

MONTROSE DISPATCH AREA

**INTERAGENCY
FIRE QUALIFICATION REVIEW COMMITTEE
(FQRC)
OPERATING PLAN**

**GRAND MESA UNCOMPAHGRE & GUNNSION NF, SOUTHWEST DISTRICT BLM & CURECANTI
NRA/BLACK CANYON NP**

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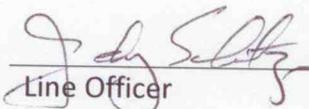
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Contents

I.	Authority, Goals, Policy, References and Committee Members.....	1
1.1.	Authority	1
1.2.	Goals.....	1
1.3.	Policy	1
1.4.	References.....	1
1.5.	Committee Members	1
II.	Roles and Responsibilities	2
2.1	Fire Qualifications Review Committee (FQRC).....	2
	Table 1: Initiation Level for Position Task Books:.....	2
2.2	Certifying Official.....	3
2.2.1	For Incident Qualifications Card:.....	3
2.2.2	For Position Task Book (PTB):.....	3
2.3	Qualification Reviews not done by this Committee.....	3
2.4	Incident Qualification and Certification System Administration (IQCS).....	3
2.4.1	Agency FMO's.....	3
2.4.2	IQCS Representatives	3
2.4.3	Supervisor.....	3
2.4.4	Employee.....	4
	Table 2: IQCS Representatives.....	4
III.	FQRC Operating Guidelines.....	4
3.1	Organization	4
3.2	Schedule	4
	Table 3: Agency Rotation of Chairperson.....	5
3.3	Voting	5
3.4	Documentation.....	5
3.5	Task Books.....	5
3.5.1	Initiation	5
3.5.2	Review Criteria	6
3.5.3	Certification.....	6
3.5.4	Completion Timelines.....	7
3.5.5	Currency	7
3.6	Decertification.....	7
3.7	Recertification	7
IV.	Appendices.....	8

Appendix A: FQRC Charter and Delegation	9
Appendix B: Position Task Book Request Form	10
Appendix C: Decision Record.....	11
Appendix D: Task Book Guide	12
Appendix E: BLM Recertification	14

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

1.1. Authority

Interagency Standards for Fire and Fire Aviation Operations page 13-1 states that each unit with fire management responsibilities will establish an Incident Qualification Card qualification and certification process. In areas cooperating with other federal, state, or local agencies, an interagency qualification and certification committee should include representatives from each unit. These qualification and certification committees provide management oversight and review of the wildland and prescribed fire positions under their jurisdiction.

1.2. Goals

The Montrose Dispatch Area Fire Qualification Review Committee (FQRC) is established for local oversight of Incident Command System (ICS) and Prescribed Fire (Rx Fire) qualifications and certifications. The committee facilitates the review process of qualifications and certifications of personnel employed by the Forest Service, Bureau of Land Management, National Park Service and State or local cooperators as allowed by policy. The committee makes recommendations to the appropriate agency administrator or designee who is responsible for final certification.

1.3. Policy

Comply with all applicable agency requirements contained within the respective Agency documents.

1.4. References

- Current year of the Interagency Standards for Fire and Aviation Operations (aka "Redbook") (available at: http://www.nifc.gov/policies/pol_intgncy_guides.html)
- Current Wildland and Prescribed Fire Qualifications System Guide dated 10/2013 (PMS 310-1) (available at: www.nwcg.gov/pms/docs/docs.htm)
- Current FS Fire & Aviation Qualification Guide dated 6/2011 (FSFAQG) (available at: <http://www.fs.fed.us/fire/publications/>)
- Current Federal Wildland Fire Qualifications Supplement to NWCG PMS 310-1 dated 2/2014 (available at: www.nwcg.gov/pms/docs/docs.htm)
- Current BLM Standards for Fire Training and Workforce Development dated 1/2014 (available at: http://www.blm.gov/nifc/st/en/prog/fire/training/fire_training.html)
- Historical PMS 310-1 (available at: www.nwcg.gov/pms/docs/docs.htm)
- Historical FSH 5109.17 (available at: www.nationalfiretraining.net)

1.5. Committee Members

The FQRC will be comprised of a variety of individuals who will contribute to making recommendations to the Certifying Official regarding the qualification of individuals for specific ICS and RX positions. FQRC membership will include individuals who have working knowledge of ICS and RX fire responsibilities/capabilities of individuals being rated. The review of qualifications of personnel will be based on criteria outlined in this document. It is the responsibility of each committee member to have a thorough working knowledge of current policies as listed as references.

The committee shall be composed of the following:

- SWD BLM Zone FMO (or Designee) – Randy Chappell
- North Zone FMO (or Designee) – Erick Stahlin
- NPS Unit FMO (or Designee) – Andy Bundshuh

- GMUG FFMO (or Designee) – Clay Fowler
- MTC Center Manager (or Designee) – Becky Jossart
- West Zone FMO (or Designee) – Corey Robinson
- Line Officer (or Designee) – Judy Schutza
- East Zone FMO (or Designee) – Pat Medina
- CDFPC West Region FMO (or Designee)* – Steve Ellis
- Training Representative/Advisor*- Lori Veo

*Denotes non-voting member

Each Zone/Unit will identify a designee with voting rights in case the designated representative is unable to attend committee meetings or conference calls. Voting member will notify the Committee Chair of his/her appointed alternate.

II. Roles and Responsibilities

The roles and responsibilities for the following positions are defined as follows:

2.1 Fire Qualifications Review Committee (FQRC)

- Ensures that qualifications generated by IQCS or other agency systems for personnel are valid by reviewing the training and experience of each employee. (Standards for Fire and Aviation Operations, Chapter 13)
- Evaluates if each employee possesses the characteristics necessary to perform the wildland and prescribed fire positions in a safe and efficient manner. (Standards for Fire and Aviation Operations, Chapter 13)
- Makes recommendations to the appropriate agency administrator or designee for final position certification.
- Ensures all committee actions are documented and distributed to all committee members. Documentation should be available for preparedness reviews and auditing purposes.
- Review all individuals possessing Type 2 or lower position qualifications based on established review, certification criteria and employee performance in the position.
- Reviews all individuals possessing Type 1 and lower prescribed fire qualifications based on established review, certification criteria and employee performance in the position.
- Ensures DOI personnel meet and maintain the ICS qualifications in accordance with the Wildland and Prescribed Fire Qualifications System Guide (PMS 310).
- Ensures Forest Service personnel meet and maintain the ICS qualifications in accordance with FS Fire & Aviation Qualification Guide (FSFAQG).

Table 1: Initiation Level for Position Task Books:

Functional Area	Resource Level	Initiation Authority
Operations	Strike team / Task Force leader and higher positions	FQRC
Command	IC3, Safety officer, PIO2	FQRC
Planning	any Unit Leader or higher	FQRC
Logistics	any Unit Leader or higher	FQRC
Finance	any Unit Leader or higher	FQRC
Prescribed Fire	RXB2 or higher	FQRC
Aviation	HEB2 or higher	FQRC
Dispatch	EDSD or higher	FQRC

**Lower level position taskbooks not identified in the above table can be initiated by local FMO's. All newly initiated position taskbooks will be announced at the next available FQRC meeting. **

2.2 Certifying Official

2.2.1 For Incident Qualifications Card:

BLM - Fire Management Officer (FMO) that has been delegated Fire Program Management responsibility may sign Incident Qualification Standards Cards for BLM personnel.

NPS - Unit Fire Management Officer (FMO) that has been delegated Fire Program Management responsibility may sign Incident Qualification Standards Cards for NPS personnel

FS - BLM - Fire Management Officer (FMO) that has been delegated Fire Program Management responsibility may sign Incident Qualification Standards Cards for FS personnel.

2.2.2 For Position Task Book (PTB):

After review and recommendation by the FQRC for approval, the respective Agency FMO will serve as the Certifying Official for a PTB.

2.3 Qualification Reviews not done by this Committee

USFS - Regional Qualification Review Committees (RQRC) shall review all individuals possessing Area Command and Type 1 Command and General Staff position qualifications.

BLM - All individuals possessing Area Command and Type 1 Command and General Staff position qualifications must be reviewed and approved by the State FMO.

NPS - Certification for Area Command and Type 1 Command and General Staff position task books will be done at the national office level; Type 2 Command and General Staff positions, and any position task books issued to park fire management officers will be certified at the regional office level. All other position task books may be certified at the local unit level by the NPS Unit FMO.

2.4 Incident Qualification and Certification System Administration (IQCS)

2.4.1 Agency FMO's

- Provide guidance and oversight for IQCS to their respective agencies.
- Schedule, conduct and attend FQRC meetings as requested or as needed.
- Initiation of higher level task book (as identified in Table 1) after completion of the task book request form (Appendix B) and FQRC review.
- Responsible for the submission of completed task books to the FQRC (ref: 3.5.3)

2.4.2 IQCS Representatives

- Receive, validate and sign IQCS Responder Update Form.
- Identify any issue, question or "data gap" in IQCS for the person/position being reviewed.
- Initiate lower level task book (as identified in Table 1) after completion of the task book request form (Appendix B).
- Responsible for the submission of task book initiation page and task book request form to FQRC.
- Responsible for the submission of completed task books to the FQRC (ref: 3.5.3).
- Prepare Incident Qualification Card for Regional and/or Unit Certifying Official signature.
- Receive, validate and enter data into IQCS for designated unit personnel.
- Provide reports or needs analysis from IQCS in preparation for FQRC meetings.

2.4.3 Supervisor

- Complete and sign the task book request form (Appendix B) after ensuring all position, training and PTB requirements are met.

- Ensure lower level task books are initiated by the designated FMO with supporting task book request form (Appendix B).
- Ensure higher level task books are brought to the FQRC for review with supporting task book request form (Appendix B).
- Advise and advocate (when feasible) on behalf of personnel when requesting either initial, recertification or certification of position task books.

2.4.4 Employee

- Complete and submit IQCS Responder Update Form before October 1st to Zone Agency Representative, with appropriate FMO validation and signature. (Reference: [Montrose Dispatch website-training tab-2014 IQCS Fire Experience Form](#))
- Keep original copies of all fire training certificates, incident performance evaluations and completed task books, this information needs to be consolidated and readily available upon request..
- Provide copies to the identified agency IQCS Representatives (See Table 2).
- Responsible for interdesinee/communicating development needs in support of wildfire.

Table 2: IQCS Representatives

Agency	Zone/District	Agency Representative
MTC	Montrose Dispatch	Becky Jossart
BLM	Southwest District	Randy Chappell
NPS	BCNP/CNRA	Andy Bundshuh
USFS	Supervisor Office (SO)	Clay Fowler
USFS	East Zone	Jim Ramirez
USFS	West Zone	Corey Robinson
USFS	North Zone	Erick Stahlin

III. FQRC Operating Guidelines

3.1 Organization

The minimum number of representatives to form a “quorum” for an official meeting must consist of at least four members. This quorum will be comprised of a Line Officer or designee, a Unit Level FMO, a Zone FMO and a Dispatch Center Manager or designee. Designees will be identified with voting rights in cases where identified representatives are unable to attend committee meetings or conference calls. These changes will be communicated to each perspective unit FMO prior to the meeting. A line officer may only delegate to another line officer.

3.2 Schedule

This committee will meet formally three times a year with a possible fourth meeting during the fire season. Meetings will be scheduled around January 15th, March 15th and September 15th every year to appropriately address timelines for preparing Incident Qualification Cards for personnel. The fourth meeting will occur (if possible) in June but this will be dependent on fire activity. Other meeting dates may be scheduled as needed and identified by the Unit and Forest FMO’s. These meetings can be done in person, via email, conference call or VTC. The designated Agency FMO will serve one year tenure (see Table 3) and will act in the capacity of chairperson for the committee. This position will be responsible for scheduling, facilitating and preparing agendas based on committee member input.

Table 3: Agency Rotation of Chairperson

USFS	2014
NPS	2015
BLM	2016

Each agency will take the lead every 3 years

3.3 Voting

Voting members have one vote and may include any or all of the following personnel who are listed in Section 1.5. Decisions must be unanimous. A “No” vote by any one member will prevent certification and/or the initiation of higher level position task books. Documentation will only reflect the overall committee decision and reasoning. Decision/reasoning will be documented on the FQRC Decision Record (Appendix C). Original documents will be returned to personnel through their perspective agency representative.

3.4 Documentation

These are general documentation procedures:

- All committee decisions and actions will be documented.
- Notes will be taken at every meeting and made available to all committee members and executives upon request.
- During teleconferences or VTC a note taker will be designated.
- All mid-season/in-season certifications or other decisions not deliberated in a meeting will be documented in writing.
- All committee documentation will be kept with the designated chairperson. Copies of committee documentation will be forwarded to the appropriate IQCS manager for inclusion into master IQCS files.
- The Montrose Dispatch Area FQRC operating plan will be reviewed annually to reflect current members and policy.
- Documentation should only include what topic was discussed and the decision made, not who discussed it and how they voted.
- Once approval for certification has been given by the FQRC and documented as such, the Agency FMO will fill out and sign the Agency Certification block within the Position Task Book. Copies will be made and filed within the perspective master IQCS file. Original position task books will be given back to personnel with record of decision from the FQRC.
- Qualifications and training for all personnel can be reviewed as needed to provide recommendations to the Agency FMOs in preparing the Incident Qualification Card.

If approval for certification is not given by the FQRC, The Zone FMO/AFMO will return the PTB to the employee with documentation of Decision Record.

3.5 Task Books

3.5.1 Initiation

The Task Book request form (Appendix B) must be completed prior to the initiation of any task book. The Zone FMO can initiate a lower level task book (See Table 1 PAGE #) after reviewing and confirming the pre-requisite qualifications and experience/training requirements for both ICS and Prescribed fire positions. The task book request form and initiation cover page will be forwarded to the FQRC to help with the coordination and/or communication of trainees within the Montrose dispatch area. Task books that are identified as higher level (See

Table 1) will have the Task Book Request Form filled out and forwarded through the appropriate agency representative to the FQRC committee chair. These will be added to the next agenda for review.

Exception: Task book initiation for Area Command and Type 1 & 2 Command and General Staff positions will follow agency specific guidelines. The burden of responsibility lies on the candidate.

3.5.2 Review Criteria

Criteria to consider when reviewing individual task books for initiation, certification, decertification and recertification:

- Completeness of Task Book: Task blocks, evaluation records, final evaluator verification and performance evaluations.
- Completion of required courses and prerequisites; IQCS Master Record and/or Responder to Role report reviewed.
- Depth and quality of experience: Complexity and duration of assignments; fuel models; jurisdiction/geographic diversity
- A minimum of two evaluators will be required before final PTB submission to the FQRC.
- Duration of the PTB: Number/length of assignments; time from initiation to completion.
- Evaluator Qualifications: Qualified at or above PTB Position. As can be determined, evaluator has successfully performed in a minimum of two incident assignments in the position for which they are evaluating. For Single Resource Boss-Crew (CRWB), crew is defined as minimum of 18 crew members.
- Additional training(s) that support position development.
- For Single Resource/Unit Leader and above, consider off-unit assignments/Type 1 or 2 assignments on unit.
- See Appendix D: Initiation to Certification Guide

An individual may not have more than six active task books at one time. No more than two of the six task books may be in a single functional area. These functional areas are Command and General Staff, Finance, Logistics, Operations, Air Operations, Planning, Prescribed fire and Incident Support and Associated Activities (examples include Expanded Dispatch or Cache Demobilization Specialists).

3.5.3 Certification

The FQRC will approve/recommend completed task books for all ICS positions for certification. The Committee can invite the supervisor to be present and advocate for the person being considered for certification as needed. For individuals that are not full time fire personnel, an advocate from within the fire organization may be identified and be available. This may occur by conference call or VTC.

The appropriate agency IQCS representative will identify any issues, questions or "data gaps" (e.g., C-302 Match Responder to Role, C-50 Qualified Master List, C-045 Position Currency Report) in IQCS for the person/position being reviewed and provide this information to the Zone FMO/AFMO. This step is necessary in order for the FMO/AFMO to assure that all position requirements have been met and any issues in IQCS have been identified prior to presentation to the FQRC for certification.

For all task book certifications to be presented to the FQRC, the appropriate Zone FMO/AFMO or designee will compile the relevant documentation to present at the next scheduled meeting. Relevant documentation will include (but is not limited to):

- Completed the consideration portion of the FQRC Decision Record Form (Appendix C)
- 10 copies of the Completed task book(s)
- Individual Firefighter Performance evaluations for each assignment
- One copy of IQCS Master Record and Person to Role Matching

Decisions must be unanimous. A “No” vote by any one member will prevent certification and/or the initiation of higher level position task books. If a PTB needs a determination made prior to a scheduled meeting, the Zone FMO or AFMO may request a special meeting of the FQRC be called by the specific Unit FMO. If scheduling a meeting of a quorum in a timely manner is not possible a conference call may be arranged. The responsible party will ensure that all participants in the conference call or VTC have received the items listed above.

3.5.4 Completion Timelines

Trainees have three years from either the date of initiation or from the first date of completed Evaluation Record #1 to complete their task book (receive Final Evaluator’s verification). If the trainee does not complete the PTB within this timeframe, the PTB will no longer be valid. A new PTB will be considered/ initiated following the task book initiation process above, but all current qualifications standards will apply (PMS 310-1/FSFAQG).

Individuals will work in one trainee position (working with one PTB) per operational period. Working on multiple Position Task Books within a single operational period does not provide the depth and quality of experience to the trainee. Quality experience is more likely to be gained by focus on providing the trainee the specialized and dedicated experience for a single position within any given operational period.

3.5.5 Currency

Currency requirements for qualified experience are 3 years for Air Operations and Dispatch positions and 5 years for all others. In many cases, currency requirements can be met by performing in a similar position as identified in PMS 310-1/Federal Wildland Fire Qualifications Supplement to NWCG PMS 310-1 - January 2014/FS Fire & Aviation Qualification Guide (FSFAQG).

3.6 Decertification

Each agency will follow their specific policy to decertify as necessary (FSFAQG and 310-1). The FQRC is not the disciplinary entity.

3.7 Recertification

If the PTB is not completed in three 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 will then apply.

For positions that currency has lapsed due to lack of assignments:

Additional for FS - 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, complete on-the-job-training if needed, complete any additional required training courses which have been added to the position for which they are attempting to recertify and requalify in the related position performance assignment.

Additional for BLM – If currency has lapsed, the individual shall revert to the trainee level position. The BLM recertification form (see Appendix E) will be initiated and the Unit FMO will determine the extent of assignments and training needed for reinstatement of the position.

IV. Appendices

- Appendix A: FQRC Charter and Delegation
- Appendix B: Position Task book Request Form
- Appendix C: Decision Record
- Appendix D: Task Book Guide
- Appendix E: BLM recertification

Appendix A: FQRC Charter and Delegation

Interagency Fire Qualifications Review Committee Charter

Committee Members: Southwest District BLM FMO; Grand Mesa, Uncompahgre and Gunnison NF FMO; NPS Unit FMO; Line Officer; BLM Zone FMO; FS East Zone FMO; FS North Zone FMO; FS West Zone FMO; Dispatch Center Representative; Montrose Zone Dispatch Training Representative.

- I. **Purpose:**
 - Provide management and oversight of the Incident and Prescribed Fire Qualification System.

- II. **Tasks:**
 - Determines employee has documented the performance necessary to perform the Incident or Prescribed Fire positions in a safe, efficient, and effective manner.
 - Make the final recommendation to the IQCS Account Manager to update the IQCS data base.
 - Ensure that all qualifications recorded in IQCS are valid by reviewing the training and experience of each carded employee. Ten percent of the record will be audited yearly.
 - Review and recommend completed task books to the certifying officials. The review will be based upon an assessment of the individual's ability to satisfactorily perform in the position. This will be based upon training assignments and recommendation of a first or second level supervisor.
 - Review Units, State/Region, and National shortage categories and champion developing people for those positions.

- III. **Committee:**
 - A quorum will be a minimum of 4 present and must consist of an Agency Level FMO, Line Officer, and a Zone FMO. Recommendations for signing any Task Book must unanimous.
 - The Committee may invite the Module Leader or supervisor to present and advocate for the person being considered for recommendation (This may occur by conference call or VTC). For individuals that are not full time fire personnel, an advocate from within the fire organization may be identified and be available.
 - Review and recommend the initiation of higher level task books.

- IV. **Meetings:**
 - The Committee will meet a minimum of three times per year. At least two meetings will be held in person
 - Additional meetings may be called on an as needed basis by the Chair.

- V. **Operating Plan:**
 - An operating plan detailing the Authority, Roles and Responsibilities and Operating Guidelines will be reviewed annually for any needed changes and updated as needed.

- VI. **Charter effect and approval:**
 - This Charter will be in effect for 5 years or until the Agency Executive Line Officers revoke this charter.
 - The signatories below agree to the procedures and policies contained in the Fire Qualification Review Committee Charter. If State and Local Cooperators participate in the future they will need to be signatory to this charter.

Superintendent; Black Canyon of the Gunnison National Park and Curecanti National Recreation Area Date

Forest Supervisor; Grand Mesa, Uncompahgre and Gunnison National Forests Date

Southwest District Manager, Bureau of Land Management Date

Appendix B: Position Task Book Request Form
Interagency Position Task Book Request Form

Individual Requesting Task Book: _____

Task Book Requested: _____ Date: _____

List most recent experience in prerequisite position(s) in a qualified status

Prerequisite Position Exp.: (Date/State/Incident Name/Position/# of shifts)

Related Training: (Title/Date Completed)

Additional Training needed prior to Certification

List number of "open" Task Books by functional area:

- _____ (Command & General Staff)
- _____ (Operations)
- _____ (Air Operations)
- _____ (Finance/Administration)
- _____ (Logistics)
- _____ (Planning)
- _____ (Dispatch)
- _____ (Prevention & Investigation)
- _____ (RX Fire)

List "open" Task Books:

An "open" Task Book is one that has been initiated but has not been completed and certified.

Requestor Name (Print): _____

Requestor Name (Sign): _____

The above named individual meets the prerequisite qualifications as outlined in the 5109.17/FSFAQG/310-1/ or BLM Standards for Fire Training and Workforce Development.

I have reviewed the following information and concur with the request:

Supervisor Signature: _____

Initiating Zone FMO acknowledging communication to Unit FMO _____

Appendix C: Decision Record

**Grand Mesa, Uncompahgre & Gunnison National Forests
UFO/GFO BLM & Black Canyon NPS/Curecanti NRA
Fire Qualifications Review Committee (FQRC)**

DECISION RECORD

CONSIDERATION (Fill to initiate topic for FQRC to consider)

Name and Date:
Position:
Background (Brief description of experience and assignment evaluations)

DECISION:

- The individual has met all of the requirements for the position and Agency Certification is granted
- All of the required classes for the position have not been completed
- The Task Book and/or the supporting documentation package have not been completed accurately and/or information is missing
- Additional assignments are needed
- Other: Alterations to the task book evaluator's page(s)
- Individual has been Decertified

Notes of the decision should be written on the back by the FQRC Chair

Certifying Official: _____
Date: _____

CONCURRENCE

Forest FMO:	BLM Unit FMO:
FS East Zone FMO:	BLM Zone FMO:
FS West Zone FMO:	NPS FMO:
FS North Zone FMO:	Dispatch Center Manager:
Line Officer:	

Appendix D: Task Book Guide

Initiation to Certification - Guide to Successful Position Qualification

Use this checklist to ensure that **your** Position Task Book (PTB) will be completed timely, and ultimately certified, by your Agency. During certification, **your** Task Book is reviewed by your supervisor, your Fire Management Officer, and then presented to the Fire Qualification Review Committee (FQRC). If recommended for approval, the Agency Unit/Forest FMO will then certify the Task Book, and **you** will be fully qualified for the position. **Inadequate or incomplete documentation in, or required with, your Task Book, will delay or halt the entire process.** Task Books, and all supplement documentation, must be complete. Signatures and other omissions may be difficult or impossible to obtain after returning from the field. **Proper, and timely initiation, completion, and certification of the Task Book is your responsibility.**

Prior to initiation.....

- Before initiation of a Position Task Book (PTB) consider and consult with fire staff, regarding course experience, prerequisites and training opportunities to meet PTB time constraints.
- Consult PMS 310-1 and supplemental requirements per agency, for position.
- Trainee can have a maximum of two PTBs in a function area and six total PTBs open at any time.
- Fill out the "Interagency Position Task Book Request Form".
 - Review completed request form with your supervisor.
 - Supervisor/ Trainee will forward form to Zone FMO.

Initiating your Task Book.....

- Fill out the Interagency Position Task Book Request Form with your supervisor or FMO.
- Once the request form is completed and Unit FMO informed the PTB will be initiated by the appropriate Zone FMO.
- Zone FMO will notify the Fire Qualification Review Committee of the PTB initiation.
- Position Task Books (PTB) are valid from 3 years of initiation. Upon documentation of the first task in the PTB, the 3-year time limit is reset from that new date.
- Remember to take PTB on all assignments, training, projects, and simulations.

Completing your task book.....

- Can only work on one trainee position and have one evaluator per operational period. (For example positions and evaluation dates should not overlap operational periods.)
- Ensure Incident/ Event coding used matches the incident you are on.
 - O = other, I = incident, W = wildfire, RX = prescribed fire, W/RX = wildfire OR prescribed fire and R = rare event.

While on assignment....Trainee should ensure each evaluation record includes

On Type 1 and 2 fires checking with the *Incident Training Specialist*, if staffed, will help having your PTB filled out correctly.

✓ Evaluator Information

- Evaluator Name, Title, Phone #,

✓ Incident Information

- Incident Name, Incident Location
- Specific number and Type of resources that are relevant to the position
- Dates including year, especially duration. Should match operational periods for that position evaluation, and should be chronological with the other assignments and initiation dates

✓ **Evaluator Recommendation**

- Recommendations and tasks accurately reflect your assignment and ability to perform the job.

✓ **Tasks**

- Tasks are initialed and dated accurately upon completion, or prior to a different evaluator or record.
- Request an Individual Performance Evaluation for each evaluation record including local assignments.
- Make a copy of the evaluation record and send to the IQCS account manager after each evaluation for incident entry.

✓ **If Evaluator is recommending trainee for certification**

- Ensure they also fill out the Final Evaluator Verification block on page 2 completely. Phone number should be current and valid

- Throughout the life of the PTB, make copies for yourself in case of loss or damage.

Prior to submitting your PTB.....

- Ensure PTB meets standards meets local FQRC standards.
 - Most positions will need **several** quality assignments to demonstrate competence. Regardless of experience outside or prior to the particular position task book. **As a minimum, all task books need at least 2 different evaluators with tasks signed to be certified.**
 - A Crew is defined as a minimum 16 firefighters.
 - Diversity, duration, and quality assignments are subjective. Off unit/type 1, 2 assignments may be needed for certain trainee position.
 - Additional training and previous task book entries will be considered, but will not minimize the standard and completeness of the PTB being considered.
- Review PTB, ensure all blocks are filled out properly, and consult with supervisor if unsure.
- Confirm evaluators have completed their pages and initialed blocks correctly
- Refer to PMS 310-1 for changes or additions in position requirements on required training and prerequisite position.
- When PTB is completed and ready for certification review it with your supervisor
- Supervisor/ Trainee will forward completed PTB to Zone FMO

Position Task Book Certification Process and Considerations

- Zone FMO will initiate the Decision Record form for consideration at the FQRC.
 - FQRC will meet up to 4 times per year if necessary.
- An advocate, who may be your supervisor, will present the PTB to FQRC.
- Approvals and Denials are documented upon completion of "Decision Record" based on the recommendations from FQRC
- The decision will be passed down from the Zone FMO to the Supervisor/Trainee

It is your responsibility to keep a file of all documentation associated with the PTB process.

BLM Recertification Evaluation

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

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

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

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

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

- Open and complete all tasks in the current PTB as outlined by the local Qualification and Certification Committee. (Note: The trainee will not need to complete the evaluation assignment if the Certifying Official chooses to have the trainee complete a PTB.)
- Complete any new "required training" courses based on the current PMS 310-1 or agency policies that have been added to the position since losing currency.
- Retake all "required training" relevant to the position based on current agency policies.
- Attend the following course(s) prior to certification: _____

Trainee Signature

Date

Certifying Official Signature

Date

Final Agency Certification

I certify that (trainee name) _____ has met all requirements for recertification in the above position and qualification has been reissued.

Certifying Official – Signature of Approval

Date

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

Assignment Information:

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

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

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

Do you recommend the individual for recertification?

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

Evaluator (name, home unit, and phone contact)

Date

Trainee Signature

Date