funding coming directly to FS		X	Application may be developed jointly but it must be submitted by FS
Apply for funding coming directly to Partner	X		Application may be developed jointly but submitted by Partner with FS approval

Archeology/ Heritage			
Conduct field surveys	X		
Hire field staff	X		
Obtain & provide NHPA clearance		X	

Fire Prevention/ Fuels			
Pack Tests		X	USFS policy requires a medical approval process that can only be undertaken by USFS employees because of health care privacy concerns.

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Issuing of Red Cards		X	The Forest only has the Authority to issue redcards to Lassen National Forest employees including Casual Hires, also known as Administratively Determined (AD) employees. The AD program is designed to boost staff numbers for short periods of time during emergencies or certain aspects of RX Fire.
Planning of RX Implementation	X		The partners can work with the district to prioritize where burns happen. This would involve at least the Ranger and The FMO to ensure that we are still following forest priority. When we determine the forest priority we use the national template for prescribed fire prioritization which does not hone in down to the local need and is very flexible.

Public Affairs			
Draft media releases	X		
Review and approve media releases		X	
Publish media releases	X		Partners and LNF publish to their own platforms

Timber			
Timber cruising	X		Partners can cruise after completing the R5 Basic Cruiser course and pass the the requirements of the course.

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Timber marking	X		Partners can designate timber for removal as long as they are following a signed marking guide, which needs to be written and/or approved by a certified Silviculturist, which we currently do not have.
Set timber appraisal values		X	We are required to appraise timber at market value. Adjustments can be made but must get approved by Forest Supervisors/Regional Office. Partners cannot complete the timber appraisal, per Regional Office direction.
Draft marking guidelines		X	Can be written by a partner, but needs to be approved by a Certified Silviculturist.

Tribal Relations			
Conduct official Tribal Consultation		X	
Collaborate and coordinate with tribes about projects in a non-decision-making capacity	X		

Wildlife/Botany/Hydrology			
Conduct field surveys	X		
Hire field staff	X		
Apply for Permits (NPDES, 404, Scientific (Take), work window etc.)	X		

Task	Responsible Party*		Notes
	Partner and/or LNF	LNF Only	
Prepare Programmatic Applications	X		
Draft specialist report	X		
Review and approve specialist report		X	
Conduct Section 7 Endangered Species Act Consultation with US Fish and Wildlife Service & NOAA (regulatory agencies)		X	
Determine riparian/wetland designation/boundary delineation	X		
Design stream crossing	X		FS needs to review/approve approach; partner would need to be fluent in software for designing around special status species needs
Survey for stream crossing	X		FS needs to review/approve approach

*A line officer (i.e., Forest Supervisor or District Ranger) may decide to define partner responsibilities differently from what is outlined in this table according to their preferences and decision-making authority