

Chapter – 13

Training and Qualifications

A. Introduction

National Wildfire Coordinating Group (NWCG) sanctioned firefighters are trained and qualified according to the NWCG and other standards, as outlined below.

B. 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>

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 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*:

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 FMOs, 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 the *Interagency Fire Program Management Qualifications Standards and Guide*.

2. Regional Directors

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

3. 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 *Wildland Fire Qualification System Guide* (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 Incident Qualification Certification System (IQCS).

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

C. Incident Qualifications and Certification System (IQCS)

The Incident Qualifications and Certification System (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, 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.

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

1. Certification of Non-Agency Personnel

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

2. Incident Qualification Card

The agency administrator (or delegate) is responsible for annual certification of all agency and Administratively Determined (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 Incident Qualification Cards issued to agency employees, with the exception of Emergency Firefighter (EFF-paid or temporary employees at the FFT2 level), will be printed using the IQCS. Incident Qualification Cards issued to EFF or temporary employees at the FFT2 level may be printed at the local level without use of the IQCS.

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

3. Incident Qualification Card Expiration Dates

Incident Qualification Card positions requiring Work Capacity Tests (WCT) are valid through the fitness expiration date listed on the card. Incident Qualification Card positions that do not require WCT for issuance are valid for 12 months from the date the card was signed by a certifying official.

D. Universal Training Requirements

All personnel filling Incident Command System (ICS) positions on the fireline must have completed:

- S-130 Firefighter Training
- S-190 Introduction to Wildland Fire Behavior
- L-180 Human Factors on the Fireline
- I-100 Introduction to ICS

E. Annual Fireline Safety Refresher Training

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

- Avoiding Entrapments - Use training and reference materials to study the risk management process as identified in the Incident Response Pocket Guide as appropriate to the participants, e.g., LCES, Standard Firefighting Orders, Eighteen Watch Out Situations, Wildfire Decision Support System (WFDSS) direction, Fire Management Plan priorities, etc.
- Current Issues - Review and discuss identified "hot topics" as found on the current Wildland Fire Safety Training Annual Refresher (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 the BIA is 4 hours. Delivery of refresher training to ADs will not exceed 8 hours.

The Annual Fireline Safety Refresher Training course (RT-130) is not a self-study course. Minimum requirements have been established for instructors for Annual Fireline Safety Refresher Training. 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).
- 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: www.nwccg.gov/pms/training/fmcg.pdf

Annual Fireline Safety Refresher Training 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 web site, www.nifc.gov/wfstar/index.htm, titled *Wildland Fire Safety Training Annual Refresher (WFSTAR)* is available to assist in this training.

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

F. Position Certification and Currency

Each unit with fire management responsibilities will establish an Incident Qualification Card qualification and certification process. Qualification and certification committees may be established to review and certify evaluated task books and discuss training and qualification related issues. 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 the 310-1.

1. Certifying Officials or certification committees will:

- Ensure that qualifications generated by IQCS for employees are valid by reviewing the training and experience of each employee.

- Determine whether each employee possesses the personal characteristics necessary to perform the wildland and prescribed fire positions in a safe and efficient manner.

2. Loss of Currency

If an employee (including agency-sponsored ADs) 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 recertifying 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.

3. Recertification Considerations

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

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

If the employee has not performed in the position (or a higher prerequisite position) in 6 years for aviation and dispatch positions and 10 years for all other positions, then additional position performance assignments and training may also be required.

4. 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 agency taught courses. Agency employees can complete the Task Blocks, Evaluation Record and Verification/Certification sections of a cooperating organizations 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.

5. Non-NWCG Agency Personnel Use on Prescribed Fire

The NWCG 310-1 *Wildland Fire System Qualifications Guide* 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: www.nwcg.gov/pms/docs/docs.htm

G. Physical Fitness

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 hours per week.

Fitness conditioning periods may be identified and structured to include aerobic and muscular exercises. Team sports are not authorized for fitness conditioning. The FireFit Program, <http://www.nifc.gov/FireFit/index.htm> provides excellent guidance concerning training specifically for the pack test, aerobic fitness programs, and muscular fitness training.

More information on fitness and health, health assessments, and fitness for firefighting can be found in the *Fitness and Work Capacity 2009 Edition* PMS 304-2, NFES 1596, <http://www.nwcg.gov/pms/pubs/pubs.htm>

H. 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 and must be kept in the employee's medical file.

1. Department of Interior Wildland Firefighter Medical Standards Program (DOI/MSP)

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 Medical Examination Requirements appendix N) and must be medically cleared prior to attempting the WCT. Additional information regarding the DOI-MSP can be obtained at http://www.nifc.gov/medical_standards/

Under the DOI-MSP the Health Screen Questionnaire (HSQ) will only be required for arduous duty AD/EFF hires less than 45 years of age. If the AD/EFF answers "yes" to a HSQ question and is determined to be "agency mission critical" (e.g., single resource boss) an annual exam may be requested through the medical standards program. The HSQ is not required prior to taking the WCT at the arduous level for all other employment categories (e.g. permanent, seasonal/temporary, term).

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 Department of the Interior (BLM, NPS, FWS, BIA) arduous duty Wildland firefighter (WLFF) develops a change in medical status (injury or illness) between yearly medical exams 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 will then contact the DOI-MSP at wffcsr@blm.gov or call 888-286-2521. The DOI-MSP will consult with the respective Agency Fire Safety Representative and could request that the contracted medical provider ask for additional medical information from the WLFF and reevaluate the WLFF clearance status.

No employee or applicant who fails to meet the Medical Standards as a seasonal/temporary or permanent employee may be hired as an AD/Emergency Firefighter (EFF) in order to circumvent the medical qualifications standards.

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 Medical Standards program 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.

Refer to Appendix 13-1 for more information on examination periodicity and type.

2. Medical Examination Process for Light and Moderate Work Capacity Test Applicants

This section applies to employees who are in the light and moderate fitness category. The Health Screen Questionnaire (HSQ) will be utilized as a means to identify individuals who may be at risk in taking the Work Capacity Test (WCT).

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 EKGs 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, the cost of any further evaluation or treatment is borne by the employee/applicant.

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. The OF-178 medical exam forms for light and moderate capacity WCTs can be found at:
http://www.fs.fed.us/fire/safety/wct/wct_index.html

3. 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 Health Screen Questionnaire (HSQ) may be found at: http://www.fs.fed.us/fire/safety/wct/wct_index.html

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.

I. Work Capacity Testing (WCT)

1. 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.

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.

2. WCT Administration

The Work Capacity Test (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,*

http://www.fs.fed.us/fire/safety/wct/wct_index.html

WCT Administrators must ensure that WCT participants have been medically cleared through Wildland Firefighter Medical Qualification Standards.

Prior to participation in the WCT, all participants must complete and sign the *Work Capacity Test: Informed Consent Form* and provide the form to the WCT Administrator prior to WCT participation,

http://www.fs.fed.us/fire/safety/wct/wct_index.html

WCTs 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 Work Capacity Test Administration Report, http://www.fs.fed.us/fire/safety/wct/wct_index.html 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 Job Hazard Analysis (JHA) shall be developed to analyze the hazards, and provide mitigation strategies for each field unit prior to administration of the WCT. The JHA will be reviewed and signed by the Agency Superintendent, or equivalent, and signed by all participants following the safety briefing prior to WCT administration. A sample JHA found at: http://www.fs.fed.us/fire/safety/wct/wct_index.html

Field units must prepare a medical response plan (such as ICS-206 form) and evaluate options for immediate medical care and transport and identify closest emergency medical services. Emergency medical response plan mitigation will be documented on the JHA, and shared with participants prior to WCT administration. A minimum of a qualified Emergency Medical Technician (EMT) must be on site during WCT administration. Based upon specific evaluation a higher level of emergency medical qualifications on scene may be warranted e.g. Paramedic.

Documentation of all test results using the WCT Administration Report will be maintained by the WCT Administrator. All documents must be retained until the next testing. Units may also be requested to provide data from these records to assist in the evaluation of the WCT process.

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

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

3. 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.
- 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.

J. Training Management

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

1. 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 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.

2. Individual Development Plans

In order to effectively quantify the amount of training needed at any level in our organization, it is essential that supervisors understand their workforce. Individual Development Plans (IDPs) 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 IDPs 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 IDPs 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.

3. Position Task Books

Position performance requirements are outlined in individual PTBs 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 PTBs without being confident in the employee's ability to perform at the fully qualified level.

4. 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.

a. 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.

b. 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.

5. 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.

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 web site for more information: <http://www.nationalfiretraining.net/>

6. 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>

7. 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 web site at: <http://www.nwcg.gov/pms/training/training.htm>

K. 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.

1. 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.

2. 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.

L. BIA Certified Positions

There are certain BIA positions that have position standards which exceed those or are not identified in the NWCG *Wildland Fire Qualification System Guide* (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.

1. Prescribed Fire Burn Boss 3 (RXB3)

The BIA uses the *Interagency Prescribed Fire Planning and Implementation Procedures Guide* (2008 Guide) 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	

2. Interagency Hotshot Superintendent

The Superintendent is a permanent employee with administrative and supervisory skills 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*, <http://www.nifc.gov/policies/IHC/index.htm>. The BIA IQCS position code for this position is IHCS.

3. 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*, <http://www.nifc.gov/policies/IHC/index.htm>. The BIA IQCS position code for this position is IHCA.

4. 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.

a. Supervisor Responsibilities

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

b. Qualifications

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

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

c. 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 FALCs and CCRTs 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	n/a	Arduous	2 years	3 years
FALB	5 Years	n/a	Arduous	2 years	3 years
FALC	5 Years	3 years	Arduous	2 years	3 years
CCRT	5 Years	3 years	Light	None	None

Chainsaw operator training can be in the form of S-212, a comparable industry course, or a course developed at the local Agency. 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.

5. 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.

M. BIA Required Training

Fire Management Leadership (FML), offered by the National Advanced Fire and Resource Institute (NAFRI) 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.

N. Funding for Training

1. 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.

2. AD/EFF Hires

The AD Pay Plan (<http://www.nwccg.gov/teams/ibpwt/documents/index.htm>) provides for the hiring of emergency workers and trainers for attending and conducting training. FMOs will practice prudent and wise use of Emergency Operations funding (92310) 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.

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APPENDIX 13-1 BIA Medical Examination Requirement

Employment Status	Fitness Requirement	Medical Examination Type	
		IMSP	HSQ
Permanent Full Time	Arduous	X	
	Moderate/Light		X
Permanent Furlough	Arduous	X	
	Moderate/Light		X
Temporary Seasonal	Arduous	X	
	Moderate/Light		X
AD/EFF Under Age 45	Arduous		X
	Moderate/Light		X
AD/EFF Age 45 and Older	Arduous	X (annual)	
	Moderate/Light		X

Note: IMSP: Interagency Medical Standards Program Examination

Permanent and Permanent Furlough Employees

Baseline exam in the first year.

A "Periodic Exam" every 5th year when under age 45.

A "Periodic Exam" every 3rd year when age 45 and older.

A "Annual Exam" in intervening years.

Exit exam upon retirement.

Seasonal Employees

a. Annual Exam every year when under age 45.

b. "Periodic Exam" at age 45 and every 3rd year thereafter.

c. "Annual Exam" in intervening years when over age 45.

HSQ: Health Screen Questionnaire

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