BLM Standards for Fire Training and Workforce Development

<u>U.S. Department of the Interior</u>
Bureau of Land Management

2015

March 2015

United States Department of the Interior
BUREAU OF LAND MANAGEMENT
Fire and Aviation
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March 1, 2015

To: Agency Personnel

From: Assistant Director, Fire and Aviation

Subject: *BLM Standards for Fire Training and Workforce Development*

The BLM Fire and Aviation, Division of Fire Operations, with concurrence from the National Fire Operations Group, tasked the BLM Fire Training Committee to revise, publish, and distribute the *BLM Standards for Fire Training and Workforce Development* as necessary.

The *BLM Standards for Fire Training and Workforce Development* states, references, or supplements policy for BLM wildland fire training and workforce development.

The *BLM Standards for Fire Training and Workforce Development* is available at http://www.blm.gov/nifc/st/en/prog/fire/training/fire_training/publications/training_standards.html.

Suggestions for modification of this publication should be sent to your BLM Fire Training Committee representative or to the Assistant Program Manager, BLM National Fire Training and Workforce Development Program. Contact information is listed at http://www.blm.gov/nifc/st/en/prog/fire/training/fire_training/general/committee.html.

/s/ Ronald Dunton

Ronald Dunton
Assistant Director, Fire & Aviation (Acting)

Table of Contents

Chapter 1
BLM National Fire Training and Workforce Development Program Overview

Document Purpose

The *BLM Standards for Fire Training and Workforce Development* provides wildland fire and aviation training, qualifications, and workforce development program management direction for BLM personnel.

For the purpose of this document, the terms wildland fire and fire will be used interchangeably.

Document Scope

The *BLM Standards for Fire Training and Workforce Development* states, references, or supplements policy for BLM fire and fire aviation training, qualifications, and workforce development program management. Original source policy is stated or referenced throughout this document. This document attempts to quote verbatim, rather than to paraphrase, policy that is stated elsewhere and limits duplication of source policy when a reference will suffice. This document is intended to comply with and support the *Review and Update of the 1995 Federal Wildland Fire Management Policy (January 2001)*, the *Guidance for Implementation of Federal Wildland Fire Management Policy (February 13, 2009)*, the *Interagency Standards for Fire and Fire Aviation Operations* (Red Book), *BLM Training Policy Manual* (2006) and other existing federal policy.

Program Mission Statement

The mission of the Bureau of Land Management (BLM) National Fire Training and Workforce Development Program is to develop the wildland firefighting workforce through qualification standards, training standards, and workforce development programs in support of BLM fire management objectives.

Program Objectives

- Provide national leadership in all areas of BLM fire training and workforce development.
- Advocate for the professional development of the individual firefighter.
- Develop and disseminate a wide range of training and development opportunities for BLM fire personnel.
- Ensure that BLM fire training and workforce development supports the overall Bureau mission.

Fire Training and Workforce Development Doctrine

The purpose of fire training and workforce development is to develop firefighters who can fight fire effectively and safely, and who can manage complex wildland fire programs at the highest levels.

1 Although training is often associated with technical skills and education with professional
2 knowledge, a successful firefighter must excel in both areas, mastering a wide range of technical
3 skills and building a significant body of professional knowledge. An experienced firefighter's
4 skills and knowledge should range from fundamental suppression tactics to complex wildland
5 fire management in challenging interagency environments.

6 All firefighters undergo similar entry-level training. This universal training provides all
7 firefighters with a common background and skill set in the basic components of wildland fire
8 management.

9 Fire training consists of curriculum-driven classroom studies; on-the-job training; individual and
10 group workforce exchanges; formal and informal crew-level training; and knowledge and skills
11 gained through experience.

12 The formal training curriculum covers the entire field of wildland fire, from basic suppression to
13 management of large and complex fires. Fire and aviation operations, fire behavior and effects,
14 risk management, leadership, logistics, planning, finance, and other subjects are part of the fire
15 training curriculum.

16 On-the-job training is formally integrated into the fire training curriculum. Lessons learned in
17 controlled classroom settings are practically applied in uncontrolled fire environments where
18 performance is evaluated and documented by mentors.

19 Crew level training is a critical component of effective wildland fire management. Crews train
20 through the established curriculum, but also in many other ways, formal and informal. Every
21 activity, from routine daily work to complex fire suppression operations, is a training
22 opportunity; professional crews train and learn incessantly. The continuous training environment
23 established by top crews amplifies the knowledge gained through experience.

24 Experience is the most critical aspect of fire training. A firefighter gains experience over time
25 across a wide range of wildland fire environments and situations. Experience is enhanced as a
26 training opportunity when it is critically reviewed and analyzed, even after success. After action
27 reviews, tailgate meetings, and accident investigations are all methods for evaluating recent
28 experience and identifying opportunities to improve. Self-improvement is critical to the
29 development of the professional firefighter.

30 Successful fire training and workforce development will develop the highly trained, skilled, and
31 experienced firefighters and leaders essential to the future success of the BLM fire program.

32 **Policy**

33 Firefighters must meet standards identified in the *Wildland Fire Qualifications System Guide,*
34 *Publication Management System (PMS) 310-1* (PMS 310-1). The PMS 310-1 may be found
35 at http://www.nwcg.gov/pms/docs/docs.htm.

36 Certain fire management positions must meet standards identified in the *Interagency Fire*
37 *Program Management Qualifications Standards and Guide*, which is available online
38 at http://www.ifpm.nifc.gov.

Employees engaged in fire management activities will comply with all agency-specific training, qualifications, and health and safety policy. BLM standards for training and qualifications may exceed the minimum standards established by National Wildfire Coordinating Group (NWCG). Additional standards will be approved by the Assistant Director, Fire and Aviation, and implemented through the Incident Qualifications and Certification System (IQCS). Standards that exceed the minimum standards established by NWCG are identified in this document.

NWCG-developed direction, if adopted, will be issued as BLM-specific direction, as stated in Department Manual Part 620, Chapter 1.2, Section G:

> *"National Wildfire Coordinating Group (NWCG) is comprised of federal and state representatives from governmental organizations with wildland fire management responsibilities...NWCG is a forum for development of recommended policies, guidelines and standards that can be of benefit to participating bureaus. Policies, guidelines or standards, if adopted by a bureau, are implemented through individual bureau directive systems."*

Review, Updates, Request for Change

The *BLM Standards for Fire Training and Workforce Development* will be updated annually. Proposed changes and updates to this document will be managed through the BLM Fire Training Committee Request for Change Process.

BLM Fire Training Committee Request for Change Process

All suggestions for modification to this document should be sent through the appropriate State BLM Fire Training Committee (BFTC) Representative via a BLM Fire Training Committee Request for Change form (see Appendix A). The Request for Change Process is used to recommend:

- Changes to or creation of BLM training courses;
- Changes to or creation of BLM position qualifications, including IQCS recommendations;
- Changes to BLM training policy; or
- Development of new training products or workforce development programs.

BFTC representatives should address requests with state-level stakeholders and develop a consolidated state position. Requests should then be submitted to the BLM Fire Training Committee chair.

All requests for change will be processed through BFTC conference calls or meetings and tracked through the BFTC Action Item Log. Some decisions may require coordination with other BLM committees and/or groups.

Once a decision has been reached, the BFTC will forward the request to the BLM Fire Operations Group (FOG) for consideration. The FA-324 BFTC co-chair will inform committee representatives of final decisions and if any further action(s) is needed.

1   Changes adopted through this process will be incorporated into the *BLM Standards for Fire*
2   *Training and Workforce Development* during the annual revision or through erratum.

Chapter 2
BLM National Fire Training and Workforce Development Program
Organization and Responsibilities

Introduction

The BLM National Fire Training and Workforce Development Program is made up of personnel and groups with roles and responsibilities for programs located at the national, State, and local levels.

National Organization and Responsibilities

Fire and Aviation Assistant Director (NIFC)

- Establish BLM policy for fire training and qualifications.
- Develop, implement, and evaluate Bureau fire training and workforce development programs.
- Advise the Director on fire program training and workforce development issues.
- Provide fire training assistance and expertise to BLM and interagency partners.
- Assure compliance with statutory and regulatory requirements and internal program standards.

Chief Preparedness/Suppression Standards (NIFC)

- Supervise the BLM National Fire Training and Workforce Development Program.
- Establish uniform processes involving the BLM Fire Training Committee (BFTC), Fire Operations Group (FOG), and Fire Leadership Team (FLT) to develop, issue, implement, evaluate, enforce, revise, and reissue fire training and workforce development direction.
- Ensure that fire training and workforce development direction and materials are consistent with Bureau policies, objectives, and regulations.
- Assure validity and relevance of course materials and instructional methodology.
- Coordinate and integrate fire training efforts with interagency partners.

BLM National Fire Training and Workforce Development Program Manager (NIFC)

- Manage the BLM National Fire Training and Workforce Development Program.
- Provide leadership and technical expertise to Bureau fire programs and interagency partners in all areas of fire training and workforce development, including training systems design, standards development, curriculum development, course delivery, publications management, and qualifications standards.
- Develop and implement long-term strategies for continual evaluation and progressive modification of Bureau fire training and workforce development program in order to keep pace with developments and innovations in the field of training and education.
- Provide leadership and oversight to Bureau and interagency training and workforce development programs and initiatives such as higher education programs and workforce mentoring program.
- Evaluate and adjust fire training and workforce development programs to achieve established objectives in the most cost effective manner possible.

BLM National Fire Training and Workforce Development Program (NIFC, FA-324)

The BLM National Fire Training and Workforce Development Program (NIFC, FA-324) functions under the direction of the Chief Preparedness/Suppression Standards. FA-324 is made up of a Program Manager, an Assistant Manager, and a Writer/Editor who provide overall support for the BLM National Fire Training and Workforce Development Program.

Website: http://www.blm.gov/nifc/st/en/prog/fire/training/fire_training.html

Fire Operations Group (FOG)

The FOG is chartered under the Fire Leadership Team (FLT) and in collaboration with the BLM Fire and Aviation, Fire Operations (FA-300) and is made up of State Fire Operation Specialists. This group's primary purpose is to promote and coordinate safe, effective and efficient fire operations in order to accomplish BLM fire management objectives.

Website: http://web.blm.gov/internal/fire/fire_ops/fog.htm

BLM Fire Training Committee (BFTC)

The BFTC is chartered under the FOG. The mission of the BFTC is to provide national leadership in all areas of BLM fire training and workforce development and to promote and coordinate safe, effective, and efficient training in order to accomplish BLM fire management objectives. This is done in collaboration with and under the direction of the FOG in coordination with the BLM National Fire Training and Workforce Development Program Manager (NIFC).

Each BLM state will provide one representative to the BFTC. The representative should be familiar with and may have primary responsibility for fire training issues at the organizational level.

The BFTC is chaired jointly. One co-chair will be appointed from FA-324 by the FA-320 Chief, and the other will be nominated from and elected by the BFTC for a two-year term.

Website: http://www.blm.gov/nifc/st/en/prog/fire/training/fire_training/general/committee.html

BLM National Training Center (NTC)

The National Training Center's mission is to sustain the health and productivity of the public lands through education and training. NTC offers courses annually making it a primary source for BLM training in natural resources and leadership. NTC is a leader in instructional television and produces courses that are broadcast via satellite nationally.

Website: http://www.blm.gov/ntc/st/en.html

State and Geographic Organization and Responsibilities

State Directors

- Provide statewide leadership in fire training and workforce development.
- Ensure that fire or fire militia employees meet applicable fire training requirements established in this document, the *Interagency Standards for Fire and Fire Aviation Operations* (http://www.nifc.gov/policies/pol_intgncy_guides.html), and the *Interagency Fire Program Management Qualifications Standards and Guide* (http://ifpm.nifc.gov/).
- Ensure statewide capability to delegate fire management duties to principal actings by accomplishing required training such as M-581, Fire Program Leadership and Fire Management Leadership (FML).
- Support local, geographic, and national training efforts by providing instructors, coordinators, and subject matter experts for course development/revision.

State Fire Management Officer

- Provide leadership in fire training and workforce development.
- Ensure that fire or fire militia employees meet applicable fire training requirements established in this document, the *Interagency Standards for Fire and Fire Aviation Operations* (http://www.nifc.gov/policies/pol_intgncy_guides.html), and the *Interagency Fire Program Management Qualifications Standards and Guide* (http://ifpm.nifc.gov/), prior to performing fire management duties.
- Maintain fire training and qualifications records.
- Evaluate fire training and workforce development needs to meet current and anticipated needs.

State Fire Training Officers

All states have a designated State Fire Training Officer position; however, this may be assigned as collateral duty by some states.

- Provide statewide leadership in fire training and workforce development.
- Assist the State Director, State FMO, and unit fire program managers in meeting all fire training and workforce development requirements.
- Represent the State on the BFTC and help that group meet its national fire training objectives.
- Represent the State and the BLM on the Geographic Area Training Committee.
- Coordinate fire training efforts with State counterparts in operations, aviation, and fuels.
- Serve as the State IQCS account manager and coordinator.
- Work with the unit fire programs to provide subject matter experts and field reviewers for BLM and NWCG course development projects.
- Meet established fire training documentation and reporting requirements.
- Assist unit fire programs in complying with Interagency Fire Program Management (IFPM) standards.
- Coordinate and prioritize statewide NWCG fire training course nominations.
- Assist unit fire programs in identifying and facilitating on-the-job training opportunities.
- Provide leadership in the individual development plan process and mentoring programs.

Geographic Area Training Committees/Working Teams

Geographic area training committees/working teams are chartered under their respective geographic area coordinating groups or boards of authority. Their purpose is to provide coordinated, interagency training programs within their geographic areas. Charters and detailed information pertaining to the geographic area training committees/working teams can be found on the National Wildland Fire Training website (http://www.nationalfiretraining.net/).

Geographic Area Training Representatives (GATRs)

Representatives are interagency regional training center managers or individuals who are responsible for scheduling, coordinating, delivering, and evaluating 300-400 level NWCG courses within their geographic area.

This group is responsible for organizing, coordinating, and managing geographic area or national training programs in the various geographic areas. Information and recommendations associated with training implementation and evaluation will be passed on to the NWCG Operations and Workforce Development Committee (OWDC). The group also helps to set regional/geographic area nomination priorities and course content for interagency training.

Website: http://www.nationalfiretraining.net/geographic_information

Local Organization and Responsibilities

District Managers

- Provide districtwide leadership in fire training and workforce development.
- Ensure that district fire or fire militia employees meet applicable fire training requirements established in this document, the *Interagency Standards for Fire and Fire Aviation Operations* (http://www.nifc.gov/policies/pol_intgncy_guides.html), and the *Interagency Fire Program Management Qualifications Standards and Guide* (http://ifpm.nifc.gov/).
- Ensure capability to delegate fire management duties to principal actings by accomplishing required training such as Fire Program Leadership (M-581) and Fire Management Leadership (FML).
- Support local, geographic, and national training efforts by providing instructors, coordinators, and subject matter experts for course development/revision.
- Establish and implement fire training and workforce development plans to meet established fire management objectives of the annual work plan.

Unit Fire Management Officers (FMO)

- Provide leadership in fire training and workforce development.
- Ensure that district fire or fire militia employees meet applicable fire training requirements established in this document, the *Interagency Standards for Fire and Fire Aviation Operations* (http://www.nifc.gov/policies/pol_intgncy_guides.html) and the *Interagency Fire Program Management Qualifications Standards and Guide* (http://ifpm.nifc.gov/) prior to performing fire management duties.
- Evaluate fire training and workforce development needs to meet current and anticipated needs.

- Ensure all unit IQCS account managers have delegation of authority from the Certifying Official (http://iqcs.nwcg.gov/main/requestAccount_files/dele-ofauth-final.doc).

Unit-Level Training Officers

All units have designated fire training officers; this is usually a collateral duty.

- Provide unit-level leadership in fire training and workforce development.
- Assist the District Manager and the FMO in all areas of fire training.
- Ensure that employees meet pertinent PMS 310-1 and BLM-specific qualifications requirements.
- Maintain fire training and qualifications records.
- Assess unit training needs and establish training objectives. Develop and implement training schedules to meet those objectives.
- Coordinate fire training efforts with interagency partners and non-fire programs.
- Represent the unit on local, zone, or geographic area fire training committees.
- Manage the unit IQCS account, including inputting training, qualifications, and experience information and producing incident qualifications cards (Red Cards).
- Coordinate the fire qualifications review process for the unit IQCS Red Card Review Committee.
- Assist with IFPM standards compliance.
- Coordinate and prioritize unit-level NWCG fire training course nominations.
- Assist employees in identifying and facilitating on-the-job training opportunities.
- Provide leadership in the individual development plan (IDP) process and mentoring programs.
- Assist the FMO in prioritizing training nominations.
- Work with agency and interagency counterparts to sponsor 100-300 level courses.

Employee Responsibilities

Employees are responsible for their own self-development. While the BLM has a responsibility to ensure that employees are properly trained and equipped to perform their jobs, employees are largely responsible for developing and advancing their own careers. Responsibilities may include:

- Work with immediate supervisor to identify training and development needs.
- Use annual performance plans and/or individual development plans to establish and implement a training and development strategy.
- Participate in and complete training courses and developmental activities.
- Apply knowledge and skills in field situations to gain experience.
- Enhance experience by participating in after action reviews and other activities that assess, analyze, and seek to improve performance.
- Ensure that training and records are accurately entered into IQCS.
- Maintain personal copies of training, qualifications, and experience
- Execute only duties they have been trained and qualified to perform.

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Chapter 3
BLM National Workforce Development Programs

Introduction

The BLM National Fire Training and Workforce Development Program is constantly developing and improving programs that will better develop our future firefighters, leaders, and fire managers. This chapter addresses workforce development programs managed at the national level.

Higher Education Programs

The National Wildland Fire Training website maintains a partial list of higher educational resources for fire professionals.

Website: http://www.nationalfiretraining.net/higher_education

Wildland Fire Apprenticeship Program (WFAP)

The Wildland Firefighter Apprentice Program is an educational program designed to enhance and develop future fire and aviation managers. The intent of the program is to take a career-entry firefighter and provide education, training, and paid work experience over a 12- to 48-month period, depending on experience. Upon successful completion of all the requirements of the Apprenticeship Program, the apprentice will reach journey-level status as a wildland firefighter.

Applying for WFAP

Interested employees should visit the WFAP website (http://www.wfap.net) and work with their State Training Committee Representative and the WFAP DOI National Coordinator for specific application and funding processes.

Website: http://www.wfap.net
BLM Representative: DOI National Coordinator /California BLM State Training Representative

Prescribed Fire Training Center (PFTC)

The Prescribed Fire Training Center (PFTC) is a unique program blending maximum field prescribed burning experience with a flexible curriculum of classroom instruction on topics of interest to prescribed fire practitioners. Participants will have the opportunity to complete portions of their NWCG-approved prescribed fire task books under the guidance of invited training specialists.

Website: http://www.fws.gov/fire/pftc/

Applying for PFTC

BLM PFTC applicants will follow the PFTC application process as identified on the PFTC webpage: http://www.fws.gov/fire/pftc/training_opportunities.shtml.

Chapter 4
Interagency Fire Training Program Organizations and Processes

Introduction

The BLM National Fire Training and Workforce Development Program functions within and outside of the interagency environment. This chapter provides an oversight of the National Wildland Fire Coordinating Group (NWCG) and the interagency committees under its direction and how the BLM National Fire Training and Workforce Development Program interfaces in the interagency environment.

National Wildfire Coordinating Group (NWCG)

NWCG is made up of the USDA Forest Service; four Department of the Interior (DOI) agencies: Bureau of Land Management (BLM), National Park Service (NPS), Bureau of Indian Affairs (BIA), and the Fish and Wildlife Service (FWS); and State forestry agencies through the National Association of State Foresters. The purpose of NWCG is to coordinate programs of the participating wildland fire management agencies to avoid wasteful duplication and to provide a means of constructively working together. Its goal is to provide more effective execution of each agency's fire management program. The group provides a formalized system to agree upon standards of training, equipment, qualifications, and other operational functions.

NWCG is a national group whose function is to provide leadership and establish, implement, maintain and communicate policy, standards, guidelines, and qualifications for wildland fire program management and support the National Incident Management System. Refer to Chapter 8 of this document for more information.

BLM provides a representative to the NWCG Executive Board and representatives to various NWCG committees and subcommittees. These representatives are responsible for accomplishing tasks as directed by the NWCG Executive Board, ensuring proposed policies, guidelines, or standards are reviewed by pertinent agency personnel prior to implementation by NWCG, and providing a consolidated BLM position during NWCG decision-making processes.

NWCG policies, guidelines or standards, if adopted by BLM, are implemented through the BLM directive system.

Website: http://www.nwcg.gov/

NWCG Training Unit

The NWCG Training Unit mission is to develop relevant NWCG training in a cost-effective manner to meet the needs of the wildland fire community through professional training packages which provide a solid training foundation and enhanced training experience.

The NWCG Training Unit has responsibility for and management oversight of the NWCG training curriculum through the NWCG Curriculum Management Plan and NWCG Course Development/Revision process. The curriculum includes all courses developed under NWCG,

whether or not they are numbered courses identified in the *Wildland Fire Qualification System Guide*, PMS 310-1.

Website: http://training.nwcg.gov/

NWCG Training Committee

On September 27, 2013 (NWCG#010-2013) the NWCG Executive Board determined to sunset the Wildland Fire Institute organizational model and associated task team, and stand up the Training Committee in its place under the NWCG Training Branch. The Training Committee will provide vision and strategic direction for the development and delivery of NWCG training products, and will coordinate with the Operations and Workforce Development Committee (OWDC) on interagency wildland fire workforce development initiatives.
The Training Committee is responsible for:

- Providing a coordinated NWCG training system.
- Providing stewardship for all 100 thru 600 level NWCG training (course maintenance responsibilities are outlined in the NWCG Curriculum Maintenance Plan).
- Assisting with training development, budget coordination, and prioritization.
- Serving as a forum for NWCG subgroups who maintain training courses.
- Serving as a forum for the Geographic Area Training representatives and for overall training delivery.
- Seeking opportunities to implement Wildland Fire Institute concepts as appropriate.
- Disseminating training information, best practices and lesson learned

BLM Representative and current chair: BLM National Fire Training and Workforce Development Program Assistant Manager

NWCG Operations and Workforce Development Committee (OWDC)

The NWCG Operations and Workforce Development Committee (OWDC) provides strategic management of operational, qualification, and training standards, as well as workforce succession planning for NWCG agency members in compliance with the National Incident Management System (NIMS).

Website: http://www.nwcg.gov/branches/pre/owdc/index.htm
BLM Representative: BLM National Fire Training and Workforce Development Program Manager

NWCG Leadership Subcommittee

The NWCG Leadership Subcommittee administers the Wildland Fire Leadership Development Program (WFLDP). The mission of the program is to promote cultural change in the workforce and to emphasize the vital importance of leadership concepts in the wildland fire service by providing educational and leadership development opportunities. The program focuses on formal curriculum providing leadership skills in training at all stages of an individual's career. The

program develops non-traditional leadership development opportunities that allow individuals to strive for a higher performance level as a leader through self-directed continuous learning.

Program components include but are not limited to the L-course curriculum, staff rides, tactical decision games, and sand table exercises, Leadership in Cinema, Professional Reading Program, and social media networks including the program website, the Wildland Fire Leadership blog and Facebook.

Website: http://www.fireleadership.gov/

BLM Contact: BLM National Fire Training and Workforce Development Program Assistant Manager

NWCG Fire Program Qualifications Standards (FPQS) Subcommittee

The Fire Program Qualifications and Standards (FPQS) Subcommittee (formerly known as the Interagency Fire Program Management) is chartered under the NWCG Operations and Workforce Development Committee (OWDC). The purpose of the FPQS Subcommittee is to develop, maintain, and implement Fire Program Management Qualifications Standards (Qualification Standards) for key fire management positions utilized by the Federal land management agencies. The FPQS Subcommittee is primarily responsible for:

- Developing and maintaining the Qualification Standards for key fire program positions.
- Ensuring consistent interagency application of the Qualification Standards.
- Integrating Qualification Standards into agency workforce development and succession planning efforts.
- Establishing and maintaining a process for reporting issues and concerns related to the maintenance of the Qualification Standards.
- Communicating with fire management and human resources management staff on Qualification Standards utilizing the FPQS website, status reports, FAQs and decision papers.
- Coordinating with the IQCS Change Management Board to maintain the qualification requirements for key fire management positions in IQCS for tracking and reporting purposes.
- Coordinating with the interagency classification group on the development and maintenance of interagency standard position descriptions for key fire management positions.
- Collecting data, developing reports and presenting findings to NWCG.

DOI Policy on Qualification Requirements for GS-0401 Fire Program Management

The Office of Personnel Management (OPM) Qualification Standard for the 0401 series includes a "positive" education requirement. OPM has also established the GS-0401 Supplemental Qualification Standard for Fire Program Management. Applicants are responsible for providing documentation or proof that they have met the applicable educational provisions described in the supplemental standard. No applicant may be placed in a position covered by the GS-0401 Supplemental Qualification Standard for Fire Program Management without meeting these requirements.

Training officers must work closely with human resources personnel to ensure that the coursework meets the requirements of the GS-0401 supplemental standard.

The directive *DOI Policy for Qualification Requirements for GS-0401 Fire Program Management* is located at http://www.ifpm.nifc.gov/standard/standard/DOI_PB_07-13.pdf.

Website: http://www.ifpm.nifc.gov/.
BLM Representative: BLM National Fire Training and Workforce Development Program Manager

NWCG Incident Qualifications and Certification System (IQCS) Change Management Board

The IQCS Change Management Board is chartered under the OWDC. IQCS is utilized to certify and manage individual qualifications as defined by the NWCG, PMS 310-1, and agency specific direction. The partnering agencies have selected representatives to participate, review, and make recommendations in development, implementation, and maintenance of IQCS.

More information on BLM IQCS standards and training is contained in Chapter 5.

Website: http://iqcs.nwcg.gov
BLM Representative: BLM National Fire Training and Workforce Development Program Assistant Manager

National Advanced Fire and Resource Institute (NAFRI)

The National Advanced Fire and Resource Institute (NAFRI) is responsible for course delivery of 500-600 level NWCG courses and other national training courses as endorsed by NWCG.

Website: http://www.nafri.gov/
BLM Representative: Contact the BLM National Fire Training and Workforce Development Program Manager

NWCG Curriculum Management Plan

Maintenance responsibilities for the NWCG training curriculum are assigned by course to one of three primary entities/groups:

- NWCG Training Unit
- Steering Training Subcommittees/National Advanced Fire Resource Institute (NAFRI)
- NWCG committees (may be delegated down to their subcommittees or task groups)

Website: http://training.nwcg.gov/pdfs/Curriculum%20Maintenance%20Plan.pdf

NWCG Course Development/Revision

The NWCG Training Development Unit solicits annually for subject matter experts (SMEs) and field reviewers on an as-needed basis. Typically, SMEs join the project teams when courses move from the analysis and design phases into the development phase. Email solicitations, including a nomination form, will be sent out through relevant NWCG committees, Geographic Area Training Specialists, and special interest groups when SMEs are needed for courses.

SMEs participate in approximately three one-week workshops conducted over a one-year time period. The initial workshop determines the extent of the revision.

Website: http://training.nwcg.gov/

BLM Process for NWCG Course Development SME Application and Field Review

The BLM allocates funds down to the state offices for all pre-suppression activities. This includes but is not limited to support of national level efforts. Participation as SMEs in the development and revision NWCG training courses is considered a national level effort. SME funding will need to be negotiated between the local office and the state office. Contact your State Fire Management Officer.

All applications for course development SMEs will be submitted through the State Fire Training Committee Representative. All applications will then be collected by the BLM National Fire Training and Workforce Development Program Manager and forwarded to the NWCG Training Development Unit Leader. All funding for BLM SMEs will be funded by the local unit. Those not selected as SMEs will be expected to be Field Reviewers for the final product.

BLM Equivalency for NWCG Courses

The BLM has determined that the courses listed in the table below are equivalent to the associated NWCG courses. Persons who have successfully completed the identified equivalent course do not need to attend the corresponding NWCG course and should receive credit in IQCS.

NWCG-APPROVED CURRICULUM	APPROVED EQUIVALENT COURSE(S)
Facilitative Instructor (M-410)	National Fire Protection Association, Fire Service Instructor I (NFPA 1041)
Introduction to Fire Effects (RX-310)	Successful completion of Technical Fire Management (TFM)
Human Factors on the Fireline (L-180)	Firefighter Training (S-130, 2004 version). *The 2004 version of S-130 incorporated L-180 into the course package.*
Driving for the Fire Service (S-216)	Engine Operator (PMS 419)
Leadership and Organizational Development (S-301, obsolete course)	Fireline Leadership (L-380)

NWCG Guidance for Course Equivalency (Field Manager's Course Guide)

An equivalent course is determined by agency identified "evaluators" to be equal to an NWCG-approved course. Awarding course equivalency is an agency-specific responsibility. Only agencies have the authority to certify their employees meet NWCG training requirements when alternative course offerings are used. Individual agencies will set guidelines for equivalency determination and may grant credit for courses they deem equivalent. Equivalent fire training courses must meet two criteria:

- An evaluation team has determined that the courses are equivalent to courses identified in the NWCG's approved curriculum, and
- The BLM Process for Evaluating and Establishing Course Equivalency (see below) has been completed.

Website: http://www.nwcg.gov/pms/training/training.htm

BLM Process for Evaluating and Establishing Course Equivalency

1. The appropriate State Office (SO) fire management staff or national committee identifies the need for an equivalency analysis of a specific course. The SO fire management staff or national committee can assemble an evaluation team (see *Evaluation Team Composition*) to conduct the analysis, document their findings, and submit recommendations through agency channels to the BFTC for an equivalency review. If assistance is needed in assembling the appropriate evaluation team it can be requested from the BLM National Fire Training and Workforce Development Program Manager.
2. If the BFTC and the BLM FOG determines that the equivalent course analysis is sufficient and the proposed course meets the NWCG certified course standards, the BLM Assistant Director, Fire & Aviation shall issue a memorandum stating that the course is equivalent.
3. The BLM IQCS Agency Lead will issue a course number for the equivalent course and enter it into IQCS with a competency for the NWCG course. The BLM National Fire Training and Workforce Development Program Manager will provide the equivalency information to the OWDC and the GATRs, other agencies and/or the states for information-sharing purposes.

The BFTC may utilize analyses conducted by other agencies when making course equivalency determinations.

Evaluation Team Composition

The evaluation team shall be comprised of at least a lead instructor, cadre member, and course developer or subject matter expert for the respective NWCG course. The evaluators shall be individuals who have either been involved within the past three years instructing the course that is being evaluated, and/or who are familiar with the course development and revision process.

Evaluation Methodology for Equivalency

The evaluation team shall consider, at a minimum, the following items when attempting to determine whether or not a course is equivalent to an NWCG course:

- *Comparison of course objectives.* The learning objectives of the two courses must be thoroughly analyzed and found to be substantially similar, both at the unit level and at the course level.
- *Comparison of course content.* There should be no omissions of major topics, procedures, or concepts that are contained in the NWCG course.
- *Testing.* Tests administered to trainees to measure content learned must be similar in terms of information tested, length of test, and percentage required for a passing grade.
- *Documentation of findings.* The evaluation team shall document its analysis and findings and forward them to the BLM National Fire Training and Workforce Development Program Manager with its recommendation.

Equivalent course material may have more, not less, in-depth subject matter content than the NWCG course.

Nomination Process for an NWCG Course

The Unit-Level Training Officer and the employee are responsible for verifying that all agency course and NWCG prerequisites have been met as well as ensuring that all the necessary signatures have been obtained and are on the nomination form.

Website: http://www.nationalfiretraining.net/nomination_forms.html

100-200 Level Course Nomination Process

Completed NWCG nomination forms for all 100-200 level courses must be routed as follows:

| Nominee completes form | → | Form approved through nominee's local agency channels | → | Form submitted to Course Coordinator for acceptance |
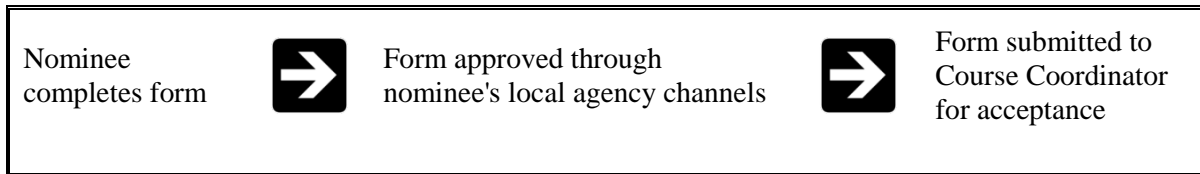
300-600 Level Course Nomination Process

Completed NWCG nomination forms for all 300-600 level and other miscellaneous courses must be routed as follows:

| Nominee completes form and gains local approval | → | Form approved through GATR process | → | Nominee's GATR submits nomination form to host area GATR | → | Host area GATR submits approved form to Course Coordinator |
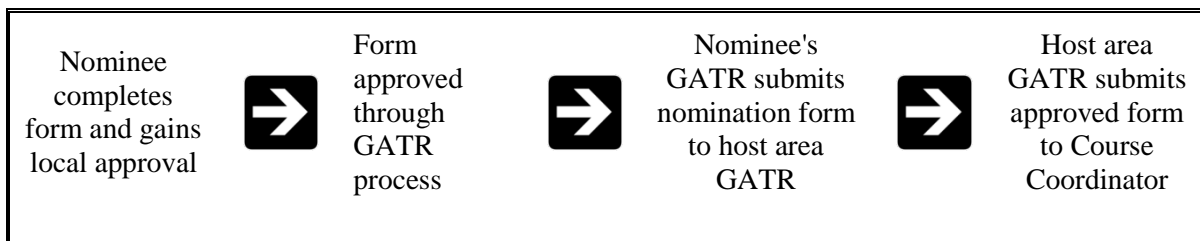
The above nomination procedures are required for all individuals desiring to attend a course. All geographic areas have agreed to a single point of contact, the GATRs, for the most efficient coordination of courses. This process allows for prioritization and tracking of nominations. Some individual units and zone may have a slight variation from the above workflow.

1   *Website:* http://www.nationalfiretraining.net/

2   **Course Nomination Process Using IQCS**

3   For information on the IQCS nomination process, visit the National Wildland Fire Training
4   website at http://www.nationalfiretraining.net/nomination_information

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1 **Chapter 5**
2 **BLM-Specific Fire Training and Qualifications**

3 **Introduction**

4 BLM firefighters must meet minimum standards identified in the NWCG *Wildland Fire*
5 *Qualifications System Guide,* PMS 310-1.

6 Bureau personnel will meet the training, certification, and qualification processes outlined in
7 the PMS 310-1 and this document. However, the Bureau may place higher standards on training,
8 certification, and qualifications.

9 Department Manual 620, Chapter 1.2, Section G states:

10 "National Wildfire Coordinating Group (NWCG) is comprised of federal and state
11 representatives from governmental organizations with wildland fire management
12 responsibilities…NWCG is a forum for development of recommended policies,
13 guidelines and standards that can be of benefit to participating bureaus. Policies,
14 guidelines or standards, if adopted by a bureau, are implemented through individual
15 bureau directive systems."

16 BLM adopts NWCG standards, or implements additional standards, by issuing guidance through
17 the Bureau directives system.

18 **Incident Qualification and Certification**

19 The Agency Administrator (or delegate) is responsible for annual certification of all agency and
20 Administratively Determined (AD) personnel serving on wildfire, prescribed fire, and all hazard
21 incidents. This responsibility includes monitoring medical status, fitness, training, performance,
22 and ensuring the responder meets all position performance requirements.

23 Training, medical screening, and successful completion of the appropriate work capacity test
24 (WCT) must be properly accomplished. All Incident Qualification Cards issued to agency
25 employees, with the exception of Emergency Firefighter (EFF-paid or temporary employees at
26 the FFT2 level), will be printed using the IQCS. Incident Qualification Cards issued to EFF or
27 temporary employees at the FFT2 level may be printed at the local level without use of the
28 IQCS.

29 Each agency will designate employees at the national, regional/state, and local levels as Fire
30 Qualifications Administrators, who ensure all incident experience, incident training, and position
31 task books for employees within the agency are accurately recorded in the IQCS. All records
32 must be updated annually or modified as changes occur.

33 BLM employees shall not certify the qualifications of private sector contractors or educational
34 institutions trainees or instructors except where formal agreements are in place. Non-agency
35 firefighters will be certified by state or local fire departments. The BLM will not act as the
36 certifying agency or assist in administrating/sponsoring the WCT for non- federal agency
37 firefighters.

Work Capacity Test (WCT)/DOI Medical Standards Program (MSP)

The *Wildland Fire Qualifications System Guide* (PMS 310-1) establishes physical fitness standards for NWCG sanctioned firefighters. These standards are assessed using the WCT. Prior to attempting the WCT, all employees who participate in wildland fire activities requiring a fitness level of arduous must participate in the DOI Medical Standards Program (MSP).

Website: http://www.nifc.gov/medical_standards

BLM National Fire Operations Fitness Challenge

The BLM National Fire Operations Fitness Challenge provides a common system by which BLM firefighters can measure current fitness, establish fitness goals, track fitness improvement, and receive recognition for their efforts. The Fitness Challenge encourages and recognizes achievement in physical fitness by BLM firefighters. The Fitness Challenge is voluntary; however, BLM firefighters are encouraged to participate.

The Fitness Challenge tests participants in four basic exercises: push-ups, pull-ups, sit-ups and a timed run of either 1.5 or 3.0 miles. Test results are compiled into a final overall score. Unit and state offices are encouraged to support and recognize achievement in firefighter fitness. The BLM FA Division of Fire Operations will recognize high achievers annually.

Website: http://www.blm.gov/nifc/st/en/prog/fire/fireops/fitness_challenge.html

Incident Qualifications and Certification System (IQCS)

The Incident Qualifications and Certification System (IQCS) is the incident qualification and certification record keeping system for the BLM. The Responder Master Record report provided by the IQCS meets the BLM requirement for maintaining fire qualification records. The system is designed to provide managers at the local, state/regional, and national levels with detailed qualification, experience, and training information needed to certify employees in wildland fire positions. The IQCS is a tool to assist managers in certification decisions. However, it does not replace the manager's responsibility to validate that employees meet all requirements for position performance based on the BLM standards.

A hard copy file folder will be kept for each employee. The contents will include, but are not limited to, training records for all agency required courses, evaluations from assignments, position task book verification, yearly updated IQCS forms, and Responder Master Record (RPTC028) from IQCS. All records will be stored and/or destroyed in accordance with agency policy located at http://www.blm.gov/wo/st/en/info/regulations/combined_record_schedules.html.

Employees are ultimately responsible for maintaining original training certificates, completed position task books, experience records, and any other qualifications records that may be needed to support training and qualifications.

IQCS Training

All authorized users will attend mandatory IQCS user training prior to accessing the system. System users can receive training in two ways: classroom or one-on-one training. Geographic Area Training Representatives (GATRs) provide opportunities for formal IQCS training based on annual need. The IQCS staff updates training materials to match modifications and improvements to IQCS.

All IQCS account managers must have a delegation of authority from their certifying official.

Website: http://iqcs.nwcg.gov/

Incident Qualification Card (Red Card) Review Committees (IQCRC)

Each unit with fire management responsibilities will establish an Incident Qualification Card qualification and certification process, which may include a qualification and certification committee. In areas cooperating with other federal, state, or local agencies, an interagency qualification and certification committee should be established and include representatives from each unit. These qualification and certification committees provide management oversight and review of the wildland and prescribed fire positions under their jurisdiction. The committee:

- Ensures that qualifications generated by IQCS or other agency systems for employees are valid by reviewing the training and experience of each employee.
- Determines whether each employee possesses the personal characteristics necessary to perform the wildland and prescribed fire positions in a safe and efficient manner.
- Makes recommendations to the appropriate Agency Administrator or designee who is responsible for final certification signature.
- Develops interagency training needs and sponsors courses that can be offered locally.
- Ensures training nominees meet minimum requirements for attending courses.

Position Task Books

The unit's certifying official is responsible for certification and verification of all employees' qualifications to ensure they meet BLM standards including required training and completion of position task books (PTBs).

For more information on roles and responsibilities for completing the PTBs refer to PMS 310-1.

To delete a position task book in IQCS, contact the IQCS Help Desk (http://iqcs.nwcg.gov/main/helpDesk.html). The request will be forwarded to the BLM IQCS Change Management Board representative for approval.

BLM Recertification Policy

If an employee (including an agency-sponsored AD) has lost currency in a position, the employee is converted to trainee status for that position. In order to regain full qualification for the position, the employee must demonstrate the ability to perform in the position as determined by the Certifying Official. Prior to recertification, the employee must:

1   • Complete the BLM Recertification Evaluation found in Appendix B.
2   • Complete one or more evaluation assignments.
3   • Complete any additional requirements as determined by the Certifying Official (e.g.,
4   additional assignments and/or courses).

5   NOTE: This policy only applies to positions for which a PTB is required.

6   If a Certifying Official requires a decertification of a qualification, it is recommended to utilize
7   the "Block" function in IQCS and to properly document in the justification block.

8   *Website:* http://www.blm.gov/nifc/st/en/prog/fire/training/fire_training/recertification.html

BLM–Specific Requirements in the Recruitment and Selection Process

10 Personnel hired by the BLM must meet requirements established in the position description. If
11 the position description requires Incident Command System qualifications, only qualifications
12 and minimum requirements specified in the NWCG Wildland Fire Qualifications Systems
13 Guide, PMS 310-1 will be applied as selective factors and/or screen-out questions. To avoid
14 reducing candidate pools, BLM-specific requirements that are supplemental to the PMS 310-1
15 may not be used as selective placement factors/screen-out questions. Supplemental BLM-
16 specific training or qualification requirements may only be used as selective factors and/or
17 screen-out questions when requested and justified by the selecting official, and approved by
18 human resources. Impacts to the candidate pool must be addressed in the justification. As with
19 all other BLM or DOI-specific training/experience requirements (e.g., Do What's Right training
20 and purchase card training) that newly hired employees from other agencies may not have, the
21 supervisor and IQCS certifying official are responsible for reconciling that employee's training
22 and IQCS record after the employee has entered on duty. This may be accomplished by
23 providing additional training/experience or by manually awarding competencies as per
24 established IQCS protocol.

BLM-Specific Incident Qualifications and BLM-Specific Training Courses

26 As additional agency requirements to the PMS 310-1, the BLM has identified additional
27 requirements to support the wildland fire management program for Engine Boss
28 (ENGB), Prescribed Fire Burn Boss Type 1 (RXB1), and Prescribed Fire Burn Boss Type 2
29 (RXB2), Firing Boss (FIRB), and Fire Effect Monitor (FEMO).

30 Information on non PMS 310-1 positions, refer to the *Federal Wildland Fire Qualification*
31 *Supplement.*

32 *Website*: http://www.nwcg.gov/pms/docs/310-1-supplement-2014.pdf

33 See Appendix C and Appendix D for BLM positions with additional qualification and training
34 requirements above the NWCG 310-1 standards.

35 To request changes to current positions and/or their requirements or request new positions or
36 training courses, refer to Appendix A – BLM Training Committee Request for Change.

1 **General BLM Non-fire Training Requirements**

2 All fire personnel will meet specific agency training, experience, and qualification requirements
3 for incident assignments. Additional training which is deemed necessary to improve employee
4 proficiency and safety but is not addressed within the NWCG curriculum will be offered to the
5 employee and taken in a timely manner. See Appendix E for more information.

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Appendix A
BLM Fire Training Committee Request for Change Process

All Requests for Change forms will be submitted through the appropriate State BLM Fire Training Committee (BFTC) Representative. The Request for Change process is used to recommend:

- Changes to or creation of BLM training courses;
- Changes to or creation of BLM position qualifications including IQCS recommendations;
- Changes to BLM training policy; or
- Development of new training products or workforce development programs.

When the BFTC representative receives a request for change, he/she is expected to seek input from their state prior to submitting the request to the BFTC to ensure the change request is national in scope and meets an identified need of the agency. If so, BFTC representatives will forward to the co-chairs for placement on the agenda.

All requests for change will be processed through BFTC conference calls or meetings and tracked through the BFTC Action Item Log. Some decisions may require coordination with other BLM committees and/or groups.

Once a decision has been reached, the BFTC will forward the request to the Fire Operations Group (FOG) for concurrence. The FA-324 BFTC co-chair will inform the BFTC of final decisions and if any further action(s) is needed.

Changes adopted through this process will be incorporated into the *BLM Standards for Fire Training and Workforce Development* during the annual revision.

Form Instructions:

1. **State/Office Requesting Change:** Indicate the State requesting the change and identify the appropriate BFTC state representative.
2. **Unit Representative Contact Information:** Provide the name, home unit, telephone number, and email address of the person initiating the change request.
3. **Description of the Proposal:** Briefly describe the proposed change in sufficient detail.
4. **Description of the Issue:** Describe the issue your proposal is intended to solve. Provide the significant background information on the issue.
5. **Desired Outcome:** Provide a description of the final product. Offer suggested language for policy change, if applicable.
6. **Estimated Cost/Workload Required:** Provide an estimated amount the proposal will cost to accomplish. Estimate the number of people and time it will take to bring the request to resolution. Offer alternatives for delivering the desired outcome. Understand that this is a simple estimate of workload.

BLM Fire Training Committee Request for Change

1. State/Office Requesting Change:	**2. Unit Representative Contact Information:**
	Name:
	Home Unit:
	Contact #:
	Email:
State Training Representative:	Date Submitted:

3. Description of the Proposal (Be concise.)

4. Description of the Issue (Concise overview and background and reasons change is needed.)

BLM Fire Training Committee Request for Change

5. Desired Outcome (Describe potential end product, proposed language, estimated due date, etc.)

6. Estimated Cost/Workload Required

7.   *~For Committee Use Only~*

Tracking #: BLMTC-

Training Committee Approval: ☐**Yes** ☐**No Date:**   ☐**Pending/Further Information Needed**

Rationale:

Fire Operations Group Approval: ☐**Yes** ☐**No Date:**   ☐**Pending/Further Information Needed**

Rationale:

Fire Leadership Team Approval: ☐**Yes** ☐**No Date:**   ☐**Pending/Further Information Needed**

Rationale:

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Appendix B
BLM Recertification Evaluation

BLM Recertification Evaluation

This document is used to determine the agency's minimum requirements for position recertification.

Trainee name:	Unit ID:
Trainee's supervisor:	Trainee's phone number:
Position to be recertified:	Date of last assignment:

Certifying Official: In addition to the mandatory evaluation assignment, the Certifying Official may request additional training or coursework. If the Certifying Official chooses to have the trainee complete a new position task book (PTB), then the recertification evaluation form is unnecessary.

☒ Mandatory - Satisfactory performance on at least one evaluation assignment by a qualified evaluator. The evaluation assignment should be documented on the Incident Performance Evaluation form, NFES 1576 (ICS 225).

Check the box next to any underlined optional requirements the trainee needs to perform prior to being considered for recertification (work with the local Qualification and Certification Committee and refer to PMS 310-1):

☐ Open and complete all tasks in the current PTB as outlined by the local Qualification and Certification Committee. (Note: The trainee will not need to complete the evaluation assignment if the Certifying Official chooses to have the trainee complete a PTB.)

☐ Complete any new "required training" courses based on the current PMS 310-1 or agency policies that have been added to the position since losing currency.

☐ Retake all "required training" relevant to the position based on current agency polices.

☐ Attend the following course(s) prior to certification: _____

_____

Trainee Signature   Date

_____

Certifying Official Signature   Date

Final Agency Certification
I certify that (trainee name) _____ has met all requirements for recertification in the above position and qualification has been reissued.
Certifying Official – Signature of Approval   Date

May 2011   Page **1** of **2**

Evaluator: The above individual has lost currency for the stated position. The trainee's Certifying Official is asking the evaluator to assess the individual's skills and abilities to assist them in determining if the trainee should be considered for recertification.

Assignment Information:

Incident name:	Incident number:
Dates of evaluation:	Incident complexity:
Evaluator qualification:	Fuel type:

What, if any, significant job tasks, competencies, or behaviors were you unable to evaluate on this assignment?

Provide additional comments related to the individual's ability to perform the position.

Do you recommend the individual for recertification?

If no, what recommendation do you have for improving tasks, competencies, and/or behaviors (e.g., more experience is needed in logistic support)?

_____   _____

Evaluator (name, home unit, and phone contact)   Date

_____   _____

Trainee Signature   Date

May 2011   Page 2 of 2

Appendix C
BLM-Specific Incident Qualifications

As additional agency requirements to the PMS 310-1, the BLM has identified additional requirements to support the wildland fire management program for Engine Boss (ENGB), Prescribed Fire Burn Boss Type 1 (RXB1), and Prescribed Fire Burn Boss Type 2 (RXB2), Firing Boss (FIRB), and Fire Effects Monitor (FEMO).

The BLM also follows the *Interagency Prescribed Fire Planning and Implementation Procedures Guide* and BLM supplemental policy (issued through directives) in dealing with prescribed fire qualifications, certification, and fitness standards.

Website: http://www.nwcg.gov/pms/RxFire/rxfireguide.pdf.

Information on non-PMS 310-1 positions, refer to the *Federal Wildland Fire Qualification Supplement.*

Website: http://www.nwcg.gov/pms/docs/310-1-supplement-2014.pdf.

Engine Boss (ENGB)

BLM utilizes the term "Engine Captain" to describe an individual whose position description reflects primary responsibility as a supervisory wildland firefighter of a wildland fire engine in a BLM fire management organization and should not be confused with Engine Boss. "Engine Captain" is not a fireline qualification. The BLM-specific Engine Boss qualification uses the NWCG position task book; however, training requirements differ.

**Identifies additional BLM Requirement

REQUIRED TRAINING:
Basic ICS: ICS for Single Resource and Initial Action Incidents (ICS-200)
Annual Fireline Safety Refresher (RT-130)
Crew Boss (Single Resource) (S-230)
Intermediate Wildland Fire Behavior (S-290)
**Fire Operations in the Wildland/Urban Interface (S-215)
**BLM Engine Driver Refresher (annually; IQCS Number: RT-301)

REQUIRED EXPERIENCE:
**Satisfactory position performance as Incident Commander Type 5 (ICT5)
        AND
**Satisfactory position performance as Engine Operator (ENOP)
        AND
Completion and Certification of PTB as Engine Boss (ENGB)

PHYSICAL FITNESS LEVEL:
Arduous

THESE POSITIONS MAINTAIN CURRENCY FOR ENGB:
**Engine Operator (ENOP)
Division/Group Supervisor (DIVS)
Incident Commander Type 3 (ICT3)
Incident Commander Type 4 (ICT4)
Operations Section Chief Type 3, Wildland Fire (OPS3)
Prescribed Fire Burn Boss Type 1 (RXB1)
Prescribed Fire Burn Boss Type 2 (RXB2)
Safety Officer, Line (SOFR)
Any Single Resource Boss (CRWB, FELB, FIRB, HMGB, HEQB)
Strike Team Leader Engine (STEN)
Task Force Leader (TFLD)

ENGB MAINTAINS CURRENCY FOR THESE POSITIONS:
Field Observer (FOBS)
Firefighter Type 1 (FFT1)
Firefighter Type 2 (FFT2)
Incident Commander Type 4 (ICT4)
Any Single Resource Boss (CRWB, FELB, FIRB, HMGB, HEQB)
Strike Team Leader Engine (STEN)

ADDITIONAL TRAINING WHICH SUPPORTS DEVELOPMENT OF KNOWLEDGE AND SKILLS:
Engine Boss (Single Resource) (S-231)
Firing Operation (S-219)
Interagency Incident Business Management (S-260)
Basic Air Operations (S-270)
Followership to Leadership (L-280)

Prescribed Fire Burn Boss Type 1 (RXB1)

**Identifies additional BLM Requirement

REQUIRED TRAINING:

Annual Fireline Safety Refresher (RT-130)
Advanced Wildland Fire Behavior Calculations (S-490)
**Smoke Management Techniques (RX-410)

REQUIRED EXPERIENCE:
Satisfactory performance as a Prescribed Fire Burn Boss Type 2 (RXB2)
        AND
**Satisfactory performance as an Incident Commander Type 3 (ICT3)
        AND
Completion and Certification of PTB as a Prescribed Fire Burn Boss Type 1 (RXB1) on a prescribed fire incident

PHYSICAL FITNESS LEVEL:
Light

THESE POSITIONS MAINTAIN CURRENCY FOR RXB1:
Prescribed Fire Burn Boss Type 2 (RXB2)
Prescribed Fire Manager Type 1 (RXM1)
Strategic Operational Planner (SOPL)

RXB1 MAINTAINS CURRENCY FOR THESE POSITIONS:
Firefighter Type 1 (FFT1)
Firefighter Type 2 (FFT2)
Incident Commander Type 3 (ICT3)
Prescribed Fire Burn Boss Type 2 (RXB2)
Any Single Resource Boss (ENGB, CRWB, FELB, FIRB, HEQB)
Strategic Operational Planner (SOPL)
Any Strike Team Leader (STCR, STEQ, STEN)
Task Force Leader (TFLD)

ADDITIONAL TRAINING WHICH SUPPORTS DEVELOPMENT OF KNOWLEDGE AND SKILLS:
Fire Program Management (M-581)
Applied Fire Effects (RX-510)
Smoke Management Techniques (RX-410)
Prescribed Fire Burn Plan Preparation (RX-341)

Prescribed Fire Burn Boss Type 2 (RXB2)

*** Identifies additional BLM Requirement**

REQUIRED TRAINING:
Annual Fireline Safety Refresher (RT-130)
Introduction to Wildland Fire Behavior Calculations (S-390)
**Prescribed Fire Implementation (RX-301)

REQUIRED EXPERIENCE:
Satisfactory performance as a Firing Boss, Single Resource (FIRB)
>   **AND**
Satisfactory performance as an Incident Commander Type 4 (ICT4)
>   **AND**
Completion and Certification of PTB as a Prescribed Fire Burn Boss Type 2 (RXB2) on a
prescribed fire incident

PHYSICAL FITNESS LEVEL:
Moderate

THESE POSITIONS MAINTAIN CURRENCY FOR RXB2:
Prescribed Fire Burn Boss Type 1 (RXB1)
Prescribed Fire Manager Type 1 (RXM1)
Prescribed Fire Manager Type 2 (RXM2)
Strategic Operational Planner (SOPL)

RXB2 MAINTAINS CURRENCY FOR THESE POSITIONS:
Firefighter Type 1 (FFT1)
Firefighter Type 2 (FFT2)
Incident Commander Type 4 (ICT4)
Prescribed Fire Burn Boss Type 1 (RXB1)
Prescribed Fire Manager Type 2 (RXM2)
Any Single Resource Boss (ENGB, FELB, FIRB, HEQB, CRWB)
Strategic Operational Planner (SOPL)
Strike Team Leader Crew (STCR)
Strike Team Leader Engine (STEN)
Strike Team Leader Heavy Equipment (STEQ)
Task Force Leader (TFLD)

ADDITIONAL TRAINING WHICH SUPPORTS DEVELOPMENT OF KNOWLEDGE AND SKILLS:
Fireline Leadership (L-380)
Introduction to Fire Effects (RX-310)
Prescribed Fire Burn Plan Preparation (RX-341)
Prescribed Fire Implementation (RX-301)

Firing Boss, Single Resource (FIRB)

*** Identifies additional BLM Requirement**

REQUIRED TRAINING:
Basic ICS: ICS for Single Resources and Initial Action Incidents (ICS-200)
Annual Fireline Safety Refresher (RT-130)
Crew Boss (Single Resource) (S-230)
Intermediate Wildland Fire Behavior (S-290)
**Firing Operation s (S-219)

REQUIRED EXPERIENCE:
Satisfactory performance as Firefighter 1 (FFT1)
         AND
Completion and Certification of PTB as a Firing Boss, Single Resource (FIRB) on a wildfire
incident

PHYSICAL FITNESS LEVEL:
**Arduous (This is above the PMS 310-1 Moderate Standard)

THESE POSITIONS MAINTAIN CURRENCY FOR FIRB:
Division/Group Supervisor (DIVS)
Incident Commander Type 3 (ICT3)
Incident Commander Type 4 (ICT4)
Operations Section Chief Type 3, Wildland Fire (OPS3)
Prescribed Fire Burn Boss Type 1 (RXB1)
Prescribed Fire Burn Boss Type 2 (RXB2)
Safety Officer, Line (SOFR)
Any Single Resource Boss (CRWB, FELB, ENGB, HMGB, HEQB)
Task Force Leader (TFLD)

FIRB MAINTAINS CURRENCY FOR THESE POSITIONS:
Firefighter Type 1 (FFT1)
Firefighter Type 2 (FFT2)
Incident Commander Type 4 (ICT4)
Any Single Resource Boss (CRWB, FELB, ENGB, HEQB except HMGB)

**OTHER TRAINING WHICH SUPPORTS DEVELOPMENT OF KNOWLEDGE AND
SKILLS:**
Basic Air Operations (S-270)
Followership to Leadership (L-280)
Firing Operations (S-219)
Interagency Incident Business Management (S-260)

Fire Effects Monitor (FEMO)

*** Identifies additional BLM Requirement**

REQUIRED TRAINING:
Annual Fireline Safety Refresher (RT-130)
Intermediate Wildland Fire Behavior (S-290)
** Introduction to Fire Effects (RX-310)

REQUIRED EXPERIENCE:

Satisfactory performance as a Firefighter Type 2 (FFT2)
         AND
Completion and Certification of PTB as a Fire Effects Monitor (FEMO)

PHYSICAL FITNESS LEVEL:
**Arduous (This is above the PMS 310-1 Moderate Standard)

THESE POSITIONS MAINTAIN CURRENCY FOR FEMO:
Field Observer (FOBS)
Fire Behavior Analyst (FBAN)
Long Term Fire Analyst (LTAN)

FEMO MAINTAINS CURRENCY FOR THESE POSITIONS:
Field Observer (FOBS)
Firefighter Type 2 (FFT2)

ADDITIONAL TRAINING WHICH SUPPORTS DEVELOPMENT OF KNOWLEDGE AND SKILLS:
Field Observer (S-244)

Historical Reference for Firing Leader (FIRL): Over time, several changes have been made to the position that controls ignition/firing/burning operations on wildland fires. The BLM has gone from Ignition Specialist 1 and 2 (RXI1, RXI2) and Firing Boss (FIRB) to only Firing Boss (FIRB). In October 3, 2007, the BLM endorsed two positions: Firing Boss (FIRB) and Firing Leader (FIRL). In 2013 the FIRL position was removed (FA-IM-2014-001).

For further information on these changes, refer to FA IM-2010-009 at http://web.blm.gov/internal/fire/Directives/IM2010/FAIM2010009.pdf and Attachment 1 at http://web.blm.gov/internal/fire/Directives/IM2010/FAIM2010009a1.pdf.

Chainsaw Operators and Fallers

The BLM Faller positions are located in the PMS 310-1. The BLM as also adopted the use of the NWCG Position Task Book for all Faller positions for certification. Refer to **FA-IM-2014-026**.

The BLM requirement s for final evaluation for each faller position is as follows:

- The individual tasks required for completion of the FAL3 PTB must be evaluated by a qualified FAL2 or FAL1. The Final Evaluator's Verification for a FAL3 trainee must be completed by a qualified FAL2 or FAL1;
- The individual tasks required for completion of the FAL2 PTB must be evaluated by a qualified FAL2 or FAL1. The Final Evaluator's Verification for a FAL2 trainee must be completed by a qualified FAL1;
- The individual tasks required for completion of the FAL1 PTB must be evaluated by a qualified FAL1. The Final Evaluator's Verification for a FAL1 trainee must be completed by a qualified FAL1 evaluator;
- Each BLM state fire management officer will certify and maintain a list of their current FAL1 evaluators;
- The final certification of all wildfire faller positions will remain the responsibility of the IQCS certifying official.
- All wildfire saw operation qualifications are maintained through the IQCS system and displayed on the incident qualification card.

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Appendix D
BLM-Specific Training Courses

PMS-419 Engine Operator (IQCS #N9018)

Engine Operator training is intended to provide employees filling the Engine Operator (ENOP) position on engine modules with the knowledge, skills, and abilities they need to safely and effectively utilize engines in the wildland fire environment with a minimum of down time. The course provides a solid foundation of information and hands-on training upon which to build strong job skills for the ENOP's day-to-day activities. Furthermore, on-the-job-training and locally-specific training will be needed to fully equip Engine Operators with the skills required to perform their jobs safely and proficiently.

Website: http://www.blm.gov/nifc/st/en/prog/fire/training/fire_training/projects/engine_training/enop.html

BL-300 Fire Vehicle Driver Orientation (IQCS # BL-300)

The goal of the Vehicle Driver Orientation course is to provide all personnel with the foundation of knowledge to make sound decisions and maintain situational awareness while operating and working around engines so that everyone comes home safely.

This training is the first part of a process to train and educate entry-level and first-year BLM engine crewmembers to drive or move an engine in an emergency situation or around the parking lot of a governmental site. For engines not covered by the Commercial Driver's License (CDL) requirements, this could also mean running for parts in town, driving the engine in fire camp (fueling or getting supplies), and repositioning the engine on the fireline. For engines covered by CDL requirements, the driver would need a CDL training/learner permit, and a qualified CDL passenger in the cab for any non-emergency driving.

Website: http://www.blm.gov/nifc/st/en/prog/fire/training/fire_training/projects/engine_training/orientation.html

RT-301 BLM Fire Vehicle Driver Refresher Training

BLM Fire Vehicle Driver Refresher Training is an objectives-based training requirement. Refresher training must be done annually for all engine drivers. The training may be provided in any way the local Fire Management Officer chooses as long as all the objectives are met and documented.

Website: http://www.blm.gov/nifc/st/en/prog/fire/training/fire_training/projects/engine_training/refresher.html

BL-302 650 Hummer Orientation and Driver Training

BL-303 668 Super Heavy Driver Training

These courses are designed to provide a minimum level of knowledge to safely and successfully operate specialized fire suppression vehicle in the 650 or 668 Working Capital Fund (WCF) vehicle class and will fulfill the initial training requirement set in the *Interagency Standards for Fire and Fire Aviation Operations* for a driver. The course will focus mainly on maintenance and inspections of the specialized vehicle chassis, its components, as well as provide basic driving techniques and an understanding of the vehicle performance limits. The course will be specific to the specific vehicle class, either 650 or 668.

Website: http://web.blm.gov/internal/fire/fire_ops/nfep_650_668_training.htm

Driver Training for Regular Drivers of Fire Equipment

All regular drivers of non-tactical water tenders, helicopter support vehicles, crew carriers, and fuel tenders must complete training that includes the instructional objectives.

Website: http://www.blm.gov/nifc/st/en/prog/fire/training/fire_training/projects/engine_training.html

Appendix E
Other BLM Training Requirements

Introduction

As stated in Chapter 5, all fire personnel will meet specific agency training, experience, and qualification requirements for incident assignments. Additional training which is deemed necessary to improve employee proficiency and safety but is not addressed within the NWCG curriculum will be offered to the employee and taken in a timely manner.

- The tables presented on the following pages list most training that BLM employees are required to, or are suggested to, take depending on BLM policy and mission. BLM-specific training and qualifications for fireline and prescribed fire positions is presented in Appendix C and Appendix D. For a complete listing of safety and health training, refer to *BLM Safety and Health for Field Operations* (http://web.blm.gov/internal/wo-500/directives/dir-hdbk/h1112-2.pdf)

Legend for the Manual or Authority Column

- H-1112-2 = *BLM Safety and Health for Field Operations*
- CFR = Code of Federal Regulations (http://ecfr.gpoaccess.gov/)
- DM = Departmental of Interior Manual
- HRM = Human Resources Management (Denver National Centers) (http://www.blm.gov/nifc/st/en/prog/fire/more/human_resources.html)
- IM = Instruction Memorandum (http://www.blm.gov/nifc/st/en/prog/fire/training/fire_training/publications/job_aid/links/directives.html)
- NHRMC = National Human Resources Management Center
- Red Book = Interagency Standards for Fire and Fire Aviation Operations (http://www.nifc.gov/policies/
- TC = National Training Center (http://www.blm.gov/ntc/st/en.html)
- PMS 310-1 = NIMS Wildland Fire Qualification System Guide (http://www.nwcg.gov/pms/docs/pms310-1.pdf)

Definitions for the Type of Training Column

- BLM Fire = Training required of BLM fire personnel only
- Corporate = Training (departmental or agency) required of all BLM personnel
- DOI LEARN: http://www.doi.gov/doilearn/index.cfm

Required Training

Type of Training	Type of Employee	Manual or Authority Point of Contact	Length/Recurrence/ Training Location	Course Completion Tracking Method/Type of Training
Annual Fireline Safety Refresher (RT-130)	All personnel participating in fire suppression or prescribed fire activities	BLM Manual 9215 PMS 310-1 Red Book	4 hours minimum Annual Local http://www.nifc.gov/wfstar/index.html	IQCS Corporate
Bloodborne Pathogens	All employees handling or potentially exposed to medical waste, blood or body fluids	29 CFR 1910.1030 H-1112-2 Ch. 7.7 Red Book	Varies Annual for employees at increased risk due to assigned duties (e.g., IHC, helitack, engine crews, SMJ) Local or DOI Learn online course	Manually or DOI Learn Corporate
Commercial Driver License (CDL)	Drivers of 26,000 pounds or greater GVWR vehicles	CFR, 49, Part 383-395 H-1112-2, Topic 4.2.B Individual State Laws	Hours differ by state Refresher every 5 years Locally	Manually Corporate

Type of Training	Type of Employee	Manual or Authority Point of Contact	Length/Recurrence/ Training Location	Course Completion Tracking Method/Type of Training
Contracting Officer Representative (COR) (#1500-14BC)	All CORs for construction and service contracts	DOI-Acquisition Regulations (DIAR) 1401.670-3 BLM Manual 1510-1.670	24 hours initially Refresher (See next) DOI Learn course http://www.doi.gov/doilearn/index.cfm	Manually or DOI Learn Corporate
COR Refresher (#1500-14SS)	All CORs	DIAR 1401.670-3 BLM Manual 1510-1.670	8 hours Every 3 years NTC broadcast via satellite	Manually or DOI Learn Corporate
NO FEAR - Discrimination and Whistleblowing in the Workplace	All employees	IM from Chief Human Capital Management Project Director	1 hour Every 2 years DOI Learn online course	DOI Learn Corporate
Defensive Driving	All employees	485 DM 16 Red Book	4 hours initially Every 3 years	Manually or DOI Learn Corporate
Do What's Right: Equal Employment Opportunity and Conduct for the Wildland Fire Community	All fire personnel	Red Book	1 hour minimum Annual Local http://www.blm.gov/nifc/st/en/prog/fire/more/eeo.html	Manually BLM Fire

Type of Training	Type of Employee	Manual or Authority Point of Contact	Length/Recurrence/ Training Location	Course Completion Tracking Method/Type of Training
EEO and Diversity Training for Supervisors	Managers/ Supervisors	WO IM 2010-105 Subject Code: 1400-713	4 hours EEO and 4 hours Diversity Annual Local	Manually Corporate
EEO and Diversity Training for Nonsupervisory employees	Nonsupervisory employees	WO IM 2010-105 Subject Code: 1400-713	Minimum of 4 hours EEO and diversity Annual Local	Manually Corporate
Employee Safety Orientation	All fire personnel employees	29 CFR 1960.59 H-1112-1 Ch. 10 Red Book	1 hour minimum Varies Once Locally	Manually Corporate
Ethics	All employees	5 CFR 2638.703 Yearly IM from Director, NHRMC	1 hour minimum Once Local or DOI Learn online course	Manually or DOI Learn Corporate
Federal Information Systems Security Awareness + Privacy and Records Management Program	All personnel using BLM IT systems	5 CFR 930.301 WO IM-2011-107	1.5 hours Annual DOI Learn online course	DOI Learn Corporate

Type of Training	Type of Employee	Manual or Authority Point of Contact	Length/Recurrence/ Training Location	Course Completion Tracking Method/Type of Training
First Aid	All field-going employees and firefighters	29 CFR 1910.151 BLM Manual 9215.2.22B H-1112-2 Ch. 10.2 Red Book	Varies per certifying authority Every 3 years or per certifying authority Local	Manually Corporate
Introduction to Freedom of Information Act (FOIA)	Recommended for all BLM employees (including temporary hires)	BLM Manual 1278 Yearly WO IM	Varies (1 hour online) Annual DOI Learn online course	Manually or DOI Learn Corporate
HAZCOM Hazard Communication (Employee Right-to-Know)	All employees using products with hazardous ingredients	29 CFR 1910.1200 H-1112-2 Ch. 7.5.D	Varies (1 hour online) Must meet objectives in CFR Once DOI Learn online course or local	Manually or DOI Learn Corporate
HAZMAT First Responder Awareness Level	All field and fire personnel potentially discovering hazardous substances	29 CFR Part 1910.120(q) Red Book	Varies (1 hour online) Must meet objectives in CFR Annual refresher DOI Learn online course or local	Manually or DOI Learn Corporate

Type of Training	Type of Employee	Manual or Authority Point of Contact	Length/Recurrence/ Training Location	Course Completion Tracking Method/Type of Training
Hazcom-GHS Hazard Communication-Globally Harmonized System	All field and fire personnel potentially discovering hazardous substances	IM-2013-028	1 hour

Once

DOI Learn online course or local | Manually or DOI Learn

Corporate |
| Hearing Conservation | All employees exposed to 8 hour time-weighted average noise level of 85 dBA (chainsaw/pump operators, helicopter personnel, etc.) | 29 CFR 1910.95

H-1112-2 Ch. 7.4 | Varies (1 hour online) Must meet objectives in CFR

Annual

Local or DOI Learn online course | Manually or DOI Learn

Corporate |
| Integrated Charge Card Training (#1500-11) | All DOI integrated charge cardholders | BLM Manual 1512.1.12 | Varies

Level specific

Online course https://cctrain.nbc.gov | Manually

Corporate |

Type of Training	Type of Employee	Manual or Authority Point of Contact	Length/Recurrence/ Training Location	Course Completion Tracking Method/Type of Training
One DOI Supervisory: Supervisors in Their First Year	All new supervisors	OPM 5 CFR 412.202(b)	32 hours within 12 months of appointment Once DOI Learn/NTC instructor-led course https://doiu.doi.gov/programs/supervisory/index.html	DOI Learn Corporate
One DOI Supervisory: Supervisors in Their First Three Years	All new supervisors	OPM 5 CFR 412.202(b)	40 hours Once DOI Learn/NTC instructor-led course https://doiu.doi.gov/programs/supervisory/index.html	DOI Learn Corporate
Local Fire Management Leadership or National Fire Management Leadership	Agency Administrator or other acting	Red Book	32 hours Once Regional Training Centers	Manually BLM Fire

Type of Training	Type of Employee	Manual or Authority Point of Contact	Length/Recurrence/ Training Location	Course Completion Tracking Method/Type of Training
Risk Management	All employees	H-1112-1 Ch.2.2	Varies (2 hours online) Once Local or DOI Learn online course	Manually or DOI Learn Corporate
Safety Training for Supervisors	All supervisors	29 CFR 1960.55 H-1112-1 Ch. 5.4	Varies (2 hours online) Once Local or DOI Learn online course	Manually or DOI Learn Corporate

Specialized Required Training

Some training may be required due to a position the employee may hold or a Job Hazard Analysis/Risk Analysis (JHA/RA) requirement.

Type of Training	Type of Employee	Manual or Authority	Length/Recurrence/ Training Location	Course Completion Tracking Method/ Type of Training
Introduction to Basic ATV Operation ** *must be completed before any other ATV training***	ATV operators	H-1112-1 Ch. 27.5 Red Book	2 hours Once DOI Learn online course	DOI Learn Corporate
ATV Safety Institute (ASI) ATV Rider Course	ATV operators	H-1112-1 Ch. 27.5 Red Book	8 hours initially Refresher/Evaluation every 3 years Local	Manually Corporate
BLM Basic ATV Operator Field Training	ATV operators	H-1112-1 Ch. 27.4 Red Book	4 hours Once Local	Manually Corporate
BLM Introduction to Basic UTV Operation	UTV operators	H-1112-1 Ch. 27.5	2 hours Once Local	Manually Corporate

Type of Training	Type of Employee	Manual or Authority	Length/Recurrence/ Training Location	Course Completion Tracking Method/ Type of Training
BLM UTV Field Module	UTV operators	H-1112-1 Ch. 27.5	4 hours Refresher/Evaluation every 3 years Local	Manually Corporate
Forklift Driving	All personnel required to operate a forklift	CFR, 29, Part 1910.178 H-1112-2, Topic 11	2 hours Annual refresher Locally	Manually Corporate
Hazardous Waste Operations and Emergency Response (HAZWOPER)	All field personnel involved with emergency Hazardous Waste response as determined by JHA/risk assessment	29 CFR Part 1910.120	40 hours initially 8-hour annual refresher Local or DOI Learn instructor-led course	Manually or DOI Learn Corporate
Oil and Gas Hazard Recognition and Mitigation	All fire personnel whose offices have oil and gas operations within their fire suppression jurisdictions	Red Book	Varies Annual Local	Manually Corporate

Type of Training	Type of Employee	Manual or Authority	Length/Recurrence/ Training Location	Course Completion Tracking Method/ Type of Training
Resource Advisor	All personnel working as Resource Advisors	Resource Advisor's Guide for Wildland Fire (PMS 313)	Varies 4-8 hours Annual refresher Local	Manually or IQCS Corporate
Watercraft Operation	All personnel required to operate a watercraft	485 DM 22 H-1112-1, Ch. 19.3 H-1112-2, Ch. 14	24 hours initially Refresher 8 hours every 5 years Local	Manually Corporate

Specialized Team Training

The following table contains training opportunities for specific teams:

Type of Training	Type of Employee	More Information	Length/Recurrence/ Training Location	Course Completion Tracking Method/ Type of Training
Critical Incident Stress Management (CISM)	All personnel who wish to participate as part of a CISM Team	Red Book	16–24 hours One time (Suggest periodic refresher training) Locally	Manually Corporate
Interagency Serious Accident Investigation Course (1112-05)	Core Serious Accident Investigation Team members	Red Book	24 hours Recurrency training every 5 years BLM National Training Center	DOI Learn Corporate