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MEMORANDUM

Reference: NWCG#001-2013

To: NWCG Executive Board (agency representatives)
Geographic Area Coordinating Group (GACG) Chairs

From: NWCG Chair

Date: March 15, 2013

Subject: Wildland Fire Module Typing and Release of New Standards

Wildland Fire Modules (WFMs), formerly known as Fire Use Modules, provide technical- and ecological-based expertise in support of wildfire operations and prescribed fire planning and implementation. Historically, the modules have operated without crew typing. Over the last several years, the number of WFMs has increased. With this increase, the actual skill levels and abilities among WFMs have varied greatly. This inconsistency has caused concerns among fire managers and IMTs.

In response to this concern, two types of crew typing have been developed. The adoption of two types of WFMs will ensure resources will be placed in appropriate situations regarding skill and knowledge associated with typing. Operational safety for WFMs, which is gained by the above, is the number one priority for this change.

The *Interagency Standards for Wildland Fire Module Operations*, PMS 430, replaces the previous guide, *Interagency Fire Use Module Operations Guide*, PMS 317. The new *Interagency Standards for Wildland Fire Module Operations* provides standardized procedures and expectations for Wildland Fire Modules specifically associated with the planning and implementation of planned and unplanned wildland fire and hazardous fuels treatments. These standards will be used by staff, supervisors, specialists, and technicians for planning, administering, and conducting WFM operations. These standards are to be used as a measure of WFM typing, qualifications, capabilities, and expected performance.

The standards will assist the expanding WFMs to operate in an environment that allows for skills and abilities to be recognized, allows for WFMs accountability, and keeps the WFM program viable to the needs of fire managers. In addition, the new standards will create an NWCG-standardized resource providing common language, operating procedures, oversight, and developmental capabilities for Wildland Fire Modules.

The following identifies the experience requirements associated with the Type 1 and Type 2 WFMs:

- Required Leader Experience:
  - Type 1 – Task Force Leader (TFLD) and Prescribed Fire Burn Boss 2 (RXB2)
  - Type 2 – Single Resource Boss, Crew (CRWB)
- Certification Standards:
  - Type 1 – Prior to becoming available for assignment, all are required to complete and submit the annual *Type 1 Wildland Fire Module Certification Review Checklist*, see Appendix B. The specific certification process and documentation for a Type 1 WFM can be found in Chapter 9 of the standards.
    - In addition to certification, all Type 1 WFMs are required, on an annual basis, to complete the *Type 1 Wildland Fire Module Certification/Preparedness/ Proficiency Review Documentation*, see Appendix C.
  - Type 2 – Prior to becoming available for assignment, all Type 2 WFMs are required to complete and submit the annual *Type 2 Wildland Fire Module Mobilization Checklist*, see Appendix D. This documentation must be completed and sent to the appropriate local dispatch center and GACC and will serve as the Type 2 WFM certification.

Existing Qualified WFMs:

Starting January 1, 2013: All existing WFMs will be considered to be Type 2 WFMs until they have completed and submitted the Type 1 WFM certification process.

ROSS Changes:

Starting January 1, 2013: WFM's will be classified as Type 1 or Type 2. Resource Order Category in ROSS should be changed from an O – Overhead order to C – Crew or module order. This will also clarify WFM's skill levels and expectations.

The guide and appendices are posted at, and can be downloaded from, the NWCG publications Web page at: http://www.nwcg.gov/pms/pubs/pubs.htm.

For any questions or further information please contact Todd Richardson, chair of the Fire Use Subcommittee, trichardson@blm.gov, at (303) 239-3878.

Attachment: *Interagency Standards for Wildland Fire Module Operations*, PMS 430

cc: NWCG Committee Chairs
NWCG Program Management Unit (PMU)

A publication of the
National Wildfire Coordinating Group

Interagency Standards for Wildland Fire Module Operations

PMS 430

March 2013

Interagency Standards for Wildland Fire Module Operations

March 2013

PMS 430

Sponsored for NWCG publication by the NWCG Fuels Management Committee. Prepared and maintained by the Fire Use Subcommittee. Questions regarding content of this product should be directed to the NWCG Fire Use Subcommittee members and agency representatives. Contact information is available on the Fire Use Subcommittee webpage at http://www.nwcg.gov. Questions about this product may also be directed to BLM_FA_NWCG_Products@blm.gov.

This product is available electronically at: http://www.nwcg.gov.

Previous editions: this product replaces PMS 317 *Interagency Fire Use Module Operations Guide*, August 2008.

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Preface

This document, *Interagency Standards for Wildland Fire Module Operations*, PMS 430, replaces *Interagency Fire Use Module Operations Guide*, PMS 317 (2008) and the term "Fire Use Modules". This document reflects a change in terminology, replacing the term "fire use module" with "wildland fire module".

Interagency Standards for Wildland Fire Module Operations provides standardized procedures and expectations for wildland fire modules (WFMs) specifically associated with the planning and implementation of planned and unplanned wildland fire and hazardous fuels treatments. In addition, the *Interagency Standards for Wildland Fire Module Operations* tiers directly to policy as defined in agency manuals.

Prior to implementing activities and operations under the standards in the *Interagency Standards for Wildland Fire Module Operations*, local units must have ensured compliance with agency policy. In addition, an approved local employee or module handbook must be in place, which identifies how the module interacts with the local unit. All actions implemented under this guide must also be consistent with local agency policy.

The *Interagency Standards for Wildland Fire Module Operations* meets requirements of Federal Fire Policy Guiding Principle #9[*]: "Standardization of policies and procedures among federal wildland fire management agencies is an ongoing objective." This principle promotes common language and unified direction or guidance for agency or bureau manuals, directive handbooks, and guidelines.

[*] Guidance for Implementation of Federal Wildland Fire Management Policy, February 13, 2009

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1 Introduction

The objective of *Interagency Standards for Wildland Fire Module Operations* is to provide standards for the operations of all wildland fire modules (WFMs). These standards are to be used by staff, supervisors, specialists, and technicians for planning, administering, and conducting WFM operations. These standards will also be used as a measure of WFM qualifications, capabilities, and expected performance, whether a Type 1 or Type 2.

Individual home units shall provide direction, support, and review processes that ensure WFM operations are safe, effective, and meet the WFM operations standards as outlined in this document. Any individual host unit may assemble and make available for mobilization a WFM meeting the minimum standards described in this document. Only those WFMs meeting the standards and having completed the WFM certification process (see Appendix B for Type 1, see Appendix D for Type 2) shall be made available for mobilization as a WFM.

Prior to implementing activities and operations under the standards in the *Interagency Standards for Wildland Fire Module Operations*, local units must have ensured compliance with agency policy. In addition, an approved local employee or module handbook must be in place, which identifies how the module interacts with the local unit. All actions implemented under this guide must also be consistent with local agency policy.

The NWCG Fire Use Subcommittee (FUSC) will facilitate any proposed revisions to the standards. NWCG approves these standards.

2 Mission Statement

The primary mission of a WFM is to provide an innovative, safe, highly mobile, logistically independent, and versatile fire module with a primary commitment to maintain fire's role as a natural ecological process for wildland fire management and incident operations.

3 Program Purpose and Emphasis

The WFM program facilitates the use of fire and other management techniques involving planned and unplanned wildland fire events. WFMs are highly skilled and versatile fire crews, which provide technical and ecological based expertise in the areas of long term planning, ignitions, holding, and suppression, prescribed fire preparation and implementation support, hazard fuels reduction, and fire effects monitoring; resulting in fire fulfilling its natural or historic role to meet resource and management objectives. The utilization of WFMs will be with strict compliance to the accepted interagency and agency specific safety standards. Responsibility for compliance with these standards and the safe operation of a WFM ultimately lies with the WFM leader. There are five primary areas in which WFMs can be used:

3.1 Logistically Self-Sufficient Operations

WFMs provide a unique skill of high operational self-sufficiency. WFMs have the capability to operate in any location with little to no need for additional supplies or support from local fire management or operating Incident Management Team's. WFMs carry backcountry

camping equipment and purchasing powers to sustain the crew for up to seven days at a time. In addition, WFMs also carry a varied array of technological equipment to generate or receive Incident Action Plans, document fire activity, and scan or print documents. Self-sufficiency will vary among the Type 2 WFMs. Along with being logistically self-sufficient, WFMs contain needed overhead qualifications to maintain proper span of control for multiple fire management assignments and incident organizations.

3.2 Wildland Fire Incident Operations

WFMs are staffed, conditioned, equipped, and qualified to meet a variety of planning, strategic, and tactical wildland fire assignments. The organizational structure allows WFMs to form into squads or operate as individuals to manage geographically separate and independent incident assignments. WFMs specialize in fire intelligence gathering such as perimeter mapping, line placement, identification of critical resource values, control points, management action points and safety zones; structure protection triage, planning, and implementation actions; and monitoring, recording, validating weather, fuel conditions, first and second order fire effects, fire behavior and burn severity. WFMs also provide highly skilled fire professionals to assist in the development of long-term implementation plans and identifying resource objectives and needs. In addition, WFMs may be used for initial attack operations and to fill ready reserve duties to assist local and national fire management needs.

3.3 Prescribed Fire Incident Operations

WFMs are staffed, equipped, and qualified to meet a variety of planning and tactical prescribed fire assignments. WFMs can be used to produce technical burn plans for fire managers in need of prescribed fire planning. WFMs can also fill needed overhead positions and serve as ground personnel to independently or cooperatively manage prescribed fire incidents. WFMs provide a high level of expertise in the use of fire on the landscape as a resource management tool.

3.4 Resource Management Assignments

When not committed to planned or unplanned fire assignments, WFMs can provide a workforce to accomplish a variety of resource management objectives while maintaining availability for incident mobilization. Some objectives may include hazardous fuels reduction planning and implementation; monitoring of first and second fire effects, vegetation plotting, photo points; and rehabilitation efforts.

3.5 Training

WFMs have a, extensive expertise in the use of fire and the management of fuels. This expertise allows the WFMs to provide the fire community with highly experienced trainers for local, geographic, and national level training courses.

4 Foundational Skills of Wildland Fire Modules

The list below describes foundational skills for WFMs. This skill set serves as a framework to identify the expertise that can be expected when employing a WFM. Although individual WFM strengths will vary, these foundational skill sets can be expected from all certified Type 1WFM.

Skill levels will vary among Type 2 WFMs and they should strive to meet these foundational skills.

4.1 Operations

Proficient in wildland fire tactical operations:

a. Skilled[*] at maintaining Lookouts, Communications, Escape Routes and Safety Zones (LCES) in an unanchored fire line environment.
b. Skilled in line construction with production rates similar to a Type 1 hand crew at similar crew strength.
c. Skilled at planning and conducting burnout and black line operations.
d. Skilled in the design, operation, and maintenance of fire management hydrologic systems, including pumping, hose lays and structure protection sprinkler systems.
e. Ability[†] to independently interpret, evaluate and implement operational action plans.
f. Ability to document and manage geographically separate incidents.
g. Ability to manifest, assemble and facilitate external cargo for rotor-wing aircraft.

Long Term Strategies:

a. Skilled at implementing long term plans by understanding concepts of point protection, Management Action Points and season ending events.
b. Ability to provide information back to managers on tactical actions that meet the long-term overall objectives.

Point protection skills:

a. Skilled at completing written structure assessments.
b. Skilled in structure wrapping, interface fuels reduction during ongoing incidents.
c. Ability to perform structure triage.

Prescribed Fire:

a. Skilled at ignition of prescribed fire at the moderate complexity level.
b. Skilled in prescribed fire holding actions during moderate complexity prescribed fires.
c. Ability to plan and implement an interagency prescribed burn plan.

4.2 Intelligence

Fire environment assessment skills:

a. Skilled at safely monitoring and documenting fire behavior.
b. Skilled at monitoring smoke quantities, dispersal, and impacts to sensitive receptors.
c. Skilled at identifying and documenting fuels, slope, and aspect affecting current and foreseeable fire behavior.
d. Skilled at the collection, measurement and documentation of live and dead fuel moisture.
e. Skilled at collection and identification of fuel load data (e.g. Browns transects, photo series).

[*] Skilled - has previously accomplished the skill element and can complete with limited support
[†] Ability – has been trained in this skill element

f. Ability to utilize fire behavior modeling programs.
g. Ability to evaluate and document post fire effects.
h. Ability to evaluate the potential effectiveness of natural and constructed fire barriers.

Fire Weather:

a. Skilled at consistent fire line weather monitoring and documentation.
b. Skilled at submitting, interpreting, and providing feedback to Spot weather forecasts.
c. Ability to initiate and maintain portable weather stations.

Mapping Skills:

a. Skilled with GPS systems with the capability to transfer information to mapping software.
b. Skilled at wildland fuels and fire progression mapping.
c. Ability to map fire perimeters and points of interest using GPS systems.
d. Ability to produce hard copy maps.

Backcountry Capability:

a. Skilled at operating self-sufficiently for multiple days in backcountry fire environment including food, water, and anticipated equipment for 5-7 days.
b. Skilled in the use of the minimum tool and "light hand" techniques including crosscut saw skills, leave no trace camping, and MIST.
c. Ability to transport personnel and equipment using remote travel techniques.

Documentation:

a. Skilled in preparing fire behavior and fuels condition monitoring documentation during ongoing incidents.
b. Ability to transmit onsite observations from remote locations.
c. Ability to assemble and organize large amounts of data in digital or hardcopy format.

Planning:

a. Ability to provide intelligence and feedback for the effectiveness of long-duration fire plans.

5 Professional Ethics

WFMs acknowledge responsibilities to respective host agencies and to the wildland fire community as a whole. Members subscribe to this code of ethics to guide modules in the practice of wildland fire professionalism:

a. Perform only services we are qualified, trained, equipped, and experienced to do and that can be accomplished safely.
b. Conduct operations to meet the needs of resource managers.
c. Continue to educate ourselves in order to improve our qualifications and performance.
d. Give earnest effort and provide our best professional advice in the performance of duties.
e. Build our professional reputations on the integrity, quality, and cost effectiveness of our programs.
f. Be accountable to supervisors, incident management teams and colleagues, as a safe, productive, and professional resource.

g. Conduct ourselves and our programs in accordance with the *Interagency Standards for Wildland Fire Module Operations*, relevant federal, agency, state and local policies, and all operational and safety procedures.
h. Ensure the civil rights of others by treating every person with respect.
i. Professional behavior will be exhibited at all times. Hazing, harassment of any kind, verbal abuse, or physical abuse by any employee toward any other person will not be tolerated.
j. Endeavor to enhance public knowledge and promote understanding of the functions and achievements of the wildland fire community.

6 Support

6.1 NWCG Fire Use Subcommittee

The Fire Use Subcommittee (FUSC) has the primary responsibility to provide strategic oversight to the WFM program. Proposed changes to policy and standards for the WFM program are received by the FUSC from the Wildland Fire Module Unit (WFMU). The FUSC reviews and recommends changes in the WFM program, and submits their recommendations for approval by the NWCG Fuels Management Committee.

FUSC discussions regarding WFM business may occur during regular bi-annual meetings, as needed with meetings of the WFMU or by electronic conferencing. FUSC is a chartered entity under the NWCG Fuels Management Committee and is comprised of representatives from the U.S. Department of Agriculture Forest Service; Department of Interior (DOI) Bureau of Land Management, Bureau of Indian Affairs, Fish and Wildlife Service, and National Park Service; The Nature Conservancy; and the National Association of State Foresters.

6.2 Wildland Fire Module Unit

The WFMU has the primary responsibility to provide leadership and representation for the WFM program. The unit develops and maintains program standards, establishes consistent national program coordination and implementation procedures, provides a means for proactive problem and issue resolution for the WFM community, evaluates organizational and staffing needs and recommendations for the WFM community, facilitates the exchange of information between groups, and proposes changes in the WFM program to the NWCG through the FUSC. The unit charter can be found in Appendix A.

6.3 State/Region/Geographic Area

Agency representatives at this level coordinate WFM development, and facilitate interagency and intra-agency requests for the modules.

6.4 Home Unit

WFMs are local or regional resources meeting national interagency standards, and assist the home unit with other wildland fire, fuels, planning and resource management objectives when not assigned to incidents or conducting training.

WFMs are available, as determined by their local or regional coordinator, to assist interagency wildland fire agencies in accomplishing their fire management missions.

WFMs require management oversight, administrative support, and facilities to accomplish their mission.

The local host unit supervisor and the agency administrator shall:

a. Oversee and coordinate the WFM during non-fire assignments.
b. Ensure the Type 1 WFM program complies with the *Interagency Standards for Wildland Fire Module Operations*. It is required that the Certification/Preparedness/ Proficiency Review Documentation checklist be used annually for this purpose (see Appendix C).
c. Use the Certification/Preparedness/Proficiency Review Documentation checklist (Appendix C) to verify that the Type 1 WFM is ready for initial incident assignment prior to the WFM1 being placed in available status. Use the Type 2 WFM Mobilization Checklist (Appendix D) to verify Type 2 is ready for initial incident assignment prior to the WFM2 being placed in available status.
d. Assist in career development and training of WFM personnel.
e. Ensure that WFM health, safety and welfare needs are addressed.
f. Provide administrative support such as personnel management, time and attendance, travel, purchasing, and fleet management.
g. Provide adequate facilities for the WFM including office space, phones, fax machine access and electronic communication, access to physical training facilities, equipment storage and fire equipment cache.

6.5 Finance

Wildland fire emergency accounts or receiving unit project accounts will be charged for WFMs travel, per diem, premium pay (overtime), and other support costs when on assignment.

WFMs will adhere to *Interagency Incident Business Management Handbook*, PMS 902, procedures.

Per diem rates for modules will follow agency guidelines.

6.6 Time Management

WFM personnel will adhere to work/rest guidelines of the PMS 902 and federal travel regulations.

WFM leaders have the responsibility to shorten travel times when necessary to maintain module health and safety.

7 Dispatching & Ordering Procedures

7.1 Off Unit Assignments

For ***all*** off home unit assignments, WFMs will be ordered and moved through the established dispatch ordering channels by the resource ordering process. All local home unit supervisors and WFM leaders will work closely with their local dispatching office before and during the field season to facilitate smooth resource movement. Local mutual aid agreements will also be recognized in WFM dispatching and assignment. For current information, reference the *National Interagency Mobilization Guide* (http://www.nifc.gov/nicc/mobguide/index.html).

To request a Type 1 or Type 2 WFM:

a. Fill out a ROSS order for "module - wildland fire (Type 1 or 2)" following the standard procedure through the local dispatch office.
    i. Each WFM is responsible for maintaining their status in ROSS in coordination with local dispatch centers.
b. Ordering unit should refer to Table 1 to ensure that the ordered resource (WFM1 or WFM2) will possess the capability to perform the tasks required appropriate to the level of complexity of the ordering incident or project.

Prescribed fires are planned events. Therefore, it is recommended that WFM personnel be ordered during normal weekday work hours.

Requesting unit should place an order through ROSS and contact the WFM leader 48 hours in advice of the prescribed fire and other planned projects.

7.2 Naming Convention for Wildland Fire Modules

Type 1 WFMs are normally referred to by the name associated with their sponsoring Unit or local area (i.e., Calaveras, Whiskeytown, Unaweep, etc.)

Type 2 WFMs will vary, but must not have the same name as any Type 1 WFM. They can generally be identified by the dispatching unit or something similar (i.e. Central Utah WFM Type 2). All Type 2 WFMs must have **WFM Type 2** in their designator.

7.3 Interagency Availability of Wildland Fire Modules

WFMs are available on an interagency basis for fire management assignments. Agencies can order WFMs to assist in prescribed fire preparation or hazard fuel reduction projects under the service first agreement. WFMs are a specialized resource. Each agency has the ability to prioritize the needs for the modules.

Table 1. Minimum Module Standards for Interagency Mobilization

Minimum Standards	Type 1	Type 2
Fireline Capability	Ability to form separate logistically self-sufficient independent groups, fire line construction, complex firing operations(backfire), monitoring, strategic planning, fire recognizance, and public information.	Monitoring, fireline construction, firing to include burnout.
Crew Size	**7-10**	**7-10**
Leadership Qualifications	• Qualifications are not tied to a particular position within the WFM. All modules will have the following qualifications: TFLD, RXB2*, ICT4, CRWB, FIRB, FOBS • Module Lead: TFLD, CRWB • Asst. Module Lead: ICT4, FEMO • 1 Squad Boss: ICT5 • 2 Senior Firefighters: FFT1 *RXB2 (1) could be any of the module members	• Crew Boss: CRWB • 1 Squad Boss: ICT5
Language Requirement	All senior leadership, including Squad Bosses and higher, must be able to read and interpret the language of the crew as well as English.	All senior leadership, including Squad Bosses and higher, must be able to read and interpret the language of the crew as well as English
Experience	90% > 1 season	60% > 1 season
Full Time Organized Crew	Yes (work and train as a unit 40 hrs. per week, 90 continuous days)	No
Communications	5 programmable radios	4 programmable radios
Sawyers	2 agency qualified	1 agency qualified
FEMO	2	2 (1 of 2 can be trainee)
Training	As required by *the Interagency Standards for Wildland Fire Module Operations* prior to assignment	Basic firefighter training or annual firefighter safety refresher prior to assignment
Medical First Responder Training	Yes	No
Logistics	Multiple crew level agency purchasing authorities	Generally no purchasing authority, may need assistance by incident logistics
Dispatch Availability	Availability determined by sponsoring agency	Availability variable by sponsoring agency
Mobilization Time	Within 2 hours of receipt of resource order when on duty, 8 hours when off duty	Within 24 hours of receipt of resource order.
Transportation	Own transportation	Transportation needed
Tools & Equipment	Fully equipped for each geographic region.	May need assistance by incident logistics
Specialized Digital, Remote Operations, Monitoring, Equipment	Yes	No
Personal Gear	Arrives with: Crew First Aid kit, personal first aid kit, headlamp, 1 quart canteen, web gear, sleeping bag	Arrives with: Crew First Aid kit, personal first aid kit, headlamp, 1 quart canteen, web gear, sleeping bag
PPE	All standard designated fireline PPE	All standard designated fireline PPE
Certification	Must be annually certified by the Regional or State office of the host unit agency administrator or designee prior to being made available for assignment.	Must complete the mobilization checklist by the local host unit or agency administrator or designee prior to being made available for assignment.

7.4 Availability Periods

Availability periods are defined as the time during which a WFM meets minimum staffing standards, and will be listed as available for assignments in ROSS. All members listed on the roster will have a minimum of 14 days of availability upon initial assignment.

7.5 Incident Guidelines

WFM personnel are dedicated to supporting both planned and unplanned wildland fire activities. WFMs can be assigned to other operations or emergency incidents, subject to the following limitations but meeting all the requirements of the *NWCG Interagency Incident Business Management Handbook* (current edition):

- WFM members may be committed to single resource assignments as long as the integrity of the module remains intact.
- WFMs committed to planned or unplanned events will be unavailable for other assignments until officially released from the assignment.
- WFMs must be mobilized and demobilized through the established interagency resource ordering process.

All WFMs should receive a performance rating to provide feedback, identify training needs, and evaluate module performance, as the WFM is released from an assignment. WFM leaders are responsible for supplying these evaluation forms to the requesting unit and sending a completed copy to the home unit.

7.6 Incident Support

Type 1 WFMs are self-contained and self-sufficient in most aspects. The ordering incident will be expected to supply the WFMs with needed supplies depending on method of transport and specific needs to that assignment. Dialogue between the WFM leader and ordering and receiving unit is essential in meeting expectations of the unit, assignment, and program. Replacement or repair of those items or supplies consumed, damaged, or destroyed on an incident or project will be coordinated through the incident or project. Replacements or repairs will be documented on a resource order prior to leaving that activity, and adhere to the guidelines in the NWCG Interagency Business Management Handbook. Type 2 WFMs will vary in this regard and may need to be supported by incident logistics.

7.7 Minimum Equipment Standards

7.7.1 Ordering Via Ground Transportation

WFMs will come equipped with the **minimum** complement when arriving via ground transportation, as listed in Table 2:

Table 2. Minimum equipment required for dispatch via ground transportation.

Equipment	Type 1 WFM	Type 2 WFM
Appropriate PPE	YES	YES
Dedicated module vehicles (minimum 2)	Agency Owned and assigned	NO
Dedicated Cellular Telephones	2	0
Crew Level Purchase Authority	Multiple	None
Chain saws with kit	4	1
Firing Devices: • Drip Torch	4	2
• Flare Launcher	1	0
• Fusees (1 case)	1	0
Firefighting hand tools- Geographically dependent	Yes	YES
Programmable hand held radios	5	4
Tents and sleeping gear, all season	YES	YES
Extended14 days backcountry camp and cooking equipment	YES	NO
Water filtration system	YES	NO
Medical Equipment: • 10 person Kit	2	1
• Remote carry out capability	YES	NO
Drinking water and food	72 hours	48 hours
Digital Technical Equipment: • Computer	2	1
• Printer	1	0
• Digital Camera	2	1
• GPS	5	2
• Software or Interface Capabilities	YES	NO
Belt weather kit	5	2
Fuel transect or plot sampling equipment	YES	YES
Binoculars	2	1
Documentation: • WFM Field Guide	YES	YES
• WFM Monitoring Forms	YES	YES

7.7.2 Ordering Via Air Transportation

Both the **receiving unit and the WFM** have the responsibility to negotiate and establish expectations and specific equipment needs.

Receiving unit should expect to provide the following minimum equipment or supply needs:

- Crew personnel transportation
- Chainsaws with fuel, oil, and kit
- Hand tools
- Drinking water and food
- Firing equipment

8 Staffing

8.1 Personnel

Type 1 WFMs shall be staffed to provide skilled personnel to accomplish specific agency missions. Each WFM will contain a minimum of two leadership positions that are capable of and experienced in supervising when the WFM is split into two separate independent groups. A trainee or detailer in these supervisory or lead positions will be in addition to module core positions, until that individual is qualified to function independently in these positions. Type 1 WFMs have dedicated support funding for positions, training, travel, and supervision. Type 1 WFM core personnel are defined as personnel whom work and train together as a unit 40 hours a week for a minimum of 90 days.

Type 2 WFMs will be staffed to provide incident support to accomplish agency missions. Every WFM must meet minimum Type 2 WFM qualifications.

8.2 Module Organization

All WFMs are comprised of seven to ten individuals in the following positions:

- WFM Leader
- Assistant WFM Leader
- Squad Bosses or Senior Firefighters
- Crewmembers, trainees, apprentices, fill-ins or detailers as scheduled

WFM leaders are responsible for keeping home unit dispatch informed of changes in their status and location in order to maintain, track, and ensure availability, and to coordinate any personnel changes with the receiving unit or incident management team.

8.3 Minimum Qualifications

Table 3 identifies the minimum qualifications for dispatch (qualifications are not tied to a particular position within the WFM). All qualifications will adhere to the standards published in the *NIIMS Wildland Fire Qualifications Guide*, PMS 310-1. Additional incident qualifications will be pursued at the discretion of each WFM member and their supervisor.

Table 3. Wildland Fire Module Minimum Qualifications:

Required WFM Qualifications	Type 1 WFM	Type 2 WFM
TFLD	1	0
RXB2	1	0
CRWB - Crew Boss	1	1
FIRB – Firing Boss (separate from CRWB)	1	0
ICT4 – Incident Commander Type 4	1	0
ICT5 – Incident Commander Type 5 (separate from ICT4)	1	1
FOBS – Field Observer	1	0
FEMO – Fire Effects Monitor (On WFM Type 2, one of the required FEMOs may be a FEMO (t))	2	2
FFT1 – Advanced Firefighter (separate from single resource positions)	2	2
FALB – Faller Class B	2	1
HECM – Helicopter Crewmember	1	0

Home units will be responsible for recruitment of all WFM positions and detailer or trainee assignments. Recruitment should be based on standard WFM position descriptions and staffing needs.

8.4 Operational Staffing

A WFM must have a minimum of seven (7) qualified individuals for dispatch.

Type 1 WFM: One of the core members must be the permanently assigned WFM Leader or Assistant, and no less than three others must be regular WFM members, for a minimum core of four personnel. Type 1 WFM core personnel are defined as personnel whom work and train together as a unit 40 hours a week for a minimum of 90 days.

Type 2 WFM: Must meet the WFM minimum qualifications identified in Table 3.

WFMs may have personnel available for single resource assignments (e.g., details to write burn plans, training, perform fire effects work, fire assignments) provided that the assignment does not compromise the availability of the WFM during their established field season nor compromise crew performance during an assignment.

When WFMs are short-staffed, detailers from other programs may augment the WFM. Detailers must be qualified, or designated as a trainee, as shown on their “Incident Qualifications Card” at a level commensurate with the position being filled and meet the WFMs fitness standards.

The WFM must provide logistical support for outside personnel detailed to the module.

8.5 Performance and Accountability

The host incident Fire Management Officer or Incident Commander will make recommendations to the module's home unit in the event a WFM fails to meet the following minimum set of performance criteria:

a. Failure to maintain availability at minimum standard for the WFM Type.
b. Failure to maintain required core personnel.
c. Unsatisfactory documented performance as a WFM.
d. Failure to maintain minimum qualifications.
e. Compliance

Compliance to these standards is the responsibility of the WFM, home unit, and corresponding regional or state office. WFMs are expected to operate with integrity and are duty bound to not misrepresent the WFM community. Leadership, at all levels, must take a fair approach to issues, and take corrective actions if necessary.

8.6 Evaluations

The home unit supervisor will be responsible for the WFM leader's supervision, evaluation, and individual development plan (IDP).

WFM Leaders will be responsible for providing performance evaluations for all WFM members.

8.7 Position Descriptions

The home unit supervisor will be responsible for the WFM leader's supervision and the determination of each position description (PD) for the members of the WFM according to hosting agency regulations and procedures.

9 Certification

Module Programs seeking to be recognized as **Type 1** WFMs will complete the following certification process. **Prior** to initiating this certification process, the supervisor/leader of a prospective WFM program will focus on the following elements for program development:

- Multiple documented peer evaluations and mentoring assignments from existing Type 1WFMs.
- Utilize the *Interagency Standards for Wildland Fire Module Operations* as the framework for program development.
- Develop administrative and supervisory support with the local home unit.
- Receive performance appraisals while on fire assignments as Type 2 WFM.
- Initiate periodic performance reviews.

The supervisor or leader of a prospective Type 1 WFM program will initiate the certification process for a WFM to become a fully qualified Type 1 WFM through the following steps:

1. Request WFM certification with the home unit supervisor and home unit fire management officer[*].

2. The home unit fire management officer will inform the sponsoring agency's regional- or state-level wildland fire coordinator and operations staff of the request for WFM certification.

3. Regional- or state-level wildland fire coordinator will initiate a certification review team comprised of at least three qualified individuals: A current module leader; the host unit first line supervisor or agency administrator; and a unit or sub-unit fire management officer. The team leader and one other member will be independent of the host unit. Certification will be based on the current *Interagency Standards for Wildland Fire Module Operations.*

4. The team leader will be responsible for forwarding the certification documentation to the regional- or state-level wildland fire coordinator. The regional- or state-level wildland fire coordinator will be responsible for submission to their Geographic Area Coordination Center (GACC). Additionally Type 1 WFMs will send certification documentation to:

   NWCG Wildland Fire Module Unit
   National Wildfire Coordinating Group, MS 150
   3833 South Development Ave
   Boise, ID 83709

5. After initial Type 1 WFM status is assigned, an annual Certification/Preparedness/ Proficiency Review Documentation (Appendix C) must be sent to the regional- or state-level wildland fire coordinator annually to maintain Type 1 WFM status.

6. If Type 1 WFM status is lost, the certification process must be completed again by the WFM to regain Type 1 WFM Status.

[*] Home unit FMO is the Forest FMO for the Forest Service Modules.

<u>The following flow chart summarizes the Type 1 WFM certification process:</u>

Prospective WFM

↓

Home unit Fire Management Officer or Line Officer Request Review

↓

Inform the sponsoring agency's regional- or state-level wildland fire coordinator and operations staff of the request to establish a WFM.

↓

The regional- or state-level wildland fire coordinator will initiate the certification process.

↓

The certification team that will conduct the certification process must include a current WFM leader, the host unit first line supervisor or agency administrator and a unit or sub-unit fire management officer selected by the regional- or state-level wildland fire coordinator. (Consider shadow assignments with qualified WFM)

↓

The Certification Team Leader will submit Type 1 WFM certification documentation to regional- or state-level wildland fire coordinator.

↓

Regional- or state-level wildland fire coordinator will finalize Type 1 WFM certification

↓

Certified Type 1 WFM

↓

Module Listed by GACC in Resource Ordering & Status System (ROSS) & WFM Module Unit adds contact information to the list of WFMs.

Type 1 WFMs will not be listed in ROSS without proper submission of documentation for certification to the required parties.

Documents used in the classification or certification process:

- Type 1 Wildland Fire Module Certification Review Checklist (Appendix B)
- Type 1 Wildland Fire Module Certification /Preparedness/Proficiency Review Documentation (Appendix C).

10 Training

The home unit is responsible for initiating individual development plans (IDP) for WFM personnel and arranging the necessary training to enable employees to meet required qualifications.

The priority of training is to meet WFM required qualifications as outlined in section 8.3 and 8.4. Additional training may be given as needed for employee development and agency needs. The WFM leader will be responsible to maintain records of each individual's qualifications and training needs. These will be available to requesting units in supporting employee development. The WFM leader will give their home unit supervisor a list of training needs for WFM members. All training shall be documented.

10.1 Training Definitions

Annual Fireline Safety Refresher Training:
All Type 1 WFM personnel must receive **40 hours** of annual training. Training will include, agency-specific fireline refresher (RT-130) and applicable OSHA-required safety training. Training hours should include, but is not limited to, firefighter safety, first aid, fire behavior, and WFM operating procedures. This training is not inclusive of agency specific administrative requirements. All training shall be documented. The final responsibility for WFM availability will depend on the certification that all requirements for the WFM are complete.

All Type 2 WFM personnel must comply with agency-specific requirements.

10.2 Other Training or Field Exercises

Other training to be accomplished should be based on WFM and individual needs identified by the WFM Leader. Specific training objectives can be met through classroom training, field exercises, or on-the-job training.

In addition to the classroom portion of the training program, Type 1 WFM members will be required to demonstrate their physical ability to perform arduous duties while in the field. Field exercises are essential for team building. They give supervisors an opportunity to observe, assess, instruct, and evaluate individual WFM members in the fieldwork environment. They also provide supervisors the opportunity to develop communication, stress the basics of tool use, and field safety. They give Type 1 WFM members an opportunity to familiarize themselves with WFM operations, practice proper and safe tool use, and develop WFM cohesion.

10.3 Physical Fitness Training

As part of the training program, all **Type 1 WFM** personnel will be **required** to participate in a minimum of 1 hour of physical fitness training, 5 days a week, during periods of non-fire assignments. The physical fitness training program will focus on stretching, aerobic fitness, and strength building. All WFM personnel shall be notified of the current arduous duty fitness standard prior to the WFM start-up date in order to allow individuals sufficient time to accomplish pre-fire season physical conditioning as set in agency policy and guidance.

10.4 Fitness Standard

All WFM personnel must pass the annual arduous duty work capacity test. Anyone having not completed the testing process within the timeframes established by their respective agency will not be available for operational assignments.

10.5 Fitness Goal

As a part of fire line performance required of WFMs, the physical ability to perform arduous labor is critical to module morale, personal health, and safety standards. To accomplish this module members are encouraged to meet the following standard:

- 1.5 mile run in a time of 11:00 min. or less
- 45 sit-ups in 60 seconds
- 25 pushups in 60 seconds
- 7 pull-ups in 60 seconds

11 Safety Standards

WFMs shall comply with interagency and agency-specific safety standards. Safety shall always be the first priority in all activities. It is the responsibility of all personnel to communicate safety concerns to others either immediately or through briefings and direct communication with assigned personnel.

Specific safety guidance includes:

- Agency-specific health and safety guides
- Job Hazard Analysis Process
- *Interagency Standards for Fire and Fire Aviation Operations* (“Red Book”)
- *Incident Response Pocket Guide*, PMS 461
- *Interagency Helicopter Operations Guide*, PMS 510, and agency-specific aviation guides
- *Interagency Aerial Ignition Guide*, PMS 501
- SAFENET
- Department of Transportation Regulations governing Transportation of Hazardous Materials

11.1 Safety Compliance

Responsibility for compliance with these standards and the safe operation of a WFM ultimately lies with the WFM leader and each individual.

A WFM program will be reviewed in the event it is unable to meet any of the above minimum criteria. Program reviews will be conducted by the local home unit supervisors and the WFM leader.

12 References

Interagency Incident Business Management Handbook, PMS 902
(http://www.nwcg.gov/pms/pms.htm)

Standards for Interagency Hotshot Crew Operations, 2009
(http://www.nifc.gov/policies/policies_main.html)

Interagency Wildland Fire Module Field Guide
(http://gacc.nifc.gov/nrcc/dispatch/overhead/overhead.htm)

Glossary of Wildland Fire Terminology, PMS 205
(http://www.nwcg.gov/pms/pubs/glossary/index.htm)

Guidance for Implementation of Federal Wildland Fire Management Policy, February 13, 2009
(http://www.nifc.gov/policies/policies_main.html)

Terminology Updates Resulting from Release of the Guidance for the Implementation of Federal Wildland Fire Management Policy, NWCG Memo #024-2010, April 30, 2010
(http://www.nwcg.gov/terminology.htm)

Review and Update of the 1995 Federal Wildland Fire Management Policy, January 2001
(http://www.nwcg.gov/branches/ppm/fpc/archives/fire_policy/history/index.htm)

NIIMS Wildland Fire Qualification~~s~~ System Guide, PMS 310-1
(http://www.nwcg.gov/pms/docs/docs.htm)

13 Appendices

Appendix A	Wildland Fire Module Unit Charter
Appendix B	Type 1 Wildland Fire Module Certification Review Checklist
Appendix C	Type 1 Certification /Preparedness/Proficiency Review Documentation
Appendix D	Type 2 Wildland Fire Module Mobilization Checklist

NATIONAL WILDFIRE COORDINATING GROUP

Wildland Fire Module Unit

Charter

1 Background

The National Wildfire Coordinating Group (NWCG) was formed in January 1974, to expand operational cooperation and coordination between various public agencies having jurisdictional responsibility for wildland fire management.

In 2007, NWCG was re-chartered, expanding its responsibility and adding new partners. The unit chartered herein is one of a number of support groups established by the NWCG to provide stewardship for specific business segment areas in fire management.

2 Name

The name of this unit, hereinafter referred to as the Unit, is the Wildland Fire Module Unit (WFMU) of the Fire Use Subcommittee.

3 Authority

The Unit is established pursuant to the authorities granted in the Fire Use Subcommittee Charter.

The deliberations of this Unit are exempt from the Federal Advisory Committee Act under section 204 of the Unfunded Mandates Reform Act of 1995.

The Unit Lead is authorized to convene meetings and schedule agenda items. The Unit Lead is also authorized to make contacts, negotiate work assignments, and make commitments on behalf of the Unit.

4 Purpose

The Unit is established to develop and maintain standards, establish consistent national program coordination and implementation procedures, provide a means for proactive problem and issue resolution, evaluate organizational and staffing needs, facilitate the exchange of information between groups, and make recommendations to the NWCG through the Fire Use Subcommittee for the NWCG Wildland Fire Modules.

5 Membership

Unit membership will reflect a mix of people who are knowledgeable in the subject area of the Unit and who are from NWCG member agencies and organizations. With Branch Coordinator approval, other agencies or organizations that are not NWCG members may be selected for Unit membership.

The Fire Use Subcommittee will approve the Unit Lead. The term of the Unit Lead appointment will be 2 years and may be extended at the discretion of the Fire Use Subcommittee.

The Fire Use Subcommittee will approve the Unit Vice Lead. The term of the Vice Lead appointment will be 2 years and may be extended at the discretion of the Fire Use Subcommittee.

The primary Unit member roster will be approved by the Fire Use Subcommittee. The terms of each primary member will be 2 years and may be extended at the discretion of the Fire Use Subcommittee. Technical advisors may be added as associate members with Unit Lead approval.

6 Organization

The Unit is under the direction of the Fire Use Subcommittee.

The Unit may create task teams with concurrence of the Fire Use Subcommittee Chair and the Policy, Fuels Management Committee Chair, and the Planning and Management Branch Coordinator.

7 Cooperation and Coordination

The Unit will work through the Fire Use Subcommittee to ensure appropriate coordination, collaboration, and information sharing with other groups and organizations for the subject matter and specific tasks of the Unit.

8 Responsibility

The Unit is primarily responsible for developing and maintaining standards, establishing consistent national program coordination and implementation procedures, providing a means for proactive problem and issue resolution for the Interagency Wildland Fire Module (IWFM) community, evaluate organizational and staffing needs for the IWFM community, facilitate the exchange of information between groups, and make recommendations to the NWCG through the Fire Use Subcommittee.

A. Host workshop as needed of IWFM Leaders and other interagency partners

B. Facilitate any revisions/updates of Standards for Interagency Wildland Fire Module Operations under the direction of the NWCG Fire Use Subcommittee.

C. Develop and direct IWFM program priorities and initiatives, and conduct assessments to evaluate program effectiveness.

D. Direct consistent standards, guidance, and coordination for IWFM program in accordance with organizational standards outlined in the Standards for Interagency Wildland Fire Module Operations.

E. Organize working groups to address specific issues and/or tasks. Ensure follow-up of timely reporting with working groups.

9 Charter Amendments

Changes to, or revocation of, this charter must follow the process outlined in the *NWCG Operating Principles and Guidelines*.

10 Charter Approval

This charter is effective as of the date of approval by the Chair of the Fire Use Subcommittee and shall remain in effect until revised or revoked.

Approved:

/s/*Mary Taber*	5/22/2012
Chair, Fire Use Subcommittee	Date

Concur:

/s/*Jim Hutton*	5/23/2012
Chair, Fuels Management Committee	Date
/s/*Elaine Waterbury*	5/25/2012
Policy, Planning and Management Branch Coordinator	Date

TYPE 1 WILDLAND FIRE MODULE CERTIFICATION REVIEW CHECKLIST

This form documents the certification process needed to qualify as a Wildland Fire Module Type 1.

Home Unit:_____

Home Unit Phone:_____

Wildland Fire Module (WFM) Leader Name:_____ Phone:_____

Assistant WFM Leader Name:_____ Phone:_____

WFM Name:_____

WFM Address:_____

_____

Location of Review:_____ Date:_____

Certification Review Check List

Element	Meets T1 Standards **Insert: Yes or No**	**Comments**
Qualifications meet Type 1 minimum standards (8.3)		
Equipment meets Type 1 standards (7.7)		
Appendix C: Functional Area A – Program Management		
Appendix C: Functional Area B – Organization		
Appendix C: Functional Area C – Safety and Training		
Appendix C: Functional Area D – Vehicle and Equipment		
Appendix C: Functional Area E – Facilities		
Appendix C: Functional Area F – Proficiency Checks		
Recommended for Type 1 Wildland Fire Module certification		

Signatures of Certification Review Team

Qualified Wildland Fire Module Leader:_____ Date: _____

Host Unit Fire Management Officer
OR Line Officer:_____ Date: _____

Unit Fire Management Officer:_____ Date:_____

Approved by State or Regional Fire Management Coordinator:
_____ Date:_____

Submit completed form to your regional/state level wildland fire coordinator. The regional/state level wildland fire coordinator will be responsible for submission to their Geographic Area Coordination Center (GACC). In addition send certification documentation to:

NWCG Wildland Fire Module Unit
National Wildfire Coordinating Group, MS 150
3833 South Development Ave
Boise, ID 83709

TYPE 1 WILDLAND FIRE MODULE

Certification/Preparedness/Proficiency Review Documentation

WFM Name:_____

WFM Address: _____

_____

Wildland Fire Module Personnel Roster: ***(Name/Working Title)***	**Qualifications**	**Fire Experience (Seasons)**
1		
2		
3		
4.		
5		
6.		
7		
8.		
9		
10.		

Type 1 WFM Required Qualifications	**Required Number**	**Actual Number**
TFLD – Task Force Leader	1	
RXB2 – Prescribed Fire Burn Boss Type 2	1	
CRWB – Crew Boss	1	
FIRB – Firing Boss (separate from CRWB)	1	
ICT4 – Incident Commander Type 4	1	
ICT5 – Incident Commander Type 5 (separate from ICT4)	1	
FOBS – Field Observer	1	
FEMO – Fire Effects Monitor	2	
FFT1 – Advanced Firefighter (separate from single resource positions)	2	
FALB – Faller Class B	2	
HECM – Helicopter Crewmember	1	

Type 1 WFM Equipment Requirements

Equipment	Required Equipment	Check if met
Appropriate PPE	YES	
Dedicated module vehicles (minimum 2)	Agency Owned and Assigned	
Dedicated Cellular Telephones	2	
Crew Level Purchase Authority	Multiple	
Chain saws with kit	4	
Firing Devices:		
• Drip Torch	4	
• Flare Launcher	2	
• Fusees (1 case)	YES	
Firefighting hand tools- Geographically dependent	YES	
Programmable hand held radios	4	
Tents and sleeping gear, all season	YES	
Extended14 days backcountry camp and cooking equipment	YES	
Water filtration system	YES	
Medical Equipment:		
• 10 person Kit	2	
• Remote carry out capability	YES	
Drinking water and food	48 hours	
Digital Electronic Equipment:		
• Computer	2	
• Printer	2	
• Digital Camera	2	
• GPS	5	
• Software/Interface Capabilities	YES	
Belt weather kit	2	
Fuel transect/plot sampling equipment	YES	
Binoculars	2	
Documentation:		
• WFM Field Guide	YES	
• WFM Monitoring Forms	YES	

This is a listing of preparedness items, which a Type 1 Wildland Fire Module (WFM) should have for certification. Specific numbers and qualifications for each type of WFM are contained in *Interagency Standards for Wildland Fire Module Operations*, PMS 430. The intent is for the WFM Leader and Reviewing Official to verify the WFM being reviewed is familiar and possess the requirements. Use the "remarks" section to specify requirements. **Type 1 WFMs are required** to meet all items listed.

Functional Area: A. Program Management

Code	Criteria Description	Does the WFM Meet the Criteria? **Insert: Yes or No**	Remarks
A1.	• Does the WFM have the following program documentation and is it current?		
	• Safety Plan		
	• Training Plan		
	• Physical Fitness Training Plan		
	• Recruitment/Staffing Plan		
	• Current Fiscal Year Budget		
A2.	• Are the following references available to the entire WFM and are they current?		
	• Employee Handbook		
	• Job Hazard Analysis (JHA) forms		
	• Health and Safety Code Handbook		
	• Fireline Handbook		
	• MSDS Sheets		
	• Incident Response Pocket Guide		
A3.	Have time and travel administration procedures been established for all WFM personnel?		
A4.	Does the WFM maintain a record of incident assignments, fire and non-fire work hours, travel logs, and injury reports?		
A5.	Does the WFM have current WFM status with the appropriate Geographic Area Coordination Center?		
A6.	Did the WFM Leader and home unit agency administrator (or their designee) co-sign documentation to verify the WFM is ready for incident assignment as specified in Appendix C of the Interagency Standards for Wildland Fire Module Operations?		

Functional Area: B. Organization

Code	Criteria Description	Does the WFM Meet the Criteria? **Insert: Yes or No**	Remarks
B1.	Does the WFM currently meet the minimum supervisory staffing requirements?		
B2.	Do the personnel on the WFM meet the minimum fire qualification requirements for their assigned positions?		
B3.	Personnel on the WFM have the required amount of fire experience?		
B4.	Have all personnel on the WFM been issued a current Red Card?		
B5.	Does the WFM have a complete manifest that includes all personnel and equipment weights and does this manifest show the WFM members to be within the maximum allowable weight for fixed-wing transport? (See National Mob Guide)		
B6.	Does the WFM have a 24 hour/7 day contact and call out procedure in place with the host unit dispatch center?		
B7.	Does the WFM work and train together for the duration of their availability period?		
B8.	Do personnel on the WFM maintain emergency medical qualifications that meet sponsor agency requirements (EMTs, Emergency First Responders, etc)?		
B9.	Do the assigned drivers on the WFM meet agency and state commercial vehicle operator certification requirements for the type of vehicles assigned?		
B10.	Do the assigned sawyers on the WFM meet agency chainsaw operator certification requirements?		
B11.	Are there the appropriate of supervisory individuals on the WFM with purchase authority?		

Functional Area: C. Safety and Training

Code	Criteria Description	Does the WFM Meet the Criteria? **Insert: Yes or No**	Remarks
C1.	Has the WFM completed the training requirement as specified in Appendix C of the Interagency Standards for Wildland Fire Module Operations prior to availability?		
C2.	Have all personnel on the WFM been tested for and met the current arduous duty fitness standard?		
C3.	Have all personnel on the WFM completed sponsor agency mandatory training?		
C4.	Have all personnel on the WFM been provided with written rules of conduct?		
C5.	Has the WFM been provided an orientation by management from the local home unit?		
C6.	Does the WFM have access to a training library and materials that will enable them to complete all training requirements?		
C7.	Does the WFM maintain training and qualification records for all personnel?		
C8.	Have all personnel on the WFM been issued the appropriate Position Task Book for their next target fireline qualification?		
C9.	Does the Type 1 WFM participate in a daily physical training program for at least 1 hour?		
C10.	Does the WFM Physical Fitness Training Plan outline a safe and effective daily workout routine?		
C11.	Does the WFM Safety Plan include regularly scheduled safety meeting and are they documented?		
C12.	Does the WFM utilize an After Action Review or other critique process to review incident assignments?		
C13.	Is there an easily accessible employee bulletin board and does it have current/useful information posted?		

Functional Area: D. Vehicles and Equipment

Code	Criteria Description	Does the WFM Meet the Criteria? **Insert: Yes or No**	Remarks
D1.	Are the vehicles assigned to the WFM appropriate for the highway and off-road transportation demands typically made on a Wildland Fire Module program?		
D2.	Are all WFM vehicles fire ready, with current maintenance needs complete, valid credit cards, log books that are up to date, and exterior unit identification designators?		
D3.	Are all WFM vehicles set up with two-way radios and is there a posted radio frequency list in the cab?		
D4.	Do all WFM vehicles have available fire extinguishers, first aid kits, chock blocks, flares or warning triangles, jumper cables, tow chain, jack, and lug wrench?		
D5.	Do all WFM vehicles adhere to DOT regulations for transport of hazardous and flammable materials?		
D6.	Are the passenger areas within the WFM vehicles adequate to transport all WFM personnel?		
D7.	Do the equipment storage compartments on the WFM vehicles have posted inventory lists and are they stocked to that level?		
D8.	Do the WFM vehicles carry adequate food and water to enable the WFM to be completely self-sufficient on fire assignment for 24 hours?		
D9.	Does the WFM have the appropriate field gear including PPE, fireline packs, individual gear bags, sleeping bags, and tents? In addition, equipment, Cargo packs in good condition to outfit all module personnel and support them during off-unit assignments?		
D10.	Does the WFM have chainsaws and adequate chainsaw support equipment, in good condition, onboard WFM vehicles, readily available for fireline operations?		
D11.	Does the WFM have adequate firing equipment, in good condition, onboard WFM vehicles, readily available for fireline operations?		
D12.	Does the WFM carry the required number of programmable/multi-channel handheld radios, in good condition, to meet operational needs? Does the WFM have immediate access to backup radios in case of damage?		
D13.	Does the WFM have an adequate number of hand tools, in good condition, onboard WFM vehicles, readily available for fireline operations?		

Code	Criteria Description	Does the WFM Meet the Criteria? **Insert: Yes or No**	Remarks
D14.	Does the WFM carry adequate medical first aid supplies to meet individual needs and WFM needs at all times (incident, project, and at the station)?		
D15.	Does the WFM carry the required number of belt weather kits, in good condition, at all times?		

Functional Area: E. Facilities

Code	Criteria Description	Does the WFM Meet the Criteria? **Insert: Yes or No**	Remarks
E1.	Does the WFM have 24 hour/7 day access to storage/cache facilities for equipment and supplies (chainsaws, hand tools, vehicle maintenance, hazardous/flammable materials, and a general fire cache)?		
E2.	Does the WFM have daily access to a ready room that can serve as a training facility?		
E3.	Does the WFM have daily access to a physical fitness training area?		
E4.	Does the WFM have adequate assigned office space with access to a telephone system?		
E5.	Does the WFM have access to a computer and the agency email system?		
E6.	Are all of the WFM facilities regularly inspected for safety and maintenance needs?		

Functional Area: F. Proficiency Checks

This is a listing of skills that a Type I Wildland Fire Module should have as a minimum. How the Proficiency Checks are conducted is up to the local unit. The intent is for the WFM Leader and Reviewing Official to verify the WFM being reviewed is proficient in these skill areas. This is a WFM proficiency check; all items do not necessarily apply to all crewmembers.

Code	Criteria Description	Does the WFM Meet the Criteria? **Insert: Yes or No**	Remarks
F1. F1.1	**Specialized Operations** **Wildland Fire Tactical Operations:**		
	• Maintaining LCES in an unanchored fire line environment		
	• Document and Manage geographically separate incidents		
	• Planning and conducting Burn-out and backline organization		
	• Independently interpret, evaluate and implement operational action plans		
	• Design, operation and maintenance of fire management hydraulic systems		
	• Hand line construction similar to Type 1 Hand Crew at similar crew strength		
F1.2	**Long Term Strategies:** • Understanding long-term implementation plans by explaining concepts including point protection, management action points, and season ending events.		
	• Provide information back to manager on tactical actions that meet the long-term overall objectives		
F1.3	**Point Protection:** • Perform structure triage		
	• Complete written structure assessments		
	• Structure triage, structure wrapping and interface fuels reduction		
F2.	**Prescribed Fire:** • Ignition of prescribed fire at the moderate complexity level		
	• Prescribed fire holding actions during moderate complexity prescribed fires		
	• Plan and implement an interagency prescribed burn plan		

Code	Criteria Description	Does the WFM Meet the Criteria? **Insert: Yes or No**	Remarks
F3. F3.1	**Intelligence:** **Fire Environment assessment:** • Monitoring and documenting fire behavior		
	• Monitoring smoke quantities, dispersal and impacts to sensitive receptors		
	• Identifying and documenting fuels, slope, and aspect affecting current and foreseeable fire behavior		
	• Collection, measurement and documentation of live and dead fuel moisture		
	• Collection and identification of fuel load data		
	• Utilize fire behavior modeling programs		
	• Evaluate and document post fire effects		
	• Evaluate potential effectiveness of natural and constructed fire barriers		
	Fire Weather:		
	• Consistent fire line weather monitoring and documentation		
	• Submitting, interpreting, and providing feedback to Spot Weather forecasts		
	• Initiate and maintain portable weather stations		
F4.	**Mapping Skills:** • Utilize GPS systems with the capability to transfer information to mapping software		
	• Develop, maintain wildland fuels and fire progression mapping		
	• Map fire perimeters and points of interesting using GPS systems		
	• Produce hard copy maps		
F5.	**Backcountry Capability:** • Self-sufficiency for multiple days in back country fire environment including food, water and anticipated equipment for 5 to 7 days		
	• Use of “light hand” techniques including cross cut saw skills, leave no trace camping and MIST		
	• Ability to transport personnel and equipment using remote travel techniques		
F6.	**Documentation:** • Prepare fire behavior and fuels condition monitoring documentation during on-going incidents		
	• Ability to transmit onsite observations from remote locations		
	• Assemble and organize large amounts of data in digital or hardcopy format		

Code	Criteria Description	Does the WFM Meet the Criteria? **Insert: Yes or No**	Remarks
F7.	**Planning:** • Ability to provide intelligence and feedback for the effectiveness of long-duration fire plans.		
F8.	**Air Operations:** • Ability to manifest, assemble and facilitate external cargo for rotor wing aircraft		
	• Helicopter passenger safety		
	• Helicopter transport of flammables		
	• Directing helicopter drops by radio		
	• Helispot specifications		
	• Long line/Hover hook operations		
F9.	Demonstrated ability to use two-way radios (Dispatch contact protocol, local call sign system, programmable radio procedures).		
F10.	Demonstrated knowledge of basic individual communication responsibilities (briefings, debriefings, acknowledge messages, identify hazards, questions for clarification).		
F11.	Demonstrated knowledge of the key components of the Fire Orders (LCES) and established protocol for Crew disengagement.		
F12.	Demonstrated knowledge of the differences between a Safety Zone and a Deployment Zone		
F13.	Demonstrated ability to deploy fire shelters in various situations (individual, group, two people in one shelter, drop gear and run, with wind).		

Functional Area: G. Summary

Comments:_____

General preparedness of the WFM:_____

Items which are deficient:_____

Corrective action to be taken:_____

I have reviewed the Wildland Fire Module Program and certify the Type 1 Wildland Fire Module meets the *Interagency Standards for Wildland Fire Module Operations*.

Wildland Fire Module Leader:_____ Date:_____

Reviewing Official:_____ Date:_____

Reviewing Official:_____ Date:_____

Regional/State Office Signature:_____ Date:_____

Regional/State Office title:_____

TYPE 2 WILDLAND FIRE MODULE MOBILIZATION CHECKLIST

The documentation is intended to assist the sending unit in providing the proper qualifications, skills and equipment for a Type 2 WFM prior to becoming available as a Type 2 WFM. This information should be completed by the dispatching agency or FMO prior to the WFM being made available for incident assignment as a Type 2 WFM (WFM2) resource.

Position	Name	Qualifications
WFM Leader		
Assistant WFM Leader		

Required Qualifications	Number Required	Actual Number
CRWB – Crew Boss	1	
ICT5 – Incident Commander Type 5	1	
FEMO – Fire Effects Monitor	2[5]	
FFT1 – Advanced Firefighter (separate from single resource positions)	2	
FALB – Faller Class B	1	

Equipment	Required Equipment	Check if Met
Appropriate PPE	YES	
Dedicated module vehicles (minimum 2)	NO	
Dedicated Cellular Telephones	0	
Crew Level Purchase Authority	NO	
Chain saws with kit	1	
Firing Devices:		
• Drip Torch	2	
• Flare Launcher	0	
• Fusees (1 case)	0	
Firefighting hand tools- Geographically dependent	YES	
Programmable hand held radios	4	
Tents and sleeping gear, all season	YES	
Extended14 days backcountry camp and cooking equipment	NO	
Water filtration system	NO	
Medical Equipment:		
• 10 person Kit	1	
• Remote carry out capability	N0	
Drinking water and food	48 hours	

[5] On Type 2, one of the required FEMO's may be a FEMO (t).

Equipment	Required Equipment	Check if Met
Digital Technical Equipment:		
• Computer	1	
• Printer	0	
• Digital Camera	1	
• GPS	2	
Software/Interface Capabilities	NO	
Belt weather kit	2	
Fuel transect/plot sampling equipment	YES	
Binoculars	1	
Documentation:		
• WFM Field Guide	YES	
• WFM Monitoring Forms	YES	

Does the WFM meet the mobilization standards? (See Table 1: Minimum Module Standards for Interagency Mobilization in Section 7: Dispatching & Ordering Procedures)

Yes or No:_____ If no, explain:_____

This Type 2 Wildland Fire Model (WFM2) is ready for assignment and the identifier will be:

_____(i.e. Inyo Type 2 WFM).

Completed by Dispatching Agency/ Fire Management Officer:
_____ Date:_____

Submit completed form to your regional/state level wildland fire coordinator. The regional or state level wildland fire coordinator will be responsible for submission to their Geographic Area Coordination Center (GACC). In addition send documentation to:

NWCG Wildland Fire Module Unit
National Wildfire Coordinating Group, MS 150
3833 South Development Ave
Boise, ID 83709