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**This Operating Plan was  
developed using the  
Regionally approved  
Forest Qualification  
Review Committee  
Template**

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Prepared By:

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# **I. Authority, Goals, Policy, References, and Committee Members**

## **1. Authority**

Forest Service Manual (FSM 5120) requires that the Forest Supervisor establish a Forest Qualification Review Committee (FQRC) on each unit.

## **2. Goals**

The FQRC is established for oversight of the Incident Qualifications and Certification System (IQCS). The FQRC provides a process to review Region 5 personnel that perform Incident Command System (ICS) and Prescribed Fire (RX) positions. The FQRC makes recommendations to the Forest Fire Program Management Staff Officer, who serves as the Certifying Official.

## **3. Policy**

Comply with all applicable agency requirements contained within FSM 5120 (FSM 5126) FSM 6140, PMS 310-1, FSH 5109.17 and Forest Service Fire and Aviation Qualifications Guide (FSFAQG).

## **4. References**

- a. FSH 5109.17/ FSFAQG
- b. Wildland and Prescribed Fire Qualifications System Guide, PMS 310-1
- c. Field Managers Course Guide, PMS 901-1
- d. Delegation of Authority and Responsibility, FSM 1230
- e. Performance, Training and Awards, FSM 6140

## **5. Committee Members**

The FQRC 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 include (FSFAQG, Chapter 2, page 10).

- a. Forest Fire Program Management Staff Officer
- b. Line Officer Representative
- c. IQCS Administrator
- d. NFFE/Union Representative
- e. Representatives knowledgeable of unit personnel

Deliberations, rationale and decisions must be documented as appropriate to establish criteria and provide background for employee performance enhancement planning (FSFAQG, Chapter 2, page 10).

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## **II. Roles and Responsibilities**

### **1. Forest Supervisor**

- a. Establish and maintain a FQRC (FSM 5120).
- b. Facilitate fair, transparent, and effective fire and aviation management qualifications determinations by the FQRC. Include a line officer representative; provide the opportunity for a Union Official to participate on bargaining units.
- c. Ensure that fire training nomination and selection processes meet the needs of both the employee and the organization.
- d. May delegate signing authority for Incident Qualifications Card to the Forest Fire Program Management Staff Officer for Type 2 command and general staff positions. (See Appendix A for an example).
- e. Decertifies individual's ICS and RX position qualifications pursuant to administrative review.

### **2. Certifying Official**

#### **Forest Fire Program Management Staff Officer**

The Forest Fire Program Management Staff Officer, can be delegated Fire Program Management responsibility for a National Forest(s) fire program by the Forest Supervisor. If delegated:

- Serves as the Certifying Official for the Incident Qualifications Card (FSH 5109.17, 04.4.1).
  - Serves as the Certifying Official for the agency for PTB certifications. Only the certifying official from the home unit/agency has the authority to certify an individual's qualifications (PMS 310-1, page 18).
  - This authority cannot be re-delegated to the District level, except where identified in the FSH 5109.17 Chapter 04.6.
  - In the absence of the Forest Fire Program Management Staff Officer, the Forest Supervisor will maintain signatory authority as the certifying official.
- 
- a. Annually certifies every employee's ICS and RX position qualifications based on FQRC recommendations, established review and certification criteria, and employee performance in the position if delegated as the Forest Certifying Official by the Forest Supervisor. This authority cannot be re-delegated to the district level except where identified in the FSH 5109.17.
  - b. Implement a system that establishes priorities for employees to maintain currency.
  - c. Sign Type 2 Command and General Staff incident qualification cards, if delegated by the Forest Supervisor.
  - d. Sign incident qualification cards for other positions on the unit.
  - e. Ensure IQCS Individual Responders Development Plans (IRDP) are completed and included in the Individual Development Plan (IDP) (FS-6100-2).
  - f. Implement a system to establish priorities for training.
  - g. Implement a system that establishes priorities for employees to maintain currency.
  - h. Recommend certification or re-certification for all Area Command and Type 1 command and general staff positions to the Director of Fire and Aviation Management. These positions

- 
- include: Incident Commander, Safety Officer, Information Officer, Operations/Planning/Logistics/Finance Section Chiefs.
- i. Initiate administrative review to determine if decertification is appropriate.
  - j. Authorize and grant certification by signing the “Agency Certification” on the inside front cover of the PTB.
  - k. Delegate to the primary and alternate account manager(s) “Certifying Official” Role/Processes in IQCS. (Reference “Delegation of Authority” form on IQCS Homepage under documents).
  - l. Specify and communicate location(s) where responder master records will be maintained (FSFAQG, page 11, 2.22). An example is provided in Appendix A.
  - m. Ensure the incident and prescribed fire qualifications records contain documents specified in FSFAQG, page 11, 2.22.
  - n. Ensure all Administratively Determined (AD) employees “hosted” by a national forest meet qualifications and certification standards within FSH 5109.17.

### **3. Qualifications Review Committees**

#### **Regional Qualifications Review Committee (RQRC):**

- a. Shall review all individuals possessing Area Command and Type I Position Qualifications (FSH 5109.17, Zero Code).
  - Annual IQCS updates are the responsibility of the forest. When completed, send updated master record reflecting current training, WCT and refresher to the regional training specialist at WFTC. After review is completed, the incident qualification card will be printed, signed by the Director of Fire and Aviation Management (FAM) and returned to the forest.
- b. Will serve as the appeal group for individuals reviewed and recommended for decertification at the forest level (FSFAQG 2.26.4.c).
- c. Will serve as the appeal group for employees contesting a decision of non-certification by a FQRC.
- d. The home unit is responsible for review and certification of incident qualifications for their Forest Fire Chiefs and Deputies that possess Type 2 and lower qualifications. The home unit can request the RQRC to review and certify a Chief or Deputy. The home unit will send the Assistant Director, Workforce Development and Training a copy of the Chief or Deputy’s master record file. The request should also include a brief statement documenting the reason(s) for the RQRC review.

#### **Forest Qualifications Review Committee (FQRC):**

- a. Ensure all FQRC actions are documented and distributed to all committee members. Provide a copy of this documentation for preparedness reviews and auditing purposes.
- b. Review all individuals possessing Type 2 or lower position qualifications based on established review and certification criteria, and employee performance in the position.
- c. Determine employee ICS qualifications in accordance with:
  - The Wildland and Prescribed Fire Qualifications System Guide (PMS 310-1) except positions in which the Forest Service has elected to deviate from the minimums.
  - Fire and Aviation Management Qualifications Handbook (FSH 5109.17).
- d. Develop documented employee evaluation criteria for certification, re-certification, and deferral.

- 
- e. Provide recommendations to the appropriate agency certifying official or designee responsible for final certification signature.
  - f. Develop the forest shortage category list.
  - g. Develop and provide input for local, regional, and national training needs.
  - h. Develop and document training prioritization criteria.
  - i. Establish instructor validation/certification system (Field Manager's Course Guide PMS 901-1, Page 6-8).
  - j. Provide additional committee roles and responsibilities in accordance with FSH 5109.17 direction and the goals of the FQRC.

#### **4. Primary IQCS Account Manager**

- a. Administer IQCS for the forest.
- b. Designate alternate account manager.
- c. Receive, validate and enter data into IQCS. (This may be delegated to additional account managers on the forest).
- d. Provide workforce analysis/reports from IQCS for FQRC meetings as requested.
- e. Prepare incident qualification cards for certifying official signature.
- f. Review the training and experience of each employee to ensure that qualifications generated by IQCS are valid.
- g. Attend FQRC meetings.

#### **5. District Ranger**

- a. If delegated, signs incident qualification cards for temporary employees with qualifications no higher than Firefighter Type 1 (FFT1) and Type 2 (FFT2).
- b. Authorizes and grants certification for temporary employees for FFT1 and FFT2 by signing the "Agency Certification" on the inside front cover of the PTB.

#### **6. First Line Supervisor**

- a. It is the duty of all supervisors to prepare employees to function safely and effectively in the wildland fire environment. This preparation can be accomplished through training, education, experience and physical fitness training. It must be tailored to the specific fireline assignments for which employees are being prepared.
- b. Identify training that reflects the needs of the forest and region with the aid of the Forest Fire Management Program Staff Officer.
- c. Identify present and future organizational training needs and include in the annual IDP (FS-6100-2). Ensure employees work with the unit fire training officer to complete the IRDP in IQCS.
- d. Approve individual training requests.

#### **7. Employee**

- a. It is the duty of all employees to prepare themselves to function safely and effectively in the wildland fire environment. This preparation can be accomplished through training, education, experience and physical fitness training.
- b. Develop and review the IDP (FS-6100-2) and the IRDP with supervisor.

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- c. Complete and submit IQCS responder update form annually (Reference E-Z Form on IQCS homepage under documents, employee updates, if your forest does not have an experience update form developed).
  - d. Provide the training official or other designated official responsible for maintaining master file records copies of all appropriate training certificates, incident performance ratings, PTBs and verification page of the task books.
  - e. Maintain consolidated documentation of his or her qualifications, readily available upon request.

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### **III. Eldorado National Forest Qualifications Review Committee Operating Plan**

#### **1. Leaders Intent**

Eldorado National Forest employees with incident qualifications are expected and empowered to be creative and decisive, to exercise initiative and accept responsibility. They are expected to use their training, experience and judgment to set and /or operate within their leader's intent.

Demonstrated fitness for command is a requirement for leadership positions associated with firefighting. Leaders must express intent and direction with clarity based upon safe, effective and efficient bias for actions.

The FQRC will recommend certifications, prioritize training and trainee assignments based upon the needs of the Forest, interests of the employees and demonstrated successful performance of individuals that has prepared them for their next logical step in training and certification.

All Forest employees are expected to operate with a commitment to duty, respect for others and personal integrity. As such, the FQRC members *will* exercise judgment and fairness to the best of their ability.

#### **2. Committee Members**

There are a total of seven voting members: the Forest Fire Chief, Deputy Fire Chief, four Division Chiefs and one District Ranger.

Non-voting members include the Forest Training Officer/IQCS Administrator whose attendance is required at all FQRC meetings, a representative from Local 1781 NFFE (attendance not required), Forest Civil Rights Officer (attendance not required).

| <b>Title</b>                                | <b>Primary Member</b>    | <b>Recommending Member Y/N</b> | <b>Alternate Member</b> | <b>Roles/Responsibilities</b> |
|---|--------------------------|--------------------------------|-------------------------|-------------------------------|
| <b>Forest Fire Chief</b>                    | <b>Jay Kurth</b>         | <b>Y</b>                       |                         | <b>Chair</b>                  |
| <b>Deputy Fire Chief</b>                    | <b>Nickie Washington</b> | <b>Y</b>                       |                         | <b>Co-Chair</b>               |
| <b>Georgetown Division Chief</b>            | <b>Sean Ferrell</b>      | <b>Y</b>                       |                         |                               |
| <b>Pacific Division Chief</b>               | <b>Mike Noel</b>         | <b>Y</b>                       |                         |                               |
| <b>Placerville Division Chief</b>           | <b>Jason Withrow</b>     | <b>Y</b>                       |                         |                               |
| <b>Amador Division Chief</b>                | <b>Paul Leusch</b>       | <b>Y</b>                       |                         |                               |
| <b>District Ranger</b>                      | <b>Pat Trimble</b>       | <b>Y</b>                       |                         |                               |
| <b>Forest Training Officer/IQCS Manager</b> | <b>Cara Scott</b>        | <b>N</b>                       |                         |                               |
| <b>NFFE/Union Rep</b>                       |                          | <b>N</b>                       |                         |                               |
| <b>HR/Civil Rights</b>                      |                          | <b>N</b>                       |                         |                               |
| <b>Note Taker</b>                           | <b>Janette Bell</b>      | <b>N</b>                       |                         |                               |

### 3. Meetings

The FQRC will meet bi-annually or more often if the Committee Chair deems necessary. These meetings are not considered open, but if an interested individual not listed above would like to participate they must contact the FQRC chair for approval. The Committee Chair may request other specialists such as: ECC Division Chief, Forest Fuels Officer and the Battalion Chiefs. These members are not required to be present at the FQRC meetings but their participation will be valuable during certain meetings and will be requested in advance.

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#### 4. FQRC Recommendation to the Certifying Official

- a. Ensure all FQRC actions are documented and distributed to all committee members. (FSH 5109.17, 04.42.1).
- b. Recommending members may have only one vote.
- c. Recommending member tenure for the District Ranger is two years unless removed by the Forest Supervisor.
- d. The Forest Supervisor has delegated the Forest Fire Management Officer as Certifying Official. As such, the Forest Fire Management Officer has veto power over any individual's qualifications.
- e. A majority recommendation is required in all committee decisions, although the CO has final authority.
- f. Members cannot make recommendations on their own qualifications and cannot be present during decisions regarding their own status.
- g. The seven recommending members will try to reach a consensus with concurrence / approval before recommending Agency Certification for an individual's qualification in an ICS Position. If the recommending members cannot reach a majority vote, then the Certifying Official or delegated Certifying Official has the final decision making authority.
- h. If a Position Task Book is denied certification the recommending members must state the reasons of non-approval. This information will be relayed to the employee by their Division Chief and the original PTB will be returned. The employee can request a re-determination for certification only after the deficiencies have been addressed and/or further documentation is provided.
- i. Divisions Chiefs should be prepared to answer any questions or concerns the FQRC has regarding the qualifications/assignment/complexity for their employees.
- j. All midseason/in season certifications not deliberated in a meeting will be documented in writing and filed with each respective folder.
- k. FQRC decisions/votes regarding certification/decertification/blocking can be in writing (proxy vote), documented phone call, e-mail message or at set FQRC meetings, depending on the availability of the voting members.
- l. FQRC members can delegate their vote.

#### 5. Documentation

- a. Ensure all FQRC actions are documented and distributed to all committee members (FSH 5109.17, 04.42.1).
- b. Documentation of the FQRC's recommendation and decision will be placed in the employees' master record files (FSFAQG, Chapter 2.2 page 9). Refer to section 2.22 in the FSFAQG for the documentation required in the master record files

##### Required forms

The following forms are required for use.

- Appendix C, *Position Certification Decision Form*, used to document FQRC decisions in regard to: initial certification, non-certification, decertification or returned without review
- Appendix D, *RQRC Appeal Form* used to submit an appeal to the RQRC
- Appendix E, *Course Prioritization Form* used to prioritize employees for courses
- Appendix F, *Trainee Prioritization Form* used to prioritize employees trainee assignments/on the job training (OJT)

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- c. FQRC decisions/votes regarding certification/decertification/blocking can be in writing (proxy vote), documented phone call, e-mail message or at set FQRC meetings, depending on the availability of the voting members.
  - d. All Master IQCS folders will be centralized in the Forest Supervisors Office in a locked cabinet.
  - e. Blocked qualifications in IQCS need to be reviewed by the Forest Fire Management Officer, Training Officer, and Division Chiefs for employee.
  - f. An employee may request to have a qualification removed from their IQCS records. It must be requested in writing which will be filed in employees Training file.
  - g. Course prioritization and allocation will be discussed by FQRC. Decisions and rationale will be documented and made available to employees.
  - h. Trainee prioritization and allocation of assignments will be discussed by FQRC. Decisions and rationale will be documented and made available to employees.
  - i. For all meetings (live, VTC, teleconference, etc.) a note taker will be designated.
  - j. Notes will be maintained on the Forest network in the FAM folder.
  - k. This FQRC Operating Plan will be reviewed annually to reflect current members and policy.

## **6. Appeals**

There are two decisions that may be appealed, decertification and non-certification decisions. To submit an appeal, utilize the process outlined below.

### **Decertification**

The FSFQAG describes the appeal process for decertification. Refer to FSFQAG 2.26.4.c.

- a. The Forest Fire Program Manager will initiate administrative review to determine if decertification is appropriate (FSH 5109.17, 04.41.9).
- b. The Forest Supervisor decertifies individual's ICS and RX position qualifications pursuant to administrative review (FSH 5109.17, 04.4.5).
- c. Employee being reviewed for forest level decertification has appeal rights to the RQRC (FSFQAG 2.26.4.c).

### **Non-certification decisions**

An employee may appeal a local FQRC/certifying official decision of non-certification to the RQRC.

### **Appeal process for decertification and non-certification decisions**

The employee will notify their Forest Fire Program Management Staff Officer, in person or through the union, of their intent to appeal a FQRC decision.

- 1. Complete Appendix D, RQRC Appeal Form
- 2. Signed by the employee
- 3. Signed by the Forest Fire Program Management Staff Officer
- 4. Signed by the Forest Supervisor
- 5. Submit form to the Assistant Director for Workforce Development and Fire Training for review and decision by the FAM Director

## 7. FQRC Timeline

| ACTION  | DATE DUE<br>(no later than) | Employee | Supervisor | Primary Account Manager | District | IQCS | FQRC | Training Officer | Fire Management Officer |
|---|-----------------------------|----------|------------|-------------------------|----------|------|------|------------------|-------------------------|
| Review Incident Qualifications Cards and Master Records in preparation for IQCS Update  | 02/28                       |          | S          | S                       | X        |      |      |                  | S                       |
| Submit Employee's Training Needs with Division prioritization to Forest Fire Training Officer for the next years Regional & National Fire Training.                               | 04/01                       | S        | X          |                         |          |      |      | S                |                         |
| Complete data entry into IQCS for on forest training, verify regional/national training completion, and enter Fire Experience into IQCS.  | 04/30                       |          | X          | S                       | X        |      |      |                  |                         |
| Needs assessment due to Regional Training Staff   | 04/15                       |          | S          |                         |          |      | S    | X                |                         |
| Priority Trainee Lists Due  | 05/01                       |          | S          | S                       |          |      | X    |                  | S                       |
| Attend California Interagency Fire Training Officers Meeting.   | 05/10                       |          |            |                         |          |      |      | X                |                         |
| Print Incident Qualifications Card and send to Certifying Official for signature  | 05/30                       |          |            | X                       |          |      |      |                  | S                       |
| FQRC to re-prioritize candidates, and select alternates for regional/national training. Confirm course needs/number of slots from subunits to regional/national training centers. | 06/15                       |          | S          |                         |          |      | X    | S                |                         |
| Submit adjusted course allotments to Regional/National training centers   | 6/30                        |          |            |                         |          |      |      | X                |                         |
| Review and submit nominations for Out of Region courses.  | 10/15                       |          |            |                         |          |      | S    | X                |                         |
| Review and submit nominations for Regional courses.   | 11/01                       |          |            |                         |          |      | S    | X                |                         |
| IDP to be completed for the next training season  | 11/30                       | S        | X          |                         |          |      |      |                  |                         |

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## 8. Position Review Process

### a) Preparation/Logistics Prior to Meeting

Task Books will be submitted to the Division Chief at least five business days prior to the committee meeting for certification. The employee will include the check sheet/form Position Task Book Review Form for Initiation or Certification (2 separate forms) to the Division Chief who will ensure it is complete and sent with documentation to the Forest Training Officer for input into IQCS after it is approved by the delegated Certifying Official.

### b) Positions with Task Books

- a. An individual may not have more than six open PTB's at one time. No more than two of the six allowed may be in a single functional area including command and general staff, finance, logistics, operations, air operations, planning, prescribed fire, incident support and associated activities (FSFAQG, Chapter 2.23).
- b. A PTB is valid for three years from the day that it is initiated. Upon documentation of the first task in PTB, the three year timeframe is reset to that new date (PMS 310-1, page 12)
- c. 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 this document must be applied at the time of the new PTB initiation (PMS 310-1, page 12).
- d. If an individual is serving in the designated 3-year PTB completion period and an amendment to the FSFAQG is issued, the position standards, contained in the amendment apply (FSFAQG, page 10).
- e. Task books for Dispatch, Finance/Administration, Logistics, Planning and Investigation positions can be initiated before all training courses are completed on a case by case basis. The delegated Certifying Official will review each situation and make a final determination.
- f. Task books for Operations, Command and General Staff and Air Operations will typically require all training courses to be completed before a task book is initiated. Some rare exceptions may be made at the discretion of the Certifying Official. There are two exceptions to this rule: any task book requiring S-420 or S-520 should be initiated prior to attendance at either of these courses.
- g. All employees desiring to have the qualification of engine boss (ENGB) on the Eldorado National Forest will be required to complete a Regional Engine Academy before their ENGB TB can be initiated.
- h. New Task Books will not be initiated while an individual is on assignment.
- i. Minimum required training for any positions: IS-700, IS-100, S-110 or S-130 and RT-130 annually.
- j. Develop documented employee evaluation criteria for certification, re-certification, and deferral (FSH 5109.17, 04.42.4).

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- Certification to hold an ICS or prescribed fire position is determined through evaluation of performance as a trainee in the target position (if required), or in a prerequisite assignment (FSAQG, page 9).
  - The Certifying Official authorizes and grants certification by signing the “Agency Certification” on the inside front cover of the PTB (FSH 5109.17, 04.41.10).
  - Depth of experience: (complexity/duration of assignments/fuel models/ jurisdiction/geographic diversity) will be considered.
  - Evaluator Qualifications must be fully qualified at or above the PTB position for which they are serving as an evaluator.
  - For decisions of certification, use Appendix C, Position Certification Decision Form.
  - For decisions of non-certification Appendix C, Position Certification Decision Form.

### **c) Positions Without Task Books**

Certification recommendation to the FQRC will be submitted using Appendix C, Position Certification Decision Form and will consider, but not be limited to, the following criteria:

- a. Develop documented employee evaluation criteria for certification, re-certification, and deferral (FSH 5109.17, 04.42.4).
  - For positions that do not have a PTB, the FQRC shall review and recommend to the Certifying Official an individual’s certification and qualification, based on objective factors such as performance evaluations and visual observation of performance of duties of the positions (FSFAQG, Chapter 2.23.2).
  - All positions are required to complete IS-700 (HSPD-5) (FSFAQG, Chapter 2.2.8).
  - Certification to hold an ICS or RX position is determined through evaluation of performance as a trainee in the target position (if required), or in a prerequisite assignment (FSAQG, page 9).
  - Minimum required training for any positions: IS-700, IS-100, S-110 or S-130 and RT-130 annually for non-fire personnel who are seeking certification for a position with no PTB.
  - For decisions of certification, use Appendix C, Position Certification Decision Form.
  - For decisions of non-certification, use Appendix C, Position Certification Decision Form.

### **d) Technical Specialists**

Each agency is tasked by the NWCG Operations and Workforce Development Committee (OWDC) with establishing minimum certification and qualifications standards for technical specialist positions. FSFAQG, Chapter 2, Part 2, Section 2.7 provides position qualifications including training requirements, experience, physical requirements, and other positions meeting currency requirements for the technical specialist position category.

Not all technical specialist positions have been identified in the FSFAQG. A listing of approved technical specialist titles and position job codes can be found on the IQCS home

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page and are in Appendix G, Technical Specialist Positions List. These positions do not have established minimum certification and qualifications standards. If a forest desires to utilize one of these positions, they should establish their own minimum certification and qualifications standards. A suggested format is available in Appendix H, Technical Specialist Positions Minimum Certification Qualification Standards.

#### **e) Faller Qualifications**

Forest saw coordinator will coordinating saw training and certification of users and will maintain records for saw qualifications.

For fallers certified or recertified after October 1, 2014 Basic Faller, Intermediate Faller, and Advanced Faller (FAL3, FAL2, and FAL1) certification for each position must be completed in the order of FAL3, FAL2, and then FAL1 (i.e. to be certified as FAL2 the employee must be FAL3).

For consideration prior to putting any feller/sawyer qualification on the qual card:

- Sawyers possess an unrestricted Region 5 Sawyer Qualification card at the FAL1 (Advanced faller) level.
- Sawyer Qualification card must not expire prior to Incident Qualification Card expiring.
- The Forest Saw coordinator must approve of sawyers availability for mobilization.
- Sawyer must be FFT1 qualified.

The Eldorado NF will follow the Region 5 Saw Working Group's recommendation for filled orders of FAL1 Sawyers. Orders will be filled with a "module" consisting of a sawyer and swamper. The lead sawyer will be qualified at the Advanced level while the 2nd member may be qualified at the Advanced or Intermediate level.

#### **f) Instructor Qualifications, Training and Certification**

Forest Service Course Coordinators and Instructors shall comply with the training and instructor standards, as established by the National Wildfire Coordinating Group (NWCG) in the Field Manager's Course Guide, PMS 901-1 (FMCG) (FSH 5109.17, 03.3).

Certification of instructor qualifications is the responsibility of the employing agency. Instructor qualifications, training and certification standards are contained within the FMCG. Those standards can be found at the following website: [http://training.nwc.gov/sect\\_inst\\_certifications.htm](http://training.nwc.gov/sect_inst_certifications.htm) (FSFAQG, Chapter 3.11)

- Forest Service instructors must complete either the instructor requirements contained in the FMCG for 200 and 300 level courses or the National Fire

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Protection Association (NFPA) 1041, Fire Service Instructor, which the Forest Service has identified as an equivalency course, for those courses in the FMCG. (FSFAQG, Chapter 3.11).

- For any NWCG course that incorporates IAT materials, or any A courses, instructor must complete A-220, train the trainer (FSFAQG, Chapter 3.11.2).

FQRC will establish instructor validation and certification system (FSH 5109.17, 04.42.9).

- Instructors will be listed in IQCS for the specific courses they teach.
- Instructor experience will be documented on the annual IQCS update form to validate experience.

#### **g) Decertification**

Decertification of an individual's ability to perform is the responsibility of the employing line officer at the Washington Office, region, and forest or district level. Decertification records shall be maintained in the employee development folder (EDF), which is maintained by employee's work supervisor. Refer to FSFAQG Chapter 2.26 for complete explanation of the decertification process.

### **9. Prioritization Process for Training Nominations**

- a. Ensure that fire training nominations and selection process meet the needs of both the employee and the organization (FSH 5109.17, 04.4.3).
- b. Implement a system for establishing priorities for training (FSH 5109.17, 04.41.6).
- c. Develop and document training prioritization criteria (FSH 5109.17, 04.42.8).
- d. Identify training that reflects the needs of the Forest and Region with the aid of the Forest Fire Management Program Staff Officer (FSH 5109.17, 04.7.2).
- e. Use Appendix E, Course Prioritization Form.

### **10. Prioritization Process for Trainee Assignments**

- a. Trainees will be prioritized based on several factors. These include, but are not limited to:
  - a. Forest need for qualification in their current position
  - b. Date task book was opened
  - c. Task book nearing completion
  - d. District rotation
- b. Forest intent is to follow trainee prioritization list, but assignments are at the duty officer's discretion.
- c. Use Appendix F, Trainee Prioritization Form.
- d. This populates the regional priority trainee list and needs to be submitted to GATR representatives as scheduled by the region.
- e. Individuals who chose to be on the regional priority trainee list are committed for a two week period and may not take other single resource assignments. They may take team assignments and assignments with their modules.

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## 11. Prioritization Process for Mobilization of Qualified Personnel

- a. Implement a system that establishes priorities for employees to maintain currency (FSH 5109.17, 04.41.7).
- b. Prioritization for mobilization.
  - FS-FPM Trainees are PRIORITY
  - Needed to maintain currency in current qualified position
  - Trainee assignments in a critical and/or shortage position as identified by the Region and/or National office
  - Re-certification assignments due to a lapse in currency
  - Tenure/experience/proven ability to commit to needs/assignments
  - Team mobilization
  - All risk mobilization (NIMS)

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