

Chapter 12

Firefighter Training and Qualifications

Introduction

NWCG) sanctioned firefighters are trained and qualified according to the NWCG and other standards, as outlined below.

Policy

Firefighters must meet standards identified in the NWCG publication *PMS 310-1, National Interagency Incident Management System Wildland Fire Qualifications System Guide*. The PMS 310-1 may be found at <http://www.nwcg.gov/pms/docs/docs.htm>.

Certain firefighters must meet standards identified in the *Interagency Fire Program Management Qualifications Standards and Guide* which may be found at <http://www.ifpm.nifc.gov>.

Agency standards for training and qualifications may exceed the minimum standards established by NWCG. Such additional standards will be approved by the Fire Directors and implemented through the Incident IQCS. Standards which may exceed the minimum standards established by NWCG are identified in Section I, BIA-Specific Position Standards.

Responsibilities

The following are responsibilities of key fire management leadership pursuant to Indian Affairs Manual, Part 90, Chapter 1:

Director, Branch of Fire Management

The Director is responsible for developing policies and standards for firefighter training and establishes WFM position competencies, standards and minimum qualifications for FMO's, wildland fire specialists and leaders based on federal interagency standards recommended by the NFAEB.

The Bureau will adhere to the minimum qualification standards required for the key fire management positions as defined in PMS 310-1.

Regional Directors

Regional Directors are responsible for ensuring that qualified personnel take immediate charge of wildfire suppression activities.

Agency Superintendents and Line Officers of Tribal Fire Programs

Agency Superintendents and Line Officers of Tribal fire programs are considered Certifying Officials pursuant to the definition in the NWCG PMS 310-1. As such, they are responsible for ensuring that agency fire management personnel develop and maintain fire management job qualifications and meet physical fitness standards in accordance with policy and assign personnel to fire suppression, prescribed fire, wildland fire use activities according to qualifications and demonstrated ability.

They are responsible for entering and maintaining employee fire qualifications in the IQCS.

Agency Superintendents and Line Officers of Tribal Fire Programs who choose to DOA of the Certifying Official role must do so in writing, utilizing the DOA form which can be found on the IQCS website at: <http://iqcs.nwcg.gov/>.

Qualification and Certification Process

Each unit with fire management responsibilities will establish an Incident Qualification Card qualification and certification process which may include a qualification and certification committee. It should be noted that these committees are not a requirement. Individual units still have the authority to certify the task books of their own employees pursuant to 90 IAM and PMS 310-1.

In areas cooperating with other Federal, State, or local agencies, an interagency qualification and certification committee is recommended and should include representatives from each unit. These qualification and certification committees provide management oversight and review of the wildland and prescribed fire positions under their jurisdiction. The committee:

- Ensures that qualifications generated by IQCS or other agency systems for employees are valid by reviewing the training and experience of each employee;

- Determines whether each employee possesses the personal characteristics necessary to perform the wildland and prescribed fire positions in a safe and efficient manner;
- Makes recommendations to the appropriate Agency Administrator or designee who is responsible for final certification signature;
- Should include representatives from aviation, prescribed fire, and fireline safety as practical;
- Develops interagency training needs and sponsors courses that can be offered locally; and
- Ensures training nominees meet minimum requirements for attending courses.

Non-NWCG Agency Personnel Qualifications

Personnel from non-NWCG agencies meeting NWCG 310-1 prerequisites can participate in and receive certificates for successful completion of NWCG courses. Agency employees can complete the Task Blocks, Evaluation Record and Verification/Certification sections of a cooperating organization's employee Position Task Book. Agency employees will not initiate or complete the Agency Certification sections of Position Task Book for non-agency employees.

Personnel from agencies that do not subscribe to the NWCG qualification standards may be used on agency managed fires. Agency fire managers must ensure these individuals are only assigned to duties commensurate with their competencies, agency qualifications, and equipment capabilities.

Non-NWCG Agency Personnel Use on Prescribed Fire

The NWCG PMS 310-1 establishes the minimum qualifications for personnel involved in prescribed fires on which resources of more than one agency are utilized - unless local agreements specify otherwise. This guide may be found at: <http://www.nwcg.gov/pms/docs/docs.htm>.

Incident Qualifications and Certification System (IQCS)

IQCS is the fire qualifications and certification record keeping system. The *Responder Master Record* report provided by the IQCS meets the agency requirement for maintaining fire qualification records. The system is designed to provide managers at the local, state/regional, and national levels with detailed qualification, experience, and training information needed to certify employees in wildland fire positions. The IQCS is a tool to assist managers in certification decisions. However, it does not replace the manager's responsibility to validate that employees meet all requirements for position performance based on their agency standards.

Record Keeping

Employees must be reminded that it is their responsibility to maintain original training certificates, completed PTB's, experience records, and any other qualifications records that may prove important at some time in the future. It is recommended that the hosting unit maintain copies of these records for reference. The contents of this file may include: copy of incident qualification card (red card), training certificates, WCT record, verification of medical examination completion, evaluations from assignments, PTB verification, IQCS Responder Update Forms, and a copy of the *Responder Master Record* IQCS.

All records will be stored and/or destroyed in accordance with agency policies.

Certification of Non-Agency Personnel

Non-agency firefighters will be certified by state or local fire departments, or private training providers approved by a MOU through their local GACC. Agencies will not assist in the administration, or sponsor the WCT, as the certifying agency.

Incident Qualification Card

The AA (or delegate) is responsible for annual certification of all agency and AD personnel serving on wildfire, prescribed fire, and all hazard incidents. This responsibility includes monitoring medical status, fitness, training, performance, and ensuring the responder meets all position performance requirements.

Training, medical screening, and successful completion of the appropriate WCT must be properly accomplished. All Red Cards issued to agency employees will be printed using the IQCS.

The BIA will designate employees at the national, regional, and local levels as Fire Qualifications Administrators, who ensure all incident experience, incident training, and PTB's for employees within the agency are accurately recorded in the IQCS. All records must be updated annually or modified as changes occur.

Incident Qualification Card (Red Card) Expiration Dates

Red Cards for responders that possess qualifications requiring WCT and the Annual Fireline Safety Refresher Training course (RT-130) are valid through the earliest expiration date (either fitness or refresher) listed on the card. Red Cards for responders that possess qualifications that do not require WCT or RT-130 for issuance are valid for 12 months from the date the card is signed by a certifying official.

Universal Training Requirements

All personnel filling NWCG recognized positions on the fireline must have completed:

- S-130 Firefighter Training (including the required field exercises)
- S-190 Introduction to Wildland Fire Behavior
- L-180 Human Factors on the Fireline
- I-100 Introduction to ICS

All Responders filling ICS positions must have completed:

IS-700A *NIMS: An Introduction*¹

I-100 Introduction to ICS

- Single Resource Personnel:
ICS-200 or equivalent
- Strike Team/Taskforce Leaders, Supervisors, and Branch Directors
IS-800B *National Response Framework, An Introduction*²
ICS-300 or equivalent
- Command and General Staff, Area Command and Emergency Managers:
IS-800B *National Response Framework, An Introduction*²
ICS-400 or equivalent

¹IS-700A replaces IS-700. Either course meets the requirement.

²IS-800B replaces IS-800A. Either course meets the requirement.

- **FS** - Forest Service direction is found in *Forest Service Handbook (FSH) 5109.17*.

Annual Fireline Safety Refresher Training

Annual Fireline Safety Refresher Training (RT-130) is required for those positions identified in the *Wildland Fire Qualifications System Guide* (NWCG 310-1). RT-130 must include the following core topics:

- **Entrapment Avoidance** - Use training and reference materials to study the risk management process as identified in the IRPG as appropriate to the participants, e.g., LCES, Standard Firefighting Orders, Eighteen Watch Out Situations, WFDSS direction, Fire Management Plan priorities, etc.
- **Current Issues** - Review and discuss identified “hot topics” as found on the current WFSTAR website. Review forecasts and assessments for the upcoming fire season and discuss implications for firefighter safety.
- **Fire Shelter** - Review and discuss last resort survival including escape and shelter deployment site selection. Conduct “hands-on” fire shelter inspections. Practice shelter deployments in applicable crew/module configurations.
- **Other Hazards and Safety Issues** - Choose additional hazard and safety subjects, which may include SAFENET, current safety alerts, site/unit specific safety issues and hazards.

These core topics must be sufficiently covered to ensure that personnel are aware of safety concerns and procedures and can demonstrate proficiency in fire shelter deployment. The minimum refresher training hour requirements for each agency is identified below. Training time may be extended in order to effectively complete this curriculum or to meet local training requirements.

BIA minimum refresher is 4 hours but will not exceed – 8 Hours for AD’s

RT-130 is not a self-study course. Minimum requirements have been established for instructors for RT-130. These requirements will ensure that an appropriate level of expertise and knowledge is available to facilitate refresher training exercises and discussions.

- Lead instructors must be a qualified single resource boss;
- Unit instructors must be qualified firefighter type one (FFT1); and
- Adjunct instructors may be utilized to provide limited instruction in specialized knowledge and skills at the discretion of the lead instructor. They must be experienced, proficient and knowledgeable of current issues in their field of expertise.

For additional information please refer to the current *NWCG Field Manager's Course Guide* (PMS 901-1) at: <http://www.nwcg.gov/pms/training/fmcg.pdf>.

RT-130 will have a 12-month currency. Firefighters who receive initial fire training are not required to take Annual Fireline Safety Refresher Training in the same calendar year. A website, <http://www.nifc.gov/wfstar/index.htm>, titled *WFSTAR* is available to assist in this training.

Entrapment avoidance and deployment protocols are identified in the *IRPG* (PMS No. 461/NFES No.1077). The guide contains a specific "Risk Management Process" and "Last Resort Survival Checklist".

Position Certification and Currency

Loss of Currency

If an employee (including agency-sponsored AD's) loses currency in an incident command system position, IQCS will convert that person back to trainee status. In order to regain full qualification, the employee will need to demonstrate an ability to perform the job by completing a performance assignment.

This ability can be demonstrated in a number of ways. In other words, the Certifying Official has some latitude in the process for re-certifying employees whose currency has expired.

One effective way to do this is to have the employee perform as a trainee on an assignment. The position task book may be used as a guide. This does not mean the entire task book needs to be completed. The most critical tasks contained in the PTB should be reviewed by the evaluator.

Recertification Considerations

The following items should be considered when re-certifying non-current employees:

- The complexity of the position in question;
- The employee's previous experience in performing the position and other fireline positions; and
- Changes in position duties and prerequisites since the duties were last performed.

Physical Fitness

Physical Fitness and Conditioning

Agency Administrators are responsible for ensuring the overall physical fitness of firefighters. Employees serving in wildland fire positions that require a fitness rating of arduous as a condition of employment are authorized one hour of duty time each work day for physical fitness conditioning. Employees serving in positions that require a fitness rating of moderate or light may be authorized up to three (3) hours per week. Fitness conditioning periods may be identified and structured to include aerobic and muscular exercises.

Fitness and Work Capacity 2009 ed. (PMS 304-2, NFES 1596) and the FireFit Program (<http://www.nifc.gov/FireFit/index.htm>) provide excellent guidance concerning training specifically for the pack test, aerobic fitness programs, and muscular fitness training.

Medical Examinations

Agency Administrators and supervisors are responsible for the occupational health and safety of their employees performing wildland fire activities, and may require employees to take a medical examination at any time.

Established medical qualification programs, as stated in 5 CFR 339, provide consistent medical standards in order to safeguard the health of employees whose work may subject them or others to significant health and safety risks due to occupational or environmental exposure or demand.

Information on any medical records is considered confidential (HIPAA) and must be kept in the employee's medical file.

Department of Interior Wildland Firefighter Medical Standards Program (DOI/MSP) - Arduous Fitness Level

All permanent, career-seasonal, temporary, Student Career Experience Program (SCEP) employees, and AD/EFF who participate in wildland fire activities requiring a fitness level of *arduous* must participate in the DOI-MSP at the appropriate level (see Examination Matrix on the MSP website) and must be cleared prior to attempting the WCT. Additional information regarding the DOI-MSP can be obtained at http://www.nifc.gov/medical_standards/.

If the HSQ or Annual Exam results in a status of “cleared”, but the Servicing Human Resource Officer (SHRO) or FMO has a direct concern about an employee’s/applicant’s capacity to meet the physical or medical requirements of a position, the agency may require the employee/applicant to report for a specific medical evaluation. For more information, contact your SHRO or agency Wildland Fire Safety Program Manager.

If any “yes” answer is indicated on the HSQ, an annual exam is required prior to the employee taking the Arduous WCT. Memo dated January 17, 2013, 2013 BIA/Tribal Medical Standards Program and Drug Testing Policy.

If an examining clinician believes diagnostic testing beyond what is required by the Wildland Firefighter MSP is needed to determine medical clearance, then agency approval is required before the tests are conducted. If the agency approves the clinician request, or requests further testing themselves, then the agency is responsible for payment. Additional testing or treatment requested by the employee/applicant shall be at their own expense.

Employees or applicants who fail to meet the Federal Interagency Wildland Firefighter Medical Qualification Standards as a permanent, seasonal/ temporary, or term employee may not perform as an AD/EFF for arduous duty positions.

If a DOI arduous duty WLFF develops a change in medical status (injury or illness) between yearly medical exams or HSQ’s that prevents them from performing arduous duty lasting longer than three consecutive weeks, the WLFF is required to report this change to his/her supervisor who can request additional medical information and reevaluate the WLFF clearance status.

The Interagency Medical Standards Program was intended by Congress for application to federal employees engaged in hazardous occupations. As such, full participation is not required by Tribal programs. At the discretion of the FMO, Tribal employees may elect to participate in the MSP at a lesser level than Permanent or Permanent Furlough BIA employees. The level of participation by Tribal employees may never be less than that required for AD/EFF employees; that is a pre-WCT HSQ every year while under the age of 45, and an Annual Exam when 45 or older.

For more information regarding exam requirements and frequency please refer to the exam matrix at: http://www.nifc.gov/medical_standards/documents/NewExamProcess/Exam_Matrix_FY2013_20121106.pdf
Medical Exam Process for Light and Moderate Fitness Levels.

This section applies to employees who are only required to complete the WCT at the light or moderate fitness level.

If any "Yes" answer is indicated on the HSQ, a medical examination is required prior to the employee taking the WCT.

Medical examinations will be performed utilizing the *Certificate of Medical Exam, U.S. Office of Personnel Management OF-178*. Stress EKG's are not required as part of the medical examination and will only be approved if recommended and administered by the medical examining physician. Cost for exams will be borne by the home unit. If medical findings during exam require further evaluation, then the cost of any further evaluation or treatment is borne by the employee/applicant. Costs for additional tests specifically requested by the agency will be borne by the home unit.

If the SHRO or FMO has a direct concern about an employee's/applicant's capacity to meet the physical or medical requirements of a position, the agency may require the employee/applicant to report for a specific medical evaluation. For more information, contact your SHRO or agency Wildland Fire Safety Program Manager.

Standards for medical examinations using the OF-178 for light and moderate positions are available at http://www.fs.fed.us/fire/safety/wct/wct_index.html. The examining physician will submit the completed OF-178 (and applicable supplements) to the employee's servicing human resources office, where it will be reviewed and retained in the employee's medical file.

Health Screen Questionnaire (HSQ)

Title 5 CFR Part 339 - Medical Qualification Determinations, which provides a determination of an individual's fitness-for-duty, authorizes solicitation of this information.

The approved OMB HSQ may be found at: http://www.nifc.gov/medical_standards/documents/NewExamProcess/5100-31.pdf.

The information on the HSQ is considered confidential and once reviewed by the test administrator to determine if the WCT can be administered, it must be kept in the employee's medical file (EMF). This file may only be viewed by Human Resource Management (HRM) or Safety personnel.

Work Capacity Test (WCT) Categories

The *NWCG Wildland Fire Qualification System Guide, PMS 310-1* identifies fitness levels for specific positions. There are three fitness levels - Arduous, Moderate, and Light - which require an individual to demonstrate their ability to perform the fitness requirements of the position. Positions in the "no fitness level required" category are normally performed in a controlled environment, such as an incident base.

Law Enforcement physical fitness standard is accepted as equivalent to a "light" WCT work category.

Work Capacity Test Categories

WCT Category	Distance	Weight	Time
Arduous Pack Test	3 miles	45 lb	45 min.
Moderate Field Test	2 miles	25 lb	30 min
Light Walk Test	1 mile	None	16 min

Arduous - Duties involve field work requiring physical performance with above average endurance and superior conditioning. These duties may include an occasional demand for extraordinarily strenuous activities in emergencies under adverse environmental conditions and over extended periods of time. Requirements include running, walking, climbing, jumping, twisting, bending, and lifting more than 50 pounds; the pace of the work typically is set by the emergency conditions.

Moderate - Duties involve field work requiring complete control of all physical faculties and may include considerable walking over irregular ground, standing for long periods of time, lifting 25 to 50 pounds, climbing, bending, stooping, twisting, and reaching. Occasional demands may be required for moderately strenuous activities in emergencies over long periods of time. Individuals usually set their own work pace.

Light - Duties mainly involve office type work with occasional field activity characterized by light physical exertion requiring basic good health. Activities may include climbing stairs, standing, operating a vehicle, and long hours of work, as well as some bending, stooping, or light lifting. Individuals can usually govern the extent and pace of their physical activity.

Work Capacity Test (WCT) Administration

The WCT is the official method of assessing wildland firefighter fitness levels. General guidelines can be found in the “*Work Capacity Tests for Wildland Firefighters, Test Administrator’s Guide*” PMS 307, NFES 1109.

WCT Administrators must ensure that WCT participants have been medically cleared, either through Wildland Firefighter Medical Qualification Standards or agency specific medical examination.

WCT’s are administered annually to all employees, including AD/EFF who will be serving in wildland fire positions that require a fitness level. The currency for the WCT is 12 months.

The WCT results shall be documented on the WCT Record available at **http://www.nifc.gov/policies/policies_main.html**. The WCT Record captures information that is covered under the Privacy Act and should be maintained in accordance with agency Freedom of Information Act (FOIA) guidelines.

Administration of the WCT of non-federal firefighters is prohibited for liability reasons. Potential emergency firefighters who would be hired under Emergency Hire authority by the agency must be in AD pay status or sign an agency specific volunteer services agreement prior to taking the WCT.

A RA, shall be developed and approved for each field unit prior to administering the WCT. Administer the test using the RA as a briefing guide. A sample RA can be found at: **<http://bia.gov/nifc/safety/WildlandFireRiskAssessment/index.htm>**.

The local unit shall prepare a medical response plan (such as an ICS-206 form), evaluate options for immediate medical care and patient transport, and identify closest emergency medical services. A minimum of a qualified Medical First Responder/Emergency Medical Responder (EMR) must be on site during WCT administration. Based upon a thorough evaluation of potential medical treatment and evacuation scenarios, a higher level of on-site emergency medical qualifications and equipment may be warranted (e.g. Emergency Medical Technician (EMT) or paramedic). It is recommended that an Automatic External Defibrillator (AED) is on-site during all WCT’s.

Personnel taking the WCT will only complete the level of testing (Pack, Field, Walk) required by the highest fitness level identified for a position on their Red Card. Employees shall not take the WCT unless they have a Red Card qualification that requires it, and only at the fitness level required by that position as identified in the NWCG PMS 310-1 or agency specific guidance or policy.

Treadmills are not approved for WCT.

WCT results must be entered into the IQCS annually to update the fitness level and date that will appear on the Incident Qualification Card. WCT dates entered in IQCS will reflect the date the employee passed the fitness test. The results of the most recent WCT will always supersede the results of any previous WCT, even if previous WCT's were within the currency period.

WCT Retesting

Those who do not pass the WCT will be provided another opportunity to retest. Employees will have to wait at least 48 hours before retaking the WCT. If an employee sustains an injury (verified by a licensed medical provider) during a test, the test will not count as an attempt. Once an injured employee has been released for full duty, the employee will be given time to prepare for the test (not to exceed 4 weeks). The numbers of retesting opportunities that will be allowed include:

- An individual will not be allowed to take the WCT more than twice in a twelve month period. If an individual fails the first test, and a second test is requested, no more than two weeks shall lapse between the first and second tests; and/or
- If extenuating circumstances exist, the FMO may determine if an additional attempt is warranted. In such cases, the extenuating circumstances must be documented and approval received through the Regional FMO before the test is administered.

Training Management

Bureau and Tribal fire management training programs will be based upon criteria specified within the interagency wildland fire training curriculum approved by the NWCG. This curriculum supports positions described within the NWCG PMS 310-1. The PMS 310-1 represents the Bureau's minimum training requirements.

Training Needs Analysis

Training need analyses are developed each year at unit, zone, regional and national levels. The assessment process provides information needed to determine which courses will be required, which employees will attend them, and how many slots will be available. Course offerings should be based upon identified unit needs, and reflect goals established in individual employee development plans.

The unit or zone is responsible for sponsoring 100 and 200 level courses. It is recommended that all training, regardless of level, be presented by qualified interagency instructors to interagency audiences.

Intermediate level (300 and 400) training needs are determined by Regional fire management staff or Training Specialists in conjunction with zone requirements. Each Region should be represented on an interagency training committee. These committees identify priority intermediate level training needs and designate host agencies and course coordinators. The Regional training committee is responsible for prioritizing Bureau and Tribal employees for mid-level and advanced training.

National level (500 and 600) training needs are determined by the Branch of Fire Management, NIFC. All national level training will be based upon a position needs analysis.

Individual Development Plans (IDP)

In order to effectively quantify the amount of training needed at any level in our organization, it is essential that supervisors understand their workforce. IDP's are a tool supervisors can use to identify the employee's career development path and any training that may be needed along the way. These IDP's should be designed to not only accommodate employee goals but more importantly, serve to support the mission of the unit. There are many examples of IDP's in use today and all are acceptable.

The IQCS has an IDP function that specifically addresses incident positions and the associated training plans for individuals. Utilization of the career planning tool in IQCS to capture an individual's training plan will assist training managers at the local, regional and national level with the information needed to increase efficiency in planning course sessions to meet the future training needs.

Position Task Books (PTB)

Position performance requirements are outlined in individual PTB's for each position. The Bureau does not require a minimum number of position performance assignments before a PTB can be certified. However, the Certifying Official should be cautioned against certifying PTB's without being confident in the employee's ability to perform at the fully qualified level.

Training Plans

The Agency or Tribal WFM program manager is responsible for training their employees to the extent that employee skills, knowledge and abilities facilitate the mission of the unit and the personal development of the employee. This training should be planned to accommodate the development of employees so they can perform jobs associated with "normal" program operations as well as "incident" operations.

Examples of "normal" operations include responsibilities such as:

- Development of fuels management projects and plans.
- Implementation of prescribed fires and mechanical fuels reduction projects.
- Leadership and Supervision of project work.
- Project monitoring and reporting.
- Maintenance of project equipment and inventory.
- Development of mobilization and operating plans.

Examples of "incident" operations include:

- Suppression of wildfires.
- Supervision of suppression resources.
- Coordination with incident response cooperators.

Depending on the position description, incident operations may comprise a smaller percentage of the employee's work load. It is the responsibility of the unit manager to balance training plans accordingly, understanding the mission of the unit and goals of the Tribe for which they have Trust responsibility.

Training Nomination Process

The Interagency Training Nomination Form, available electronically on the internet, will be utilized to nominate employees for training. The training nomination process varies by unit, zone, and region. Most Geographic Training Centers utilize the IQCS online training nomination process which requires actions within the IQCS application.

Employees identified for geographic or national level training will refer to their respective Geographic Area Nomination Process. Please refer to the National Wildland Fire Training website for more information: <http://www.nationalfiretraining.net/>.

Instructor Qualifications

The Field Managers Course Guide contains valuable course-specific information for the entire NWCG sponsored curriculum and is the authoritative reference for instructor qualifications. It may be found at <http://www.nwcg.gov/pms/training/training.htm>.

Course Coordination

The Course Coordinators Guide will serve as the Bureaus policy related to NWCG course coordination. This document can be found on at the following website at: <http://www.nwcg.gov/pms/training/training.htm>.

Course Equivalencies

There are some instances where course equivalencies do exist, such as the various ways to gain the skills necessary to become an effective instructor. These will be identified periodically through this guide or instructional memorandum.

Leadership Training

All employees who complete the course known as Fireline Leadership (L-380), Incident Leadership (L-381), or Advanced Incident Leadership (L-480) may also receive credit for agency-required supervision training.

Prevention Training

Employees who have completed the 24-hour Risk Assessment Mitigation Strategies (RAMS) training can receive credit for P-301, Wildland Fire Prevention Planning.

BIA Certified Positions

There are certain BIA positions that have position standards which exceed the standards or are not identified in the NWCG PMS 310-1. Standards for the BIA, which may exceed the minimum standards established by NWCG, are developed by the National Training Manager, and approved by the Director, Branch of Fire Management, and implemented through IQCS.

Prescribed Fire Burn Boss 3 (RXB3)

The BIA uses the *Interagency Prescribed Fire Planning and Implementation Procedures Guide* (2008) to guide prescribed fire activities. This guide provides standardized procedures, specifically associated with the planning and implementation of prescribed fire. This policy as well as the RXB3 task book may be found at: <http://www.nifc.gov/fuels/direction/direction.html>.

Training:	Required:	S-290 Intermediate Wildland Fire Behavior
	Suggested:	S-234 Ignition Operations
Prerequisite Experience:	Incident Commander, Type 5 OR Advanced Firefighter/Squad Boss AND Satisfactory position performance as a Prescribed Fire Burn Boss Type 3	
Physical Fitness:	Moderate	
Other Position Assignments that will Maintain Currency:	Prescribed Fire Burn Boss Type 2 Prescribed Fire Burn Boss Type 1 Fire Use Manager Type 1 Fire Use Manager Type 2 Prescribed Fire Manager Type 1 Prescribed Fire Manager Type 2	

Interagency Hotshot Superintendent

The Superintendent is a permanent employee with administrative and supervisory skill sufficient to manage a highly qualified interagency hand crew. Must be able to provide fully capable leadership to the crew and have sufficient fire experience to train the crew in every aspect of fire suppression operations. The Superintendent must have sufficient management skills to manage budgets, work schedules, incident operations, and personnel.

Qualification requirements for this position are listed in the National Interagency Hotshot Crew Operations Guide at: http://www.nifc.gov/policies/pol_ref_hotshotOps.html

The BIA position code for this is IHCS.

Assistant Interagency Hotshot Superintendent

The Assistant Superintendent is a permanent employee who assists the Superintendent in all aspects of crew management and must be qualified to supervise and manage the crew in the absence of the crew superintendent. Consequently, must have sufficient management skills to manage budgets, work schedules, incident operations, and personnel.

Qualification requirements for this position are listed in the National Interagency Hotshot Crew Operations Guide at: http://www.nifc.gov/policies/pol_ref_hotshotOps.html

The BIA position code for this is IHCA.

Sawyer/Faller Qualifications

Bureau and Tribal employees, both in fire positions and non-fire positions, perform a variety of job duties requiring the use of a chainsaw. The Branch of Fire Management has a training and certification process for these employees which can be obtained upon request.

Supervisor Responsibilities

It is the supervisor's responsibility to understand OSHA regulations and provide their employees with personal protective equipment, training and certification in chainsaw operation.

Qualifications

There are four chain saw operator qualification levels recognized by the Bureau:

- "A" Apprentice Sawyer (IQCS Position Code: FALA)
- "B" Intermediate Faller (IQCS Position Code: FALB)
- "C" Advanced Faller (IQCS Position Code: FALC)
- "C" Faller Certifier (IQCS Position Code: CCRT)

Currency and Required Training

The following table identifies currency training, fitness, CPR, and first aid requirements for chainsaw operators. IQCS will be the system of record for chainsaw operator qualifications and reflect these requirements.

FALA and FALB operators only need to complete chainsaw operator training once and maintain currency thereafter by simply performing that position at least once every five years.

FALC and CCRT operators are required to attend recertification training every three years. This training should be recorded as BICFLR (C Faller Course) in the IQCS. Initial certification of BIA and tribal FALC's and CCRT's can only be obtained by attending a BIA sanctioned C Faller Course. Subsequent recertifications may be administered by other regional C-certifiers, provided the CCRT administering the evaluation is recognized by the Bureau.

Fitness for all positions is considered arduous except for CCRT which will be light.

CPR and first aid training will be completed as specified below. CPR and first aid training will not be included as disqualification criteria in IQCS. It is not an absolute necessity that every individual assigned to projects using chainsaws possess currency in CPR and first aid training. However, there should be an adequate number of certified individuals to provide first aid services *commensurate with the need based on an assessment by the supervisor.*

Position	Performance Currency	Training/Currency	Fitness Level	CPR	First Aid
FALA	5 Years	S-212	Arduous	2 Years	3 Years
FALB	5 Years	S-212	Arduous	2 Years	3 Years
FALC	5 Years	BICFLR 3 Years	Arduous	2 Years	3 Years
CCRT	5 Years	BICFLR 3 Years	Light	None	None

Required chainsaw operator training can be in the form of S-212, a comparable industry course, or a course developed at the local Agency and is required for initial qualification as a FALA or FALB. In order to obtain the qualification of FALC or CCRT employees will be required to attend a BIA sanctioned C-Faller training course. For information related to the delivery of this course please contact the National Chainsaw Program Manager or CCRT within your region.

Emergency Firefighter (AD) Chainsaw Operators

Chainsaw training is authorized for AD employees who are required to operate chainsaws for fire suppression or hazardous fuels reduction project work. Supervisors of Type 2 and Type 2 IA crews who have employees who operate chainsaws must have emergency medical response capabilities. The possession of emergency response capabilities can be fulfilled through one of the following two options: 1. Crews will minimally possess one or more individuals who are currently certified to administer CPR and provide first aid. 2. If the crew does not possess this capability other provisions must be made by the supervisor to provide these services while engaged in chainsaw operations.

BIA Required Training

Fire Management Leadership (FML), (geographic or national) is required for all Bureau Agency Administrators/Line Officers including Agency Superintendents; Agency Foresters or Natural Resource Managers; and Regional Foresters. Regional Directors, Deputy Directors in natural resource program areas, and Tribal Natural Resource Program Administrators are also encouraged to attend this course. The national level course offered by NAFRI is the preferred alternative to the geographic course.

Funding for Training**General Schedule and Tribal Contract/Compact Fire Employees**

Training budgets for fire-funded employees and other non-fire funded employees who maintain red card positions are included within preparedness funding. Budget submissions for training should be supported by training needs analyses. Besides individual travel and tuition costs, these budgets may also consider costs associated with contracting trainers, paying the travel costs of non-agency trainers, or the need to conduct recurring annual workshops or meetings.

Emergency Operations funding will not be used to cover training costs for employees in this category.

Training scheduled on weekends so as to incur overtime will be avoided.

AD/EFF Hires

The AD Pay Plan (<http://www.nwcg.gov/teams/ibpwt/documents/index.htm>) provides for the hiring of emergency workers and trainers for attending and conducting training. FMO's will practice prudent and wise use of Emergency Operations funding used for training purposes. The BIA-NIFC office will establish a universal FireCode to be used to fund the AD training program.

Although the AD Pay Plan provides for a maximum of 80 hours of training for emergency firefighters, this should not be considered an annual "entitlement". Training is authorized for classes that maintain or improve qualifications, within the context of the employees' qualifications development pathway and the mission of the local unit.

AD-EFF employees can only be paid while attending "REQUIRED" courses as identified in the PMS 310-1 or this "Blue Book". AD-EFF employees who attend courses categorized as "OTHER TRAINING WHICH SUPPORTS DEVELOPMENT OF KNOWLEDGE AND SKILLS" are not authorized to be reimbursed through the pay plan for attendance. However, this does not prevent the individual from attending this.

Minimum Age Requirements for Hazardous Duty Assignments on Federal Incidents

Persons under 18 years old will not perform hazardous duties during wildland fire management operations on federal jurisdictions.

Interagency Hotshot Crews (IHC)

Interagency Hotshot Crews provide an organized, mobile, and skilled hand crew for all phases of wildfire suppression. IHC's are comprised of 18-25 firefighters and are used primarily for wildfire suppression, fuels reduction, and other fire management duties. IHC's are capable of performing self-contained initial attack suppression operations, and commonly provide incident management capability at the Type 3 or 4 levels.

IHC Policy

IHC standards provide consistent planning, funding, organization, and management of the agency IHC's. The sponsoring unit will ensure compliance with the established standards. The arduous duties, specialized assignments, and operations in a variety of geographic areas required of IHC's dictate that training, equipment, communications, transportation, organization, and operating procedures are consistent for all agency IHC's.

As per agency policy, all IHCs will be managed under the *Standards for Interagency Hotshot Crew Operations (SIHCO)*.

- **BIA- BIA Preparedness Review Checklist #XXX - 18** (Hotshot Crew) *supersedes the checklist found in the SIHCO.*

IHC Certification

The process for IHC certification is found in the SIHCO.

Annual Crew Pre-Mobilization Process

The superintendent of crews holding IHC status the previous season are required to complete the *Annual IHC Mobilization Checklist* (SIHCO, Appendix C) and send the completed document to the local GACC prior to making the crew available for assignment each season.

Annual IHC Readiness Review

On an annual basis the superintendent of crews holding IHC status the previous season are required to complete the Annual IHC Preparedness Review (SIHCO Appendix B). This process is designed to evaluate crew preparedness and compliance with SIHCO. The annual review will be conducted while the crew is fully staffed and operational. The review is not required prior to a crew being made available for incident assignment at the beginning of their availability period. When a review document is completed, the document is kept on file at the local (host) unit fire management office.

IHC Organization

Individual crew structure will be based on local needs using the following standard positions: Superintendent, Assistant Superintendent, Squad Leader, Skilled Firefighter, and Crew member.

- **BIA- IHC's have the option of traveling with 22 personnel when on incident assignments as authorized by the local unit. IHC superintendents will obtain prior approval from the dispatching GACC when the assignment requires fixed wing transport and the crew size is greater than 20.**

IHC Availability Periods

IHC's will have minimum availability periods as defined in the *SIHCO*.

Availability periods may exceed the required minimum availability period. The Crew Superintendent will inform the local supervisor and the GACC of any changes in the crew's availability.

IHC Communications

IHC's will provide a minimum of five programmable multi-channel radios per crew as stated in the *SIHCO*.

IHC Transportation

Crews will be provided adequate transportation. The number of vehicles used to transport a crew should not exceed three (3). All vehicles must adhere to the certified maximum Gross Vehicle Weight (GVW) limitations.

Type 2 Crews

For the BIA, Type 2 crews usually consist of agency personnel, contract crews, or EFF's. These crews will be formed into 20-person firefighting crews for fireline duties or 10 person crews for fire camp support. The BIA Type 2 firefighting crews and camp crews typically consist of local individuals that are hired under the DOI AD Pay Plan for Emergency Workers. They are hired for the duration of the emergency and then released from employment.

Policy

The EFF Crew program is a cooperative effort within the BIA and between the BIA and Tribes to set standardized operation procedures, guidelines and policy for management and administration of BIA sponsored EFF crews.

In addition, the following handbooks and guides provide information relevant to program operations:

- *National Interagency Mobilization Guide*
- *Geographical Area Mobilization Guides*
- *Interagency Incident Business Management Handbook*
- *Fireline Handbook*
- *Local and Regional Crew Guides and Annual Operating Plans*

Regional and/or geographical EFF Crew Management Boards or designated equivalent will be established to provide program accountability, operational oversight and compliance to NWCG and Interagency wildland fire qualifications standards.

The EFF crew program will use the annually revised AD Pay Plan to employ, pay, classify, and establish conditions of hire for all individuals. In addition, local conditions of hire may be implemented.

Mission

To provide organized, skilled crews for wildland fire operations by instilling standards, funding and operational consistency throughout the Bureau's wildland fire program.

To provide local, regional and national crew resources as the Bureau's contribution and fair share to the wildland fire management effort.

To work with Tribes to enhance employment opportunities, and support the long term tradition of Native American Indian Firefighters.

Crew Organization

Fire Fighting Crews

Crew composition shall consist of one Crew Boss, a minimum of three Squad Bosses, and 16 Crew Members. Crew size, including trainees shall not exceed 20 persons. In no instance will a crew be dispatched with less than 18 persons.

The minimum number of inexperienced personnel shall not exceed 12 on any one crew of 20 members.

A Crew Representative may accompany a crew when dispatched outside of the local unit's jurisdiction. The Crew Representative is responsible for all administrative duties such as time keeping, commissary, accident reports and follow-ups, etc.

An EFF crew member is responsible for abiding by the "Conditions of Hire" and "Rules of Conduct" and to conduct him or herself in a work safe manner at all times.

All EFF Crew members will meet the minimum qualifications, training and experience requirements per the NWCG, PMS 310-1.

All EFF firefighting crew members will be certified by using the Emergency Firefighter Certification process through the IQCS.

All crew member qualifications must be documented through the IQCS and each member must carry a Red Card printed from IQCS when functioning in an overhead or technical specialist position. IQCS provides the only valid qualification credentials for Bureau sponsored wildland firefighters.

Home Unit FMO's are responsible for ensuring EFF firefighting personnel are entered into the IQCS. FMOs will be held accountable for dispatching qualified personnel. Each crew boss will carry a list of respective crew members certified in the IQCS while on assignment.

Camp Crews

An EFF Camp Crew will be composed of approximately 10 members. A Camp Crew Leader will be identified for each crew. There are no designated squad boss positions on BIA camp crews.

The Camp Crew Leader is responsible for work effectiveness, safety, conduct, welfare, discipline, and leadership. The Camp Crew Leader will report directly to the Facilities Unit Leader, who will have the administrative duties otherwise fulfilled by a Crew Representative.

Camp Crew Leaders must successfully complete two assignments as a camp crew member and demonstrate leadership abilities. Camp Crew Leaders will be selected by the home unit or provided per agreement with cooperators.

Camp Crew Members are responsible for abiding by the "Conditions-of-Hire", and "Rules of Conduct", and to conduct him/herself in a work-safe manner at all times.

Camp Crew Members and leaders are authorized up to eight (8) hours annual training to prepare for upcoming fire season to include RT-130 including fire shelter practice, dispatching procedures and other topics as appropriate.

National Minimum Standards (Physical Fitness and Training) for Fire Fighters

Assigned crew overhead (crew boss/squad boss) must meet the minimum standards set forth in NWCG PMS 310-1.

Individuals must meet the arduous physical fitness level as defined in the Fitness and Work Capacity publication.

Individuals must be available for 14-day minimum assignment, excluding travel.

Crew members are required to have completed S-130 and S-190 and annual refresher training prior to crew assignment. Field exercises that compliment classroom training are recommended.

Hand Crew Standards for National MobilizationPolicy

All crews must meet minimum crew standards as defined below as well as any additional agency, State, or contractual requirements. Typing will be identified at the local level with notification made to the local GACC.

MINIMUM CREW STANDARDS FOR NATIONAL MOBILIZATION

Minimum Standards	Type 1	Type 2 with IA Capability	Type 2
Fireline Capability	Initial attack/can be broken up into squads, fire line construction, complex firing operations(backfire)	Initial attack/can be broken up into squads, fireline construction, firing to include burnout	Initial attack, fireline construction, firing as directed
Crew Size	18-20		
Leadership Qualifications	Permanent Supervision Supt: TFLD, ICT4, FIRB Asst Supt: STCR, ICT4 3 Squad Bosses: ICT5 2 Senior Firefighters: FFT1	Crew Boss: CRWB 3 Squad Bosses: ICT5	Crew Boss: CRWB 3 Squad Bosses: FFT1
Language Requirement	All senior leadership including Squad Bosses and higher must be able to read and interpret the language of the crew as well as English.		
Experience	80% 1 season	60% 1 season	20% 1 season
Full Time Organized Crew	Yes (work and train as a unit 40 hrs per week)	No	No
Communications	5 programmable radios	4 programmable radios	
Sawyers	3 agency qualified	3 agency qualified	None
Training	As required by the SIHCO or agency policy prior to assignment	Basic firefighter training and/or annual firefighter safety refresher prior to assignment	Basic firefighter training and/or annual firefighter safety refresher prior to assignment
Logistics	Crew level agency purchasing authority	No purchasing authority	No purchasing authority
Maximum Weight	5300 lbs		
Dispatch Availability	Available nationally	Available nationally	Variable
Production Factor	1.0	.8	.8
Transportation	Own transportation	Transportation needed	Transportation needed
Tools & Equipment	Fully equipped	Not equipped	Not equipped
Personal Gear	Arrives with: Crew First Aid kit, personal first aid kit, headlamp, 1 qt canteen, web gear, sleeping bag		
PPE	All standard designated fireline PPE		
Certification	Must be annually certified by the local host unit Agency Administrator or designee prior to being made available for assignment.	N/A	N/A

Crew Types

- **Agency Crews**
Agency hand crews consist of qualified agency personnel and are organized on a local basis. These crews are designated as Type 2 or Type 2 IA.
- **State Crews**
State crews are organized under the auspices of individual states. These crews may be designated as Type 1, Type 2, or Type 2 IA. These crews include organized state inmate crews.
- **Emergency Firefighter Crews (EFF)**
These crews are usually Type 2 crews consisting of agency sponsored on call personnel who meet the requirements for Type 2 IA or Type 2 as defined in above.
- **Contract Crews**
These organized crews consist of personnel trained, equipped, and certified by a private contractor and must meet the contractual specifications as stated in their state or national crew contracts.

APPENDIX 12-1
BIA HOTSHOT Crew Contact List
Insert updated BIA HOTSHOT Crew Contact list.