

Bridger-Teton National Forest Fire and Aviation Management

Fire & Aviation Training and Qualification Program Administration Guide



2017

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1 - INTRODUCTION

1.1

The purpose of this guide is to set forth protocols for administering the incident training and qualifications program for Bridger-Teton National Forest (referred to as “Forest”) employees. This guide identifies responsibilities, actions, procedures, and timelines for the Forest to ensure there is an effective incident training and qualifications system benefitting Forest employees and the fire and aviation management program.

The Forest Service recognizes its responsibility to provide a well-qualified fire management workforce and to provide effective career counseling and support to those interested or required to participate in the fire management mission. It is crucial that all employees, at the earliest possible stage in their careers, be provided with information about positions in the fire management organization and that the agency supports their pursuit of qualifications through training and experience.

1.2 Objective

The objective of the Forest incident training and qualification program is to have a sufficient number of qualified personnel available to meet the requirements of fire and aviation management and support activities at the local, Regional and National programs, in a safe, effective, and efficient manner. This system ensures our employees meet current interagency and agency specific standards for training, experience, and physical fitness prior to being certified for wildland fire organization positions.

1.3 Policy

The [National Interagency Incident Management System Wildland and Prescribed Fire Qualifications Guide \(PMS 310-1\)](#) and [Forest Service Fire and Aviation Qualifications Guide \(FSFAQG\)](#) provide direction for fire and aviation training and qualifications. Reference the FSH 5109.17 - Fire and Aviation Management Qualifications Handbook for further policy direction for fire and aviation training and qualifications for Forest Service employees and non-agency employees hired under the Administratively Determined (AD) pay plan.

The Forest Service requires the minimum qualification standards (MQS) contained in the “Interagency Fire Program Management Qualifications and Standard (IFPM)” for identified fire positions. Additional Forest Service fire positions are covered by the “Forest Service Fire Program Management Qualification and Standards (FSPM)”. For more information on IFPM and FSPM reference the following website:

<http://www.fs.fed.us/fire/management/ifpm/index.html>

2 -RESPONSIBILITIES

2.1.1 Line Officers

Line Officers are responsible for ensuring preparation of individual training and development plans based on job performance requirements, previous experience, position management considerations (needs analyses), and career interests of their employees. Training and development plans must ensure that the employee meets all prerequisite training, experience, and other qualification standards prior to certification for wildland fire management positions.

2.1.2 Employees

Forest Service employees are responsible for their own development and should seek training opportunities that will improve their performance. Employees should take the initiative to obtain information about opportunities in fire management as either a primary or collateral responsibility. Employees should become familiar with the fire management staff on the unit they are assigned to and seek counseling for incident management job opportunities and pathways. In conjunction with their supervisor, each employee is required to prepare an individual training and development plan annually that includes near term and long term career position goals and identify formal training and work experience needed to reach those goals. Fire and aviation management positions and specific ICS positions should be included in that plan.

Employees should periodically review their training and qualifications records and keep personal copies of all pertinent documents for their records and future use.

2.1.3 Supervisors

Supervisors will review and approve an individual training and development plan annually that includes short term and long term career position goals and identify formal training and work experience needed to reach those goals. Fire/Aviation Management positions and specific ICS positions should be included in that plan.

Supervisors will ensure that FSFPM and IFPM standards are reflected in Individual Development Plans for personnel in either IFPM or FSPM positions, and opportunities to meet the standards are provided. Supervisors will ensure that subordinates are aware of FSFPM and IFPM requirements for their current and target positions.

2.1.4 Fire & Aviation Management Staff

The Zone FMO and/or Zone Training Manager is the local subject matter expert for fire and aviation management and ICS positions' qualifications policy and procedures, including training and experience requirements. The ZFMO will ensure that counseling is provided to employees to improve their understanding of fire management and ICS positions, and that experience and qualification records for unit employees are maintained. These duties may be delegated to a Zone Fire and Aviation training manager.

2.1.5 Forest Training Committee

The Training Committee’s primary job will be to ensure the accuracy and consistency of our training records. This will be accomplished by ensuring audits are being completed of all the training records. The training committee will meet annually to review training records. They will review approximately 25% of the records each year to ensure audits are being completed and that the records are consistent with associated policies. The committee will have a chair that should rotate on a biannual basis. Committee members will be identified by the Zone FMO’s and by the Fire Staff Officer/FAFMO for the SO. There will be a rep from each zone, helitack and the SO. The chair can double as the zone rep. The Training Committee will report to the FAFMO.

2.1.6 Training Managers

The Bridger-Teton National Forest (BTNF) Fire Management Officer will designate the Forest’s Fire Management Training Manager to administer the SO employees training needs and provide coordination with the Forest’s Fire Management Zones. Without a dedicated training officer position, the Forest has chosen to split the Forest Training Manager’s duties between Teton Dispatch Center Manager (Training Coordinator for the Forest), the Forest AFMO and the training committee.

- The Forest Training Managers will help develop the annual forest fire training program and represent the Forest to the Eastern Idaho/Wyoming Wildland Fire Training Committee.
- The training managers (Forest and Zone) will maintain current knowledge of both NWCG and Forest Service specific position qualifications requirements, policy and procedures Training managers will assist in training, provide counseling to zone employees, and serve as the Zone contact with the Forest’s training managers to identify training needs and opportunities, manage training nomination procedures, and document approval of nominee and completions of training.
- Training managers are responsible for documentation of fire management and IQCS position experience for Zone employees. (Zone Training managers and Leslie Porter for the SO)
- The training committee’s primary mission will be to oversee the training records. They will ensure consistency and accuracy of those records by performing audits and reviewing of responder training folders and IQCS accounts.

Bridger-Teton National Forest Zone Training Managers, IQCS Account Managers and Training Committee Members		
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Forest Training Manager	Mike Johnston	307-739-5581
Forest Training Coordinator	Heather McDonald	307-739-3303
ZONE TRAINING MANAGERS		
Supervisor’s Office	Mike Johnston	307-739-5581
North Zone	Chris Vero	307-739-5418

East Zone	Paul Hutta	307-367-5735
West Zone	Kurt Theil	307-886-5333
IQCS ACCOUNT MANAGERS		
Supervisor's Office	Leslie Porter	307-276-5824
North Zone- D4, D6	Steve Markason & Chris Vero	307-739-5418
North Zone- D4 (Helitack)	Chris Havener Tracy Stull John Filardo	307-739-5552 307-739-5555 307-739-5557
East Zone- D2, D7	Paul Hutta Nan Stinson	307-276-5827
West Zone- D1, D3	Angie Crook Cody McFarland	307-886-5336 307-888-5124
TIDC- Forest wide	Heather McDonald Heather Voster TIDC Fire Line TIDC	307-739-3303 307-739-3304 307-739-3630 307-739-3301
Training Committee Members		
Committee Chair and NZ Rep	Chris Vero	307-739-5418
Supervisor's Office	Leslie Porter/Mike Johnston (Alternate)	307-276-5824
East Zone	Nan Stinson/Paul Hutta (Alternate)	307-367-5748/ 307-367-5735
West Zone	Angie Crook/Kurt Thiel (Alternate)	307-886-5336/ 307-828-5112
Helitack	Tracy Stull	307-739-5552

3 - TRAINING

3.1 Instructors of Incident Management Training

The Forest Service complies with the instructor training requirements for certified instructors contained within the [NWCG Field Manager's Course Guide \(PMS910-1\)](#).

3.2 Fire and Aviation Management Training Nomination Procedures

3.2-1 Fire and Aviation Management Training Calendars

Fire and aviation management training calendars for the National, Great Basin, Eastern Idaho (EITC), Wyoming Fire Academy levels will be developed and published annually based on needs analyses developed for each level. Generally the National, Great Basin and Wyoming Fire Academy training catalogs are available by September 1st. The Eastern Idaho training catalog is available January 15th.

The Teton Interagency Fire group will prepare a local training calendar by February 15 of each year, including annual fire refreshers, and entry level firefighter class.

The [Teton Interagency website](#) provides access to all of these calendars.

3.2.2 Nominations for Training

Forest Zone Training Managers and the Forest Training Coordinator will work with employees to make sure that there is a clear understanding of nomination requirements and deadlines.

The procedures and their order for fire training nominations are:

- The Forest Training Coordinator will initiate the call for nominations for 300+ level courses in August of each year and set due dates for nominations in September based on the scheduled meeting of the East Idaho/Wyoming Training Zone Prioritization Meeting.
- Zone training managers will request training nominations for all zone employees, after the Forest Training Coordinator has issued the annual process for submittal of nominations. Zone training managers will review and approve each nomination and ensure nominees meet pre-requisite training, experience, and qualifications. Nominations must be signed by the employee's supervisor as well. It is recommended that training needs be determined and training nominations be completed well before the due date, because of potential conflicts with fire season commitments. Each Zone training manager will set the training priorities for their zone and then send nominations/spreadsheets to the Forest Training Coordinator by the set due date.
- The Forest Training Coordinator will compile a forest-wide spreadsheet of prioritized training nominations received from the Zone training managers. Any necessary prioritizations between the zones be determined by the Forest Training Manager with consolation from the Zone Training Managers.
- For 100-200 level classes, a list of needs per zone will be submitted to the TIF FMO group to be discussed and to determine if local offerings of the class should be scheduled. Nominations for these classes will be handled at the zone level, with coordination between supervisors, training managers and SO fire planner to track costs.

3.2.3 Training and Experience Records

Employees are responsible to provide training attendance documentation (certificates) to respective zone training managers. Local course coordinators will ensure courses are entered as completed in IQCS and maintain documentation of training put on locally.

Each Zone is responsible to establish and maintain documentation of incident management and qualifications for their employees, including annual updates. The Incident Qualification and Certification form is accessible on the Teton Interagency Fire Website at:

http://gacc.nifc.gov/gbcc/dispatch/wy-tdc/documents/administrative/Teton_IQCS_Update_Form.doc

Documentation of training and experience obtained by individual employees in the previous year will be made by completion of the Incident Qualifications and Certification System (IQCS) update form. This form should be provided to employees by unit training managers or supervisors at the beginning of fire season and updates completed by December 15 for permanent and career seasonals, update temporary employees experience record prior to their departure at the end of the season.

Zone training managers should provide employees with IQCS Master Record printouts (or electronic) with current year updates no later than December 15 each year, or sooner if job announcement opening/closing dates warrant a sooner issuance. Training managers, supervisors and employees need to coordinate on this.

3.24 Master Record IQCS Folders

Training managers in each Zone will maintain course completion documentation in individual training, experience and qualifications folders for each employee, and will enter into the IQCS database. The [FSFAQG](#) provides protocols for IQCS managers. Zones will be the official repositories for the master IQCS files and are required to keep all training and experience records in proper folders. These master IQCS files for employees will be held at the following locations:

District/Module	IQCS master record location	Maintenance responsibility
Supervisor's Office	Big Piney	Fire Business Manager
Blackrock	Jackson	NZ FMO
Jackson	Jackson	NZ FMO
Helitack	Teton Helibase	Helitack Supervisor
Big Piney	Pinedale	EZ FMO
Pinedale	Pinedale	EZ FMO
Kemmerer	Afton	WZ FMO
Afton	Afton	WZ FMO

Records must be maintained in a secure environment with access to only approved supervisors. They will be well organized and immediately available for audits or other needs.

IQCS Document Folders will be organized by the following tabs as per the **FSFAQG** Record Keeping:

1. Master Records
2. Experience records
3. Refreshers / Work Capacity Tests
4. Certifications / Training Documents
5. ICS 226 Individual Performance Ratings and other incident related performance evaluations, letters or recognitions.
6. Position Task Books – Initiation page /Certification page (front and back of the cover),and evaluation record pages. This would include those certification records for those positions that do not require taskbooks such as some of the aviation or feller qualifications.

3.2.5 Audits

IQCS records audits will be scheduled as appropriate to review, organize and update each employee file to meet [FSFAQG](#) requirements. There are several ways to verify records to complete audits. Audits will be documented in a way so that's it clear the training records comply with policy but we will not require a specific method to provide some flexibility for those performing the audits.

Audits will be ongoing process as needed to ensure records are complete and accurate. The training committee will review zone audits annually as described in the Training Committee section. Reps from each area will ensure records are being maintained annually. Reps will also ensure that master records are being updated within the folders annually as well. Any new employees will have an audit performed on their file prior to getting an Incident Qualifications Card issued. Audits will be recorded so that subsequent audits will only need to be reviewed to the point of the last documented audit. Occasionally the training committee will review all audits to ensure past audits have been performed adequately.

3.4 Great Basin Coordinating Group and Great Basin Training Center

The Great Basin Coordinating Group (GBCG) represents the Federal, Tribal, State, and local agencies and entities within the Great Basin Geographic Area, sponsors the [Great Basin Training Center \(GBTC\)](#) and its annual program of fire and aviation management training at the selected 300 and 400 levels, as well as other courses and workshops determined by geographic area needs analysis.

3.5 [Eastern Idaho Wildland Fire Training Academy \(EITC\)](#) and [Wyoming Fire Academy \(WFA\)](#)

The EITC provides fire and aviation training courses, determined by local needs analysis, at the 100, 200 and selected 300 levels. The WFA also hosts trainings at the 100, 200 and 300 levels.

3.6 Teton Interagency Fire Training

The Teton Interagency Fire group will annually provide the following annual training.

- I-100 Introduction to ICS
- I-200 Basic ICS
- S-130 Basic Firefighter Training
- S-131 Advanced Firefighter Training
- S-190 Introduction to Wildland Fire Behavior
- L-180 Human Factors on the Fireline
- Fire Safety Refresher Training– required annually for all fire-going personnel
- Work Capacity Tests – Arduous, Moderate and Light levels

In addition, the following courses should be scheduled and presented by the Teton Interagency Fire group annually as needed:

- S-200 Initial Attack IC
- S-211 Portable Pumps and Water Use
- S-212 Wildfire Power Saws
- S-215 Fire Operations in the Wildland Urban Interface
- S-219 Firing Devices and Operations
- S-260 Interagency Incident Business Management
- S-270 Basic Air Operations
- S-271 Helicopter Crewmember?
- S-290 Intermediate Fire Behavior
- L-280 Followership to Leadership

3.7 Funding Fire and Aviation Management Training

Fire training for fire and fuels funded employees will be paid for by Fire Management. Costs may include salaries, travel, per diem, tuition, and supplies as required. Since a limited amount of preparedness funds are available for training, units may have to prioritize candidates who require those funds if training is to be obtained. The following guidelines should be followed when prioritization is required:

- Regular fire-funded employees to obtain or maintain qualifications or enhance performance for their primary job in the Forest fire and aviation organization
- Regular fire-funded employees to maintain current ICS qualifications
- Regular fire funded employees to obtain qualifications for the next level job in the Forest's fire and aviation organization
- Regular fire funded employees to obtain the next level ICS qualifications

- Non-fire-funded employees are eligible to be funded for training out of a national/regional fire SU funds. They will be prioritized after regular fire funded employees.

Fire managers or line officers may deny the use of fire preparedness funds for training if the requested training is not approved on the employee’s individual training and development plan, the nomination has not been submitted and accepted according to procedures described in 3.2.2 above, or if sufficient training funds are not available.

Employees who are not regular fire-funded employees and who receive fire preparedness funding for training, workshops or meetings, including preparation for and completion of the appropriate level of Work Capacity Test, must be available for fire assignment for a minimum of 14 days during the calendar year in which fire preparedness funds are used.

4 - POSITION TASK BOOKS

4.1 Position Task Book Policy

The successful completion of all required tasks identified in the position task book (PTB) for a fire job, as determined by an evaluator(s), will be the basis for recommending certification by the Forest Fire Qualifications Review Committee (FQRC).

Table 4.1 Position task book initiation authority by functional group in Fire Management

FUNCTIONAL GROUP	FAFMO or Fire Staff Officer	ZONE TRAINING MANAGER or ZONE FMO
COMMAND	ICT3 and above	ICT4 and below
OPERATIONS	DIVS and above	STL/TFLD and below
LOGISTICS	Unit leaders and above	All others
PLANNING	Unit leaders and above	All others
FINANCE	Unit leaders and above	All others
AIR OPS	HEB1/HLCO and above	HEB2/DECK and below
RX FIRE	RXB1 and above	RXB2 and below
DISPATCH	EDSP and above	EDSD and below
PREVENTION	PETL/INTM	PETM/INVF

Prerequisite experience and training needs can be found in the FSM 5109.17, Forest Service Fire and Aviation Qualifications Guide and PMS 310-1 to determine if a PTB should be initiated. The specific prerequisites for each incident management job may be found in Forest Service Fire and Aviation Qualifications Guide.

An incident training specialist may issue PTBs to BTNF employees assigned to an incident when a request to issue the PTB has been made to the Forest resulting in agreement between the Forest AFMO or the Forest Fire Staff Officer and the employee's unit fire training manager to approve issuance. Concurrence to issue the PTB will be provided to the training specialist by the Forest AFMO, or Forest Fire Staff Officer and/or zone training manager, as appropriate (table 4.1). If an incident training specialist issues a PTB, the Forest AFMO or Forest Fire Staff Officer's name and unit contact information will appear on the front cover as the person/unit authorizing the initiation.

An individual may not have more than six active position task books at one time. No more than two task books may be in a single functional area.

Initiations of PTBs will be documented in IQCS, and the cover sheet of the PTB retained as hard copy documentation in the individual's IQCS folder.

The trainee is responsible for the PTB until it has been completed. After completion, the PTB will be forwarded through the zone training manager to the Forest AFMO or Forest Fire Staff Officer. The Forest Fire Qualifications Review Committee (FQRC) will determine whether the trainee should be certified in the position by reviewing the information provided by evaluators and recommendations provided in the documentation for each experience.

Although not required, it is recommended that trainees successfully perform in at least two assignments (on two separate incidents) in each incident management job for which a PTB is issued, under two or more qualified evaluators. Reference the PTB for instruction on types of assignments needed for specific tasks. Certification obtained with only one trainee assignment should be the exception, not the norm.

4.2 Position Task Book Procedures

The following process will be followed for initiation of position task books, evaluation of experience, and recommendation of certification.

4.2.1 Task Book Initiation

See Table 4.1 to determine who can initiate PTB's.

Position Task Books (PTB) can be initiated prior to attendance and successful completion of required training. However, Trainees cannot become fully qualified for the position until required training has been successfully completed. A Trainee must be qualified in the prerequisite position(s) before a PTB can be initiated. Agency equivalent courses, and courses that are interchangeable as identified by the NWCG Training Working Team, may be substituted for required courses. For information on interchangeable courses and course equivalency guidelines, see the [Field Manager's Course Guide, PMS 901-1](#). The employee must meet the physical fitness requirements for the trainee position.

4.2.2 Task Book Evaluation

- Reference the PMS 310-1 for information on responsibilities of trainees, coaches, evaluators and certifiers for position task books.

4.2.3 Task Book Certification

- A PTB must be completed within three years from the time the first task is evaluated. The employee to whom the task book is issued is responsible to ensure the completed PTB is signed and dated as required by the instructions. As soon as all tasks are evaluated and documented, the employee should present the PTB to his or her Zone fire training manager who will review and then forward the completed PTB to the Forest AFMO or Forest Fire Staff Officer.
- The FQRC will make the determination for certification based on the completed task book with final evaluator's recommendation and specific knowledge of the employee's experience and demonstrated capabilities.
- A PTB is valid for 3 years from the day it is initiated. Upon documentation of the first task in the PTB, the 3-year time limit is reset from that new date. If the PTB is not completed in 3 years from the date of the PTB initiation (or first task being evaluated), the PTB will expire. A new PTB may be initiated. Prior experience documented in the expired PTB may be taken into account in completion of the new PTB at the discretion of the Certifying Official. All current qualification standards identified in the Forest Service Fire and Aviation Qualifications Guide must be complete prior to certification.
- At least one incident performance evaluation will be attached to the PTB. At a minimum the certifying performance evaluation will be attached.

5 - CERTIFICATION OF QUALIFICATIONS

5.1 Position Qualifications

Training courses should be taken in ascending order of complexity based on successively higher levels of responsibility and skills in fire and aviation management. The required training identified for each position is set out in the Forest Service Fire and Aviation Qualifications Guide and PMS 310-1.

5.2 Forest Fire Qualifications Review Committee

The Forest Supervisor will establish a Fire Qualification, Review and Certification Committee (FQRC) composed of Forest and District representatives with sufficient fire management and suppression experience to assess the fire experience, performance, qualifications, and formal training of personnel being rated. The committee must include a Human Resources and Union representatives as appropriate.

The Forest Fire Qualifications Review Committee (FQRC) is established to determine certification of incident management job (ICS) qualifications of agency personnel. The Forest's Fire Staff Officer is responsible to establish and convene the FQRC annually, and to ensure a system is in place to prioritize training, development and currency assignments for employees to reach and maintain incident management job qualifications

2017 Bridger-Teton National Forest Fire Qualifications Review Committee

Forest Fire Staff Officer	Tobin Kelley, Chair
Line Officer.....	Forest Supervisor or Representative as assigned*
North Zone FMO.....	Steve Markason
Alt for the NZ.....	Chris Vero
West Zone FMO.....	Kurt Thiel
Alt for WZ.....	Eddie Taylor
East Zone FMO.....	Paul Hutta
Alt for the EZ.....	Vacant
Union Representative.....	Bill Lyons
BTNF FAFMO.....	Mike Johnston, Alternate Chair

Heather McDonald as our Forest Training Coordinator may be called upon to inform the FQRC as needed on associated topics of interest.

* The line officer representative can be the Forest Supervisor or one of the District Rangers as assigned

5.2.2 FQRC Responsibility and Procedures

The FQRC will convene at least twice a year, once in the Spring and Fall. The FQRC can be assembled as needed to review urgent certifications that may be needed to cover a critical fire management role for the program. These meetings can be accomplished on a conference call with the taskbook and associated documentation being emailed prior to the call providing ample time for review prior to the call. Meeting dates will be scheduled in advance so that ample time can be provided to incident qualifications card committee members so that they can attend.

Full committee attendance may be difficult. The committee will decide if enough representation is present to go forth with a meeting if all committee members are not present.

The following protocol will be followed:

- Completed PTBs will be scanned and emailed to the FQRC at least one week before the conference call
- A cover sheet including the IQCS audit sheet (for the position and a signature block for each FQRC member, including the line officer and union representative, will be included with the scanned copies. Audit sheets must reflect current FSFAQG requirements.
- Each FQRC member will sign the signature block prior to forwarding the completed package (PTB, cover sheet, signatures) to the Forest Fire Staff Officer for final certification.
- At least one incident performance evaluation will be attached to the PTB. At a minimum the certifying performance evaluation will be attached.

5.3 Documentation of Qualifications

Once qualifications have been certified by the FQRC, documentation of qualifications will be made on Form PMS-310-3, Incident Qualification Card (IQC). All employees who are qualified for ICS positions will be issued an IQC annually. Incident Qualifications Card expiration dates:

- a. Positions requiring work capacity tests (WCT) are valid through the fitness expiration date listed on the card. If an employee is on an emergency assignment on the date their WCT/refresher expires, they will be able to complete the assignment including any extensions. Upon return to their duty station they must complete the WCT/refresher and acquire a new Incident Qualification Card prior to accepting any new assignments.
- b. Positions not requiring WCT for issuance are valid for 13 months from the date the card was signed by a certifying official.

5.3.1 Form 310-3, Qualifications Card Signing Authority

The District Ranger may sign form PMS 310-3 issued to temporary employees on their units qualified for the following positions.

- Firefighter 1 (FFT1)
- Firefighter 2 (FFT2)

The Forest Supervisor may delegate signing authority to Forest Fire Management Officer and Forest Assistant FMO for all other positions except Area Command, Type 1 Command, General Staff and certain aviation positions.

The Regional Forester has delegated authority to sign Incident Command and Type 1 Command and General Staff Qualification Cards, to the Director of Fire and Aviation Management

5.5 Transferring Qualifications

Personnel who transfer to the BTNF from another agency and who have been certified for incident positions according to the policy of that agency will have their qualifications recognized if the qualification standard met the minimum requirements set in PMS 310-1.

5.6 Certification and Acceptance of Qualifications of Personnel Hired Under the Administratively Determined Pay Plan or as Contractors

The Forest recognizes the value of personnel who have qualifications gained by previous training and experience or obtained from non-government sources and who are available to be hired under the Administratively Determined Pay Plan (AD) for emergency support to fire preparedness and suppression activities or as private contractors.

5.6.1 Personnel Hired Under the Administratively Determined Pay Plan(AD)

Information regarding AD's can be found at:

<http://fsweb.r4.fs.fed.us/unit/fam/incidentBusiness/index.shtml>

5.6.2 Personnel Hired Under Contract

Contractors who perform fire suppression jobs for the Forest Service must meet NWCG qualifications standards established in PMS 310-1. It is the responsibility of the contractor to certify the qualifications of their employees. A contractor may self-certify qualifications following procedures set by NWCG directions.

Forest Service personnel may serve as evaluators of performance for contractor personnel holding position task books issued by their employer.

Qualifications of personnel certified by a contractor (employer) or self-certified to NWCG standards will be recognized by the BTNF, subject to satisfactory performance in the fire job(s) for which they have been certified.

All personnel assigned to contracted resources hired by the Forest must have their performance on each assignment evaluated and documented on the Incident Personnel Performance Rating form, ICS Form 225.

6 - PHYSICAL FITNESS QUALIFICATIONS

6.1 Physical Fitness Qualifications Standard; Work Capacity Test

USDA Forest Service [Work Capacity Tests for Wildland Fire Qualifications – Implementation Guide](#) serves as direction for administration of work capacity testing on the BTNF.

The work capacity test (WCT) is the physical fitness qualification standard for wildland firefighters. The WCT must be taken and passed at the appropriate level for the incident management job for which an employee is qualified through training and experience. In cases where an employee is qualified for more than one incident management job requiring different levels of fitness, the highest fitness level will be used as the standard the employee must test for and meet.

6.2 Work Capacity Test Administration

6.2.1 Work Capacity Test Administrator Certification

Zone training managers should put on an annual training, as needed, to certify prospective work capacity test administrators (individual administrators must attend the training triennially). Discussion items to cover include: Types of Work Capacity Tests, Safety, medical emergency preparedness, course parameters, equipment, documentation and general administration of the work capacity tests. Reference Appendix A of the [Work Capacity Test Administrators Guide](#) for further guidance on WCT administration.

6.3 Annual Fitness Testing Requirements

A successful (pass) WCT score is recognized for twelve (13) months from the date the test was last administered. The Forest goal is to have career and career-seasonal employees take the WCT by May 15, in the current year. Temporary employees should be tested as required as soon as practical after beginning their employment.

The safety of personnel, both the individual firefighter and those with whom they are assigned to work with, will be the foremost consideration of the physical fitness and qualifications program on the BTNF. If at any time, a fireline supervisor or unit FMO has a doubt about an employee's physical fitness for fire duty, based on observations of performance or physical condition, the employee can be made to stand down from potentially hazardous assignments and their fitness for duty re-evaluated following procedures described in the [Work Capacity Test Implementation Plan](#)

7 - FIRE TRAINING FOR ADs and CONTRACTORS

The Forest is able to pay for training costs to keep certifications and qualifications maintained for those AD's we sponsor. For AD's looking to gain additional qualifications,

they will need to bare those training costs. Once qualified though, we can then pay to maintain those new qualifications.

7.1 reference: <http://fsweb.r4.fs.fed.us/unit/fam/incidentBusiness/index.shtml>

8 - QUALIFICATIONS CURRENCY

8.1 Experience Requirements

Requirements for currency of experience are three years for air operations and expanded dispatch positions and five years for all other positions. Experience in positions, including similar ICS jobs, that meet currency requirements can be found for each position in The FSFAQG

8.2 Re-certification of Qualifications

Reference the [FSFAQG](#)

8.3 Fire Safety Refresher

The local unit shall determine the specific content of the annual fireline refresher training being delivered each year, The national [WFSTAR](#) site provides suggested content each year that meets refresher requirements.

The content must include, but is not limited to, the following core subject areas:

1. Avoiding Entrapments. Use training and reference materials to study the risk management process as identified in the Incident Response Pocket Guide and rules of engagement as appropriate to the participants, that is, LCES, Standards Firefighting Orders, Eighteen Watch-Out Situations, Wildland Fire Decision Support System (WFDSS) direction, Fire Management Plan priorities, and so forth.
2. Current Issues. Review and discuss identified “hot topics” as found on the current Wildland Fire Safety Training Annual Refresher (WFSTAR) website. Review forecasts and assessments for the upcoming fire season and discuss implications for firefighter safety.
3. Fire Shelter. Review and discuss last resort survival. Conduct “hands-on” fire shelter inspections. Practice shelter developments in applicable crew/module configurations. Do not conduct “live fire” exercises for the purpose of fire shelter deployment training.
4. Other Hazard and Safety Issues. Choose additional hazard and safety subjects, which could include SAFENET, current safety alerts, site/unit specific safety issues and hazards.

8.4 Evaluating Performance

Completed incident performance evaluations for personnel are the key to monitoring successful training and experience development and validating qualification certification and maintenance of qualifications, as well as recognizing good performance and designing corrective measures for sub-standard performance.

All BTNF personnel assigned to fire duty off-Forest or beyond the jurisdiction of neighboring cooperators should obtain an incident performance evaluation from their incident supervisor. Crews and other modules will receive a single evaluation from each supervisor during multiple operational period assignments. Individual crew and module members will be provided with a written evaluation from their module leader. Performance evaluations should be obtained prior to release and demobilization from the incident and include open discussion between the incident supervisor and evaluated employee or module leader.

Trainees will attempt to get a performance evaluation on every trainee assignment. Evaluations should be attached to the PTB for each assignment. This information will help subsequent evaluators key in on specifics where the trainee needs more experience. FQRC will use this information to aid the final certification determination.

BTNF personnel who supervise firefighters from other units assigned on the Forest will provide those individuals or modules with constructive performance evaluations before they release or demobilize the resource. Local cooperator forces engaged in support of initial attack do not require evaluations unless requested.

It is the employee's responsibility to request written performance evaluations from incident supervisors if that supervisor does not offer the evaluation.

Incident performance evaluations will be provided to the home-unit fire management officer when the employee/module returns from the assignment, reviewed for appropriate action, and placed in the employee's fire training, experience, and qualifications file.

8.5 De-Certification of Qualifications

De-certification is the process of rescinding or reducing an individual's fire and aviation management qualifications, usually due to a lapse in experience for currency, demonstrated performance deficiencies, changed physical condition, or by personal choice of the employee. De-certification is not an adverse action. An individual who has been de-certified may be re-certified according to procedures described in the FSFAQG

De-certification of qualifications based on performance must be supported by appropriate documentation, including incident performance evaluation(s) completed by a qualified fire-job supervisor/evaluator and discussed with the employee.

Appendix A- Definitions

AD	An individual who is not a regular agency employee and is hired for temporary emergency (non-recurring) service under the Administratively Determined (AD) Pay Plan and procedures. Once the emergency has ended, the individual's employment is terminated.
Certification	The process in which a manager confirms that an individual has met all minimum qualifications and is qualified to perform in a specified position based on performance. The certification is documented on a data management system program form PMS 310-3, Qualifications Card Incident Command System, to the qualified individual.
Coach	See "trainer"
Contractor	An individual (or business) that provides a certain service and/or equipment or supplies under contract to an agency.
Currency requirement	The requirement to have performed satisfactorily in a specified position within the last 5 years (3 years for aviation and dispatch positions) to maintain qualification for that position.
De-certification	The process of removing or reducing an individual's fire suppression, wildland fire use, and/or prescribed fire management position(s) qualification(s).
Employee (or regular employee)	An individual who has been hired by an agency to perform a recurring or long term job (may be career, seasonal or temporary). The individual's position and work is not emergency or incident specific and occurs before, during and following an incident(s).
Evaluator	A person who is certified in the position in which the trainee is being evaluated and who is assigned to evaluate a trainee's performance. Prior to evaluating a trainee, the evaluator must have served with successful performance in a minimum of two assignments as fully qualified in the position.
Experience	Documented, satisfactory performance in specified ICS positions that is needed to qualify for another (usually higher level) position. In the case of a trainee, satisfactory performance in the position for which the individual is seeking qualification.
Forest Qualifications Review Committee	The Forest Qualifications Review Committee (FQRC) is comprised of individuals representing the Supervisor's Office, each Fire Management Zone, human resource specialist and a union representative. The FQRC provides oversight to the training and development and qualifications process, including recommendation for approval of completed task books and certifications of qualifications. (see Appendix D for the membership of the FQRC)
Grand-fathering	Linking unrecognized or uncertified position experience and/or training together to establish a qualification. Grand-fathering is not allowed for any incident position described in FSM 5109.17.

Incident Command System (ICS)	The combination of facilities, equipment, personnel, procedures, and communications operating with a common organizational structure, with responsibility for the management of assigned resources to effectively accomplish stated objectives for an incident.
Other positions meeting currency requirements	Recognized positions in a different ICS functional area, or at an equivalent or lower level in the same function, that meet the currency requirements for another specified (5109.17) position.
Qualified individual	An employee whose agency has documented that the individual has successfully completed all requirements for training, experience, and physical fitness to be certified in a specific ICS position.
Re-certification	Re-issuance of Form PMS 310-3, Qualifications Card Incident Command System, certifying that an individual has regained qualifications for an ICS position.
Regular employee	See “employee”
Satisfactory performance	Performance by an individual that meets or exceeds the written standards for a specific ICS position as evaluated by the individual’s incident or agency supervisor.
Skill position	A position that requires specific skills and knowledge to perform on a wildland incident. Examples include firefighter, fire behavior analyst, single resource boss, prescribed fire burn boss, or ignition specialist.
Subject matter expert	A person who has a thorough technical knowledge and recent experience in performing and/or supervising the task in question. A person generally recognized among working associates as being very competent at performing the specified task.
Technical specialist	A person having specific skills, usually performed in their regular job, that are needed to support an incident’s operation. These skills/jobs are not identified as ICS positions. Examples include contracting officer, archeologist, meteorologist, and mechanic.
Trainee	An individual who has been approved by their employing agency to prepare to qualify for an ICS position through completion of formal training courses and on-the-job training. Also, a person who is attempting to demonstrate task evaluation or position performance of required job tasks under the direct supervision of an evaluator who is qualified in the position.
Trainer	A qualified individual who provides instruction to a trainee in the classroom, on the regular job, or on an incident. A trainer must be currently qualified in the position being observed and must have successfully performed in a minimum of two assignments in the position for which they are training another person.
Training manager	A person representing the forest, a ranger district or zone, or specialized unit who has been assigned the responsibility to coordinate local fire and aviation management and ICS position training

	procedures and documentation of training and experience for unit employees. The training manager is a member of the Forest Fire Qualifications Review Committee.
Training specialist	A person who identifies incident evaluation opportunities for trainees and ensures that the assignment is properly documented. On initial attack and extended attack incidents, the training specialist's duties are performed by local unit personnel.