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Chapter 13 Firefighter Training and Qualifications

Introduction

National Wildfire Coordinating Group (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 310-1 may be found at <http://www.nwcg.gov/pms/docs/docs.htm>

- **FS** - See *FSH 5109.17* for additional requirements.

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

Agency standards for training and qualifications may exceed the minimum standards established by National Wildfire Coordinating Group (NWCG). Such additional standards will be approved by the Fire Directors, and implemented through the Incident Qualifications and Certification System (IQCS). Standards which may exceed the minimum standards established by NWCG are identified in:

- **BLM** - *BLM Fire and Aviation Training Information Job Aid* which can be found at :
http://www.blm.gov/nifc/st/en/prog/fire/training/fire_training/publications/job_aid.html
- **FWS** - *The Fire Management Handbook*.
- **FS** - *The FSH 5109.17*. AD hires sponsored by the Forest Service will meet *FSH 5109.17* position qualification standards.
- **NPS** - *L380 Fireline Leadership* is recommended training for single resource bosses; *L-381 Incident Leadership* is recommended training for RXBI.

Qualification and Certification Process

Each unit with fire management responsibilities will establish an Incident Qualification Card qualification and certification process. In areas cooperating with other federal, state, or local agencies, an interagency qualification and certification committee should include representatives from each unit. These qualification and certification committees provide management oversight and

- 1 review of the wildland and prescribed fire positions under their jurisdiction. The
2 committee also:
- 3 • Ensures that qualifications generated by IQCS or other agency systems for
4 employees are valid by reviewing the training and experience of each
5 employee.
 - 6 • Determines whether each employee possesses the personal characteristics
7 necessary to perform the wildland and prescribed fire positions in a safe and
8 efficient manner.
 - 9 • Makes recommendations to the appropriate agency administrator or
10 designee who is responsible for final certification signature.
 - 11 • Develops interagency training needs and sponsors courses that can be
12 offered locally.
 - 13 • Ensures training nominees meet minimum requirements for attending
14 courses.

15 **Non-NWCG Agency Personnel Qualifications**

16 Personnel from non-NWCG agencies meeting *NWCG 310-1* prerequisites can
17 participate in and receive certificates for successful completion of NWCG
18 courses. Agency employees can complete the Task Blocks, Evaluation Record
19 and Verification/Certification sections of a cooperating organizations employee
20 Position Task Book. Agency employees will not initiate or complete the
21 Agency Certification sections of Position Task Book for non-agency employees.
22

23
24 Personnel from agencies that do not subscribe to the NWCG qualification
25 standards may be used on agency managed fires. Agency fire managers must
26 ensure these individuals are only assigned to duties commensurate with their
27 competencies, agency qualifications, and equipment capabilities.
28

29 **Non-NWCG Agency Personnel Use on Prescribed Fire**

30 The NWCG 310-1 *Wildland Fire System Qualifications Guide* establishes the
31 minimum qualifications for personnel involved in prescribed fires on which
32 resources of more than one agency are utilized - unless local agreements specify
33 otherwise. This guide may be found at:
34 <http://www.nwcg.gov/pms/docs/docs.htm>
35

36 **Incident Qualifications and Certification System (IQCS)**

37
38 The Incident Qualifications and Certification System (IQCS) is the fire
39 qualifications and certification record keeping system. The Responder Master
40 Record report provided by the IQCS meets the agency requirement for
41 maintaining fire qualification records. The system is designed to provide
42 managers at the local, state/regional, and national levels with detailed
43 qualification, experience, and training information needed to certify employees
44 in wildland fire positions. The IQCS is a tool to assist managers in certification
45 decisions. However, it does not replace the manager's responsibility to validate

1 that employees meet all requirements for position performance based on their
2 agency standards.

3
4 A hard copy file folder will be kept for each employee. The contents will
5 include, but are not limited to: training records for all agency required courses,
6 evaluations from assignments, position task book verification, yearly updated
7 IQCS forms, and the Responder Master Record (RPTC028) from IQCS. All
8 records will be stored and/or destroyed in accordance with agency policies.

- 9 • **BLM** - *These policies can be found at*
10 *[http://www.blm.gov/wo/st/en/info/regulations/combined_record_schedules.](http://www.blm.gov/wo/st/en/info/regulations/combined_record_schedules.html)*
11 *html*
- 12 • **NPS** - *IQCS Account Managers should have an IQCS Delegation of*
13 *Authority if they are serving as the Certifying Official. Delegation of*
14 *Authority can be found at: <http://iqcs.nwcg.gov/main/requestAccount.html>*

15 **Certification of Non-Agency Personnel**

16 Non-agency firefighters will be certified by state or local fire departments, or
17 private training providers approved by a Memorandum of Understanding
18 (MOU) through their local GACC. Agencies will not assist in the
19 administration, or sponsor the Work Capacity Test (WCT), as the certifying
20 agency.

21

22 **Incident Qualification Card**

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

28

29 Training, medical screening, and successful completion of the appropriate WCT
30 must be properly accomplished. All Incident Qualification Cards issued to
31 agency employees, with the exception of Emergency Firefighter (EFF-paid or
32 temporary employees at the FFT2 level), will be printed using the IQCS.

33 Incident Qualification Cards issued to EFF or temporary employees at the FFT2
34 level may be printed at the local level without use of the IQCS.

35

36 Each agency will designate employees at the national, regional/state, and local
37 levels as Fire Qualifications Administrators, who ensure all incident experience,
38 incident training, and position Task Books for employees within the agency are
39 accurately recorded in the IQCS. All records must be updated annually or
40 modified as changes occur.

- 41 • **NPS** - *Certification for Area Command and Type 1 Command and General*
42 *Staff (C&GS) position task books will be done at the national office level;*
43 *Type 2 C&GS, and any position task books issued to park fire management*
44 *officers will be certified at the regional office level. All other position task*
45 *books may be certified at the local unit level.*

46

- 1 • **NPS** - It is NPS policy that two or more assignments be accomplished after
2 completing a Position Task Book, and receiving certification, before an
3 individual begins movement to the next higher level. It is also NPS policy to
4 require two or more qualified assignments be accomplished in a position
5 before an individual may become a position performance evaluator. The
6 only exceptions to this policy are unit leader positions leading to Planning
7 Section Chief, Logistics Section Chief, or Finance Section Chief.
8 Subordinate unit leader positions require a minimum of one assignment
9 after the PTB completion and position certification.
- 10 • **BLM- BLM Recertification Policy:** If an employee (including an agency-
11 sponsored AD) has lost currency in a position, the employee is converted to
12 trainee status for that position. In order to regain full qualification for the
13 position, the employee must demonstrate the ability to perform in the
14 position as determined by the Certifying Official. Prior to recertification,
15 the employee must:
- 16 ○ Complete the BLM Recertification Evaluation found at
17 http://www.blm.gov/nifc/st/en/prog/fire/training/fire_training.html
 - 18 ○ Complete one or more evaluation assignments.
 - 19 ○ Complete any additional requirements as determined by the Certifying
20 Official (e.g. additional assignments and/or courses).
- 21 **NOTE:** This policy only applies to positions for which a task book is
22 required.

23 24 **Incident Qualification Card Expiration Dates**

25 Incident Qualification Card positions requiring Work Capacity Tests (WCT) and
26 the Annual Fireline Safety Refresher Training course (RT-130) are valid through
27 the earliest expiration date (either fitness or refresher) listed on the card.

28 Incident Qualification Card positions that do not require WCT or RT-130 for
29 issuance are valid for 12 months from the date the card is signed by a certifying
30 official.

- 31 • **FS-** the WCT is considered effective for 13 months from the date passed. If
32 an employee is on an emergency assignment on the date their WCT expires,
33 they will complete their assignment including any extensions. Upon return
34 to their duty station, they must complete the WCT and acquire a new
35 Incident Qualification Card prior to accepting any new assignments.

36 37 **Universal Training Requirements**

38
39 All personnel filling NWCG recognized positions on the fireline must have
40 completed:

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

- 1 All Responders filling ICS positions must have completed:
- 2 IS-700A NIMS: An Introduction¹
- 3 • Single Resource Personnel:
- 4 ICS-200 or equivalent
- 5 • Strike Team/Taskforce Leaders, Supervisors, and Branch Directors
- 6 IS-800B National Response Framework, An Introduction²
- 7 ICS-300 or equivalent
- 8 • Command and General Staff, Area Command and Emergency Managers:
- 9 IS-800B National Response Framework, An Introduction²
- 10 ICS-400 or equivalent

11

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

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

- 14 • *FS - Forest Service direction is found in FSH 5109.17.*

15

16 Annual Fireline Safety Refresher Training

17

18 Annual Fireline Safety Refresher Training is required for all positions as

19 identified in the *Wildland Fire Qualifications System Guide* (NWCG 310-1)

20 Annual Fireline Safety Refresher Training must include the following core

21 topics:

- 22 • **Avoiding Entrapments** - Use training and reference materials to study the
- 23 risk management process as identified in the Incident Response Pocket
- 24 Guide as appropriate to the participants, e.g., LCEs, Standard Firefighting
- 25 Orders, Eighteen Watch Out Situations, Wildfire Decision Support System
- 26 (WFSS) direction, Fire Management Plan priorities, etc.
- 27 • **Current Issues** - Review and discuss identified “hot topics” as found on the
- 28 current Wildland Fire Safety Training Annual Refresher (WFSTAR)
- 29 website. Review forecasts and assessments for the upcoming fire season
- 30 and discuss implications for firefighter safety.
- 31 • **Fire Shelter** - Review and discuss last resort survival including escape and
- 32 shelter deployment site selection. Conduct “hands-on” fire shelter
- 33 inspections. Practice shelter deployments in applicable crew/module
- 34 configurations.
- 35 • **Other Hazards and Safety Issues** - Choose additional hazard and safety
- 36 subjects, which may include SAFENET, current safety alerts, site/unit
- 37 specific safety issues and hazards.

38

39 These core topics must be sufficiently covered to ensure that personnel are

40 aware of safety concerns and procedures and can demonstrate proficiency in fire

41 shelter deployment. The minimum refresher training hour requirements for each

42 agency is identified below. Training time may be extended in order to

43 effectively complete this curriculum or to meet local training requirements.

44

45

- 1 • **BLM** - 4 hours
- 2 • **FWS/FS** - No minimum hourly requirement; core topics as shown above
- 3 will be covered.
- 4 • **NPS** - 8 hours

5
6 The Annual Fireline Safety Refresher Training course (RT-130) is not a self-
7 study course. Minimum requirements have been established for instructors for
8 Annual Fireline Safety Refresher Training. These requirements will ensure that
9 an appropriate level of expertise and knowledge is available to facilitate
10 refresher training exercises and discussions.

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

17
18 For additional information please refer to the current *NWCG Field Manager's*
19 *Course Guide* (PMS 901-1) at:

20 <http://www.nwcg.gov/pms/training/fmcg.pdf>.

21
22 Annual Fireline Safety Refresher Training will have a 12-month currency.
23 Firefighters who receive initial fire training are not required to take Annual
24 Fireline Safety Refresher Training in the same calendar year. A web site,
25 <http://www.nifc.gov/wfstar/index.htm>, titled *Wildland Fire Safety Training*
26 *Annual Refresher (WFSTAR)* is available to assist in this training.

27
28 Entrapment avoidance and deployment protocols are identified in the *Incident*
29 *Response Pocket Guide (IRPG)* (PMS No. 461/NFES No.1077). The guide
30 contains a specific "Risk Management Process" and "Last Resort Survival
31 Checklist".

- 32
33 • **BLM** - The "Do What's Right" training is required annual training but is
34 not a prerequisite for issuance of an *Incident Qualification Card*.

35 36 **Physical Fitness**

37 38 **Physical Fitness and Conditioning**

39 Agency administrators are responsible for ensuring the overall physical fitness
40 of firefighters. Employees serving in wildland fire positions that require a
41 fitness rating of arduous as a condition of employment are authorized one hour
42 of duty time each work day for physical fitness conditioning. Employees
43 serving in positions that require a fitness rating of moderate or light may be
44 authorized up to three hours per week.

45

1 Fitness conditioning periods may be identified and structured to include aerobic
2 and muscular exercises. Team sports are not authorized for fitness conditioning.
3 Chapters 5, 6, 7, 8, and 9 and appendices F, G, and H of *Fitness and Work*
4 *Capacity 2009 ed.* (PMS 304-2, NFES 1596) and the FireFit Program
5 (<http://www.nifc.gov/FireFit/index.htm>) provide excellent guidance concerning
6 training specifically for the pack test, aerobic fitness programs, and muscular
7 fitness training.

- 8 • *FS - Forest Service direction is found in FSH 5109.17. NFFE Partnership*
9 *bargaining unit employees may only be required to successfully complete*
10 *the WCT once per year.*
- 11 • *NPS – A fitness plan is required for all NPS personnel participating in a*
12 *fitness program (DO-57). For health and fitness purposes, those who are*
13 *fire-qualified at less than the Arduous fitness level are not required to meet*
14 *the mandatory fitness program requirements of DO-57 for wildland fire*
15 *management. They are strongly encouraged to participate in the voluntary*
16 *fitness program, and must still meet physical fitness/work capacity*
17 *requirements as outlined in the Wildland Fire Qualifications System Guide*
18 *(310-1) for positions with Moderate and Light fitness requirements.*

19 **Medical Examinations**

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

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

27 Information on any medical records is considered confidential and must be kept
28 in the employee's medical file.

29 **Department of Interior Wildland Firefighter Medical Standards Program** 30 **(DOI/MSP) - Arduous Fitness Level**

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

- 37 • *FS - Refer to current agency direction:*
38 *http://www.fs.fed.us/fire/safety/wct/wct_index.html*

39 If the HSQ or Annual Exam results in a status of "cleared", but the Servicing
40 Human Resource Officer (SHRO) or FMO has a direct concern about an
41 employee's/applicant's capacity to meet the physical or medical requirements of
42 a position, the agency may require the employee/applicant to report for a

1 specific medical evaluation. For more information, contact your SHRO or
2 agency Wildland Fire Safety Program Manager.

3
4 If any “yes” answer is indicated on the HSQ, an annual exam is required prior to
5 the employee taking the Arduous WCT. Cost of the exam will be covered at the
6 National level.

7
8 If the agency or examining clinician requests further medical testing, the agency
9 will be responsible for payment. Additional testing should be approved by the
10 agency prior to the procedure when possible. Additional testing or treatment
11 requested by the employee/applicant shall be at their own expense.

12
13 Employees or applicants who fail to meet the Federal Interagency Wildland
14 Firefighter Medical Qualification Standards as a permanent, seasonal/temporary,
15 or term employee may not perform as an AD/EFF for arduous duty positions.

16
17 If a Department of the Interior arduous duty wildland firefighter (WLFF)
18 develops a change in medical status (injury or illness) between yearly medical
19 exams or HSQs that prevents them from performing arduous duty lasting longer
20 than three consecutive weeks, the WLFF is required to report this change to
21 his/her supervisor who can request additional medical information and
22 reevaluate the WLFF clearance status.

- 23 • *NPS - The law enforcement medical exam for NPS rangers, who are*
24 *collateral duty wildland firefighters, will suffice for MSP clearance.*
- 25 • *NPS - Medical clearance must be entered into IQCS.*
- 26 • *FWS- Periodicity requirements for Refuge law enforcement examinations*
27 *will be applied to arduous duty wildland fire positions. Law enforcement*
28 *officers wishing to perform in NWCG PMS 310-1 or USFWS agency*
29 *specific wildland fire positions with an arduous fitness requirement must*
30 *pass the arduous work capacity test on an annual basis. The HSQ will be*
31 *used for off exam years prior to arduous work capacity testing.*

33 **Medical Exam Process for Light and Moderate Fitness Levels**

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

36
37 If any “Yes” answer is indicated on the HSQ, a medical examination is required
38 prior to the employee taking the WCT.

39
40 Medical examinations will be performed utilizing the *Certificate of Medical*
41 *Exam, U.S. Office of Personnel Management OF-178*. Stress EKGs are not
42 required as part of the medical examination and will only be approved if
43 recommended and administered by the medical examining physician. Cost for
44 exams will be borne by the home unit. If medical findings during exam require
45 further evaluation, then the cost of any further evaluation or treatment is borne

1 by the employee/applicant. Costs for additional tests specifically requested by
2 the agency will be borne by the home unit.

- 3 • *FS- Medical exams will be paid from a Washington Office fund code.*

4
5 If the SHRO or FMO has a direct concern about an employee's/applicant's
6 capacity to meet the physical or medical requirements of a position, the agency
7 may require the employee/applicant to report for a specific medical evaluation.
8 For more information, contact your SHRO or agency Wildland Fire Safety
9 Program Manager.

10
11 Standards for medical examinations using the OF-178 for light and moderate
12 positions are available at:
13 http://www.blm.gov/nifc/st/en/prog/fire/more/human_resources/forms.html

14
15 The examining physician will submit the completed OF-178 (and applicable
16 supplements) to the employee's servicing human resources office, where it will
17 be reviewed and retained in the employee's medical file.

- 18 • *NPS- The law enforcement medical exam for NPS rangers, who are*
19 *collateral duty wildland firefighters, will suffice for arduous, moderate, and*
20 *light fitness level clearance.*
- 21 • *FWS- Periodicity requirements for Refuge law enforcement examinations*
22 *will be applied to light or moderate. Law enforcement officers wishing to*
23 *perform in NWCG PMS 310-1 or USFWS agency-specific wildland fire*
24 *positions with a light or moderate fitness requirement must pass the*
25 *appropriate level work capacity test on an annual basis. The HSQ will be*
26 *used for off exam years prior to light or moderate work capacity testing.*

27
28 **Health Screen Questionnaire (HSQ)**
29 Title 5 CFR Part 339 - Medical Qualification Determinations, which provides a
30 determination of an individual's fitness-for-duty, authorizes solicitation of this
31 information.

32
33 The approved OMB Health Screen Questionnaire (HSQ) may be found at:
34 [http://www.nifc.gov/medical_standards/documents/NewExamProcess/5100-](http://www.nifc.gov/medical_standards/documents/NewExamProcess/5100-31.pdf)
35 [31.pdf](http://www.nifc.gov/medical_standards/documents/NewExamProcess/5100-31.pdf)

36
37 The information on the HSQ is considered confidential and once reviewed by
38 the test administrator to determine if the WCT can be administered, it must be
39 kept in the employee's medical file (EMF). This file may only be viewed by
40 Human Resource Management (HRM) or Safety personnel.

- 41 • *FS - See Work Capacity Tests for Wildland Fire Qualifications*
42 *Implementation Guide, see website:*
43 *http://www.fs.fed.us/fire/safety/wct/wct_index.html*

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1 **Work Capacity Test (WCT) Categories**

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

8
 9 Law Enforcement physical fitness standard is accepted as equivalent to a “light”
 10 WCT work category.

11 **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

13

- 14 • **Arduous** - Duties involve field work requiring physical performance with
 15 above average endurance and superior conditioning. These duties may
 16 include an occasional demand for extraordinarily strenuous activities in
 17 emergencies under adverse environmental conditions and over extended
 18 periods of time. Requirements include running, walking, climbing,
 19 jumping, twisting, bending, and lifting more than 50 pounds; the pace of the
 20 work typically is set by the emergency conditions.
- 21 • **Moderate** - Duties involve field work requiring complete control of all
 22 physical faculties and may include considerable walking over irregular
 23 ground, standing for long periods of time, lifting 25 to 50 pounds, climbing,
 24 bending, stooping, twisting, and reaching. Occasional demands may be
 25 required for moderately strenuous activities in emergencies over long
 26 periods of time. Individuals usually set their own work pace.
- 27 • **Light** - Duties mainly involve office type work with occasional field
 28 activity characterized by light physical exertion requiring basic good health.
 29 Activities may include climbing stairs, standing, operating a vehicle, and
 30 long hours of work, as well as some bending, stooping, or light lifting.
 31 Individuals can usually govern the extent and pace of their physical activity.

32

33 **Work Capacity Test (WCT) Administration**

34 The Work Capacity Test (WCT) is the official method of assessing wildland
 35 firefighter fitness levels. General guidelines can be found in the “*Work*
 36 *Capacity Tests for Wildland Firefighters, Test Administrator’s Guide*” PMS
 37 307, NFES 1109.

- 38 • **FS-** for FS direction on WCT administration, refer to “*FS Work Capacity*
 39 *Tests for Wildland Fire Qualifications Implementation Guide*” at
 40 http://www.fs.fed.us/fire/safety/wct/wct_index.html

- 1 WCT Administrators must ensure that WCT participants have been medically
2 cleared, either through Wildland Firefighter Medical Qualification Standards or
3 agency specific medical examination.
4
- 5 WCTs are administered annually to all employees, including AD/EFF who will
6 be serving in wildland fire positions that require a fitness level. The currency
7 for the WCT is 12 months.
- 8 • *FS- Currency for WCT is 13 months.*
9
- 10 The WCT Record (available online as Appendix O of this publication at
11 http://www.nifc.gov/policies/policies_main.html) captures information that is
12 covered under the Privacy Act and should be maintained in accordance with
13 agency Freedom of Information Act (FOIA) guidelines.
14
- 15 Administration of the WCT of non-federal firefighters is prohibited for liability
16 reasons. Potential emergency firefighters who would be hired under Emergency
17 Hire authority by the agency must be in AD pay status or sign an agency
18 specific volunteer services agreement prior to taking the WCT.
19
- 20 A Job Hazard Analysis (JHA) shall be developed and approved for each field
21 unit prior to administering the WCT. Administer the test using the JHA/RA as
22 a briefing guide.
- 23 • *BLM - A risk assessment shall be developed and approved for each field*
24 *unit prior to administering the WCT. A RA for the WCT can be found at:*
25 *[http://web.blm.gov/portal/employeeresources/allemployees/safety/riskmana](http://web.blm.gov/portal/employeeresources/allemployees/safety/riskmanagement.php)*
26 *gment.php*
27
- 28 The local unit shall prepare a medical response plan (such as an ICS-206 form),
29 evaluate options for immediate medical care and patient transport, and identify
30 closest emergency medical services. A minimum of a qualified Medical First
31 Responder/Emergency Medical Responder (EMR) must be on site during WCT
32 administration. Based upon a thorough evaluation of potential medical
33 treatment and evacuation scenarios, a higher level of on-site emergency medical
34 qualifications and equipment may be warranted (e.g. Emergency Medical
35 Technician (EMT) or paramedic).
36
- 37 It is recommended that an Automatic External Defibrillator (AED) is on-site
38 during all WCTs.
- 39 • *FS- an AED is required on-site during all WCTs.*
40
- 41 Document the results using the WCT Record. This document must be retained
42 until the next testing. Units may also be requested to provide data from these
43 records to assist in the evaluation of the WCT process.
44
- 45 Personnel taking the WCT will only complete the level of testing (Pack, Field,
46 Walk) required by the highest fitness level identified for a position on their

1 Incident Qualification Card. Employees shall not take the WCT unless they
2 have an Incident Qualification Card qualification that requires it, and only at the
3 fitness level required by that position as identified in the NWCG 310-1 or
4 agency specific guidance or policy.

5
6 Treadmills are not approved for Work Capacity Testing.

7
8 Test results must also be entered in the IQCS annually to update the fitness level
9 and date that will appear on the Incident Qualification Card. Physical fitness
10 dates entered in IQCS will reflect the date the employee passed the fitness test.

- 11 • *FWS/NPS- Law Enforcement Officers are required to provide a copy of the*
12 *medical clearance for verification and tracking purposes to the appropriate*
13 *incident qualifications and certifications system (IQCS) account manager.*
14 *Account managers will reflect the appropriate examination type and*
15 *currency for the Law Enforcement Officer examinations in the physical*
16 *examinations portion of the IQCS system.*

17 18 **WCT Retesting**

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

- 26 • Three opportunities for permanent employees required to pass a test for
27 duties in the fire program.
- 28 • One opportunity for temporary employees required to pass a test (a second
29 chance maybe provided at the discretion of fire management).

30 31 **Minimum Age Requirements for Hazardous Duty Assignments on Federal** 32 **Incidents**

33
34 Persons under 18 years old will not perform hazardous duties during wildland
35 fire management operations on federal jurisdictions.

36 37 **Engine Modules**

38
39 Staffing levels and specific requirements for engine personnel may be found in
40 Chapter 14, Fire Fighting Equipment.

41 42 **Helicopter Modules**

43
44 Staffing levels and specific requirements for helicopter personnel may be found
45 in Chapter 16, Aviation.

46

1 **Smokejumpers (SMKJ)**

2
3 Smokejumpers provide professional and effective fire suppression, fuels
4 reduction, and fire management services to help land managers meet objectives.

5
6 **SMKJ Policy**

7 Smokejumper operations are guided by direction in the interagency section of
8 the *Interagency Smokejumper Operations Guide (ISOG)*.

9
10 Each base will comply with smokejumper operations standards. The arduous
11 duties, specialized assignments, and operations in a variety of geographic areas
12 require smokejumpers to have uniform training, agency approved equipment,
13 communications, organization, and operating procedures.

14
15 **SMKJ Communications**

16 All smokejumpers carry programmable radios and are proficient in their use and
17 programming procedures.

18
19 **SMKJ Training**

20 To ensure proficiency and safety, smokejumpers complete annual training that
21 covers aspects of aviation, parachuting, fire suppression tactics, administrative
22 procedures, and safety related to the smokejumper mission and fire operations.
23 The training program for first-year smokejumpers is four weeks long.
24 Candidates are evaluated to determine:

- 25 • Level of physical fitness
- 26 • Ability to learn and perform smokejumper skills
- 27 • Ability to work as a team member
- 28 • Attitude
- 29 • Ability to think clearly and remain productive in a stressful environment

30
31 **SMKJ Qualifications**

Position	IQCS Target	SMKJ Training Target
Dept Managers	T1 and T2 C&G	
Spotter	ICT3, DIVS, ATGS RXB2, SOFR	
Lead Smokejumper	STLD, TFLD	Senior Rigger, FOBS
Smokejumper	ICT4, CRWB, FIRB	FEMO
Rookie Smokejumper	ICT5, FFT1	

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1 SMKJ Physical Fitness Standards

2 The national minimum standards for smokejumpers are:

- 3 • 1.5 mile run in 11:00 minutes or less
- 4 • 45 sit-ups
- 5 • 25 pushups
- 6 • 7 pull-ups
- 7 • 110 lb. packout over 3 miles/level terrain/90 minutes
- 8 • Successful completion of the WCT at the arduous level.

10 Interagency Hotshot Crews (IHC)

11
12 Interagency Hotshot Crews provide an organized, mobile, and skilled hand crew
13 for all phases of wildfire suppression. IHCs are comprised of 18-25 firefighters
14 and are used primarily for wildfire suppression, fuels reduction, and other fire
15 management duties. IHC's are capable of performing self-contained initial
16 attack suppression operations, and commonly provide incident management
17 capability at the Type 3 or 4 levels.

19 IHC Policy

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

26
27 As per agency policy, all IHCs will be managed under the *Standards for*
28 *Interagency Hotshot Crew Operations (SIHCO)*.

- 29 • **BLM/NPS - BLM Preparedness Review Checklist #12 (Hotshot Crew)**
30 *supersedes the checklist found in the SIHCO.*

32 IHC Certification

33 The process for IHC certification is found in the *Standards for Interagency*
34 *Hotshot Crews (SIHCO)*, Chapter 5, page 14.

36 Annual Crew Pre-Mobilization Process

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

42 Annual IHC Readiness Review

43 On an annual basis the superintendent of crews holding IHC status the previous
44 season are required to complete the Annual IHC Preparedness Review (SIHCO
45 Appendix B). This process is designed to evaluate crew preparedness and
46 compliance with SIHCO. The annual review will be conducted while the crew

1 is fully staffed and operational. The review is not required prior to a crew being
2 made available for incident assignment at the beginning of their availability
3 period. When a review document is completed, the document is kept on file at
4 the local (host) unit fire management office.

5

6 **IHC Organization**

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

- 10 • *BLM/NPS- IHCs have the option of traveling with 25 personnel when on*
11 *incident assignments as authorized by the local unit. IHC superintendents*
12 *will obtain prior approval from the dispatching GACC when the assignment*
13 *requires fixed wing transport and the crew size is greater than 20.*

14

15 **IHC Availability Periods**

16 IHCs will have minimum availability periods as defined in the *SIHCO*.
17 Availability periods may exceed the required minimum availability period. The
18 Crew Superintendent will inform the local supervisor and the GACC of any
19 changes in the crew's availability.

20

21 **IHC Communications**

22 IHCs will provide a minimum of five programmable multi-channel radios per
23 crew as stated in the *SIHCO*.

24

25 **IHC Transportation**

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

29

30 **Other Hand Crews**

31

32 **Policy**

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

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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 Interagency Hotshot Crew Guide 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

2

3 **Crew Types**4 • **Agency Crews**

5 Agency hand crews consist of qualified agency personnel and are organized
6 on a local basis. These crews are designated as Type 2 or Type 2 IA.

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

13 14 **Wildland Fire Modules**

- 15
16 Information on wildland fire modules can be found at:
17 <http://www.nwccg.gov/pms/pubs/pubs317/PMS-317.pdf>.
- 18 • *NPS - The primary mission and priority of the modules is to provide skilled
19 and mobile personnel to assist with Wildland Fire Managed for Multiple
20 Objectives in the areas of planning, fire behavior monitoring, ignition, and
21 holding. Secondary priorities follow in the order below:*
- 22 ○ *Support burn unit preparation.*
 - 23 ○ *Assist with fire effect plot work.*
 - 24 ○ *Support mechanical hazardous fuel reduction projects.*
- 25 • *NPS - As an interagency resource, the modules are available nationally
26 throughout the fire season. Each module is comprised of a module leader,
27 assistant leader and three to eight module members. Modules are
28 mobilized and demobilized through established ordering channels through
29 the GACCs.*

30 31 **Agency Certified Positions**

- 32
33 As a supplement to the qualifications system, certain agencies have identified
34 the additional positions of Prescribed Fire Burn Boss 3 (RXB3) - see Chapter
35 17; Engine Operator (ENOP) - see Chapter 2; and Chainsaw Operators and
36 Fallers listed below.
- 37 • *FWS - See the Fire Management Handbook for agency specific position
38 information.*

39 40 **Chainsaw Operators and Fallers**

- 41 The agencies have established the following minimum qualification and
42 certification process for Chainsaw Operators (Incident Qualification Card
43 certified as Faller A):
- 44 • Agency employees who are chainsaw operators and fallers must be
45 minimally qualified as a FFT2 and meet the arduous fitness standards.

- 1 • Successful completion of S-212, including the field exercise, or those
2 portions of S-212 appropriate for Faller A duties.
- 3 • Agency Administrator (or delegate) certification of qualifications after
4 verification that training is successfully completed.
- 5 • Documentation must be maintained for individuals.
- 6 • The individual tasks required for completion of the “A” Task Book and the
7 final evaluation for the “A” level saw operators must be verified or signed
8 by a qualified “B” or “C” level saw operator.
- 9 • The individual tasks required for completion of the “B” Task Book must be
10 evaluated by a qualified “B” or “C” level operator. The Final Evaluator
11 Verification for “B” level operators must be signed by a “C” level saw
12 operator.
- 13 • The individual tasks required for completion of the “C” Task Book must be
14 evaluated by a qualified “C” level operator. The Final Evaluator
15 Verification for “C” level operators must be signed by a state approved “C”
16 level evaluator.
- 17 • Each of the states/regions will certify and maintain a list of their current “C”
18 class saw operators who they approve to be “C” class evaluators.
- 19 • The certification of “C” class evaluators will remain the responsibility of
20 the agency administrator or delegate.
- 21 • All fire related (Incident Qualification Carded) saw operation qualifications
22 are maintained through the IQCS system and will have a currency of five
23 years.
- 24 • **BLM/NPS/FWS - Position task book found at:**
25 *<http://www.nwcg.gov/pms/taskbook-agency/index.htm>*
- 26 • **FWS - See the Fire Management Handbook for additional direction.**
27 *Information regarding FWS required annual chainsaw refresher can be*
28 *found at: <http://sharepoint.fws.net/Programs/nifc/operations/default.aspx>.*
- 29 • **FS - FS direction can be found in FSH 5109.17 and FSH 6709.11.**
- 30 • **NPS - Exceptions to the above policy are:**
 - 31 ○ *Size classes used in the Faller A, Faller B, and Faller C Position Task*
32 *Book are guidelines and are not the determining factor in the*
33 *complexity of a tree felling operation. The size classes are to be used as*
34 *an evaluation tool during trainee evaluation. Chainsaw operators are*
35 *expected to conduct a thorough size up of each individual tree and*
36 *determine the extent of qualification required to safely perform a*
37 *felling operation.*
 - 38 ○ *The individual tasks required for completion of the “B” Task Book and*
39 *the final evaluation for the Class “B” saw operations must be verified*
40 *by a qualified Class “B” or “C” saw operator.*
 - 41 ○ *The individual tasks required for completion of the “C” Task Book*
42 *must be verified by a qualified “C” level operator.*
 - 43 ○ *Final evaluation of “C” level operators must be completed by a*
44 *regionally-approved “C” level evaluator.*