



PRESCOTT NATIONAL FOREST

Forest Incident Qualifications, Certification and Training Guide

(January 2014)

Forest Fire Qualifications Review Committee

Forest Fire & Aviation Program Staff Officer
(Certifying Official)

Deputy Forest Fire Staff/Forest Aviation Officer
(Alternate Certifying Official)

Line Officer
(1 calendar-year term position)

FMO, East Zone

FMO, West Zone

Forest Fire Training & Development Coordinator

Forest IQCS Account Manager

Reference the FS network for the most current version of this guide; other versions may not be updated.

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Prescott National Forest

Forest Incident Qualifications, Certification, and Training Guide

Documents Governing Qualifications, Certification, and Training: The Prescott NF will operate within the direction set forth in the most current versions of the FSH 5109.17 - *Fire and Aviation Management Qualifications Handbook*; PMS 310-1 *National Wildfire Coordinating Group Wildland Fire Qualification Systems Guide*; *Forest Service Fire & Aviation Qualifications Guide*; and the *Interagency Standards for Fire and Fire Aviation Operations*.

I. Forest Fire Qualifications Review Committee

Mission: The Forest Fire Qualifications Review Committee (FQRC) on the Prescott NF is charged with reviewing qualifications and performance of incident qualified personnel and making recommendations to the Certifying Official. The committee's intent through recommendations is to promote superior achievement and hold high expectations of a well qualified and motivated incident management workforce with a great depth in experience.

Values: The Prescott National Forest FQRC will adhere to and promote the following Leadership Values.

Duty - The FQRC has a duty to:

- Promote proficiency in the job, technically and as leaders.
- Develop future leaders and provide avenues for qualification development.
- Provide honest evaluation, feedback, and use sound judgment regarding qualifications and performance.
- Maintain situational awareness regarding Forest and national needs relative to our employees' and the Forest's needs among qualifications.

Respect - The FQRC will:

- Know and understand the abilities, expectations, and desires of our employees and managers.
- Put no employee in the position of trying to function in a qualification beyond his or her limit.

Integrity - The FQRC will:

- Exercise discretion and make judgments objectively.
- Provide options for employees to dictate their own abilities and limitations.
- Know the strengths and weaknesses within our organization and respond appropriately through development, coaching, and mentoring.
- Maintain a consistent approach and remain accountable for recommendations and review.

Committee Membership: The Prescott National Forest's FQRC is required by agency direction and its membership will follow at a minimum, the requirements in FSH 5109.17 (Fire Staff, Line Officer, and IQCS Manager).

- The Forest Supervisor and/or Fire Staff Officer may elect to host more members than the minimum direction.
- Additional subject matter experts may be called upon as necessary.
- The Forest Fire Training & Development Coordinator will administer and coordinate FQRC meetings and business.
- When a committee member's qualifications and/or certification are under review by the FQRC, that member will abstain from committee discussion.

Meeting Schedule:

- The FQRC will attempt to meet the second Tuesday of each month. As necessary, effort will be made to reschedule any missed meetings as soon as possible.
- In an effort to avoid unnecessary delays in reviewing employee Position Task Book (PTB) certifications or initiations, the FQRC may elect to hold "virtual" meetings via email or phone.
- If members are not available for meetings, business may or may not continue (or reschedule) at the discretion of the Fire Staff Officer or Deputy Fire Staff Officer.

FQRC Guide Revision & Approval: This guide will be reviewed and updated as necessary through committee input and participation. At a minimum the guide will be reviewed annually by the Fire Staff Officer and Deputy Fire Staff Officer.

Concurrence & Recommendations:

- The goal of discussions and reviews by the FQRC is consensus on recommendations.
- The Certifying Official has the authority to exercise discretion based on objective judgment and experience, in determining certification.

Certification and Decertification of Qualifications: The FQRC's role in the certification of fire qualifications is that of an advisory and review committee. Under the guidance of FSH 5109.17 and the FQRC PNF Forest Incident Qualifications, Certification, and Training Guide, the committee will review performance and evaluations of all trainees for the quality of assignments and the meeting of all requirements set forth within these documents. The committee will make recommendations for certification based on the required and recommended criteria as well as based on a collective professional judgment.

The role of the FQRC in decertification considerations is much the same as the committee's role in the certification process. In these instances, the committee will make recommendations and/or provide counsel to the requesting party (Agency Administrator, Fire Staff, Line Officer, or supervisor) based on the individuals performance and other criteria set forth in FSH 5109.17. Again, collective professional judgment as well as specific circumstances will drive the FQRC's advice on decertification.

The FQRC has no role in disciplinary or adverse actions that may be related to fire qualification decertification. The FQRC will limit its involvement in possible disciplinary

action to the direction set forth in the FSH 5109.17 and to the committee's role in reviewing fire qualification performance and ability.

Committee Role in Recommendations for Missing Records: The FQRC may play a role in maintaining and reviewing some records with missing documents as laid out in the missing qualification records process in the FSH 5109.17. The committee may be called upon to make recommendations or review specific situations and advise the Certifying Official in discretionary decisions. However, the committee's contributions and suggestions should be based on the following guidelines.

- The committee must be convinced that the individual and his or her supervisor has exhausted all options to rectify the situation as laid out in the FSH 5109.17.
- While the committee and the Certifying Official will make every attempt possible to maintain consistency in the methods leading to a discretionary decision, each individual case of lost documentation and qualification review will need to be treated as a separate and distinct case. The individual with the missing documentation and his or her performance history and ability to maintain the qualification will be as distinct as the circumstances themselves.
- There must be some knowledge of and familiarity with the individual's abilities, performance, and training history within the committee before this discretionary recommendation can be made.
- The FQRC and the Prescott National Forest will exercise good judgment and proceed with caution when performing this discretionary role.
- Documentation of the situation and request of the review should be provided to the committee and the Certifying Official, preferably from the individual in question.
- Documentation of the recommendation from the committee and the decision in the missing records must be included in the individual's official IQCS File.

Position Task Book Administration: The FQRC, Fire Managers, and other supervisors will adhere to the direction and policy found in FSH 5109.17 as well as the guidelines found here in this guide. The individual owner of the PTB and his or her immediate supervisor are responsible to ensure that all policy and protocol is adhered to and that the PTB is complete and correct before submitting it to the committee. The committee's role will be to review each consideration for initiation or certification and provide recommendations to the Certifying Official based on professional judgment, personal knowledge, and PTB Evaluation Criteria found here in this guide.

All initiations and certifications of PTBs and Incident Qualification Cards are limited to the Certifying Official or the Alternate Certifying Official. It is imperative that supervisors and trainees understand this process and review the process described in FSH 5109.17 - *Fire and Aviation Management Qualifications Handbook*; PMS 310-1 *National Wildfire Coordinating Group Wildland Fire Qualification Systems Guide*. All PTBs also contain a description of the process for completing the evaluations within a PTB. The following step-by-step process covers the entire Prescott NF PTB administration process from initiation to final certification.

- ✚ ICT5/FFT1, Single Resource Boss PTBs, and other PTBs covering multiple positions will be issued and certified separately. The PMS-310-1 allows trainees to complete common tasks in these PTBs only once. However, trainees are encouraged to treat each assignment and task, common and otherwise in these PTBs as a new opportunity to demonstrate proficiency. The FQRC and Certifying Official may question competency if common tasks are completed only once within an assignment where typical complexities associated with fireline leadership are absent.
- ✚ Resource Advisors (READ) must complete the Work Capacity Test (WCT) at the MODERATE level.
- ✚ Public Information Officers (PIO1, PIO2, POIF) must meet the Non-Escorted Visits to the Fireline requirements found in the Red Book (Interagency Standards for Fire and Aviation Operations).
- ✚ The FQRC and/or the Certifying Official may elect to require employees to complete position required training prior to initiation of a PTB.
- ✚ Back-dated assignment evaluations in PTBs, prior to the initiation of the PTB will not be accepted. It is the employee's and supervisor's responsibility to assure all criteria and PTB initiation is done prior to an assignment.
- ✚ The Certifying Official will not accept on-line versions of S-130/S-190 and S-290 as qualified training. Exceptions will only be considered in cases where such courses were completed well behind the employee's current position and current competence is well demonstrated.
- ✚ Upon completion of a qualification, individuals are expected to demonstrate proficiency as qualified before initiating the next level of qualification PTB within the same functional area; i.e. a TFLD must have satisfactory experience as a qualified TFLD prior to initiating a DIVS PTB.

1. **PTB Initiation Request:** Individuals are required to complete the Prescott NF PTB Request [Form](#) and attach it to the cover of the latest version of the PTB for which they wish to initiate. The Zone FMO's, Deputy Fire Staff Officer, and Fire Staff Officer are responsible for forwarding the PTB request to the Forest IQCS Account Manager for a qualifications check a minimum of 4 days prior to the scheduled FQRC meeting. The Zone FMO's, Deputy Fire Staff Officer, and Fire Staff Officer are the only ones who can forward PTBs for initiation to the FQRC. Initiation of a PTB during an incident/assignment is not an acceptable practice and will rarely be considered only under extenuating circumstances. It is important to note that prior to initiating a PTB, individuals must have successfully performed in a qualified capacity at the prerequisite level. An individual may not have more than six PTBs open at one time. No more than two of the PTBs may be in a single functional area. A PTB must be completed within three years of the initiation date or the first experience record. After that, a new PTB must be initiated (previous experience may be considered).

PTB Administration: Once a PTB has been initiated, the Forest IQCS Account Manager will enter the information into IQCS. A copy of the PTB and PTB

Request Form will be filed in the employee's IQCS File and the original PTB and PTB Request Form will be sent back to the individual to begin training.

2. **PTB Evaluation Criteria:** The goal with establishing evaluation criteria is to ensure greater opportunities for quality assignments, diversity in evaluators, and establish a broader and deeper experience base for our incident qualified employees. The overall goal of establishing standards has long reaching benefits to the individual, the Forest, and the Agency. The FQRC and the Certifying Official will exercise discretion in recommendations and certifications, based on sound judgment. Individual adjustments and determinations may be made as the committee and the Certifying Official review trainee evaluations, assignment history and numbers, experience, and evaluations.
 - Individual Performance Ratings are required for each assignment and/or evaluator.
 - As a general rule of thumb, three quality assignments are recommended. Factors defining "quality" include complexity, duration, location, variety of resources, and fuel type to name a few. Positions directly relating to personal safety, operational control and/or leadership will be looked at with a higher degree of scrutiny.
 - Multiple evaluators are recommended.
 - Assignments away from your assigned Unit and Module are recommended.
3. **PTB Certification Request:** The Zone FMO's, Deputy Fire Staff Officer, and Fire Staff Officer are responsible for forwarding the completed PTB to the Forest IQCS Account Manager for a qualifications check a minimum of 4 days prior to the scheduled FQRC meeting. The Zone FMO's, Deputy Fire Staff Officer, and Fire Staff Officer are the only ones who can forward PTBs for certification to the FQRC. It is imperative that the trainee has met all agency requirements and that the PTB has been completely and accurately filled out prior to submittal. Trainees in cooperation with their supervisor must ensure that the PTB adequately addresses the evaluation criteria described above. The final evaluator's block must be signed and Performance Ratings must accompany the PTB.

PTB Administration: Trainees are encouraged to make copies of the entire PTB and Performance Ratings prior to forwarding to the FQRC.

4. **FQRC Review & Concurrence:** Prior to forwarding PTBs to the Certifying Official, FQRC members will review all completed PTBs and ensure that the trainee has met all prerequisites and PTB evaluation criteria. The committee will

make recommendations for certification based on the required and recommended criteria as well as based on a collective professional judgment.

PTB Administration: FQRC members will initial page 2 of the PTB, indicating concurrence with the final evaluator's recommendation for approval and that the trainee has met all requirements and criteria.

- 5. Certifying Official Final Signature:** If concurrence and/or consensus is gained through the FQRC for final certification of a PTB, the Certifying Official (Fire Staff or Deputy Fire Staff) will provide the final certifying signature in the PTB. The FSH 5109.17 directs the Fire Staff position to be the Certifying Official for all positions below Type II Command & General Staff. The Forest Supervisor has delegated authority for Type II positions to the Fire Staff Officer. The Prescott NF Supervisor has delegated concurrent authority to the Deputy Fire Staff Officer as the Certifying Official. Final certification for all qualifications and/or PTBs will be subject to the discretion and analysis of the Certifying Official as allowed by policy, direction, and doctrinal principles.

PTB Administration – Approval: Once a PTB receives final certification the Forest IQCS Account Manager will enter it into IQCS. A copy of the original PTB cover page, final signature page, evaluation pages, performance ratings, and Prescott NF – FQRC Decision Record will be filed in the employee's IQCS File. Original paperwork along with the Prescott NF – FQRC Decision Record will be returned to the individual for personal record keeping.

PTB Administration – Denial: If a PTB is denied final approval, original copies of the PTB and all supporting documentation will be returned to the individual with a copy of the Prescott NF - FQRC Decision Record explaining the reason for the decision. A copy of this Decision Record will be made and filed in the employee's IQCS Folder.

Incident Qualifications Cards: Incident Qualifications Cards (Red Cards) will be generated on an annual basis (typically late spring) after individuals provide updates to their qualifications and experience. Individuals must submit complete and proper documentation (annual fire experience [record](#), PTBs, Work Capacity Test records, training certificates) to the Dispatch Center to ensure incident qualifications cards are accurate. Individuals can expect a one month turnaround from documentation submittal to card receipt. Printing duplicate or updated Red Cards after the initial issued card will be the exception. (Updates to individual qualifications will still occur throughout the year and be maintained within IQCS; the agency's official record.)

II. Incident Training & Development

On an annual basis (target January FQRC meeting), the Forest Training & Development Coordinator in cooperation with the Fire Management Officers will assess, review, and implement a fire training and development program for the Prescott NF. Program

design will be centered on agency needs followed by personal development. Program components will address and consider the following:

- A. Forest training and position needs utilizing the following methods:
 - Training needs analysis
 - Review of Forest's desired/needed competencies
 - Unable to Fill (UTF) resource order list
 - Position shortages in key areas at the local and national level
- B. Training identification and selection based on the following criteria:
 - Safety
 - IFPM and FS-IFPM Qualifications & Guidelines
 - Forest position needs / training needs analysis
 - Individual interest and availability
- C. Management of the Forest Wildland Fire Apprentice Program
- D. Local cooperator partnerships and goals
- E. Trends in Incident Performance Ratings

Training Courses

Identification Process:

- A. Local Training – The Forest Training & Development Coordinator in cooperation with the Fire Management Officers will maintain an annual PNF Training [Calendar](#) of locally offered training courses.
- B. Zone, Regional & National Training – A listing of courses offered at the zone, regional and national level can be found by accessing the National Wildland Fire Training Website at www.nationalfiretraining.net

Nomination Process

- A. All primary fire personnel requesting incident training will need to complete a National Wildfire Coordinating Group (NWCG) Training Nomination Form. Completed forms will be submitted to the immediate supervisor for signature. Supervisors will forward all nomination forms to the appropriate Zone FMO or Forest level Fire Management supervisor who in turn will forward them on to the Forest Fire Training & Development Coordinator. The Coordinator will then forward the nominations through the appropriate channels as determined by the level and location of the indicated training course.
- B. All non-primary fire personnel requesting incident training will need to complete a NWCG Training Nomination Form. Individuals will submit completed forms to their immediate supervisor for approval. Supervisors will submit nomination forms direct to the Forest Fire Training & Development Coordinator. The Forest

Fire Training Coordinator will route completed forms to the Deputy Fire Staff Officer for approval prior to the Training Coordinator forwarding the nominations through the appropriate channels.

* All 300-Level and higher incident training must be approved by the Deputy Fire Staff Officer.

III. Roles & Responsibilities

Fire Training & Development Coordinator

1. Develop and maintain a year round fire training schedule/calendar. Ensure the schedule is posted on the PNF internet/intranet.
2. Prior to February 1st of each year and in cooperation with Fire Managers, review and update the Forest Incident Qualifications, Certification and Training Guide.
3. Annually, distribute and manage a forest-wide fire training and qualifications needs analysis.
4. Serve as the primary contact for IFPM and FS-IFPM related matters. Work closely with the IQCS Account Manager to maintain a forest-wide IFPM database.
5. Actively participate as the primary course coordinator for fire related training hosted on the Forest. As, appropriate, assist with course development and instruction.
6. Collaborate with local, zone, and regional training specialists in a coordinated effort to produce effective and efficient training programs.
7. Work in conjunction with the FQRC to develop and prioritized needs list identifying position target levels, shortages, courses, and candidates.
8. Serve as the centralized receiving and processing point for all incident training nomination forms and selections.
9. Unless otherwise determined, serve as a Forest representative on all fire training boards and committees within the local and zone area.
10. As needed, distribute forest-wide correspondence regarding fire training availability, registration, and documentation procedures.

IQCS Account Manager

1. Ensure the Forest's IQCS is properly managed and maintained consistent with agency policy and direction.
2. Produce accurate and timely Incident Qualifications Cards to all actively managed individuals within the Forest IQCS database.
3. Ensure a copy of the delegation of authority granting you IQCS roles and responsibilities is in place and understood.
4. Conduct periodic audits/reviews of the individual IQCS records annually in cooperation with the Fire Staff Officer and/or Deputy Fire Staff Officer.
5. Provide support to the Incident Management Team (IMT) application process.

All Prescott NF Employees

1. Read and understand the intent and content of this guide. Seek clarification where necessary.
2. On an annual basis, reply to the Forest Training Needs Analysis by the deadline indicated.
3. Submit Incident Performance Ratings to the Deputy Fire Staff Officer upon completion of each incident assignment.