

Wildland and Prescribed Fire Qualification System National Training Curriculum PMS 316

MODULE 3 QUALIFICATION REQUIREMENTS



**REFERENCE TEXT
OCTOBER 2001
NFES 2673**



CERTIFICATION STATEMENT

on behalf of the

NATIONAL WILDFIRE COORDINATING GROUP

The following training material attains the standards prescribed for courses coordinated by the National Wildfire Coordinating Group. The instruction is certified for interagency use and is known as:

Wildland and Prescribed Fire Qualifications System
National Training Curriculum
Certified at Level III

Member NWGG and Training Working Team Liaison

Date 10/14/01

Chairperson, Training Working Team

Date 9/25/01

Description of the Performance Based System

The Wildland and Prescribed Fire Qualification System is a “performance based” qualifications system. In this system, the primary criteria for qualification is individual performance as observed by an evaluator using approved standards. This system differs from previous wildland fire qualification systems which have been “training based.” Training based systems use the completion of training courses or a passing score on an examination as a primary criteria for qualification.

A performance based system has two advantages over a training based system:

- Qualification is based upon real performance, as measured on the job, versus perceived performance, as measured by an examination or classroom activities.
- Personnel who have learned skills from sources outside wildfire suppression and prescribed fire, such as agency specific training programs or training and work in structural fire, law enforcement, search and rescue, etc., may not be required to complete specific courses in order to qualify in a wildland or prescribed fire position.

1. The components of the wildland and prescribed fire qualification system are as follows:

- a. Position Task Books (PTB) contain all critical tasks which are required to perform the job. PTB's have been designed in a format which will allow documentation of a trainee's ability to perform each task. Successful completion of all tasks required of the position, as determined by an evaluator, will be the basis for recommending certification.

IMPORTANT NOTE: Training requirements include completion of all required training courses prior to obtaining a PTB. Use of other courses or job aids providing additional training which supports development of knowledge and skills is recommended to prepare the employee to perform in the position.

- b. Training courses and job aids provide the specific skills and knowledge required to perform tasks as prescribed in the PTB.
- c. Agency Certification is issued in the form of an incident qualification card certifying that the individual is qualified to perform in a specified position.

2. Responsibilities

The local office is responsible for selecting trainees, proper use of task books, and certification of trainees. See PMS 310-1, Appendix A, Position Task Book Administration, for further information.

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Additional copies of this document may be ordered from: National Interagency Fire Center, ATTN: Great Basin Cache Supply Office, 3833 S. Development Ave., Boise ID 83705. Order NFES 2673.

PREFACE

This module is one of six modules which comprise the Wildland and Prescribed Fire Qualification System National Training Curriculum. The curriculum has been developed by an interagency steering group. The curriculum was sponsored by the National Wildfire Coordinating Group. Development was directed and supported by the National Interagency Fire Center, National Fire & Aviation Training Support Group.

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STUDENT INFORMATION

INTRODUCTION TO THE REFERENCE TEXT

Wildland and Prescribed Fire Qualification System: Qualification Requirements provides the student with more in-depth use of the Wildland and Prescribed Fire Qualification System. The module provides practical information intended to familiarize the user with the Wildland and Prescribed Fire Qualification System and its application.

The majority of the reference text is to be used as a note-taking guide, but other practical information and questions are included that will replicate situations that may occur during the qualifications process.

DELIVERY METHOD

The material in this module is designed to be used in two ways to facilitate learning. The first and recommended method is **to have the material presented by agency personnel that have working knowledge of the Wildland and Prescribed Fire Qualification System**. This method will facilitate discussion and ensure student understanding. To further stimulate learning, it is recommended that the information be presented in groups so discussions may be held. The second way this material can be used is as a self paced (study) guide. The student, equipped with the Wildland and Prescribed Fire Qualification System Guide, PMS 310-1, and a position task book, can work through the material in this module and increase their understanding of the subject.

We hope you have a good learning experience which helps you to accomplish your job more effectively.

TARGET AUDIENCE

Although this module is intended primarily as an introduction and information source for those personnel who are new to the Wildland and Prescribed Fire Qualification System, there is valuable information for all users of the qualifications system.

Three primary target groups have been identified for the six modules of the Wildland and Prescribed Fire Qualification System National Training Curriculum. They are:

Entry Level (Modules 1-3) - Those personnel who are new to the Wildland and Prescribed Fire Qualification System. Included in this group but not limited to are: entry level firefighters, agency personnel seeking incident qualifications, those personnel who may have an interest in acquiring incident qualifications.

System Administrators (Modules 1-5) - Those personnel who are responsible for administration and application of the Wildland and Prescribed Fire Qualification System. A general characteristic of this group is supervisors with delegated responsibility for ensuring that personnel qualifications are appropriately acquired and maintained. The group may include but is not limited to: training specialists (geographic, local area, and incident), fire management officers, fire control officers, crew supervisors, crew superintendents, station managers, agency helicopter managers, etc.

Agency Administrators (Module 6) - Those personnel that are commonly referred to as line officers and agency executives. Often times these individuals are not directly involved in the qualification process but delegate the authority for agency qualifications.

CURRICULUM DESCRIPTION

The curriculum consists of six modules of instruction. Each module covers a part of the Wildland and Prescribed Fire Qualification System or related applications. The following description of Module 3 and the remaining five modules is provided so that the user may see where they are in the process and plan additional modules accordingly.

<p><u>Module 1 - Curriculum Orientation</u> contains information on the Wildland and Prescribed Fire Qualification System, this training curriculum, and the objectives of the training curriculum. The information contained in this module is intended for all users of the system.</p>
<p><u>Module 2 - Components and Guide</u> provides information on the system components and key guide utilized in administration of the qualifications system. Descriptions and exercises in this module help the user identify and use the components and guide. This module is intended for entry level personnel and those personnel who have responsibility for administration and application of the system.</p>
<p><u>Module 3 - Qualification Requirements</u> provides the user with more in depth information on the Wildland and Prescribed Fire Qualification System Guide, PMS 310-1. Exercises aid the user in determining how personnel become qualified in a target position. Problem solving items include: training, experience, physical requirements for various positions; certification and re-certification issues. This module is intended for entry level personnel and those personnel who have responsibility for administration and application of the system.</p>
<p><u>Module 4 - Roles and Responsibilities</u> provides the user with more in depth information on use of Appendix A, Position Task Book Administration. Exercises help the user to identify key roles and responsibilities identified in this guide, and how these roles are tied into use and administration of the position task book(s). This module is intended for those personnel who have responsibility for administration and application of the system.</p>
<p><u>Module 5 - Interactions and Partnerships</u> provides knowledge on how different participants of the Wildland and Prescribed Fire Qualification System interact with each other and the importance of that relationship. Exercises are intended to display these interactions and provide more in depth information on how the PMS 310-1 and Appendix A, Position Task Book Administration, must be used interchangeably. This module is intended for those personnel who have responsibility for administration and application of the system.</p>
<p><u>Module 6 - Agency Administrator Roles and Responsibilities</u> provides Wildland and Prescribed Fire Qualification System information to the agency administrator or delegating official. The module is intended to provide information that will help decision making and support employee wildland and prescribed fire qualifications. This module is intended for agency administrators or executives who have responsibility for establishing policy and guidelines within their agency.</p>

Users are encouraged to review all modules regardless of what level they may currently be at in the qualifications process. The modules provide exercises on how to utilize the components and guides of the Wildland and Prescribed Fire Qualification System. This information can be helpful in determining how to obtain personal qualifications. More importantly this information is helpful in a supervisory, training, and mentor role.

Each module contains the following:

- Instructor guidance and lesson plans
- Reference Text
- Questions and scenarios for module exercises (as appropriate)
- Self-Evaluation (open book)

SUGGESTED PREREQUISITE MODULES

This is the third of six modules of the Wildland and Prescribed Fire Qualification System National Training Curriculum. Students should have the background information provided in Modules 1 and 2 of this training curriculum.

DETAILED LESSON PLAN OUTLINE

Course:	Wildland and Prescribed Fire Qualification System—National Training Curriculum
Module:	3 - Qualification Requirements
Suggested Time:	45 Minutes
Training Aids:	Wildland and Prescribed Fire Qualification System Guide, PMS 310-1, a position task book.

Module Objectives:

Using the Wildland and Prescribed Fire Qualification System Guide, PMS 310-1:

1. Describe the process to become qualified for a target position.
2. List the training, experience, and physical requirements for any position identified in PMS 310-1.
3. Describe certification method(s) identified in PMS 310-1 for any position.
4. Describe re-certification method(s) identified in PMS 310-1 for any position.

I. INTRODUCTION

Qualification Requirements is the third of six modules of the Wildland and Prescribed Fire Qualification System National Training Curriculum. The information in this module provides the student with information needed to continue with the three subsequent modules of the training curriculum.

The module provides more in-depth knowledge on the process for qualification using the Wildland and Prescribed Fire Qualification System Guide, PMS 310-1. The student will be introduced to the design and use of the guide through a series of questions and/or scenario exercises.

Students will be asked to support their responses to questions with references from PMS 310-1. Textbook answers are provided in an Appendix A at the conclusion of this module.

The Wildland and Prescribed Fire Qualification System Guide, PMS 310-1, provides guidance to participating agencies and organizations to establish minimum standards for wildland firefighting and prescribed fire personnel for

national mobilization purposes. The system is designed as a performance based system where the primary criteria for qualification is the performance of the individual observed and evaluated using approved standards outlined in this guide.

II. TRAINING, EXPERIENCE, AND PHYSICAL REQUIREMENTS

Module 2, Components and Guide, provided information on basic knowledge, design, and use of the PMS 310-1. Students will now be required to navigate through it to answer questions raised in the following exercises.

The first exercise will examine Sections E, F, G and L of PMS 310-1, with the intent to help you identify the training, experience, and physical requirements for a particular position.

Exercise 1: Scenario

You are currently certified as crew boss (CRWB). In consultation with your supervisor, it has been decided that you will be needed as a strike team leader (crew) in the future. Your supervisor has asked you to determine what it will take to get you to the target level.

Using the PMS 310-1, prepare a briefing for your supervisor. Be sure to provide your supervisor with all required training, experience, and physical requirements and any suggestions that will help you prepare for a position performance assignment.

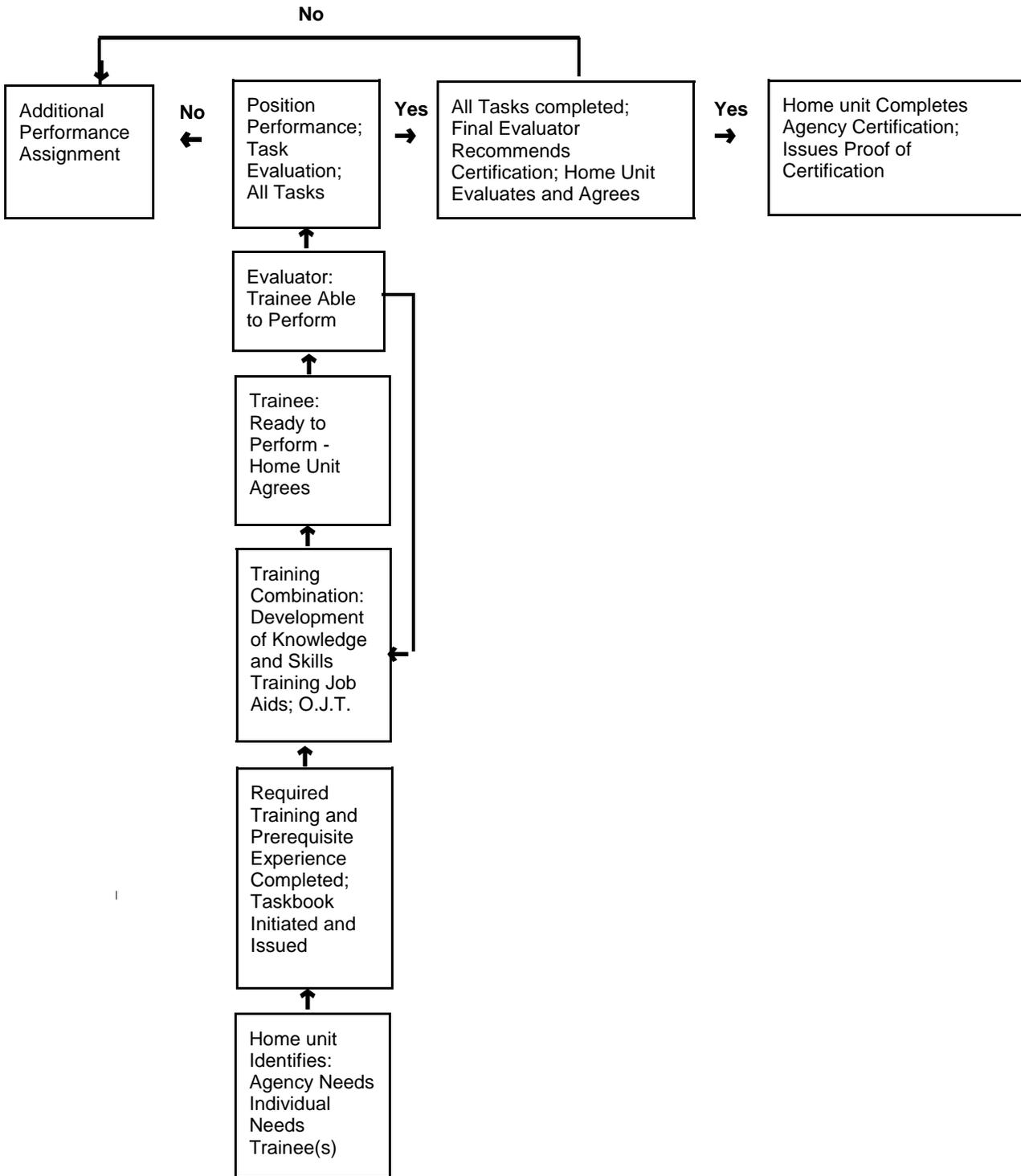
Listed below is your training and experience record.

Relevant Training completed: Intermediate Fire Behavior (S-290), Crew Boss (S-230)

Relevant Experience: 50 operational periods as crew boss leading hand crews

Current Physical Fitness: Arduous

Briefing:



This flow chart represents a simple representation of the process leading to position certification. It can be used as a quick reminder, and help direct your investigation into the PMS 310-1, when addressing questions. This chart is in the PMS 310-1, p. 6.

Exercise 2: Scenario

You are the local unit supervisor and as such you have been asked by an employee for assistance in developing a training plan to reach the support dispatcher level (EDSD). You know there is a need for more dispatchers in your area and you think that the employee would make a good candidate.

You consult your PMS 310-1 and sit down together with the employee to determine requirements needed to reach the target goal of Support Dispatcher. Upon interviewing your employee, you determine they have no previous incident qualifications at this time. Refer to Section L and Appendix A, of PMS 310-1, and formulate a brief training plan to reach the stated goal.

Training Plan: Target position, Support Dispatcher

Exercise 3: Using the PMS 310-1, list the requirements to become qualified as a Prescribed Fire Burn Boss 2. Be sure to include all required and suggested training and prerequisite experience.

III. MAINTAINING POSITION CERTIFICATION

Another term used for maintaining position certification is currency. Page 8 of PMS 310-1, under Currency Requirements, provides some rules on maintaining qualification currency. Two basic requirements are:

A. Duration

The PMS 310-1 states that the duration for Air Operations and Expanded Dispatch positions is three (3) years and five (5) years for all other positions.

B. Other Positions that will Maintain Currency

The second rule of currency is serving in a specified position within the time constraints mentioned above.

1. By successful performance in the position qualified for within the given time frame.
2. By successful performance in a higher position(s) for which that position is a prerequisite, providing the individual was previously qualified in that position.
3. By successful performance in a position that is identified in this guide (see Section L, "ICS, Skill and Dispatch Position Qualifications") as OTHER POSITION ASSIGNMENTS THAT WILL MAINTAIN CURRENCY.

These are the basic rules for currency requirements. Using PMS 310-1 and the above information, will aid in determining how to maintain currency.

Exercise 4: Using the PMS 310-1, for the following positions determine: time limitations for maintaining currency; and position performance requirements for maintaining currency.

Dispatch Recorder

Time Limitations:

Currency Requirements:

Helicopter Coordinator

Time Limitations:

Currency Requirements:

Facilities Unit Leader

Time Limitations:

Currency Requirements:

IV. RE-CERTIFICATION

In the event that currency duration passes without being able to serve in the required specified position, one will lose currency or certification in the particular position. This would require taking appropriate steps to regain currency through re-certification.

The requirements for re-certification are not unlike those for certification. In fact the process is outlined in the PMS 310-1, Section C, CERTIFICATION AND RE-CERTIFICATION. Refer to this area to complete the following questions.

Question 1: Who is responsible for re-certification?

Question 2: What is identified in the PMS 310-1 as a key component in the re-certification and certification process and what might you be required to do to earn re-certification? (Section C)

Question 3: What factors might affect the re-certification process? (Section C)

V. CONCLUSION

Successful qualification requires that the home unit play a major role in all phases of employee development for incident qualifications.

The more knowledge that all participants have of the qualification requirements outlined in PMS 310-1, the more effective the certification process for trainees in the Wildland and Prescribed Fire Qualification System.

MODULE 3

QUALIFICATION REQUIREMENTS

Appendix A

Solutions to Exercises and Questions

SOLUTIONS: EXERCISES AND QUESTIONS

Exercise 1: Scenario

Briefing: Required Training, experience, and physical requirements for strike team leader-crew. (PMS 310-1, Sections, E, F, G and L)

Required Training: Task Force/Strike Team Leader (S-330) and Fire Operations in the Urban Interface (S-215).

Position Task Book: At the discretion of the home unit, the task book may be issued and initiated after required training is complete and trainee meets the prerequisite experience.

Additional Training: Intermediate ICS (I-300) and Leadership and Organizational Development (S-381)

Physical Fitness: Arduous

Experience: Satisfactory Performance as a Crew Boss (Single Resource) and satisfactory performance as a strike team leader crew on a wildland fire incident.

According to this information, before earning certification the trainee will be required at a minimum to complete the two required training courses. The trainee also will need to take some or all of the suggested training or plan to gain the knowledge and skills contained in those courses by other methods such as on-the-job training on their regular job or on a incident working with a trainer/coach. The trainee has already met the physical standards so therefore will need only to maintain current fitness level.

Exercise 2: Scenario

Training Plan: Target position, support dispatcher

When referring to Section L of PMS 310-1, you realize that it is first necessary to have shown satisfactory performance as a Dispatch Recorder (EDRC). Therefore the employee must first work towards gaining certification at this level.

The minimum requirements to issue a task book and begin the certification process at the Dispatch Recorder level are none. There are, however, four additional training courses that would provide the candidate with many of the skills and knowledge required to successfully perform as a Dispatch Recorder (See PMS 310-1, Section L, p.72). There are no fitness requirements and no experience required.

Exercise 3: Using the PMS 310-1, list the requirements to become qualified as a Prescribed Fire Burn Boss 2. Be sure to include all required and suggested training and prerequisite experience.

Required training: S-390 Additional training: RX-300, RX-310, S-381

Experience: Satisfactory performance as an Ignition Specialist Type 2, and Satisfactory performance as an Incident Commander Type 4, and successful completion of a RXB2 position performance assignment in representative fuel group on a prescribed fire. (See PMS 310-1, Section L, p. 25)

Exercise 4: Using the PMS 310-1, for the following positions determine: time limitations for maintaining currency; and position performance requirements for maintaining currency.

Dispatch Recorder

Time Limitations: Duration for dispatch recorder is three years (PMS 310-1, Section D, p.8).

Currency Requirements: Under Section L of the PMS 310-1, p. 72, for dispatch recorder, under “other assignments that will maintain currency” is Ordering Manager.

Helicopter Coordinator

Time Limitations: Referring to PMS 310-1, Section D, p.8, it can be determined that since this is a Air Operations position, the currency requirement is three years.

Currency Requirements: Specified position (s) that will maintain currency. In Section L of the PMS 310-1, p. 41, for helicopter coordinator under “Other assignments that will maintain currency” it lists none. The only assignments that will maintain currency within the appropriate time period is helicopter coordinator.

Facilities Unit Leader

Time Limitations: Referring to page 8 of PMS 310-1, it can be determined that since this is a position other than Air Operations or Dispatch, that the duration will be five years.

Maintenance Requirements: Specified position(s) that will maintain currency. In Section L of PMS 310-1, p. 61, for facilities unit leader, it lists several different assignments that will serve to maintain currency in that position. The assignments are: ground support unit leader, supply unit leader, base/camp manager, equipment manager, ordering manager, security manger, and receiving/distribution manager. In addition to these, serving at the next highest level, logistics section chief will also maintain currency because facilities unit leader is a prerequisite for that position.

Question 1: Who is responsible for re-certification?

According to the PMS 310-1, each agency is responsible for certifying and re-certifying qualifications of its personnel based upon the requirements of the guide. Refer to the Glossary definition of the home unit for further definition of the “agency manager.”

Question 2: What is identified in the PMS 310-1 as a key component in the re-certification and certification process and what might you be required to do to earn re-certification?

If you are looking for black and white answers you're out of luck, there is no flow chart for re-certification. However, the direction set forth in PMS 310-1, p. 7, is clear. The guide states that a key component in the certification or re-certification process is the subjective evaluation by the appropriate agency official of an individual's capability to perform in a position. The meaning here is that management at the sending unit has gone through a subjective evaluation based on all factors: training, experience, job performance as demonstrated and documented through the PTB process; and makes a final determination of the individual's capability to perform in the position and finally certification.

The same subjective evaluation by the agency official is required for re-certification. The guide does not recommend specifically what requirements of the original certification must again be completed, but all aspects must be considered.

Question 3: What factors might affect the re-certification process? (Section C)

The quality of the experience gained in a given position should be closely evaluated when making a determination for re-certification. When re-certification is necessary due to a lack of currency, it is recommended that the individual experience a minimum of three operational periods, under the supervision of an evaluator, before re-certification is granted.

MODULE 3

QUALIFICATION REQUIREMENTS

Appendix B

Module Evaluation

