

Gila National Forest
2013-2014
Fire Qualifications Review Committee
Guide & Operating Plan

Recommended by:



Date:

5/11/2013

Gabe Holguin

Fire & Aviation Staff Officer

Approved by:



Date:

5/13/13

Kelly Russell

Forest Supervisor

2013-2014 Committee Members

Gabe Holguin – Fire & Aviation Staff Officer
Committee Chairman (Certifying Official)

Vacant – Forest AFMO
(Certifying Official)

Glenda Womack – Fire Qualifications & Training Specialist
(IOCS Administrator)

Robert Madil – Forest Aviation Officer
(ad hoc)

James Scola – Glenwood Ranger District

Shilow Norton – Reserve Ranger District

Dennis Fahl – Black Range Ranger District

Nate Nozie – Quemado Ranger District

Robbie Gallardo – Wilderness Ranger District

Randy Gomez – Silver City Ranger District

Kit Kemsley – Dispatch Center Manager

Larry Cosper – District Ranger

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

The Gila 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 AFMO), 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 Gila National Forest's incident qualifications management.

Through a committed presence and through the promotion of leadership values on the Gila 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 Gila National Forest.

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.

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.
- 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 its recommendations and review.

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 *Gila National Forest Fire Qualifications Review Committee Guide & Operating Plan*.

Committee Membership. The Gila 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, and IQCS Administrator). Additions to this FQRC membership will include the Forest Assistant Fire Management Officer, District FMO's, and 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 and Aviation Staff Officer 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. Standing members are responsible for providing an alternate from the represented group. Membership or member participation will be evaluated and subject to the discretion of the Committee Chair or the committee itself as necessary.

Meeting Schedule. The FQRC will meet as a group, a minimum of four times annually. 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.

Virtual meetings will be the exception. Exceptions will be for critical organizational needs.

Rules of Concurrence. Unanimous concurrence on recommendations for certification is required. In cases where unanimous concurrence can not be gained, active discussion will take place to seek compromise and remedy concerns. If unanimous concurrence will be taken to avoid adversely affecting 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 Gila 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 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 Gila 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 Gila National Forest and Gila/Las Cruces 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 Gila 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 Gila 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.

Lapsed Qualifications. 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 re-qualify in the related position performance assignment. To re-qualify the Gila NF requires a minimum of one assignment as long as the PTB is fully completed.

ADDITIONAL 5107.17 (zero code)

Develop the Forest Shortage Category List. The FQRC will establish a list of positions that are identified as a critical need to Fire Management on the Gila National Forest. This will allow Fire Leadership to identify individuals on the forest to train and mentor toward these target positions identified by the FQRC. These individuals will fill critical position needs in order to free up individuals currently within the Fire Management Organization and rely less on AD's. This list will be generated yearly and updated as needed.

Develop and Document Training Prioritization Criteria. The FQRC will be used to prioritize training to ensure employees within the Fire Management Organization meet FS-FPM requirements and train qualified individuals to the next level of progression. This will also prioritize trainees for fire assignments and training dollars for course requirements. This list will be generated yearly and updated as needed. The Silver City Dispatch group will be responsible for implementation for fire assignments.

TASK BOOK ADMINISTRATION

All Position Task Books (PTBs) issued, or to be issued to Gila National Forest employees will be initiated and certified according to the tables below. The level of initiation and a final signature for certification is determined below and limited to the Forest Fire Staff Officer or the Forest Fire Management Officer (indicated by 'STAFF' in the tables below). 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 Gila 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, and Command and General Staff positions, Line Officer support and recommendation is required for taskbook initiation.

Since neither the FSH 5109.17, nor the PMS 310-1 contain specific direction on the level of authority for initiating PTBs, the Gila 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 Gila 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.
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 district) for the training and certification records. The district IQCS Administrator will provide a copy to the Forest Training Specialist/IQCS administrator.

7. **DOCUMENTATION NEEDED FOR APPROVAL PROCESS:** Completed PTB, employee master record and a copy from the *Forest Service Fire and Aviation Qualifications Guide* for the PTB. The above listed documentation will allow the FQRC group to review the 310-1 required training and the Forest Service additional required training needed.

8. **FINAL CERTIFICATION SIGNATURE:** If concurrence and/or consensus are gained through the FQRC for final certification of a PTB, the Fire Staff or Forest Fire Management Officer will provide the final certifying signature in the PTB. The FSH 5109.17 directs the Forest FMO or 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 Gila NF Supervisor has delegated concurrent authority to the Forest Fire Management Officer 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.

9. **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.

10. **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 Gila 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.

¹ **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 Gila National Forest. Also displayed are the criteria agreed upon by the Forest's FQRC for assignment evaluations and taskbook administration.

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 Forest Assistant Fire Management Officer, **FAO:** Forest Aviation Officer, **RO:** Regional Office, **CM:** Silver City Dispatch Center Manager

COMMAND & GENERAL STAFF POSITIONS

POSITION	TASK BOOK INITIATION LEVEL	TASK BOOK & QUALIFICATION CERTIFICATION LEVEL	MIN. NUMBER EVALUATIONS	MIN. NUMBER OF OFF-FOREST	MIN. NUMBER COMPL. EX ASSIGNMENTS (TYPE I or II or III)	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.
ACLG, Assistant Area Commander, Logistics	STAFF	RO				Certification of this position is granted by the Regional Dir. of Fire & Aviation.
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	3	1 Off-District Assignment Required	3	
ICT4, IC Type 4	STAFF, DEMO	STAFF	3			All assignment evaluations may be completed on-Forrest.
ICT5, IC Type 5	STAFF, DEMO	STAFF	2			This PTB combined with FFT1(see FSH 5109.17 for separation of quals). All assignment evaluations may be completed on-Forrest. Transition to ICT4 highly recommended.

POSITION	TASK BOOK INITIATION LEVEL	TASK BOOK & QUALIFICATION LEVEL	MIN. NUMBER EVALUATIONS	MIN. NUMBER OF OFF-FOREST	MIN. NUMBER COMPL. EX ASSIGNMENTS (TYPE I, II or III)	REMARKS
RXMI, Rx Fire Mgr, Type 1	STAFF	STAFF	2			May defer to RO for evaluation and recommendation.
RXM2, Rx Fire Mgr, Type 2	STAFF	STAFF	2			May defer to RO for evaluation and recommendation.
RXB1, Rx Burn Boss, Type 1	STAFF	STAFF	2			
RXB2, Rx Burn Boss, Type 2	STAFF, DEMO	STAFF	3			1 off-district evaluation required. Prepare a burn plan for final approval.
RXB3, Rx Burn Boss, Type 3	STAFF, DEMO	STAFF	2			
SOI2, Safety Officer, Type 2	STAFF	STAFF	3	1	3	
SOIR, Safety Officer, Line	STAFF, DEMO	STAFF	2		1	Recommend off-district assignment.
LOFR, Liaison Officer	STAFF	STAFF	2		2	No NWCG taskbook (PTB) available. 1 Type I assignment recommended. Evaluations to be documented by an incident performance evaluation (ICS 225).
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	3	1	3	

OPERATIONS SECTION POSITIONS

POSITION	TASK BOOK INITIATION LEVEL	TASK BOOK & QUALIFICATION LEVEL	MIN. NUMBER EVALUATIONS	MIN. NUMBER OF OFF-FOREST	MIN. NUMBER COMPLEX ASSIGNMENTS (TYPE I, II or III)	REMARKS
PIOF, Public Information Officer	STAFF, DFMO	STAFF	2			
IARR, Interagency Resource Rep.	STAFF	STAFF	1			No NWCG PTB. Evaluation to be documented by an incident performance evaluation (ICS 225).
OSCI, Operations Chief Type 1	STAFF	RO				Certification of this position is granted by the Regional Dir. of Fire & Aviation.
OSCI, Operations Chief Type 2	STAFF	STAFF	3	1	3	
OPBD, Operation Branch Director	STAFF	STAFF				No NWCG PTB. Same qualification standards as OSC2.
DIVS, Division Group Supervisor	STAFF, DFMO	STAFF	3	1	1	
TFLD, Task Force Leader	STAFF, DFMO	STAFF	2-3	1	1	3 required unless qualified as an Strike Team Leader. 1 Off-Forest Required for either TFLD or ST.
STDZ, STEN, STCR, Strike Team Leaders	STAFF, DFMO	STAFF	2-3	1	1	3 required unless qualified as a TFLD. 1 Off-Forest Required for either TFLD or ST.
CRFP, Crew Representative	STAFF, DFMO	STAFF	2	1	1	
HEQB, FELB, FIRB, Single Res. Boss	STAFF, DFMO	STAFF	2-3	1		3 required unless qualified as other single resource boss. 1 Off-Forest assignment required for single resource boss.

POSITION	TASK BOOK INITIATION LEVEL	TASK BOOK & QUALIFICATION LEVEL	MIN. NUMBER EVALUATIONS	MIN. NUMBER OF OFF-FOREST	MIN. NUMBER COMPLEX ASSIGNMENTS (TYPE I, II or III)	REMARKS
CRWB, Crew Boss	STAFF, DFMO	STAFF	2-3	1	1	3 required unless qualified as other single resource boss. 1 Off-Forest assignment required for single resource boss. Type II crew assignment highly recommended.
ENGR, Engine Boss	STAFF, DFMO	STAFF	2-3	1	1	3 required unless qualified as other single resource boss. Engine Boss assignment on other engine recommended.
FFT1, Squad Boss	STAFF, DFMO	STAFF	2			This PTB combined with ICT5 (see FSH 5109.17 for separation of quals). 1 assignment on a 20 person handcrew is required for FFT1 (Squad Boss).
FFT2, Firefighter	DFMO	STAFF				No NWCG PTB, certification granted upon completion of training (FSH 5109.17).
STAM, Staging Area Manager	STAFF	STAFF				
BNNM, Battalion Military Liaison	STAFF	RO				
DZIA, Dozer Operator Initial Attack	STAFF	STAFF				No PTB. Evaluations to be documented by an incident performance evaluation (ICS 225).
DZOP, Dozer Operator	STAFF	STAFF				No PTB; documented OJT experience may be considered for qualification.
ENOP, Engine Operator	STAFF/DFMO	STAFF				No NWCG PTB. Evaluations to be documented by an incident performance evaluation (ICS 225).
ESF4/ESF(A,I,S,W), Emergency Support Function	STAFF	RO				
RXCM, Prescribed Fire Crew Member	STAFF/DFMO	STAFF				No NWCG PTB
STIM, Strike Team Leader - Military	STAFF	STAFF				No NWCG PTB. Evaluation to be documented by an incident performance evaluation (ICS 225).
STPS, Structure Protection Specialist	STAFF	STAFF	3	1	1	

AIR OPERATIONS POSITIONS

POSITION	TASK BOOK	TASK BOOK & QUALIFICATION LEVEL	MIN. NUMBER EVALUATIONS	MIN. NUMBER OF OFF-FOREST	MIN. NUMBER OF OFF-FOREST	MIN. NUMBER COMPLEX ASSIGNMENTS (TYPE I or II)	REMARKS
AOBD, Air Operations Branch Director	STAFF	STAFF	3	1	1		
POSITION	TASK BOOK INITIATION LEVEL	TASK BOOK & QUALIFICATION CERTIFICATION LEVEL	MIN. NUMBER EVALUATIONS	MIN. NUMBER OF OFF-FOREST	MIN. NUMBER OF OFF-FOREST	MIN. NUMBER COMPLEX ASSIGNMENTS (TYPE I or II)	REMARKS
ASGS, Air Support Group Supervisor	STAFF	STAFF					
ATGS, Air Tactical Group Supervisor	STAFF	STAFF	3	1	1		
AOBS, Aerial Observer	STAFF	STAFF	2				No NWCG PTB. Evaluation to be documented by an incident performance evaluation (ICS 225).
HEB1, Helibase Manager 1	STAFF	STAFF	3	1	1		
HEB2, Helibase Manager 2	STAFF	STAFF	3	1	1		
HMG, Helicopter Manager, Single Resource	STAFF	STAFF	3	1	1		
ABRO, Aircraft Base Radio Operator	STAFF	STAFF	2		1		

POSITION	TASK BOOK INITIATION LEVEL	TASK BOOK & QUALIFICATION CERTIFICATION LEVEL	MIN. NUMBER EVALUATIONS	MIN. NUMBER OF OFF-FOREST	MIN. NUMBER COMPLEX ASSIGNMENTS (TYPE I or ID)	REMARKS
DECK, Deck Coordinator	STAFF	STAFF	2		1	
FWPT, Fixed Wing Parking Tender	STAFF	STAFF				
FWBM, Fixed Wing Base Manager	STAFF	STAFF				
HEL, Helicopter Longline/ Remote Hook	STAFF	STAFF				No NWCG PTB. Evaluation & competency to be documented in employee's qualifications files.
HERS, Helicopter Rappel Spotter	STAFF	STAFF	As per IHRG			No NWCG PTB. Evaluation & competency as required in Interagency Helicopter Rappel Guide to be documented in employee's qualifications files.
HECM, Helicopter Crew Member	DFMO, STAFF	STAFF	2			
HESM, Helispot Manager	STAFF	STAFF	1			No NWCG PTB. Evaluation & competency to be documented in employee's qualifications files
HCCO, Helicopter Coordinator	STAFF	STAFF	3		1	
HRAP, Helicopter Rappel	STAFF	STAFF	As per IHRG			No NWCG PTB. Evaluation & competency as required in Interagency Helicopter Rappel Guide to be documented in employee's qualifications files.
HTMG, Helitorch Manager	STAFF	STAFF	3			No NWCG PTB. Evaluation & competency to be documented in employee's qualifications files

POSITION	TASK BOOK INITIATION LEVEL	TASK BOOK & QUALIFICATION CERTIFICATION LEVEL	MIN. NUMBER EVALUATIONS	MIN. NUMBER OF OFF-FOREST	MIN. NUMBER COMPLEX ASSIGNMENTS (TYPE I or ID)	REMARKS
HTMM, Helitorch Mixmaster	STAFF	STAFF	3			No NWCG PTB. Evaluation & competency to be documented in employee's qualifications files
HTPT, Helitorch Parking Tender	STAFF	STAFF	3			No NWCG PTB. Evaluation & competency to be documented in employee's qualifications files
LOAD, Loadmaster	STAFF	STAFF	1			No NWCG PTB. Evaluation & competency to be documented in employee's qualifications files
MABM, MAFBS Airtanker Base Manager	STAFF/RO	STAFF	2			No NWCG PTB. ATBM qualification required prior to training in this position.
MABS, MAFBS Tanker Base Specialist	STAFF/RO	STAFF	2			No NWCG PTB. Evaluation & competency to be documented in employee's qualifications files
MAFC, MAFBS Clerk	STAFF/RO	STAFF	1			No NWCG PTB. Evaluation & competency to be documented in employee's qualifications files
MAFF, MAFBS Liaison Officer	STAFF/RO	STAFF	1			No NWCG PTB. Evaluation & competency to be documented in employee's qualifications files
MHMS, Military Helicopter Manager	STAFF/RO	STAFF	1		1	No NWCG PTB. HMGB qualification required prior to training in this position.
MXMS, Mixmaster	STAFF	STAFF	2			No NWCG PTB. Evaluation & competency to be documented in employee's qualifications files
RAMM, Ramp Manager	STAFF	STAFF	2			No NWCG PTB. Evaluation & competency to be documented in employee's qualifications files
SEMG, Single Engine Air Tanker	STAFF	STAFF	3			

POSITION	TASK BOOK INITIATION LEVEL	TASK BOOK & QUALIFICATION CERTIFICATION LEVEL	MIN. NUMBER EVALUATIONS	MIN. NUMBER OF OFF-FOREST	MIN. NUMBER COMPLEX ASSIGNMENTS (TYPE I or II)	REMARKS
TOIC, Take Off & Landing Coordinator	STAFF	STAFF	2		1	
PLDO, Plastic Sphere Dispenser Operator	STAFF	STAFF	As per IAIG			No NWCCG PTB. As required by the Interagency Aerial Ignition Guide. Evaluation & competency to be documented in employee's qualifications files.
ATBM, Air Tanker Base Manager	STAFF	STAFF	3	1	1	No NWCCG PTB. One off-Forest assignment required.

PLANNING SECTION POSITIONS

POSITION	TASK BOOK INITIATION LEVEL	TASK BOOK & QUALIFICATION CERTIFICATION LEVEL	MIN. NUMBER EVALUATIONS	MIN. NUMBER OF OFF-FOREST	MIN. NUMBER COMPLEX ASSIGNMENTS (TYPE I or II)	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	1	4	
SITU, Situation Unit Leader	STAFF	STAFF	3	1	1	
RESL, Resource Unit Leader	STAFF	STAFF	3	1	1	

POSITION	TASK BOOK INITIATION LEVEL	TASK BOOK & QUALIFICATION LEVEL	MIN. NUMBER EVALUATIONS	MIN. NUMBER OF OFF-FOREST	MIN. NUMBER COMPLEX ASSIGNMENTS (TYPE I or II)	REMARKS
SCKN, Status/Check In Recorder	STAFF	STAFF	2			
DOCL, Documentation Unit Leader	STAFF	STAFF	2	1	1	
DMOB, Demobilization Unit Leader	STAFF	STAFF	2	1	1	
FPAN, Fire Behavior Analyst	STAFF	STAFF	3		1	
FOBS, Field Observer	STAFF/DFMO	STAFF	2		1	
FEMO, Fire Effects Monitor	STAFF/DFMO	STAFF	2		1	
TNSP, Training Specialist	STAFF	STAFF				
HRSP, Human Resource Specialist	STAFF	STAFF				
IRIN, Infrared Interpreter	STAFF	STAFF				No NWCG PTB. Evaluations to be documented by an incident performance evaluation (ICS 225).
DPRO, Display Processor	STAFF	STAFF				

POSITION	TASK BOOK INITIATION LEVEL	TASK BOOK & QUALIFICATION LEVEL	MIN. NUMBER EVALUATIONS	MIN. NUMBER OF OFF-FOREST	MIN. NUMBER COMPLEX ASSIGNMENTS (TYPE I, II or III)	REMARKS
CTSP, Computer Specialist	STAFF	STAFF	2		1	No NWCG PTB. Evaluations to be documented by an incident performance evaluation (ICS 225).
FLIR, Forward Looking Infrared Operator	STAFF	STAFF				No NWCG PTB. Evaluations to be documented by an incident performance evaluation (ICS 225).
GISS, GIS Specialist	STAFF, DEMO	STAFF	2		1	Recommended Resource Benefit, T1 or T2
CUIS, Cultural Specialist	STAFF	STAFF				No NWCG PTB.
LTAN, Long Term Fire Analyst	STAFF	STAFF	3	1	1	
RAWS, Remote Automated Weather Station Technician	STAFF	STAFF				No NWCG PTB.
W OBS, Weather Observer	STAFF	STAFF				No NWCG PTB.
SOP, Strategic Operational Planner	STAFF, DEMO	STAFF	3		1	

LOGISTICS SECTION POSITIONS

POSITION	TASK BOOK INITIATION LEVEL	TASK BOOK & QUALIFICATION LEVEL	MIN. NUMBER EVALUATIONS	MIN. NUMBER OF OFF-FOREST	MIN. NUMBER COMPLEX ASSIGNMENTS (TYPE I, II or III)	REMARKS
ISCS1, Logistics Sect'n Chief 1	STAFF	RO				Certification of this position is granted by the Regional Dir. of Fire & Aviation.
ISCS2, Logistics Sect'n Chief 2	STAFF	STAFF				
SVBD, Service Branch Director	STAFF	STAFF				No NWCG PTB. Evaluations to be documented by an incident performance evaluation (ICS 225).
SUBD, Support Branch Director	STAFF	STAFF				No NWCG PTB. Evaluations to be documented by an incident performance evaluation (ICS 225).
MEDL, Medical Unit Leader	STAFF	STAFF	3		1	
COML, Communications Unit Leader	STAFF	STAFF	3		1	
COML, Communications Technician	STAFF	STAFF	2		1	
INCM, Incident Comm. Center Mng'r	STAFF	STAFF	2		1	
RADO, Radio Operator	STAFF, DEMO	STAFF	2		1	

POSITION	TASK BOOK INITIATION LEVEL	TASK BOOK & QUALIFICATION LEVEL	MIN. NUMBER EVALUATIONS	MIN. NUMBER OF OFF-FOREST	MIN. NUMBER COMPLEX ASSIGNMENTS (TYPE I or II)	REMARKS
SPUI, Supply Unit Leader	STAFF	STAFF	3		1	
TEEP, Tool & Equipment Specialist	STAFF	STAFF				No NWCG PTB.
FDUI, Food Unit Leader	STAFF	STAFF	3		1	
ORDM, Ordering Manager	STAFF	STAFF	2		1	I-Suite Training Required
RCDM, Receiving/Distribution Mngr	STAFF, DEMO	STAFF	2		1	I-Suite Training Required
FAUL, Facilities Unit Leader	STAFF	STAFF	3		1	
SECM, Security Manager	STAFF	STAFF	2		1	
SECI, Security Spec'st Level 1	STAFF	STAFF	1		1	No NWCG PTB. Evaluations to be documented by an incident performance evaluation (ICS 225).
SECC, Security Spec'st Level 2	STAFF	STAFF	1		1	No NWCG PTB. Evaluations to be documented by an incident performance evaluation (ICS 225).

POSITION	TASK BOOK INITIATION LEVEL	TASK BOOK & QUALIFICATION LEVEL	MIN. NUMBER EVALUATIONS	MIN. NUMBER OF OFF-FORREST	MIN. NUMBER COMPLEX ASSIGNMENTS (TYPE I, II or III)	REMARKS
BCMG, Base Camp Manager	STAFF/DFMO	STAFF	2		1	
GSUL, Ground Support Unit Leader	STAFF	STAFF	3		1	
EQPM, Equipment Manager	STAFF/DFMO	STAFF	2		1	
EQPI, Equipment Inspector	STAFF	STAFF				No NWCG PTB. Evaluations to be documented by an incident performance evaluation (ICS 225).

FINANCE SECTION POSITIONS

POSITION	TASK BOOK INITIATION LEVEL	TASK BOOK & QUALIFICATION LEVEL	MIN. NUMBER EVALUATIONS	MIN. NUMBER OF OFF-FORREST	MIN. NUMBER COMPLEX ASSIGNMENTS (TYPE I, II or III)	REMARKS
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	3		3	
TIME, Time Unit Leader	STAFF	STAFF	3		1	I-Suite Training Required
PTRC, Personnel Time Recorder	STAFF, DFMO	STAFF	2		1	I-Suite Training Required

POSITION	TASK BOOK INITIATION LEVEL	TASK BOOK & QUALIFICATION LEVEL	MIN. NUMBER EVALUATIONS	MIN. NUMBER OF OFF-FOREST	MIN. NUMBER COMPLEX ASSIGNMENTS (TYPE I or II)	REMARKS
COST, Cost Unit Leader	STAFF	STAFF	3		1	I-Suite Training Required
CMSY, Commissary Manager	STAFF	STAFF	1		1	
COMP, Comp/Claims Unit Leader	STAFF	STAFF	3		1	
INR, Comp for Injury Specialist	STAFF	STAFF	2		1	
CLMS, Claims Specialist	STAFF	STAFF	2		1	
PROC, Procurement Unit Leader	STAFF	STAFF	3		1	I-Suite Training Required
EQTR, Equipment Time Recorder	STAFF, DEMO	STAFF	2		1	I-Suite Training Required
BUYI, Buying Unit Leader	STAFF	STAFF	3		3	No NWCG PTB. Evaluations to be documented by an incident performance evaluation (ICS 225).
BUYM, Buying Unit Member	STAFF	STAFF	2		1	No NWCG PTB. Evaluations to be documented by an incident performance evaluation (ICS 225).

POSITION	TASK BOOK INITIATION LEVEL	TASK BOOK & QUALIFICATION LEVEL	MIN. NUMBER EVALUATIONS	MIN. NUMBER OF OFF-FOREST	MIN. NUMBER COMPLEX ASSIGNMENTS (TYPE I or II)	REMARKS
CONO, Contracting Officer	STAFF	STAFF				No NWCG PTB.
IBA1, Incident Business Advisor - Level 1	STAFF	RO				
IBA2, Incident Business Advisor - Level 2	STAFF	STAFF	3		3	
ICPI, Incident Contract Procurement Inspector	STAFF	STAFF	2	1	1	

DISPATCH POSITIONS

POSITION	TASK BOOK INITIATION LEVEL	TASK BOOK & QUALIFICATION LEVEL	MIN. NUMBER EVALUATIONS	MIN. NUMBER OF OFF-FOREST	MIN. NUMBER COMPLEX ASSIGNMENTS (TYPE I, II or III)	REMARKS
EDSP, Supervisor Dispatcher	STAFF	STAFF	3	1	3	
EDSD, Support Dispatcher	STAFF, CM	STAFF	2		1	Efforts should be made to function in all four areas (Overhead, Crews, Equipment and Support) for further development; i.e. required for EDSP.
EDRC, Dispatch Recorder	STAFF, CM	STAFF	2		1	
IADP, Initial Attack Dispatcher	STAFF, CM	STAFF	2			

POSITION	TASK BOOK	TASK BOOK & QUALIFICATION	MIN. NUMBER EVALUATIONS	MIN. NUMBER OF OFF-FOREST	MIN. NUMBER COMPLEX ASSIGNMENTS (TYPE I, II or III)	REMARKS
ACDR, Aircraft Dispatcher	INITIATION LEVEL	CERTIFICATION LEVEL	2			
	STAFF,FAO	STAFF				

PREVENTION, EDUCATION, & INVESTIGATION

POSITION	TASK BOOK	TASK BOOK & QUALIFICATION	MIN. NUMBER EVALUATIONS	MIN. NUMBER OF OFF-FOREST	MIN. NUMBER COMPLEX ASSIGNMENTS (TYPE I or II)	REMARKS
INVE, Wildland Fire Investigator	INITIATION LEVEL	CERTIFICATION LEVEL	2			
	STAFF	STAFF				
PTL, Prevention Team Leader	STAFF	STAFF	2		2	Assignments must be with prevention team
PTM, Prevention Team Member	STAFF	STAFF	2		2	Assignments must be with prevention team

FIRE CACHE/BAER

POSITION	TASK BOOK	TASK BOOK & QUALIFICATION	MIN. NUMBER EVALUATIONS	MIN. NUMBER OF OFF-FOREST	MIN. NUMBER COMPLEX ASSIGNMENTS (TYPE I or II)	REMARKS
BABS, Burned Area Emergency Resource Specialist	INITIATION LEVEL	CERTIFICATION LEVEL				No NWCCG PTB. Evaluations to be documented by an incident performance evaluation (ICS 225).
	STAFF	STAFF				
ACMR, Assistant Fire Cache Manager	STAFF	STAFF	2	1		All assignments will be with on-going incidents.

FCMG, Fire Cache Manager	STAFF	STAFF	2	1			All assignments will be with on-going incidents.
WHHR, Warehouse Material Handler	STAFF	STAFF	2				
WHLR, Warehouse Leader	STAFF	STAFF	2	1			