

**Incident Qualification Review and Training Committee
OPERATING PLAN**

for

Fishlake National Forest



2023

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I Authority, Policy, References, Purpose, and Committee Members

1. Authority

The Interagency Standards for Fire and Aviation Operations requires that each unit with fire management responsibilities will establish an Incident Qualification Card qualification and certification process. FSM 5120 requires that the Forest Supervisor establish and maintain a Forest Qualifications Review Committee (FQRC).

2. Policy

Forest Service employees shall comply with qualification requirements as established by the NIMS Wildland Fire Qualifications System Guide (PMS 310-1) and the Federal Wildland Qualifications Supplement. Forest Employees must also follow all applicable agency requirements contained within FSM 5120, FSH 5109.17, the Forest Service Fire and Aviation Qualifications Guide, and the Interagency Standards for Fire and Aviation Operations (Red Book).

3. References (Available online)

- a. Standards for Fire and Aviation Operations.
- b. Wildland Fire Qualifications System Guide, PMS 310-1 (current and historical).
- c. Federal Wildland Fire Qualifications Supplement.
- d. NWCG Standards for Course Delivery, PMS 901-1.
- e. FSH 5109.17 (current and historical).
- f. Forest Service Fire and Aviation Qualifications Guide.

4. Purpose

The Forest Training and Qualification Review Committee is established for oversight of the Incident Qualifications and Certification System. The committee provides a process to review personnel employed by the National Forest that are assigned to Incident Command System positions, Prescribed Fire positions, and All Hazard positions. The committee makes recommendations to the Forest Fire Program Management Staff Officer (FMO), who serves at the certifying official.

The committee ensures that the training needs of individuals on the Fishlake National Forest involved in Wildland Fire are met. This includes making sure those individuals seeking training have met all pre-requisites and are deemed ready to progress to this position.

The committee will provide approval for training attendance requests that are outside the local area and prioritize nominees for courses where local competition exists. The committee will also provide input on deciding which courses will be sponsored locally.

The committee will determine priorities for trainee mobilization, and for nominations to the Great Basin Trainee Priority Program.

5. Committee Membership

The Committee will be comprised of individuals who have working knowledge of Incident Management and Prescribed Fire responsibilities, as well as the individuals' capabilities who are being rated.

At a minimum, the committee shall be composed of the following:

- a. Fire Management Staff Officer.
- b. Line Officer Representative.
- c. IQCS Administrator.
- d. NFFE/Union Representation (if the union is active).
- e. Representatives with knowledge of functional areas and unit personnel.

While additional members may not be required at all meetings, they could be called to assist in addressing training, performance, or qualification issues identified within their field of expertise.

II Roles and Responsibilities

1. Forest Supervisor

- a. Establish and maintain a Forest Qualification Review Committee (FQRC).
- b. Ensure a Line Officer representative participates as part of the Unit FQRC and provide the opportunity for a Union Official to participate on bargaining units.
- c. De-certifies individuals' qualifications pursuant to administrative review.
- d. Ensure that all required training is completed before placement into an available status for assignment.
- e. May delegate signing authority for Incident Qualification Cards to the Fire Management Officer, for Type 2 and lower command and general staff positions.

2. Forest Fire Program Management Staff Officer/Certifying Official

On the Fishlake National Forest, the Forest Fire Program Management Staff Officer (FMO) has been delegated Fire Program Management responsibility by the Forest Supervisor and will serve as the **Certifying Official**.

- a. Annually reevaluate each employee's Incident Command System (ICS) position qualifications, including physical fitness and experience.
- b. Recommend certification or re-certification for all Area Command and Type 1 Command and General Staff positions to the Region 4 Director of Fire and Aviation Management.
- c. Sign Type 2 and lower Command and General Staff incident qualification cards.
- d. When necessary, initiate an administrative review to determine if de-certification is appropriate.
- e. Authorizes and grants certification by signing the "Agency Certification" on the inside front cover of the PTB. Only the home unit has the authority to certify an individual's qualifications (PMS 310-1).
- f. If appropriate, delegates Authority for "Certifying Official" Role/Processes in IQCS to the Primary and Alternate Account Manager. (Reference "Delegation of Authority" Form on IQCS Homepage under documents).
- g. Specify location on the unit where employee master files will be maintained.

- h. Approves the sponsoring of all Administratively Determined (AD) employees hosted by the forest and ensures they meet the qualifications and certification standards within 5109.17.
- i. Has the option to keep employee qualification records as a hard copy file or an electronic file using the IQCS upload feature. Both options must include proof of all required training, certified position task books, required license/certification and documentation for administrative actions. Hard copy files will also include current copies of the IQCS Master Record and Incident Qualification Card.
- j. Function as the Supervisor for all training requests for ADs sponsored by the forest.
- k. Provide budgetary guidelines for employee training.
- l. Provides input for local, regional, and national training needs.

3. Committees

Regional Qualifications Review Committee (RQRC)

Regional Qualification Review Committees shall review all individuals possessing Area Command and Type I Position Qualifications who are assigned in that Region.

Forest Qualifications Review Committee (FQRC)

- a. FQRC shall review all individuals possessing Type 2 or lower position qualifications, and individuals with the positions of RXM1/RXM2 or RXB1/RXB2.
- b. Ensure all employees meet and maintain the ICS qualifications in accordance with:
 - ❑ Wildland Fire Qualifications System Guide (310-1)
 - ❑ Federal Wildland Fire Qualifications Supplement
 - ❑ FSH 5109.17
 - ❑ Forest Service Fire and Aviation Qualifications Guide
- c. Develop documented employee evaluation criteria for certification, re-certification, and deferral.
- d. Makes recommendations to the Forest Fire Program Staff Officer for final certification signature.
- e. The Chair of the Committee will ensure all committee actions are documented and distributed to committee members. A copy of this documentation will be available for preparedness reviews and auditing purposes.

4. Committee Members

Some committee members of the FQRC will be assigned an area of responsibility. For that area you are responsible for the following.

- a. Counsel employees with fire qualifications on their position development and qualifications, including training and the next logical position within the Incident Command System.
- b. Encourage all fire-qualified employees to maintain their own personal copy of all fire related records.
- c. Serve as the routing point for Task Book Initiation requests, Task Book Review Requests, Non-Task Book Position requests, and annual IQCS Master Record Reviews.
- d. If assigned, enter incident experience into IQCS. (For those that are tasked with this duty, you will request access for IQCS with the roles of **Supervisor** and **Group Leader**.)
- e. Monitor the All employee, Recurrent Training, and Driver spreadsheets. Provide guidance as needed for your area of responsibility.

- f. Be available to answer questions of employees that you are the representative for.
- g. Receive and review training nominations from employees in your area of responsibility and route them to the unit training officer as appropriate.
- h. Attend local nomination prioritization meetings.
- i. Provide input for local, regional, and national training needs.
- j. Provide input on local courses and instructors.

5. Primary IQCS Account Manager/Training Officer

- a. Administer IQCS for the Forest and designate alternate Account Manager.
- b. Receive, validate, and enter data into IQCS. (Some entry may be delegated to additional IQCS access holders on the Forest.)
- c. Ensure appropriate documentation exists for all competencies that are entered into IQCS.
 - To add a non-task book position, use the **Recommendation for Certification of a Non-PTB Position** Form.
 - To add other Admin Actions or Competencies (e.g., Task Books, training, etc.) use the **Authorization to Grant Admin Actions or Competencies in IQCS** Form.
- d. Provide reports from IQCS in preparation for Qualifications Review meetings.
- e. Prepare Incident Qualification Cards for Certifying Official signature.
- f. Attend FQRC meetings and ensure all committee actions are documented and distributed to all committee members.
- g. Maintain all employee incident qualification master files.
- h. Maintain the All Employee, Recurrent Training, and Driver spreadsheets. Adjust qualifications in IQCS as needed. (Recurrent training is tracked for all fire and fuels employees, and for specified positions for all employees.)
- i. Perform a file audit on any new employee transferring to the Fishlake from another location.
- j. Relay training opportunities, schedules, and information about trainee programs to all employees.
- k. Be the final collection point for all nominations for training courses. Check nominations for accuracy and pre-requisites.
- l. Validate all nominations for the GB trainee priority program.
- m. Schedule and facilitate nomination prioritization meetings, track outcome, and relay results to employees.
- n. Submit approved nominations for courses and the GBPTP to the next level.
- o. Track status of all training nominations and relay acceptance information to employees. Route via DAFMO for non PFT employees.
- p. Collect copies of all certificates and ensure entry and upload into the IQCS database.
- q. Conduct annual Training Needs Assessment for Great Basin.
- r. Get approval to sponsor local upper division training courses (300 level and above).
- s. Maintain Training Page of the RIFC website.
- t. Serves as Chair of the Committee.
- u. Serve as Course Coordinator for locally sponsored courses.
- v. Attend other local and geographic level training priority meetings as required.
- w. Annually review and update this operating plan.
- x. Maintains Agency Administrator files in Box as directed by the Regional Office.
- y. Serves as Unit Manager for the Wildland Fire Apprentice Program.
- z. Serves as the point of contact for the EMS program and coordinates with Safety Officer.

6. Supervisors

- a. Provide for the development of the employee's skills by identifying qualification positions that are realistic in relation to the ability of the employee employee's skill level as well as their progression within the Incident command System. Confer with Fire Management to determine the needs of the local unit and Geographic Area.
- b. Ensure *the IQCS New Responder Form* is filled out and turned into the Primary IQCS Account Manager for all new employees that will have fire qualifications. This includes employees transferring in from other areas or agencies.
- c. Inform Primary Account Manager of any temporary/seasonal employees that no longer need to be active in the IQCS system.
- d. Provide approval for employees to request task books.
- e. Provide first level approval for appropriate training requests for your employees.

7. Employees

- a. Annually review Master Record and return any updates to the Forest Training Officer.
- b. Route requests for task book initiations and approvals, and Non-Task Book Position Request forms through your committee member representative.
- c. Notify the Forest Training Officer of any change in employment status so that IQCS can be updated. This includes changes in name, business phone or email, duty station, and employment type (Temporary, Career-Seasonal, Career, or Casual Hire).
- d. Ensure copies of all incident performance evaluations, task book events, annual responder updates, and completed task books, are provided to the appropriate entity.
- e. Maintain own documentation of qualifications that are consolidated and readily available upon request.
- f. Annually fill out and turn in the IQCS responder update form.
- g. Accurately and completely fill out nomination forms for training ensuring that you include the prerequisite positions, required training, and remarks section as to why you need the training.
- h. Route completed nominations to your committee member or training officer as appropriate. Nominations should be electronic unless otherwise specified.
- i. Relay any course cancellation information to the forest training officer. Be aware of any course cancellation policies that are in effect.
- j. Ensure copies of all fire training certificates are provided to the Forest training officer electronically.
- k. Annually take the Fireline Refresher as required for your qualifications.
- l. Annually submit paperwork for medical clearance and take the Work Capacity Test as required for your qualifications. **The WCT can only be taken by those that have a qualification that require it.** *Note: The WCT is intended to ensure employees are ready for the upcoming fire season. It will be administered in the spring.*

8. Instructors

All Instructors teaching local courses will:

- a. Meet requirements as established in the NWCG Standards for Course Delivery, or other standard criteria for non-NWCG training.
- b. Be familiar with the Locally Sponsored Courses and Tracking Procedures portions of this plan. Use rosters as specified.
- c. Provide Students with the opportunity to evaluate the course/instructors.

III Fishlake FQRC Operating Procedures

In addition to following all guidance in the Interagency Standards for Fire and Aviation Operations, NIMS Wildland Fire Qualifications System Guide (PMS-310-1) and Supplement, the Forest Service Fire and Aviation Qualifications Guide, and 5109.17 zero code; this section will address local procedures for the Fishlake National Forest.

1. Committee Members

Name	Position	Role/Area of Responsibility
Tyler Monroe	Fire Management Officer Fishlake National Forest	Certifying Official Supervisor of AD employees Budgetary Guidelines
Todd Murray	Assistant FMO Fishlake National Forest	<i>Supervisors Office Fishlake ADs</i>
Ken Wright*	DAFMO Fillmore RD	<i>Fillmore Ranger District Fillmore Fire Crew</i>
Jared Teeples*	DAFMO Fremont River RD	<i>Fremont River Ranger District Fremont River Fire Crew</i>
Clay Matheson*	DAFMO Beaver RD	<i>Beaver Ranger District Beaver Fire Crew</i>
Glen Chappell*	DAFMO Richfield RD	<i>Richfield Ranger District Richfield Fire Crew Backup IQCS Account MGR</i>
Russ Ivie	Fuels Program Manager Fishlake NF	<i>All Fishlake FS Fuels Personnel</i>
Brian Monroe	District Ranger Fillmore RD, FIF	Line Officer
Daniel Probert	Training Officer	Primary IQCS Account MGR Chair of Committee
Jeremiah Jones	Center Manager, RIFC	<i>Richfield Fire Center Personnel</i>

Committee Members with an *Area of Responsibility* will be the routing point for employees within their area for task book initiation requests, task book review requests, recommendation for certification of non-PTB requests, and annual IQCS Master Record reviews.

Committee members with an * by their name are also responsible for entering incident experience into IQCS.

2. Meetings

Each member of the committee in attendance at meetings has an opportunity to provide input. The Certifying Official will take the opinion of the committee members into consideration, but ultimately the Certifying Official will make the final determination on certification and training issues.

- a. **Qualifications and Certification Review Meeting:** This meeting will occur each spring and will consist of reviewing and certifying qualifications for the upcoming season. The committee chair will arrange a place, date, and time for the meeting and have required reports available.
- b. **Task book approvals:** The committee will meet as needed to review any completed task books that have been submitted for approval. These meetings can be held multiple times throughout the year and may consist of a conference call.
- c. The Committee Chair may call additional meetings if deemed necessary.
- d. A meeting will be held each fall to approve and prioritize nominations for training at UFRA, GBTC, NAFRI or any other out of area training.
- e. Meetings will be held each winter/spring to determine courses to be sponsored locally, including dates, locations, and instructors.
- f. A meeting or conference call will be held each spring to prioritize nominations to the GB Trainee Priority Program.

3. Documentation

- a. All committee decisions and actions will be documented and located with the Forest Training Officer. This documentation will be available upon request and relayed to employees as appropriate.
- b. Official master records will be located at the Fire Management Building in Richfield and maintained by the Forest Training Officer.
- c. All local training schedules will be posted to the RIFC web site.

4. Qualifications Timeline

The following timeline outlines various processes that are the responsibility of the FQRC, Employees/Supervisors, and the Primary Account Manager. These reoccur annually.

ACTION	TARGET DATE	RESPONSIBILITY
Provide copy of Incident Qualifications Master Record to all employees via committee representatives.	3/15	Primary Account Manager
Review Master Records in preparation for IQCS Update and return any updates to your committee member.	4/15	Employee/Supervisor
Certification of Incident Qualifications Cards.	5/15	FQRC
Print Incident Qualifications Cards.	6/1	Primary Account Manager
Incident Qualifications Card to Certifying Officials for signature.	6/2	Primary Account Manager
Signed Incident Qualification Cards to Units.	6/5	Certifying Official and/or Primary Account Manager

5. Qualification Review Process

a. Currency

- To maintain currency in a position you must perform that position (or another position that will maintain currency) once every 3 years for aviation, dispatch, and faller positions; and once every 5 years for all other positions.
- This must be recorded on your responder update sheet and turned in for entry into the IQCS system.
- Certain air operations positions, and SECM and SEC1, may be met by performing day-to-day operational standards. See Forest Service Fire and Aviation Qualifications Guide, Currency Requirements for details.

b. Recertification

- If currency has lapsed, the individual shall revert to the trainee level in the position for which currency has lapsed and shall be issued a position task book for the position.
- Any new training requirements that now exist must be completed.

c. Decertification

Decertification is the process of removing or reducing an individual's fire qualifications. It is not an adverse action; an employee may be recertified by following recertification procedures.

There are three causes for losing certification.

- Employee does not meet currency requirements.
- Employee voluntarily surrenders certification or requests to be qualified at a lower level.
- Employee performs actions that violate recognized standard operational or safety procedures that are determined to cause endangerment of fire management personnel of the public.

The forest fire program management staff officer is responsible for initiating an administrative review to determine if decertification is appropriate. Performance evaluations that trigger consideration of decertification shall be coordinated and tracked. Decertification of an individual's ability to perform is the responsibility of the employing line officer at the region, forest, or district level. Any individual that has been decertified has the right to appeal.

d. Positions for Which No Task Book Exists

There are many positions for which a task book does not exist. Requirements for these can be found in the Federal Wildland Fire Qualifications Supplement to NWCG PMS 310-1.

Request for certification of positions that do not have a position task book (or other established certification procedure) will be submitted to the Primary Account Manager using the *Recommendation for Certification of Non-PTB Positions form*. This form will be used as the authorization to add the position to the Incident Qualifications Card.

DRIV: To have driver added to your qualifications card the above form must be accompanied by:

- Copy of valid state issued driver's license and/or
Copy of current government driver's license
- Proof of Defensive Driving within the past 3 years

ATVO/UTVO: To have ATV or UTV operator added to your qualifications card the above form must be accompanied by:

- Proof of ATV Safety Institute (ASI) certification/training for corresponding position. (For qual to remain on card, a re-certification ride is required every 3 years.)

INVF and SECM: Although task books do exist for these positions, the FS does not require completion of task books in these positions for individuals that have completed a basic land management police training program, or a criminal investigator program conducted by the Federal Law Enforcement Training Center. For individuals meeting all specified criteria that want the position added, without completing the task book, use this form to make the request.

EMT: To have EMT added to your qualifications card you must provide your current EMT certification **and** go through the credentialing process through the National Park Service. To be a fire line EMT you must pass the Arduous WCT annually.

6. Task Book Process

- a. **Requests/Initiation:** All requests for new Position Task Books will be made on the *Task Book Request Form* and submitted to the Committee Member for your area of responsibility. Committee Members will then route the request to the Primary Account Manager who will ensure that all pre-requisites have been met and that the PTB can be entered into IQCS. The new Position Task Book will then be issued by the Primary Account Manager. Task books may be *initiated* without first completing required training, only with the approval of the ZFMO of your area. **However, all required training must be completed before task books are submitted for certification.**
- b. **Approval:** Complete task book with appropriate dates and signatures must be submitted to the Committee Member for your area of responsibility who will provide an initial review of the task book for completeness and accuracy and fill out the header of the Task Book Review Form. If the task book is not filled out correctly it will be returned to the employee and will not be considered for certification until all items are filled out appropriately.

The Committee Member will route complete task books to the Primary Account Manager who will run the IQCS responder to role report to ensure completeness of all requirements and provide a secondary review of the task book. If an employee is missing a requirement they will be notified, and the task book will not be forwarded for approval until all requirements are met.

The Primary Account Manager will submit completed task books where all requirements have been met to the FQRC for group review and approval. Task book reviews will be documented on the *Task Book Review Form*.

- c. **Certification:** The FMO will be the Certifying Official for all task books and sign the “Agency Certification” section in the front page of the PTB.

Ideally certification will occur only after group review at meetings, but if the need for certification arises between meetings (e.g., deadlines for job applications, FSFPM, nominations, etc.) the certifying official may do so at their discretion.

The desired standard for certification will be that employees need to have had at least two assignments, two different evaluators, and in two different fuel types (as appropriate).

- There may be some exceptions for having 2 different evaluators if an individual is assigned to a team and has the same trainer.
- To be signed off as a FFT1 there must be at least one assignment as part of a 20-person hand crew or Wildland Fire Module.
- To be signed off as a DIVS there must be at least one assignment with a Type 1 or 2 Incident Management Team.
- For single Resource boss, CREW is defined as 18-20 members.
- To be signed off as RXB1 or RXB2 you must complete a High (RXB1) or Moderate (RXB2) level burn plan in its entirety.
- **Ultimately the Certifying Official has the final say.**

7. Training Nomination Procedures

a. Nomination Forms

For courses listed on the Wildland Fire Learning Portal utilize the online nomination process listed there. <https://wildlandfirelearningportal.net/>

To search for courses, go to the portal and select Find Learning, Upcoming courses. You can then log in as a guest. You will now be at the search page. Enter the course name or number and select search.

For other training, if a nomination form is not provided by the training entity, use the Standard NWCG nomination form. All nominations should be filled out electronically.

https://gacc.nifc.gov/gbcc/dispatch/ut-cdc/training/docs/NWCG_Interagency_Training_Nomination_Form.docx

When filling out the nomination form it is important to fill out all sections.

***** The remarks section is becoming very important.** Do not skip it. It is used to evaluate priorities at forest, zone, and area levels. Indicate why the course is important to you as an individual employee, and if it is a forest, zone, or district need or shortage.

b. Nomination Process

The process for nominations via the Wildland Fire Learning Portal is still being developed.

All nominations for training outside the local area need to be routed through your local supervisor, the designated AFMO/ FMO for each zone, and then to the Training Officer. Once all nominations are approved and prioritized by the Training Committee, they will then either be entered into IQCS and/or forwarded as appropriate.

All course cancellations will be routed through the Training Officer.

c. Nomination Timelines

The Forest Training Officer will set nomination deadlines for receipt of nominations and notify all employees. This deadline will usually be sometime in September so that the prioritization and approval meeting can be held. Most Geographic Areas and NAFRI have their courses for the coming year listed by July.

All late nominations will be routed through the Training Officer for final processing and tracking.

d. Payment

It is the responsibility of each employee to make sure all travel and tuition is paid using appropriate management codes. The training officer does not pay any training costs that are accrued.

8. Budget

Fire and Fuels employees training expenses will be paid for by funds from their program.

For Forest Service Militia there is an Incident Training Code that can be used to attend National Wildfire Coordinating Group (NWCG) fire training. This includes salary, per diem and course tuition/fees (WFSUTR 0460). Some workshops/meetings may qualify for use of this code.

ADs that are approved to attend training can charge to WFSUAD 0460.

Expenses for locally sponsored courses will be spread among the Agencies.

9. Prioritization Process for Training Nominations

- Training necessary for current job/position requirements.
- Training necessary for certification of completed task book.
- Training necessary to maintain current fire qualification (refreshers, biennial workshops).
- Training for critical need positions.
- Training necessary for an initiated task book.
- Training for individuals with the ability to commit to assignments.
- Training necessary for position upward development.
- Previous priority nomination that was not selected.

10. Prioritization Process for Trainee Mobilization

Off Unit

Trainees will be mobilized utilizing the Great Basin Priority Trainee Program (GBPTP). Trainees must apply for this program each year by April 1. Refer to the GBPTP Website for additional information. <https://sites.google.com/a/firenet.gov/gbtp/priority-trainee-list?authuser=0>

Other

Fire management will decide other trainee assignments. This includes mobilization of trainee positions that are not included in the GBPTP, supplementing the Type 3 Team trainees, and the hosting of Type 1 or 2 Teams.

11. Locally Sponsored Courses

The Training Committee will meet each spring to discuss what courses to put on locally. If area subunit wants to host a course, they should submit their request to their area training representative who will bring the request to the training committee. Rational that will be used in determining which courses to host will include number of students, availability to attend elsewhere, difficulty of hosting course, and Lead Instructor Requirements. This schedule should be finalized by April 15.

Following this advance submittal process is the desired method to ensure that there is ample opportunity to advertise the course and increase attendance. However, due to the need for flexibility at the local stations, courses not listed on the schedule can still be put on with local approval.

100 Level Courses

- No local approval required. Advise Area Training Rep of course and turn in appropriate roster to Training Coordinator.

200 Level Courses

- Submit request to Area Training Representative who will route the request to the Training Coordinator.

300 + Level Courses. Must receive approval from Geographic Area.

- Request will be submitted by the Training Officer to the UT Zone Training Committee Chair.

The online versions of L180, S130, and S190 maybe be taken in lieu of Instructor led training, however S130 is a blended course and requires a Field Exercise Day. The preferred method of providing Basic Fire School is with an Instructor in a Group setting.

12. Tracking Procedures

When putting on local training the method of tracking is to use the rosters provided in this SOP. These are also posted on the RIFC web page. There are course specific rosters and a master blank for all other courses. **Course specific rosters include the following:**

- **S212.** Course credit will be given after the completion of the classroom portion. A Field Evaluation must be completed prior to any faller qualification being granted. Tracking of faller certification/recertification will be accomplished by providing a copy of the Chainsaw Operator Certification card to the Forest training officer.
- **RT130:** Credit in IQCS will be given to all employees with an IQCS ID. The sign in roster will be copied and filed in each attendee's official fire folder and serve as the certificate.
- **RT130 for Contractors:** A card showing proof of attendance will be generated for Contractors and sent to them at their mailing address.
- **ASI ATV and ASI UTV Training.** These are to be used for the initial and every 3-year recertification rides.
- The **Master Blank** roster can be used for all other courses and refreshers. The Central Utah Logo can be replaced with the BLM or FS logo for Agency specific training. At the completion of the course the lead instructor will identify all students that should receive credit for the course.
- **Work Capacity Test** information should be tracked on both the Work Capacity Administration Report (the list of all employees that participated in that session) and the Work Capacity Test Record (filled out for each individual and filed in their fire folder). Turn in copies of both to the training officer for tracking and filing purposes.

The WCT should only be administered to those that have a qualification that require it and can only be administered by a designated FS WCT Administrator.

Note: For courses within Central Utah that are interagency, entry into IQCS will be coordinated between the course coordinators and agency training officers.

For interagency refreshers, unless otherwise negotiated, the agency of the lead instructor will complete entry into IQCS and provide a copy of the roster to the training officer of all attendees.

Pack test results, unless otherwise negotiated, should be provided to, and entered by those employees training officer.

Recurrent Training

Specified recurrent training will be tracked on a spreadsheet for fire and fuels employees. This spreadsheet is maintained by the Training officer and is available for FS fire management via Pinyon Box. The reference tab provides detailed information on tracking procedures.

Positions that require recurrent training for qualifications, such as DRIV, ATVO and UTVO, will be tracked for all employees with that qualification.

IV Appendix -- Forms

1. **Recommendation for Certification of Non-PTB Positions**
2. **Authorization to Grant Admin Actions or Competencies in IQCS**
3. **Task Book Request Form**
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Links to these, and all other forms referenced in this SOP, can be found on the Training Page of the Richfield Fire Center Website:

<https://gacc.nifc.gov/gbcc/dispatch/ut-rfc/training.htm>

Recommendation for Certification for a Non-PTB Position

Employee Information				
Name of Employee:				
Date of Request:				
Unit where employed:				
Job Title:				
Supervisor:				
Position				
Position being requested for certification:				
Rational for certification: (Attach any supporting documentation)				
Employee should be certified as:		<input type="checkbox"/> Qualified	<input type="checkbox"/> Trainee	
Relevant Training				
I100 completed:		Date:		
IS700 completed:		Date:		
Other Related Training or experience:				
Related Assignments				
Incident Name	Date	Duration	Complexity	Evaluator
Approval				
Supervisor Signature:			Date:	
Committee Member Signature:			Date:	
Certifying Official Signature:			Date:	
Competency granted in IQCS by:			Date:	

Authorization to Enter Admin Actions or Competencies in IQCS

Employee Information	
Name of Employee:	
Unit where employed:	
Job Title:	
Admin Action/Competency	
What Admin Action or Competency needs to be granted?	
Rational:	
Approval	
Certifying Official Signature:	Date:
Admin Action/Competency Granted in IQCS by: Signature:	Date:

Form for Requesting a New Position Task Book

Name:	Date:	Requested Task Book:
Duty Station:	Agency:	Home Unit Phone #:
Position Prerequisites/Date Acquired.		
<i>You must meet all Position Prerequisites prior to be issued a new Position Task Book</i>		
/	/	
/	/	
/	/	
Missing Training Requirements		
<i>To be issued a TB prior to completing required training, you must have AFMO approval. You must complete all training requirements prior to certification.</i>		
Other active task books: <i>You can only have 6 active task books at one time and no more than 2 in any one functional area. (e.g. 2 in operations, logistics, etc.)</i>		
1.	4.	
2.	5.	
3.	6.	
SUPERVISOR SIGNATURE:		
COMMITTEE MEMBER APPROVAL:		
PRIMARY ACCOUNT MANAGER VERIFICATION:		
FS Zone/BLM Assistant FMO APPROVAL (If applicable):		

1 – After getting supervisor approval, submit this completed form to your Committee Member who will route it to the Primary Account Manager (PAM), who will ensure that all prerequisites are in place. If not, you will be informed of what is missing.

2 - If the request is accepted the PAM will initiate the PTB, make a copy of the front page for the training files, and enter the new PTB into IQCS. The new training position will be added to your qualifications card, and the initiated PTB and a new qualifications card will be sent to you.

3 – You have 3 years from the date of your first trainee experience in IQCS to complete your PTB. If no assignments are completed within 3 years from the date of initiation the PTB will expire. **Note:** *experiences that you were evaluated on need to be turned in on your experience sheets.*

4 - Once the PTB has a final evaluator, turn it into your Committee Member for routing through the approval/certification process. *Desired certification standards include a minimum of 2 assignments, 2 different evaluators, and 2 fuel types (where applicable). In certain positions (where you are assigned to a team) or certain situations, you may not be required to have 2 different evaluators. This will be determined by the Certifying Official on a case by case basis.*

5 – After the PTB is certified, the PAM will make a copy of the certification page and all evaluator pages in the back, and enter the completed PTB into IQCS. The original PTB, along with a new qualifications card, will be sent back to you.

Task Book Review Form

Employee:	Position:	Forest:
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To be filled out by committee member

Evaluation Summary

Incident Name	Complexity (Type 1-5)	Fire Location ST/UNIT	Dates of Assignment	# of shifts	Fuel Type For Ops (Grass, Brush, Timber, Slash)	Evaluator

Has an assignment been completed off unit?	Yes/No	Where:
For operations positions, what fuel types have been encountered?		Grass Brush Timber Slash
If for DIVS, has Team assignment been completed?	Yes/No	Fire:
If for FFT1, has hand crew assignment been completed?	Yes/No	Fire:
For RXB1/RXB2, has appropriate burn plan been completed?	Yes/No	RX Fire:

To be verified by IQCS Account Manager

All required training has been completed?	Yes		No		If no, what is missing?
All required training certificates are on file?	Yes		No		If no, what is missing?

		Approved		Comments
		Yes	No	
Date of Review:				
*IQCS Account Manager	Daniel Probert			
*Fishlake FMO	Tyler Monroe			
*FS Line Officer (FIF)	Brain Monroe			
AFMO Fishlake	Todd Murray			
DAFMO Fillmore RD	Ken Wright			
DAFMO Fremont River RD	Jared Teeple			
DAFMO Beaver RD	Clay Matheson			
DAFMO Richfield RD	Glen Chappell			
FS Fuels	Russ Ivie			
Center Manager	Jeremiah Jones			

***Required review for employee of your area**

Full size version posted each year in the Redbook as an Appendix. Please use the current version.

<https://www.nifc.gov/sites/default/files/redbook-files/AppendixO.pdf> or

https://www.nifc.gov/sites/default/files/redbook/appendix-docs-and-fillable-pdfs/AppendixO_fillable.pdf

WORK CAPACITY TEST RECORD

APPENDIX O

Appendix O Work Capacity Test Record

Units will document the administration of the WCT to all employees and job applicants. This documentation must be retained until the next WCT is administered. Units may also be requested to provide data from these records to assist in the evaluation of the WCT process.

Privacy Act – No employee may disclose records subject to the Privacy Act unless the disclosure is permitted under 43 CFR 2.56 or to the individual to whom the record pertains. The Privacy Act contains a criminal penalty for unauthorized disclosure of records. (5 U.S.C. 552a)

To be completed by employee:

Name (Last, First): _____ Where employed: _____

Date test taken: _____ Test administered by: (Print Name) _____

ICS position for which test is required (highest needed) _____

Performance level needed (select one):

Arduous Moderate Light

Type of test taken (select one):

Pack Test Field Test Walk Test

Work Capacity Test Descriptions:

	Pack Test	Field Test	Walk Test
Pack weight	45 lbs.	25 lbs.	None
Distance	3 miles	2 miles	1 mile
Time	45 minutes	30 minutes	16 minutes

To be completed by test administrator:

Test result time:

Employee passed test (select one): Yes No

I certify that the work capacity test was administered according to agency guidelines.

(Signature of Test Administrator) (Title) (Date)

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