



UNITED STATES DEPARTMENT OF THE INTERIOR

BUREAU OF INDIAN AFFAIRS
Boise Interagency Fire Center
3905 Vista Avenue
Boise, Idaho 83705



June 28, 1979

MEMORANDUM

TO: Dave Butts
Chairman, NWCG

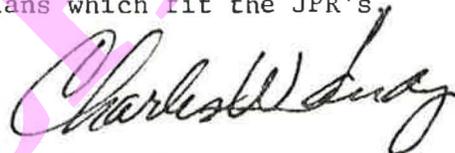
FROM: Q&CWT Godfather

SUBJECT: Communications Officer

Enclosed are the Qualification Standards and Job Performance Requirements (JPR) for the NIFQS position of Communications Officer, as approved by the Q&CWT at its meeting in April 1979.

I suggest this job description be forwarded to NWCG members for review, prior to the September meeting. By doing so should insure a decision on approval.

If approved, I propose that the job description be transferred to the Training WT for preparation of lesson plans which fit the JPR's.



Charles W. Tandy

Enclosure



REGISTERED S. & P.F.
COOP. FIRE

JUN 30 1979

COMMUNICATIONS OFFICER

I. Organization Relationships (See Organization Chart)

The Communications Officer is responsible to the Service Chief for establishing, maintaining, and operating the communication facilities.

II. Qualification Standards

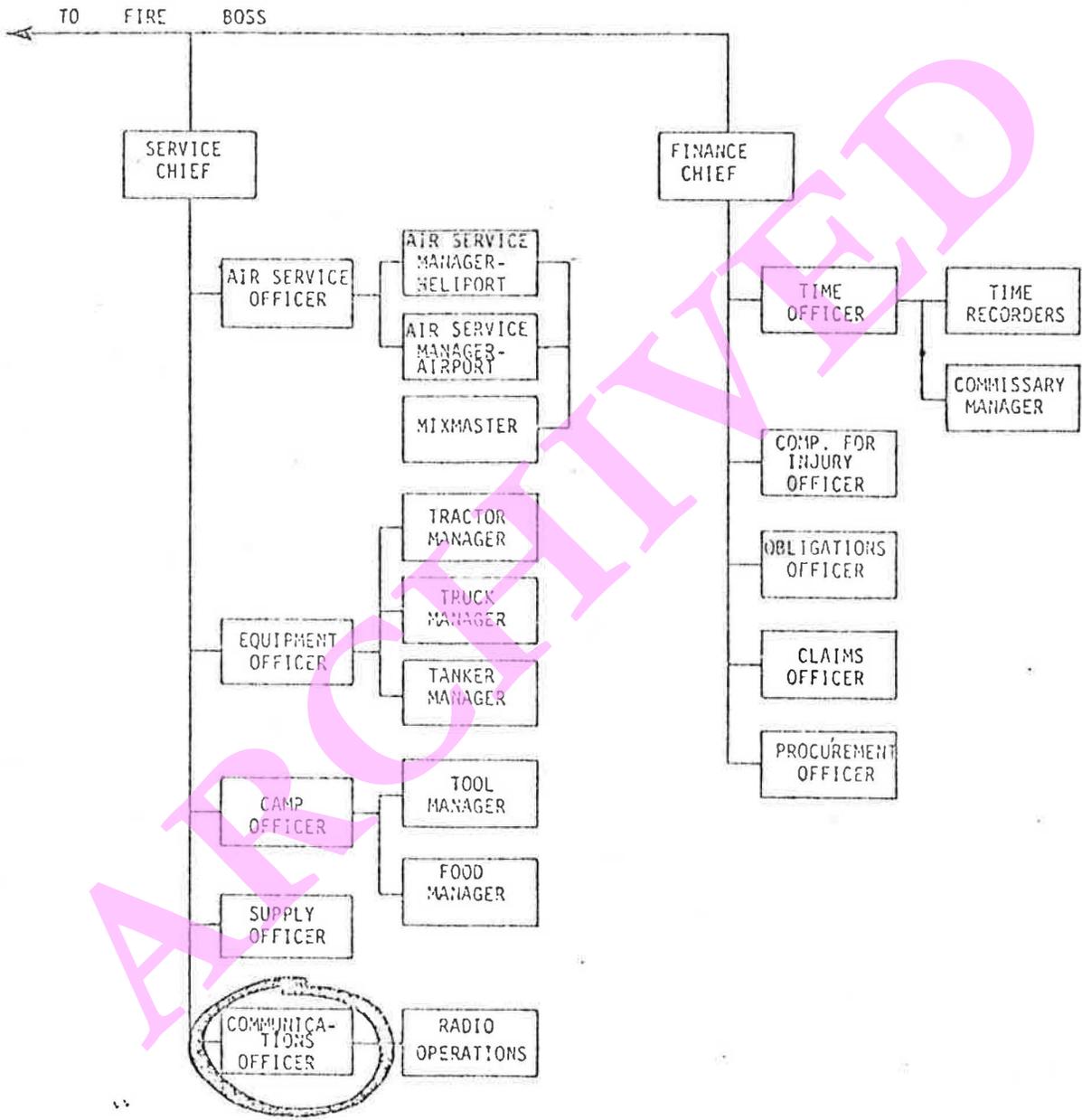
Qualification under National Interagency Fire Qualifications Standards requires:

- A. Successfully challenged or completed the following interagency fire training courses:
 - S-110 Basic Fire Orientation
 - S-190 Introduction To Fire Behavior
- B. Prerequisite Fire Jobs: Fire Communications Specialist.
- C. In lieu of experience and training requirements described, candidates must meet grandparenting requirements established by the National Wildfire Coordinating Group.
- D. Demonstrated physical fitness level of 35 or higher, measured on the Step Test or 1½-mile run.

APPROVED BY QUALIFICATION AND CERTIFICATION WORKING TEAM
April 25, 1979



Clint Phillips, Chairman
Q&C Working Team



JOB PERFORMANCE REQUIREMENTS FOR COMMUNICATIONS OFFICER

Establish Communications Organization

- Action: Determine the type and amount of equipment and personnel needed and develop fire orders.
- Standards: Orders the necessary equipment and personnel based on the Plans Chief's statement of communication requirements as to who talks to whom, where, and how many.
- Conditions: Large fire, work area, necessary supplies and materials, Plans Chief's statement of communications requirements
- Critical Elements: C.E. Aggressively seek all information necessary to make the determination.
- C.E. Maintain a two-way flow of information with the Service Chief.
- C.E. Initiate documentation for the communications fire package.

JOB PERFORMANCE REQUIREMENTS COMMUNICATIONS OFFICER

Installation

- Action: Makes a communications site selection survey, design, and directs the installation of the total fire communications system.
- Standard: Achieve adequate communication coverage as reflected in the Plans Chief's statement of needs.
- Conditions: Ongoing fire, necessary supplies, equipment, personnel, installation priority, and logistics
- Critical Elements: C.E. Achieve maximum communications coverage within the limitations of: terrain, site availability and logistics.
- C.E. Effectively organize and direct installation based on priorities and time frames.
- C.E. Insure continuous safety consciousness throughout all operations.
- C.E. Continue documentation for communications fire package.
- C.E. Consider demobilization during design and installation phases.

JOB PERFORMANCE REQUIREMENTS FOR COMMUNICATIONS OFFICER

Operations

- Action: Insure operation of total-fire communications complex.
- Standard: Insure that each emergency communications system is operated in the most efficient manner possible, and in accordance with Interdepartment Radio Advisory Committee, Departmental, Agency, and BIFC operational procedures.
- Conditions: Ongoing fire, necessary supplies, equipment, personnel, installation priority, and logistics
- Critical Elements:
- C.E. Insure that written channel assignments, and emergency procedures are delivered to Plans in time for inclusion into each shift plan.
 - C.E. Maintain radio battery replacement schedule.
 - C.E. Continuously maintain accountability of all communications equipment on the fire.
 - C.E. Directs continuous maintenance of complete and accurate radio logs.
 - C.E. Make shift assignments for all personnel.
 - C.E. Mandatory attendance at all Plans briefings.
 - C.E. Brief all radio users as to communications procedures and system idiosyncrasies.
 - C.E. Provides needed on-the-job-training for subordinates.
 - C.E. Continue documentation for communications fire package.
 - C.E. Insure radio operators use proper operating procedures.
 - C.E. Update initial demobilization plan.

JOB PERFORMANCE REQUIREMENT FOR COMMUNICATIONS OFFICER

Administration

Action: Manage all communications personnel, equipment, and insure completion of all associated records.

Standard: All records will be legible and comprehensible.

Condition: Supervisory skill, qualified staff, latitude to manage Communications function without unnecessary constraints imposed by Service Chief, ongoing fire communications plan

- Critical Elements:
- C.E. Provide for welfare of personnel.
 - C.E. If assigned the responsibility to relay fire requests, maintain a file of all fire and demobilization orders.
 - C.E. Complete performance evaluations prior to demobilization.
 - C.E. Give complete communications fire package to Service Chief prior to demobilization.
 - C.E. Maintain paperwork as required.

III. Qualification Standards.

In order to qualify for the position of Communications Officer under the National Interagency Fire Qualifications Standards, an employee must:

A. Have successfully completed or challenged the following inter-agency fire training courses:

1. Basic Fire Orientation S-110
2. Introduction to Fire Behavior S-190
3. Fire Business Management S-260
- * 4. Communications Officer S-357

B. ~~As~~ Function as a Communication Officer Trainee on two fires with performance evaluation of satisfactory or better.

C. Demonstrate a physical fitness level of 35 or higher as measured in the Step Test or 1½ mile run.

D. In lieu of experience and training requirements described in A. above, meet grandparenting requirements established by the NWCG.

* This course has not been included in the S-course curriculum but is recommended for inclusion with the number as indicated.