

CORONADO NATIONAL FOREST

Fire Qualifications Review Committee

Guide & Operating Plan

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| Recommended by: | | Date: |
| | Forest Fire & Aviation Program Staff Officer | |
| Approved by: | | Date: |
| | Forest Supervisor | |

Committee Members

- **Steve Miranda – Forest Fire & Aviation Program Staff Officer** (Certifying Official)
- **Kevin Grant – Deputy Forest Fire Staff** (Certifying Official)
- **Vacant –**
- **Everett Phillips – FMO Safford Ranger District**
- **John Garrett – Assistant FMO Sierra Vista RD**
- **Jim Copeland - District Ranger, Nogales RD**
- **Vacant –**
- **Dave Soto – Union Representative**
- **Sean Cox – Forest Aviation Officer** (ad hoc; Aviation Qualifications SME)

**Coronado National Forest
Fire Qualifications Review Committee
Guide & Operating Plan**

I. MISSION & VISION STATEMENT

Mission

The Coronado National Forest's Fire Qualifications Review Committee (FQRC) is charged with reviewing qualifications and performance of incident qualified personnel and making recommendations to the Certifying Official (Fire Staff/Forest FMO), for all incident qualifications. The FQRC also serves in other capacities regarding fire management qualifications, performance, training, and mentoring as described below in Committee Procedures & Tasks and directed by FSH 5109.17. The committee, its goals, and recommendations contribute to and enhance uniformity, equity, and cohesiveness within the Coronado National Forest's incident qualifications management.

Vision Statement

Through a committed presence and through the promotion of leadership values on the Coronado National Forest, the FQRC will contribute to meaningful careers in fire management and the support thereof. By promoting superior achievement and holding high expectations, the FQRC envisions a highly qualified and motivated fire management workforce with a great depth and richness in experience that will benefit the incident management community beyond the reaches of the Coronado National Forest.

Values

The Coronado 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.
- make an effort to resolve certification conflicts immediately.

- share information readily with employees and managers.
- approach qualification and certification review as a team and within a Forest-wide, agency-wide, and community-wide perspective.
- monitor and review qualifications and performance for the good of the employee first and the Forest second.
- put no employees in the position of trying to function in a qualification beyond his or her limit.

Integrity The FQRC will:

- seek opportunities and provide options for employees to dictate their own abilities and limitations in reference to certification, evaluation, and training periods.
- know the strengths and weaknesses within our organization and respond appropriately through development, coaching, and mentoring.
- understand the human factors within each individual and the committee and maintain sensitivity, yet uphold honesty first.
- maintain a consistent approach and remain accountable for it's recommendations and review.

II. COMMITTEE PROCEDURES & TASKS

Documents Governing FQRC Business/Authorities. The FQRC will exist and operate within the direction set forth in the FSH 5109.17; *Fire and Aviation Management Qualifications Handbook*, PMS 310-1; *Wildland and Prescribed Fire Qualifications System Guide*, the *Interagency Standards for Fire and Fire Aviation Operations*, and the *Coronado National Forest Fire Qualifications Review Committee Guide & Operating Plan*.

Committee Membership. The Coronado National Forest's FQRC is an administrative committee. As such, its existence is required by agency direction and its membership will follow at a minimum, the requirements in FSH 5109.17 (Fire Staff, Line Officer, IQCS Administrator, and local NFFE representative). Additions to this FQRC membership will include the Deputy Fire Staff, two module leaders, a District FMO, District AFMO, and as needed the Forest Aviation Officer. Additional subject matter experts may be called upon as necessary. Attempts will be made to have a broad representation from as many Districts as possible among committee membership. Individual membership to the committee may be recommended to the FQRC by Line Officers. The Forest Fire Staff, Forest Deputy FMO, or IQCS Administrator will, be the Chair of the FQRC. Failure of any member to participate will not obstruct any of the committee's efforts or forward progress. The FQRC will carry a standing member who's role will be to fill in as needed for any absent member. As standing members notify the Chair of the FQRC of an absence or inability to participate in committee business temporarily, the Chair will contact the standing "back-up" member to fill in. To maintain continuity and efficiency in committee business, the "back-up" member will be provided any FQRC business, but will only be called upon to respond to that information/business by the Chair as necessary. Membership or member participation will be evaluated and subject to the discretion

of the Committee Chair or the committee itself as necessary. Participation in the FQRC by the local NFFE will be determined at the discretion of the local representative.

Membership Tenure. The Forest's Fire Staff, Deputy Fire Staff, and IQCS Administrator will maintain a permanent position within the committee. Tenure for the other members of the committee will be two years. Through rotation and attrition, the committee will attempt to avoid replacement of all members in a single year.

Meeting Schedule. The FQRC will meet as a group, a minimum of twice annually, with the intention of meeting once in the fall and once in the spring of each year. The Chair will implement virtual meetings for interim PTB administration needs and/or for other FQRC business that may be conducted by email or phone. For such "virtual" meetings relating to individual certification and qualification, the Chair will include the following information in the memo to the committee members: individual's name, qualification/PTB before the committee, description of the PTB evaluation blocks and training assignments, remarks relative to prerequisites, individual's current position on the Forest and/or within the fire program, and performance and/or abilities as related to the qualification before the committee. To facilitate the narrative process of the virtual meetings, the DFMO and/or the individual's supervisor is encouraged to provide some background information, to the Chair, relevant to the individual and the qualification before the committee. The individual being evaluated should ensure that incident evaluations accompany PTB submissions as well as with any assignment.

Any member of the committee, line, or fire leadership may call upon the Chair to call an impromptu virtual meeting for important FQRC business. The Chair will consult with the party making the request as to the best and appropriate meeting action. Committee members should anticipate the need for impromptu formal and virtual meetings throughout the year, aside from those scheduled bi-annually.

Rules of Concurrence. Unanimous concurrence on recommendations for certification is desired. In cases where unanimous concurrence can not be gained, active discussion will take place to seek compromise and remedy concerns. If unanimous concurrence can not be achieved, the committee will seek consensus. If consensus (or a "can live with") decision is not achievable, the utmost care will be taken to avoid adversely effecting the needs of the individual who is before the committee for recommendation and advice will be passed back for further evaluation to the individual through the chain of command. If a committee member has an excused absence, fails to reply in a timely manner, or if is unavailable for input into a committee decision, advice, or ruling, the Committee Chair will document the absence and the committee's decision to move forward. In the event of a committee member's qualifications and/or certification being under review by the FQRC, that specific committee member will abstain from providing input and the remaining members will proceed as normal.

Position Taskbook (PTB) Administration. The FQRC, Fire Managers, and other supervisors will adhere to the directions and policy found in FSH 5109.17 as well as the guidelines and requirements found in the FQRC's PTB Administration section of 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 completed and correct before submitting for review by the committee. The committee's role will be to review each consideration for certification and provide recommendations to the Certifying Official based on professional judgment, personal knowledge, and Coronado FQRC criteria.

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 PTB Administration Manual, 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 individual's 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 Coronado 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 official training/qualifications file and noted appropriately in IQCS.

Training Needs Assessment and Information Dissemination. The FQRC's input will be sought annually as the Coronado National Forest and Southeast Zone assesses needs for incident qualifications training. Consideration for needed qualifications on the Forest, within the Zone, and nationally will be considered when the FQRC provides input to the annual training needs assessment. Members of the committee are expected to assist in distributing and/or advising on annual training in the zone or region.

Guidance and Mentoring. The FQRC may, and is encouraged to, provide advice to individual trainees regarding formal training, training assignments, and the pursuit of further qualifications. The committee should be able to provide advice on quality training assignments and proper PTB administration. The committee as a group or individually should be prepared to play this role to employees of the Coronado National Forest.

Members of the FQRC are expected to be Subject Matter Experts (SME) on committee business, PTB administration, and the direction contained within the FSH 5109.17 on each unit (District or Supervisor's Office). As SMEs, the committee members must be familiar with agency policy and FQRC protocol to facilitate questions and guidance to Coronado National Forest personnel on his or her respective units. Any member may call upon the committee or the Chair for further guidance on questions or advice that can not be resolved at the unit level. The FQRC and/or the Chair may in turn, defer to the Regional Office for further guidance if necessary.

FQRC Guide Revision & Approval. This guide will be reviewed and updated as necessary through committee participation. The two annual meetings will be targeted as the occasions in which discussions and approval of edits will occur. However, if needs to amend are identified in the interim periods, edits may be made with notifications to and discussions with the committee. The guide itself will be reviewed by the Forest Fire Staff and Forest Supervisor every three (3) years for signature.

III. TASK BOOK ADMINISTRATION

All Position Task Books (PTBs) issued, or to be issued to Coronado National Forest employees will be initiated according to the tables below. The level of initiation is limited to the Forest Fire Staff Officer or the Deputy Forest Fire Staff Officer (indicated by ‘STAFF’ in the tables below), the District Fire Management Officer (indicated by ‘DFMO’), or the Tucson Dispatch Center Manager (indicated by ‘CM’). Some aviation PTBs can be initiated by the Forest Aviation Officer (indicated by ‘FAO’). PTBs for AD employees will be initiated by STAFF only. PTBs for some higher level qualifications must be forwarded to the Regional Office (indicated by ‘RO’) for final certification. Per the direction contained within the FSH 5109.17, PTBs for Coronado National Forest employees must be initiated by the home unit and may not be initiated by anyone outside those identified in the tables below. Supervisor’s approval must accompany all requests for newly initiated taskbooks. For Incident Commander, Burn Boss, Fire Use Manager, and Command and General Staff positions, Line Officer support and recommendation is required for taskbook initiation. All certifications of PTBs and Incident Qualification Cards is limited to the Certifying Official, the Forest Fire Staff Officer by delegation from the Forest Supervisor. In some cases, the Deputy Forest Fire Staff Officer, under a similar delegation, may certify incident qualifications.

Since neither the FSH 5109.17, nor the PMS 310-1 contain specific direction on the level of authority for initiating PTBs, the Coronado National Forest and its Fire Qualifications Review Committee (FQRC) has based this authority for initiation of PTBs, similar to the signatory authority for position qualifications cards (PMS 310-3 or Red Cards). The table below allows for the initiation of some basic level PTBs at the District Level. The authority to initiate the majority of the PTBs in all ICS functional areas is held at the Forest Fire STAFF level. The following step-by-step process covers the entire PTB administration process from initiation to final certification for the Coronado NF.

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* and PMS 310-1; *Wildland and Prescribed Fire Qualifications System Guide*. All PTBs also contain a description of the process for completing the evaluations within a PTB.

1. **MEET PREREQUISITES:** The DFMO or District Assistant Fire Management Officer (DAFMO), or other responsible supervisor will ensure that the trainee meets all Forest Service requirements found in the FSH 5109.17, and have the appropriate level of Line Officer or supervisor support (see above), prior to initiating or requesting the initiation of a new PTB. The DFMO or DAFMO, or other responsible supervisor must maintain an accurate and complete record of an individual’s training and qualification history. (FSH 5109.17) The individual trainee and the party responsible for initiation share in this records-keeping responsibility.

The Coronado FQRC recognizes the need for foundational education as it pertains to aviation trainee positions. As such, S-271 Helicopter Crewmember, A-219 Helicopter Long-line training, and A-110 Aviation Transport of Hazardous Materials are required training PRIOR to Helicopter Crewmember position task books being opened.

2. **COPY OF INITIATED PTB COVER:** A copy of the cover, with an assigned name and date, of all newly initiated PTBs will be sent to the IQCS Administrator for the training and certification records and entry into IQCS.
3. **MEETING PTB EVALUATION CRITERIA:** The DFMO or DAFMO, or other responsible supervisor will ensure that the trainee has met all agency requirements **and** the Coronado National Forest Fire Qualifications Review Committee's (FQRC) requirements for assignment evaluations (see tables below for specific requirements for specific positions). The criteria in the tables below was established to meet the intent of the committee's mission and vision. By setting training, evaluation, and complexity standards, the Forest and the committee hopes to ensure greater opportunities for quality assignments, diversity in evaluators, and establish a broader and deeper experience base for our incident qualified employees. **For positions listed in the tables below requiring 2 or more assignments, a minimum of two different evaluators is required.** The intent is not to slow an individual's development, rather the intent of such criteria is to prevent hasty certification. The overall good of establishing these standards has long reaching benefits to the individual, the Forest, and to the Agency.

While some of the positions below have established evaluation criteria, the Forest and the committee intend to 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. In such instances, each situation will be communicated and analyzed as completely as possible so that all pertinent information regarding an individual's qualifications is fully understood.

4. **FINAL EVALUATOR – INSIDE FRONT COVER:** The individual trainee **and** the District FMO's must ensure the final evaluator's signature (inside front cover) is complete before submitting for certification. If the latest evaluation block in the back of the PTB recommends certification and no further assignments are planned or desired by the trainee or supervisor, be sure to have the final evaluator **also** sign the "final evaluator's" signature block on the inside front cover of the PTB prior to departing the assignment.
5. **FINAL CONCURRENCE – INSIDE FRONT COVER:** Prior to forwarding PTBs to STAFF for certification; the DFMO's, the Center Manager, or the Forest Aviation Officer will initial the cover page or inside front cover of all completed PTBs, indicating concurrence with the final evaluator's recommendation for approval and that the trainee has met all prerequisites and the FQRC's additional PTB administration criteria (see step 3).

6. **KEEP COPIES BEFORE SENDING PTB:** The individual trainee and the District FMO or AFMO, or other responsible supervisor must retain copies of the entire Task Book before submitting it to the STAFF for final certification. The original PTB must be sent to the STAFF for certification signature. Reproductions of PTBs and other training documentation are essential and required to be maintained. Such copies will prevent loss of documented training should originals be destroyed or misplaced during this process.
7. **SEND COMPLETED PTB TO STAFF:** Completed PTBs should be sent to the Forest's Fire Staff or Forest's Deputy FMO for final record review, Forest FQRC consideration, and final certification.
8. **STAFF REVIEW OF PTB:** The Fire Staff, Deputy FMO, or IQCS Administrator will review the trainee's taskbook for correctness and the trainee's qualifications record to ensure all requirements have been met.
9. **FQRC REVIEW OF SUBMITTED PTB:** The Fire Staff, Deputy FMO, or IQCS Administrator, and in some cases, the FAO will initiate solicitation for input from the Forest FQRC for concurrence or concerns regarding the final certification of the requested PTB and individual trainee. This may be done by formal FQRC meeting, email correspondence, or phone calls to the committee members. The initiator will document this part of the process.
10. **FINAL CERTIFICATION SIGNATURE:** If concurrence and/or consensus is gained through the FQRC for final certification of a PTB, the 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. The Coronado NF Supervisor has delegated concurrent authority to the Deputy Fire Staff Position 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.
11. **COPIES OF CERTIFIED PTB – IQCS FILES:** Once certified, copies of the cover, inside front cover, and evaluation blocks of PTBs will be reproduced to be inserted into the employee's qualifications record housed in the SO. The original PTBs will be returned to the trainee and/or the DFMO.
12. **COPIES OF CERTIFIED PTB - DISTRICT FILES:** The DFMO or DAFMO, and the employee will ensure that reproductions of the PTB and other training documentation is inserted in the employees official fire qualifications record. Forest Service direction requires that records of training and qualifications achievements must be maintained (FSH 5109.17).

On the Coronado NF, the official records will be kept in the SO. Records kept at the district should mirror the official qualifications and training records kept in the SO.

NOTE: The following is not an inclusive list of ALL Red Card positions.

This table displays the management level authorized for the initiation and certification of PTBs and qualifications administered by the Coronado National Forest. Also displayed are the criteria agreed upon by the Forest's FQRC for assignment evaluations and taskbook administration.

A **Complex Assignment** is defined as a Type I or Type II team assignment, an off forest assignment as an IA resource with multiple IAs, or a difficult type III assignment where the individual is tasked with making more decisions on their own with less overhead. The Red card Committee will determine if an assignment meets the definition of Complex if other than Type I or II.

ALL TASK BOOKS ISSUED WILL FOLLOW THE GUIDANCE SET FORTH IN FSH 5109.17, FIRE QUALIFICATIONS HANDBOOK AS WELL AS THOSE SET FORTH BY THE FOREST'S FIRE QUALIFICATIONS REVIEW COMMITTEE (FQRC).

DFMO: District Fire Management Officer, **STAFF:** Forest Fire Staff Officer or Deputy Fire Staff Officer, **FAO:** Forest Aviation Officer,

RO: Regional Office, **CM:** Tucson Dispatch Center Manager

COMMAND & GENERAL STAFF POSITIONS

| POSITION | TASK BOOK INITIATION LEVEL | TASK BOOK & QUALIFICATION CERTIFICATION LEVEL | MIN. NUMBER EVALUATIONS | MIN. NUMBER OF OFF- ZONE or DIFFERENT FUEL TYPE ASSIGNMENTS | MIN. NUMBER COMPLEX ASSIGNMENTS | REMARKS |
|--|-------------------------------|---|----------------------------|--|---------------------------------------|--|
| ACDR , Area Commander | STAFF | RO | | | | Certification of this position is granted by the Regional Dir. of Fire & Aviation. |
| ACAC , Area Command Aviation Coordinator | STAFF | RO | | | | Certification of this position is granted by the Regional Dir. of Fire & Aviation. |
| ACPC , Assistant Area Commander, Planning | STAFF | RO | | | | Certification of this position is granted by the Regional Dir. of Fire & Aviation. |
| ACLCL , Assistant Area Commander, Logistics | STAFF | RO | | | | Certification of this position is granted by the Regional Dir. of Fire & Aviation. |

COMMAND & GENERAL STAFF POSITIONS

| POSITION | TASK BOOK INITIATION LEVEL | TASK BOOK & QUALIFICATION CERTIFICATION LEVEL | MIN. NUMBER EVALUATIONS | MIN. NUMBER OF OFF-ZONE or DIFFERENT FUEL TYPE ASSIGNMENTS | MIN. NUMBER COMPLEX ASSIGNMENTS | REMARKS |
|---|-----------------------------------|--|--------------------------------|---|--|---|
| ICT1 , IC Type 1 | STAFF | RO | | | | Certification of this position is granted by the Regional Dir. of Fire & Aviation. |
| ICT2 , IC Type 2 | STAFF | STAFF | 2 | | 2 | |
| ICT3 , IC Type 3 | STAFF | STAFF | 4 | | | One off –forest evaluation recommended. |
| ICT4 , IC Type 4 | STAFF | STAFF | 4 | | | All assignment evaluations may be completed on-Forest. |
| ICT5 , IC type 5 | STAFF, DFMO | STAFF | 3 | | | This qualification is to be completed independent from FFT1. All assignment evaluations may be completed on-Forest. |
| RXM1 , Rx Fire Mgr, Type 1 | STAFF | STAFF | 1 | | | May defer to RO for evaluation and recommendation. |
| RXM2 , Rx Fire Mgr, Type 2 | STAFF | STAFF | 2 | | | |
| SOPL , Strategic Operational Planner | STAFF | STAFF | 2 | | | The FQRC and Certifying Official may consider ICT3 assignments on wildfires managed for resource benefit when considering the number of SOPL trainee assignments for certification. |

COMMAND & GENERAL STAFF POSITIONS

| POSITION | TASK BOOK INITIATION LEVEL | TASK BOOK & QUALIFICATION CERTIFICATION LEVEL | MIN. NUMBER EVALUATIONS | MIN. NUMBER OF OFF-ZONE or DIFFERENT FUEL TYPE ASSIGNMENTS | MIN. NUMBER COMPLEX ASSIGNMENTS | REMARKS |
|--|-----------------------------------|--|--------------------------------|---|--|---|
| RXB1 , Rx Burn Boss, Type 1 | STAFF | STAFF | | | | May defer to RO for evaluation and recommendation. |
| RXB2 , Rx Burn Boss, Type 2 | STAFF | STAFF | 3 | 1 | | 1 evaluation in different fuel type required. Recommend training development through PFTC or FUTA programs. |
| RXB3 , Rx Burn Boss, Type 3 | STAFF | STAFF | 3 | | | |
| SOF1 , Safety Officer, Type 1 | STAFF | RO | | | | Certification of this position is granted by the Regional Dir. of Fire & Aviation. |
| SOF2 , Safety Officer, Type 2 | STAFF | STAFF | 2 | | 2 | |
| SOFR , Safety Officer, Line | STAFF | STAFF | 2 | | 1 | |
| LOFR , Liaison Officer | | STAFF | 2 | | 2 | No NWCG taskbook (PTB) available. 1 Type I assignment recommended. Certification to be determined at the discretion of the Certifying |
| PIO1 , Public Information Officer, Type 1 | STAFF | RO | | | | Certification of this position is granted by the Regional Dir. of Fire & Aviation. |
| PIO2 , Public Information Officer, Type 2 | STAFF | STAFF | 4 | | 3 | |

COMMAND & GENERAL STAFF POSITIONS

| POSITION | TASK BOOK INITIATION LEVEL | TASK BOOK & QUALIFICATION CERTIFICATION LEVEL | MIN. NUMBER EVALUATIONS | MIN. NUMBER OF OFF-ZONE or DIFFERENT FUEL TYPE ASSIGNMENTS | MIN. NUMBER COMPLEX ASSIGNMENTS | REMARKS |
|--|-----------------------------------|--|--------------------------------|---|--|---|
| PIOF , Public Information Officer | STAFF | STAFF | 3 | | | Type I or II complexity assignment(s) recommended. |
| AREP , Agency Representative | | STAFF | 1 | | | No NWCG PTB. Certification to be determined at the discretion of the Certifying Official. |
| IARR , Interagency Resource Rep. | | STAFF | 1 | | | No NWCG PTB. Certification to be determined at the discretion of the Certifying Official. |

OPERATIONS SECTION POSITIONS

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|---|-------|-------|---|--|---|--|
| OSC1 , Operations Chief Type 1 | STAFF | RO | | | | Certification of this position is granted by the Regional Dir. of Fire & Aviation. |
| OSC2 , Operations Chief Type 2 | STAFF | STAFF | 4 | | 3 | |
| OPBD , Operation Branch Director | STAFF | STAFF | | | | No NWCG PTB. Same qualification standards as OSC2. |
| DIVS , Division Group Supervisor | STAFF | STAFF | 4 | | 2 | |

OPERATIONS SECTION POSITIONS

| POSITION | TASK BOOK INITIATION LEVEL | TASK BOOK & QUALIFICATION CERTIFICATION LEVEL | MIN. NUMBER EVALUATIONS | MIN. NUMBER OF OFF-ZONE or DIFFERENT FUEL TYPE ASSIGNMENTS | MIN. NUMBER COMPLEX ASSIGNMENTS | REMARKS |
|---|-----------------------------------|--|--------------------------------|---|--|---|
| TFLD , Task Force Leader | STAFF | STAFF | 3 | 1 | 1 | |
| STDZ, STEN, STCR , Strike Team Leaders | STAFF | STAFF | 3 | | 1 | |
| CREP , Crew Representative | STAFF | STAFF | 1 | | | |
| DOZB, FELB, FIRB , Single Res. Boss | STAFF, DFMO | STAFF | 3 | 2 | | More evaluations/trainee assignments may be necessary for individuals not previously qualified as ENGB or CRWB. |
| CRWB , Crew Boss | STAFF, DFMO | STAFF | 3 | 2 | 1 | Criteria must be met for both (each) ENGB and CRWB as independent training & qualification efforts. |
| ENGB , Engine Boss | STAFF, DFMO | STAFF | 3 | 2 | 1 | |
| FFT1 , Squad Boss | STAFF, DFMO | STAFF | 3 | | | Qualification is to be completed independent of ICT5. 1 assignment on a handcrew is required for FFT1 (Squad Boss). |
| FFT2 , Firefighter | | STAFF | | | | No NWCG PTB, certification granted upon completion of training (FSH 5109.17). On-line version of Basic Wildfire Training |

OPERATIONS SECTION POSITIONS

| POSITION | TASK BOOK INITIATION LEVEL | TASK BOOK & QUALIFICATION CERTIFICATION LEVEL | MIN. NUMBER EVALUATIONS | MIN. NUMBER OF OFF-ZONE or DIFFERENT FUEL TYPE ASSIGNMENTS | MIN. NUMBER COMPLEX ASSIGNMENTS | REMARKS |
|--|-----------------------------------|--|--------------------------------|---|--|--|
| STAM , Staging Area Manager | STAFF | STAFF | 1 | | | |
| BNML , Battalion Military Liaison | | RO | | | | No PTB |
| DZIA , Dozer Operator Initial Attack | | STAFF | 2 | | | No NWCG PTB. Evaluations to be documented by an incident performance evaluation (ICS 225). |
| DZOP , Dozer Operator | | STAFF | | | | No NWCG PTB; documented OJT experience may be considered for qualification at the discretion of the Certifying Official. |
| ENOP , Engine Operator | | STAFF | | | | No NWCG PTB. Certification to be determined at the discretion of the Certifying Official. |
| ESF4/ESF(A,L,S,W) , Emergency Support Function | | RO | | | | No NWCG PTB |
| FAL(A,B,C) , Faller A,B, or C | | STAFF | | | | No PTB. Discretion for certification in conjunction with Forest Saw Coordinator input and support. |
| LSCT , Line Scout | | STAFF | | | | No NWCG PTB. Certification to be determined at the discretion of the Certifying Official. |
| RXCM , Prescribed Fire Crew Member | | STAFF | | | | No NWCG PTB. Certification to be determined at the discretion of the Certifying Official. |

OPERATIONS SECTION POSITIONS

| POSITION | TASK BOOK INITIATION LEVEL | TASK BOOK & QUALIFICATION CERTIFICATION LEVEL | MIN. NUMBER EVALUATIONS | MIN. NUMBER OF OFF-ZONE or DIFFERENT FUEL TYPE ASSIGNMENTS | MIN. NUMBER COMPLEX ASSIGNMENTS | REMARKS |
|---|-----------------------------------|--|--------------------------------|---|--|---|
| STLM , Strike Team Leader – Military | | STAFF | | | | No NWCG PTB. Certification to be determined at the discretion of the Certifying Official. |
| STPS , Structure Protection Specialist | STAFF | STAFF | 3 | | 2 | Membership with an IMT recommended during training period. |

AIR OPERATIONS POSITIONS

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|--|------------|-------|---|--|---|--|
| AOBD , Air Operations Branch Director | STAFF, FAO | STAFF | 4 | | 4 | |
| ASGS , Air Support Group Supervisor | STAFF, FAO | STAFF | 3 | | 3 | |
| ATGS , Air Tactical Group Supervisor | STAFF, FAO | STAFF | | | | Follow procedures outlined in the Interagency Aerial Supervision Guide, Chapter 3, Section C Initial Certification |
| AOBS , Aerial Observer | | STAFF | 1 | | | No NWCG PTB. Certification to be determined at the discretion of the Certifying Official. |
| HEB1 , Helibase Manager 1 | STAFF, FAO | STAFF | 3 | | 3 | |
| HEB2 , Helibase Manager 2 | STAFF, FAO | STAFF | 3 | | 2 | Can be done on a T1, T2 or T3 Incident. 1 T3 Incident required |

AIR OPERATIONS POSITIONS

| POSITION | TASK BOOK INITIATION LEVEL | TASK BOOK & QUALIFICATION CERTIFICATION | MIN. NUMBER EVALUATIONS | MIN. NUMBER OF OFF-ZONE or DIFFERENT FUEL TYPE ASSIGNMENTS | MIN. NUMBER COMPLEX ASSIGNMENTS | REMARKS |
|--|-----------------------------------|--|--------------------------------|---|--|---|
| HMGB , Helicopter Manager – Single Resource | STAFF, FAO | STAFF | 4 | | 1 | |
| HECM , Helicopter Crewmember | STAFF, FAO | STAFF | 3 | | 1 | Requires 1 assignment on a T1 Helibase. |
| AAML , Agency Aviation Military Liaison | | RO | | | | No NWCG PTB. |
| ABRO , Aircraft Base Radio Operator | STAFF, FAO | STAFF | 2 | | 1 | |
| DECK , Deck Coordinator | STAFF, FAO | STAFF | 2 | | 1 | |
| FWBM , Fixed Wing Base Manager | | STAFF | 2 | 1 | | No NWCG PTB. Certification determination will be at the discretion of Staff, FAO, and FQRC based on individual experience, assignment quality, and be consistent with previous CNF experience in certifying this qualification. |
| FWPT , Fixed Wing Parking Tender | | STAFF | 1 | | | |
| HELRL , Helicopter Longline/ Remote Hook | | STAFF | 1 | | | No NWCG PTB. Evaluation & competency to be documented in employee’s qualifications files. |

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| HERS , Helicopter Rappel Spotter | | STAFF | As per IHR G | | | No NWCG PTB. Evaluation & competency as required in Interagency Helicopter Rappel Guide to be documented in employee's qualifications files. |
| HESM , Helispot Manager | | STAFF | 1 | | | No NWCG PTB. Evaluation & competency to be documented in employee's qualifications files |
| HLCO , Helicopter Coordinator | STAFF, FAO | STAFF | 2 | | 2 | |
| HRAP , Helicopter Rappeller | | STAFF | As per IHR G | | | No NWCG PTB. Evaluation & competency as required in Interagency Helicopter Rappel Guide to be documented in employee's qualifications files. |
| HTMG , Helitorch Manager | | STAFF | 2 | | | No NWCG PTB. Evaluation & competency to be documented in employee's qualifications files |
| HTMM , Helitorch Mixmaster | | STAFF | 1 | | | No NWCG PTB. Evaluation & competency to be documented in employee's qualifications files |
| HTPT , Helitorch Parking Tender | | STAFF | 1 | | | No NWCG PTB. Evaluation & competency to be documented in employee's qualifications files |
| LOAD , Loadmaster | | STAFF | 1 | | | No NWCG PTB. Evaluation & competency to be documented in employee's qualifications files |
| MABM , MAFFS Airtanker Base Manager | | STAFF | 2 | | | No NWCG PTB. ATBM qualification required prior to training in this position. |
| MABS , MAFFS Tanker Base Specialist | | STAFF | 2 | | | No NWCG PTB. Evaluation & competency to be documented in employee's qualifications files |

AIR OPERATIONS

| POSITION | TASK BOOK INITIATION LEVEL | TASK BOOK & QUALIFICATION CERTIFICATION LEVEL | MIN. NUMBER EVALUATIONS | MIN. NUMBER OF OFF-ZONE or DIFFERENT FUEL TYPE ASSIGNMENTS | MIN. NUMBER COMPLEX ASSIGNMENTS | REMARKS |
|---|-----------------------------------|--|--------------------------------|---|--|--|
| MAFC , MAFFS Clerk | | STAFF | 1 | | | No NWCG PTB. Evaluation & competency to be documented in employee's qualifications files |
| MAFF , MAFFS Liaison Officer | | STAFF | 1 | | | No NWCG PTB. Evaluation & competency to be documented in employee's qualifications files |
| MHMS , Military Helicopter Manager | | STAFF | 1 | | 1 | No NWCG PTB. HMGB qualification required prior to training in this position. |
| MXMS , Mixmaster | | STAFF | 3 | 2 | | No NWCG PTB. Evaluation & competency to be documented in employee's qualifications files. Must have experience mixing both liquid |
| RAMP , Ramp Manager | | STAFF | 2 | 1 | | No NWCG PTB. Evaluation & competency to be documented in employee's qualifications files |
| SEMG , Single Engine Air Tanker | STAFF, FAO | STAFF | 3 | 1 | | |
| TOLC , Take Off & Landing Coordinator | STAFF, FAO | STAFF | 2 | | 1 | |
| PLDO , Plastic Sphere Dispenser Operator | | STAFF | As per IAIG | | | No NWCG PTB. As required by the Interagency Aerial Ignition Guide. Evaluation & competency to be documented in employee's qualifications |

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| ATBM , Air Tanker Base Manager | | STAFF | 4 | | 1 | No NWCG PTB. One off-Forest assignment required. |
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PLANNING SECTION POSITIONS

| POSITION | TASK BOOK INITIATION LEVEL | TASK BOOK & QUALIFICATION CERTIFICATION LEVEL | MIN. NUMBER EVALUATIONS | MIN. NUMBER OF OFF-ZONE or DIFFERENT FUEL TYPE ASSIGNMENTS | MIN. NUMBER COMPLEX ASSIGNMENTS | REMARKS |
|--|-----------------------------------|--|--------------------------------|---|--|--|
| PSC1 , Planning Section Chief 1 | STAFF | RO | | | | Certification of this position is granted by the Regional Dir. of Fire & Aviation. |
| PSC2 , Planning Section Chief 2 | STAFF | STAFF | 4 | | 3 | |
| SITL , Situation Unit Leader | STAFF | STAFF | 3 | | 2 | |
| RESL , Resource Unit Leader | STAFF | STAFF | 3 | | 2 | |
| SCKN , Status/Check In Recorder | STAFF | STAFF | 2 | | 1 | |
| DOCL , Documentation Unit Leader | STAFF | STAFF | 3 | | 2 | |
| DMOB , Demobilization Unit Leader | STAFF | STAFF | 3 | | 2 | |

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|-------------------------------------|-------|-------|---|--|---|--|
| FBAN , Fire Behavior Analyst | STAFF | STAFF | 4 | | 2 | |
|-------------------------------------|-------|-------|---|--|---|--|

PLANNING SECTION POSITIONS

| POSITION | TASK BOOK INITIATION LEVEL | TASK BOOK & QUALIFICATION CERTIFICATION LEVEL | MIN. NUMBER EVALUATIONS | MIN. NUMBER OF OFF-FOREST or DIFFERENT FUEL TYPE ASSIGNMENTS | MIN. NUMBER COMPLEX ASSIGNMENTS | REMARKS |
|---|-----------------------------------|--|--------------------------------|---|--|---|
| FOBS , Field Observer | STAFF | STAFF | 2 | | 1 | |
| TNSP , Training Specialist | STAFF | STAFF | 1 | | 1 | |
| HRSP , Human Resource Specialist | STAFF | STAFF | 3 | | 3 | |
| IRIN , Infrared Interpreter | | STAFF | | | | No NWCG PTB. Certification to be determined at the discretion of the Certifying Official. |
| DPRO , Display Processor | STAFF | STAFF | 1 | | | |
| CTSP , Computer Specialist | | STAFF | 2 | | 1 | No NWCG PTB. |
| FEMO , Fire Effects Monitor | STAFF | STAFF | 2 | | | 2 evaluations must be from Rx or WFU events. |

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|---|-------|-------|---|--|---|---|
| FLIR , Forward Looking Infrared Operator | | STAFF | | | | No NWCG PTB. Certification to be determined at the discretion of the Certifying Official. |
| GISS , GIS Specialist | STAFF | STAFF | 1 | | 1 | |

PLANNING SECTION POSITIONS

| POSITION | TASK BOOK INITIATION LEVEL | TASK BOOK & QUALIFICATION CERTIFICATION LEVEL | MIN. NUMBER EVALUATIONS | MIN. NUMBER OF OFF-FOREST or DIFFERENT FUEL TYPE ASSIGNMENTS | MIN. NUMBER COMPLEX ASSIGNMENTS | REMARKS |
|---|-----------------------------------|--|--------------------------------|---|--|---|
| CULS , Cultural Specialist | | STAFF | | | | No NWCG PTB. Certification to be determined at the discretion of the Certifying Official. |
| LTAN , Long Term Fire Analyst | STAFF | STAFF | 4 | | 2 | |
| RAWS , Remote Automated Weather Station Technician | | STAFF | | | | No NWCG PTB. Certification to be determined at the discretion of the Certifying Official. |
| WOBS , Weather Observer | | STAFF | | | | No NWCG PTB. Certification to be determined at the discretion of the Certifying Official. |

LOGISTICS SECTION POSITIONS

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|--|-------|----|--|--|--|--|
| LSC1 , Logistics Sect'n Chief 1 | STAFF | RO | | | | Certification of this position is granted by the Regional Dir. of Fire & Aviation. |
|--|-------|----|--|--|--|--|

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|--|-------|-------|---|--|---|---|
| LSC2 , Logistics Sect'n Chief 2 | STAFF | STAFF | 4 | | 3 | |
| SVBD , Service Branch Director | | STAFF | | | | No NWCG PTB. Certification to be determined at the discretion of the Certifying Official. |

LOGISTICS SECTION POSITIONS

| POSITION | TASK BOOK INITIATION LEVEL | TASK BOOK & QUALIFICATION CERTIFICATION LEVEL | MIN. NUMBER EVALUATIONS | MIN. NUMBER OF OFF-FOREST or DIFFERENT FUEL TYPE ASSIGNMENTS | MIN. NUMBER COMPLEX ASSIGNMENTS | REMARKS |
|--|-----------------------------------|--|--------------------------------|---|--|---|
| SUBD , Support Branch Director | | STAFF | | | | No NWCG PTB. Certification to be determined at the discretion of the Certifying Official. |
| MEDL , Medical Unit Leader | STAFF | STAFF | 3 | | 2 | |
| COML , Communications Unit Leader | STAFF | STAFF | 3 | | 2 | |
| COMT , Communications Technician | STAFF | STAFF | 2 | | 2 | |
| INCM , Incident Comm. Center Mngr | STAFF | STAFF | 2 | | 2 | |
| RADO , Radio Operator | STAFF | STAFF | 2 | | 2 | |

| | | | | | | |
|---|-------|-------|---|--|---|---|
| SPUL , Supply Unit Leader | STAFF | STAFF | 3 | | 2 | |
| TESP , Tool & Equipment Specialist | | STAFF | | | | No NWCG PTB. Certification to be determined at the discretion of the Certifying Official. |
| FDUL , Food Unit Leader | STAFF | STAFF | 3 | | 2 | |

LOGISTICS SECTION POSITIONS

| POSITION | TASK BOOK INITIATION LEVEL | TASK BOOK & QUALIFICATION CERTIFICATION LEVEL | MIN. NUMBER EVALUATIONS | MIN. NUMBER OF OFF-FOREST or DIFFERENT FUEL TYPE ASSIGNMENTS | MIN. NUMBER COMPLEX ASSIGNMENTS | REMARKS |
|--|-----------------------------------|--|--------------------------------|---|--|---|
| ORDM , Ordering Manager | STAFF | STAFF | 2 | | 1 | |
| RCDM , Receiving/Distribution Mgr | STAFF | STAFF | 1 | | 1 | |
| FACL , Facilities Unit Leader | STAFF | STAFF | 3 | | 2 | |
| SECM , Security Manager | STAFF | STAFF | 2 | | 1 | |
| SEC2 , Security Spec Level 2 | | STAFF | | | 1 | No NWCG PTB. Certification to be determined at the discretion of the Certifying Official. |
| BCMG , Base Camp Manager | STAFF | STAFF | 2 | | 1 | |

| | | | | | | |
|--|-------|-------|---|--|---|--|
| GSUL , Ground Support Unit Leader | STAFF | STAFF | 3 | | 2 | |
| EQPM , Equipment Manager | STAFF | STAFF | 2 | | 1 | |

LOGISTICS SECTION POSITIONS

| POSITION | TASK BOOK INITIATION LEVEL | TASK BOOK & QUALIFICATION CERTIFICATION LEVEL | MIN. NUMBER EVALUATIONS | MIN. NUMBER OF OFF-FOREST or DIFFERENT FUEL TYPE ASSIGNMENTS | MIN. NUMBER COMPLEX ASSIGNMENTS | REMARKS |
|-----------------------------------|-----------------------------------|--|--------------------------------|---|--|---|
| EQPI , Equipment Inspector | | STAFF | | | | No NWCG PTB. Certification to be determined at the discretion of the Certifying Official. |

FINANCE SECTION POSITIONS

| | | | | | | |
|---------------------------------------|-------|-------|---|--|---|--|
| FSC1 , Finance Chief, Type 1 | STAFF | RO | | | | Certification of this position is granted by the Regional Dir. of Fire & Aviation. |
| FSC2 , Finance Chief, type 2 | STAFF | STAFF | 4 | | 4 | |
| TIME , Time Unit Leader | STAFF | STAFF | 3 | | 2 | |
| PTRC , Personnel Time Recorder | STAFF | STAFF | 2 | | 1 | |

| | | | | | | |
|----------------------------------|-------|-------|---|--|---|--|
| COST , Cost Unit Leader | STAFF | STAFF | 3 | | 2 | |
| CMSY , Commissary Manager | STAFF | STAFF | 1 | | 1 | |

FINANCE SECTION POSITIONS

| POSITION | TASK BOOK INITIATION LEVEL | TASK BOOK & QUALIFICATION CERTIFICATION LEVEL | MIN. NUMBER EVALUATIONS | MIN. NUMBER OF OFF-FOREST or DIFFERENT FUEL TYPE ASSIGNMENTS | MIN. NUMBER COMPLEX ASSIGNMENTS | REMARKS |
|--|-----------------------------------|--|--------------------------------|---|--|---|
| COMP , Comp/Claims Unit Leader | STAFF | STAFF | 3 | | 2 | |
| INJR , Comp for Injury Specialist | STAFF | STAFF | 2 | | 1 | |
| CLMS , Claims Specialist | STAFF | STAFF | 2 | | 1 | |
| PROC , Procurement Unit Leader | STAFF | STAFF | 3 | | 2 | |
| EQTR , Equipment Time Recorder | STAFF, DFMO | STAFF | 2 | | 1 | |
| BUYL , Buying Unit Leader | | STAFF | 3 | | 2 | No NWCG PTB. Certification to be determined at the discretion of the Certifying Official. |

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|---|-------|-------|---|--|---|---|
| BUYM , Buying Unit Member | | STAFF | 2 | | 1 | No NWCG PTB. Certification to be determined at the discretion of the Certifying Official. |
| CONO , Contracting Officer | | STAFF | | | | No NWCG PTB. Certification to be determined at the discretion of the Certifying Official. |
| IBA1 , Incident Business Advisor – Level 1 | STAFF | RO | | | | |

FINANCE SECTION POSITIONS

| POSITION | TASK BOOK INITIATION LEVEL | TASK BOOK & QUALIFICATION CERTIFICATION LEVEL | MIN. NUMBER EVALUATIONS | MIN. NUMBER OF OFF-FOREST or DIFFERENT FUEL TYPE ASSIGNMENTS | MIN. NUMBER COMPLEX ASSIGNMENTS | REMARKS |
|---|-----------------------------------|--|--------------------------------|---|--|----------------|
| IBA2 , Incident Business Advisor – Level 2 | STAFF | STAFF | 3 | | 3 | |

DISPATCH POSITIONS

| | | | | | | |
|-------------------------------------|-----------|-------|---|--|---|--|
| CORD , Coordinator | STAFF | STAFF | 4 | | 4 | Detail and/or special assignment out of Zone at the GACC level highly recommended. |
| EDSP , Supervisor Dispatcher | STAFF | STAFF | 4 | | 4 | |
| EDSD , Support Dispatcher | STAFF, CM | STAFF | 4 | | 2 | Efforts should be made to function in all four areas (Overhead, Crews, Equipment and Support) for further development; i.e. required |

| | | | | | | |
|---|---------------|-------|---|--|---|--|
| EDRC , Dispatch Recorder | STAFF, CM | STAFF | 2 | | | |
| IADP , Initial Attack Dispatcher | STAFF, CM | STAFF | 4 | | | |
| ACDP , Aircraft Dispatcher | STAFF, FAO | STAFF | 4 | | 1 | |

PREVENTION, EDUCATION, & INVESTIGATION

| POSITION | TASK BOOK INITIATION LEVEL | TASK BOOK & QUALIFICATION CERTIFICATION LEVEL | MIN. NUMBER EVALUATIONS | MIN. NUMBER OF OFF-FOREST or DIFFERENT FUEL TYPE ASSIGNMENTS | MIN. NUMBER COMPLEX ASSIGNMENTS | REMARKS |
|--|---|--|------------------------------------|---|--|----------------|
| INVF , Wildland Fire Investigator | STAFF | STAFF | 2 | | | |
| PETL , Prevention Team Leader | STAFF | STAFF | 2 | | | |
| PETM , Prevention Team Member | STAFF | STAFF | 2 | | | |

MISCELLANEOUS

| | | | | | | |
|---|--|-------|--|--|--|---|
| BAES , Burned Area Emergency Resource Specialist | | STAFF | | | | No NWCG PTB. Certification determined at the discretion of the Certifying Official. On-line version of Basic Wildfire Training |
|---|--|-------|--|--|--|---|

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|------------------------|--|-------|--|--|--|---|
| Other Resource Advisor | | STAFF | | | | Determination will be made according Regional and National direction or standards for Wilderness and other resource advisors. Certification to be determined at the discretion of the Certifying Official |
|------------------------|--|-------|--|--|--|---|