

Wildland and Prescribed Fire Qualification System National Training Curriculum PMS 316

MODULE 4 ROLES AND RESPONSIBILITIES



**REFERENCE TEXT
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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 NWCG and Training Working Team Liaison

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Chairperson, Training Working Team

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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 qualifications 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 2674.

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: Roles and Responsibilities provides the students with more in-depth use of the Wildland and Prescribed Fire Qualification System Guide, Appendix A, Position Task Book Administration, and the position task books. 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 4 and the remaining five modules is provided so that the user may see where they are in the process and plan additional modules accordingly.

Module 1 - Curriculum Orientation 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.

Module 2 - Wildland and Prescribed Fire Qualification System Components and Guide 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.

Module 3 - Qualification Requirements 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 recertification issues. This module is intended for entry level personnel and those personnel who have responsibility for administration and application of the system.

Module 4 - Roles and Responsibilities 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.

Module 5 - Interactions and Partnerships 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.

Module 6 - Agency Administrator Roles and Responsibilities 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.

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 fourth of six modules of the Wildland and Prescribed Fire Qualification System National Training Curriculum. Students should have the background information provided in Modules 1 through 3 of this training curriculum.

DETAILED LESSON PLAN OUTLINE

Course:	Wildland and Prescribed Fire Qualification System—National Training Curriculum
Module:	4 - Roles and Responsibilities
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 and a position task book:

1. Identify the responsibilities of the trainee, trainer/coach, evaluator, and agency manager.
2. Identify conditions under which the position task book is issued and initiated.
3. Identify special conditions for use of the position task book.
4. Demonstrate the use of Appendix A, Position Task Book Administration and the position task book.

I. INTRODUCTION

The Wildland and Prescribed Fire Qualification System is designed to provide a flexible process for use by all agencies' personnel to ensure only qualified persons receive certification in a specified position.

The backbone of this system is the application and administration of the position task book. The integrity of the position task books (PTB), and therefore the Wildland and Prescribed Fire Qualification System, rests heavily on the actions of the individuals involved in carrying out their roles as they pertain to the PTB.

In this module, the student will have the opportunity to examine the various critical roles and responsibilities of the participants in the administration of the position task books, as illustrated by Appendix A, Position Task Book Administration.

II. PARTICIPANT'S RESPONSIBILITIES

The following exercise will help the student to focus on the various roles and responsibilities within the qualifications system, and their importance.

INSTRUCTOR NOTE: IF IN A CLASSROOM SETTING AND/OR ADMINISTERING THIS MODULE TO A GROUP OF TRAINEES, DIVIDE CLASS INTO FOUR GROUPS REPRESENTING THE PARTICIPANTS IN THE QUALIFICATIONS SYSTEM.

IF COMPLETING THIS EXERCISE ON YOUR OWN REFER TO APPENDIX A OF THIS MODULE FOR SOLUTIONS.

Exercise 1:

Using Appendix A, Position Task Book Administration, review the responsibilities for each of the following and describe how they relate to position performance.

Trainee:

Trainer/Coach:

Evaluator:

Agency Manager:

Question 1: Referencing PMS 310-1, Section B, identify the document used for selecting trainees, proper use of task books, and certification of trainees.

III. ISSUE AND USE OF THE POSITION TASK BOOK

The design and use of the PTB provides important information needed for proper administration and application for certification in the Wildland and Prescribed Fire Qualification System. An area that causes some confusion is the issue and use of the PTB.

With knowledge gained from the previous exercise, respond to issues raised in scenarios. In a group or on your own you will be asked to answer questions and to support your solutions with references to Appendix A, Position Task Book Administration.

Exercise 2: Scenario

You are assigned to an incident as a helibase manager. The training specialist on the incident introduces you to a trainee who has been given an initiated task book for helibase manager type 2 (HEB2) from her home unit. Meeting with the trainee you find that she has over 10 years experience as a helitack crew person and lead crew person, and she is qualified as a Helicopter Manager. The trainee has also completed (S-381) and (I-300). You check the PMS 310-1 and find that Helibase Manager (S-371) is required training to become a HEB2.

What actions should you as the assigned evaluator take in this case?

What players if any, did not carry out their responsibilities as outlined in the PMS 310-1? Explain.

IV SPECIAL CONSIDERATIONS AND EXCEPTIONS FOR USE OF THE POSITION TASK BOOK

There are special considerations and exceptions for use of the position task books and you will find these described in the PMS 310-1, Appendix A, p. A-11. In this section you will find direction on how to administer the task book for these special considerations and exceptions. Topics include:

- Positions for which there are no NWCG PTBs.
- Positions which require a performance assignment on a wildland or prescribed fire.
- Positions which utilize the same PTB.

A. Positions for Which There Are No NWCG PTBs

This section includes only four positions. The positions are:

- Agency Representative (AREP)
- Interagency Resource Representative (IARR)
- Air Tanker/Fixed Wing Coordinator (ATCO)
- Infrared Interpreter (IRIN)

B. Positions Which Require a Performance Assignment on a Wildland or Prescribed Fire

This section is very important because it reinforces the need for a trainee to demonstrate the capability to perform satisfactorily on a wildland or prescribed fire. The specific tasks are coded with a "W" for a wildland fire incident and a "RX" for a prescribed fire incident in the task book. Tasks that carry both "W" and "RX" codes may be demonstrated on either a wildland fire or a prescribed fire incident.

This is a crucial requirement of the system. The PMS 310-1 and the position task books, all repeat this:

- The PMS 310-1 states on p.2, "Tasks pertaining to tactical decision making and safety are flagged and require a position performance on a wildland and/or prescribed fire."
- Again on p.3 of the PMS 310-1, "An individual should not be given a position performance assignment if additional knowledge and skills required to perform the tasks of a position are not first obtained, either through formal training or other methods."
- In the PMS 310-1, Appendix A, the theme is continued and

mentioned under the responsibilities of the home unit; "ensure that individuals selected as trainees have met all required training and prerequisite experience for the position."

- This is also included under the individual's responsibilities in PMS 310-1, Appendix A, Section B, as "ensure that he/she is ready to perform the tasks of the position prior to undertaking a position performance assignment." This may include completion of additional training courses and on-the-job training assignments.
- It is also reiterated on the front of the PTB, (WILDLAND OR PRESCRIBED FIRE ASSIGNMENT REQUIRED).
- On page three of a PTB, it explains that some positions require that specific tasks be performed on a wildland fire. Performance of these tasks on other kinds of incident is NOT qualifying.

C. Positions Which Utilize the Same Position Task Book

This section explains how to handle three distinct circumstances under which the same PTBs are utilized.

1. Complexity Levels

The first area referring to complexity levels in the PMS 310-1, Appendix A is on page A-12. These are positions that perform the same tasks at differing levels of complexity with the same task book.

For example, for Incident Commander Type 1 and Type 2, it is required to complete the same PTB twice (once for each level). To clearly designate which level is being worked on all other designators should be crossed out on the front cover.

2. Strike Team Leader Position

The second area deals specifically with the Strike Team Leader Position. This PTB need only be completed once since the individual performs the same tasks for different types of resources.

For example, once an individual is certified at the strike team level for engines they will not be required to complete another Strike Team Leader PTB for crews provided they are certified at the crew boss level and complete a satisfactory position

performance as a strike team leader-crew on a wildfire incident.

3. Single Resource Boss

The third area examines the unique circumstances of PTBs for single resource boss positions. Within the PTB there are tasks common to all the single resources boss positions.

Additional tasks are related to specific single resource boss positions. When the task book is initiated the appropriate position will be designated by crossing out those that don't apply. The trainee will then be required to complete all common tasks and the specific tasks for the resource designated on the front cover of the task book. The result is a separate PTB may not be required for each single resource boss qualification.

IF IN A CLASSROOM SETTING AND /OR ADMINISTERING THIS MODULE TO A GROUP OF TRAINEES, USE GROUPS REPRESENTING A TRAINEE, EVALUATOR, AND AGENCY MANAGER TO SOLVE THE FOLLOWING SCENARIOS.

IF COMPLETING THIS EXERCISE ON YOUR OWN REFER TO APPENDIX A OF THIS MODULE FOR SOLUTIONS.

Exercise 3: Scenario

Use the understanding of the special circumstances and exceptions in the PTBs, to complete the following exercise. You will be required to refer to PMS 310-1, Appendix A, to respond to the issues raised in this exercise. Use discussion to thoroughly cover the topic.

An individual who is certified as strike team leader-engine, was recently certified as a single resource boss-crew.

What are the requirement(s) to get to the strike team leader level for crew?

What considerations might be addressed from the viewpoints of the:

Trainee:

Evaluator/Coach:

Agency Manager:

V. CONCLUSION

It is clear to see that an effective certification process requires a well founded understanding of the qualification system guide and documents. This requires administrators to continually consult the PMS 310-1 to properly administer the certification process in the Wildland and Prescribed Fire Qualification System.

It is not important to have recall knowledge of the contents of this guide, but rather an understanding of its use and where to look for all the situations that arise during the continued Wildland and Prescribed Fire Qualification System certification process.

Responsible actions by the individual participants ensure the integrity of the system. Integrity of the qualifications system is maintained by participants fulfilling their respective responsibilities.

MODULE 4

ROLES AND RESPONSIBILITIES

Appendix A

Solutions to Exercises and Questions

SOLUTIONS: EXERCISES AND QUESTIONS

Exercise 1: Scenario

Trainee:

If you referred to PMS 310-1, Appendix A, p.A-7 you were in the correct place to find the roles and responsibilities for this group. By design, the PMS 310-1 saddles the individual or trainee with the lion's share of responsibility for safeguarding the PTB. This makes sense, since the trainee will be the one who has control of this document most often and the most at stake if the PTB is lost or destroyed.

Perhaps most important, is the trainee's responsibility to ensure they are ready to perform the tasks of the position prior to undertaking a position performance assignment. This is important because it means the trainee:

- Must have a complete understanding of the Wildland and Prescribed Fire Qualification System and the function of the PTBs within this system.
- Must know the difference between relationships with the trainer/coach and evaluator.
- Must also recognize the functions of suggested training, on-the job-training, and required training as it pertains to position performance assignments.

There are other responsibilities listed in the PMS 310-1 for the individual that your group may have listed and that are important. For this exercise it is important to begin to understand the crucial role the individual plays in the implementation of the system and how their increased knowledge of the system will help improve the quality of the system.

Trainer/Coach:

PMS 310-1, Appendix A, p. A-8 defines the trainer/coach as a qualified individual who provides instruction to a trainee. This may be in the classroom, on-the-job, or on an incident.

PMS 310-1, Appendix A, p.A-9 under The Evaluator, it becomes clear that trainer/coach is a person that meets the requirements and may in fact be an evaluator but who is acting in a distinctly different role. This difference can be best viewed as it relates to the trainee's position performance assignment.

In the trainer/coach role, the trainer/coach should make use of the position task book as a tool to structure and plan training but: performance is not formally evaluated; tasks are not signed off; and a recommendation for certification is not made.

Evaluator:

PMS 310-1, Appendix A, pp. A-9 --10 discuss the responsibilities of the evaluator. This section begins with a brief definition of an evaluator as, the person who actually observes tasks being performed and documents successful performance.

There are seven responsibilities outlined in this section. We will not list them all as they are available in the PMS 310-1, Appendix A. We will discuss two of the most important issues as they relate to the integrity of the Wildland and Prescribed Fire Qualification System.

- First and foremost, an evaluator must be certified in the position being evaluated. The only exception to this is when a Subject Matter Expert is assigned to evaluate “O” tasks by the home unit.
- One very important responsibility of the evaluator is quality control. During this initial meeting the evaluator must make two determinations that are crucial in maintaining system quality. These determinations are:
 - (1) Does the trainee meet the prerequisites for training, experience and skills/knowledge? If not, the trainee doesn't meet the minimums set forth in the PMS 310-1, therefore, is not eligible even for a on-the-job training assignment (see PMS 310-1, Appendix A, p. A-9).
 - (2) Accurately evaluate and record the demonstrated performance of tasks. This is a crucial responsibility because the entire Wildland and Prescribed Fire Qualification System is built on the foundation of observable performance of the trainee. Consequently, if the evaluation is flawed the system is compromised.

Agency Manager:

The Agency Manager responsibilities are found in PMS 310-1, Appendix A, pp. A-5 and A-6 under The Home Unit. The agency manager designated at the home unit is responsible for selecting trainees based on the needs of the home unit. He or she issues task books and ensures that all trainees meet the prerequisite training and experience requirements stated in the PMS 310-1.

The agency manager is responsible for providing the trainee with: opportunities to acquire the skills/knowledge to perform the position; tracking the progress of the trainee; and for reviewing the completed task book to make a determination on certifying the trainee.

It is important to note that only the home unit and their designated agency manager have the authority to certify a trainee and issue proof of certification.

Question 1: Identify the document used for selecting trainees, proper use of task books, and certification of trainees. (See PMS 310-1, p. 2)

Page 2 of the PMS 310-1, refers to Appendix A, Position Task Book Administration for complete information concerning responsibilities.

Exercise 2: Scenario

You are assigned to an incident as a Helibase Manager. The training specialist on the incident introduces you to a trainee who has been given an initiated task book for helibase manager type 2 (HEB2) from her home unit. Meeting with the trainee you find that she has over 10 years experience as a helitack crew person and lead crew person, and she is qualified as a helicopter manager. The trainee has also completed (S-381) and (I-300). You check the PMS 310-1 and find that Helibase Manager (S-371) is required training to become a HEB2.

What actions should you as the assigned evaluator take in this case?

As the evaluator in this situation it is your responsibility to discontinue the training assignment due to the fact that the trainee has not completed the required training. As the evaluator you should document the need for required training in the back of the position task book in the Evaluation Record, and explain your actions to the trainee. (Reference PMS 310-1, Appendix A, p.A-9, paragraph 2)

What players if any, did not carry out their responsibilities as outlined in the PMS 310-1, Appendix A? Explain.

The home unit failed to ensure that persons selected as trainees meet all prerequisite training.

The trainee also failed to ensure they were ready to perform the tasks by accepting an initiated task book before completing the required training.

The training specialist on the incident failed during the initial interview to find the trainee's deficiency regarding the required training.

Exercise 3: Scenario

An individual who is certified as strike team leader-engine, was recently certified as a single resource boss-crew.

What are the requirement(s) to get to the Strike Team Leader Level for Crew?

According to the PMS 310-1, Appendix A, page A-13, since the trainee has already completed the position task book for strike team leader, another PTB for strike team leader crew is not required before certification can be earned in this specific area. According to the PMS 310-1, Section L, page 30, it requires satisfactory position performance as a strike team leader-crew on a wildland fire incident.

What considerations might be addressed from the view points of the:

Trainee:

To fulfill their responsibilities, the trainee needs to assess their own readiness for a position performance assignment before accepting. Complete additional training or on-the-job training as necessary to prepare. (PMS 310-1, Appendix A, p. A-7)

Evaluator/Coach:

Is responsible for determining whether the trainee possesses the skills and knowledge required to continue a position performance assignment, accurately evaluate trainee's performance, document, and make recommendations to the home unit. (PMS 310-1. Appendix A, pp. A-8 and A-9)

Agency Manager:

With knowledge of the trainee's training and experience background, make suggestions or requirements regarding additional training, on-the-job training, and position performance assignment(s). Evaluate subjectively, trainee's capability to perform and grant certification when fully confident that the trainee possesses all that is needed to succeed in the position. (PMS 310-1, Appendix A, p. A-5)

MODULE 4

ROLES AND RESPONSIBILITIES

Appendix B

Module Evaluation

