



Training Officer – Forest Service

Checklist #07

Location:		Date:	
Respondent:		Reviewed By:	
Key Code: E = Exceeds Standard M = Meets Standard NI = Needs Improvement NR = Not Reviewed			
Description		Code	Remarks
Unit Personnel			
1.	Individuals meet the qualifications and certifications standards for incident management or prescribed fire operations displayed on the Incident Qualifications Card. Standards for each position are contained in the 5109.17. http://fsweb.wo.fs.fed.us/directives/fsh/5109.17/		
2.	Incident Qualification Cards (redcard) are current and signed by agency administrator or delegated official. Redcard certification will have a 12-month period, from the date of issuance. a) Director of Fire and Aviation Management for all Area Command and Type 1 Command and General Staff positions., as delegated by the Regional Forester b) Forest Fire Program Management Staff Officer for Type 2 and all other positions, as delegated by the Forest Supervisor. c) District Ranger, for temporary employees qualified as Firefighter 1 and 2, including Job Corps employees.		
3.	An employee file is maintained for all redcarded employees. Contents of the file include: a) All course completion records which may consist of: 1. Either certificate of completion or 2. Course completion student roster or 3. SF-182 or 4. Ltr/e-mail from Lead Instructor/Course Coordinator indicating successful completion of course. b) Evaluation verification: 1. Either Position Task Book verification page or 2. Incident Performance Rating indicating successful performance in the position (pre-task book implementation) or 3. Ltr. From final Evaluator verifying satisfactory completion of all tasks and recommendation for certification. c) Yearly updated Incident Qualifications and Certification System master record.		

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4.	Delivery of Annual Fireline Safety Refresher training includes minimum core subject areas outlined in 31.3 of the 5109.17		
PROGRAM LEVEL			
5.	A qualification and certification procedure is established to provide management oversight and review of incident management and prescribed fire positions.		
6.	Records are in a centralized location, as determined and documented, by the Forest Fire Program Manager.		
7.	A designated IQCS Account Manager updates incident experience, training, and Position Task Books for employees using the Incident Qualifications and Certification System (IQCS). Delegation of Authority on file for Account Managers who have been delegated the Certifying Official role.		
8.	A Fire Qualifications Review Committee (FQRC) is established to provide management oversight and review of incident management and prescribed fire positions.		
9.	FQRC Deliberations and decisions are documented, as appropriate, to track the rationale for certification and provide background for employee performance enhancement planning.		
10.	Checklists and guides appropriate to specific positions are available: e.g. <i>Incident Response Pocket Guide, Fireline Handbook, Interagency Standards for Fire and Fire Aviation Operations, Wildland Fire and Aviation Program Management and Operations Guide (BIA)</i> ..		
11.	Training is conducted for personnel in accordance with the NWCG standards in the Field Manager’s Course Guide and contained in individual course Administrator’s Guides. c) Training materials are current and available. d) Instructors are qualified per the individual course requirements contained in the Field Manager’s Course Guide (December 2004) http://www.nwcg.gov/pms/training/fmcg.pdf c) Adequate Training Equipment is available.		

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For the Preparedness Review you will need to have to following items available for review.

Checklist Item #	Documentation
EMPLOYEE:	
1.	Incident Qualifications Card (redcard) IQCS master record
2.	Employee incident training and experience master file.
3.	Documentation of listed items.
4.	WCT and medical records.
5.	Copy of 5109.17 (may require past copies, contingent on when individual was certified) http://www.fs.fed.us/fire/