

National Wildfire Coordinating Group

Operations and Workforce Development Committee

June 9, 2014

To: Ron Schilz, Chair, Incident Business Committee

From: Mark Jones, Chair, Operations and Workforce Development Committee

Subject: Changes to Incident Business Advisor (IBA) Positions

The Operations and Workforce Development Committee (OWDC) reviewed and approved the request from the Incident Business Committee (IBC) to combine the Incident Business Advisor Type 1 (IBA1) and Incident Business Advisor Type 2 (IBA2) into a single position (Incident Business Advisor, INBA) and address maintenance of currency related to the IBA positions.

The changes will be effective upon release of the October 2014 *Wildland Fire Qualification System Guide* (PMS 310-1).

The October 2014 PMS 310-1 will state the following:

Incident Business Advisor (INBA)
(Position Category: Incident Support)

REQUIRED TRAINING

NIMS: An Introduction (IS-700)
NRF: An Introduction (IS-800B)
Basic ICS (I-200)
Intermediate ICS (I-300)

REQUIRED EXPERIENCE

Successful performance as an Incident Business Advisor (INBA)

PHYSICAL FITNESS LEVEL

None required

THESE POSITIONS MAINTAIN CURRENCY FOR INBA

None

INBA MAINTAINS CURRENCY FOR THESE POSITIONS

None

OTHER TRAINING WHICH SUPPORTS DEVELOPMENT OF KNOWLEDGE AND SKILLS

Advanced ICS (I-400)
Command and General Staff (S-420)

Finance/Administration Unit Leader (S-360)
Incident Business Advisor (S-481)

Transition Plan

Effective Date: These requirements will be enforced in IQCS/IQS concurrent with the release of the October 2014 PMS 310-1.

Currency Maintenance: Upon release of the October 2014 PMS 310-1:

- Currency for INBA will no longer be maintained by performance as Finance Section Chief Type 1 (FSC1) or Finance Section Chief Type 2 (FSC2).
- Currency for FSC1 and FSC2 will no longer be maintained by performance as INBA.

Qualified IBA1 and IBA2: To minimize the impact on the field, the process of historical recognition for the INBA position will be used for all responders qualified as IBA1 or IBA2 at the time of the release of the October 2014 PMS 310-1. These responders will be transitioned to the INBA position mnemonic, and will follow the new currency requirements as of the transition date.

Trainees: The mnemonic will be updated on the front cover of the position task book; there are no other changes to the position task book. Trainee responders (at the time of the 2014 release of the PMS 310-1) and future trainees will be required to meet the position requirements above before being considered fully qualified.

Responders currently pursuing completion of the IBA2 position task book should continue using the IBA2 position task book until it is completed; the IBA2 position task book may be used to document incident performance and task completion even after the October 2014 implementation date. Trainees initiating a PTB after the October 2014 implementation date will use the INBA position task book.

Responders currently pursuing completion of the IBA1 position task book are encouraged to take opportunities to gain experience during the 2014 fire season; it should be noted that these responders will be historically recognized as INBA upon release of the October 2014 PMS 310-1.

If you have questions please contact Jeff Arnberger, OWDC liaison to the Incident Business Committee at jarnberg@blm.gov.