



## NATIONAL WILDFIRE COORDINATING GROUP

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Memorandum No. 18-002

Date: 25 May 2018

TO: NWCG Executive Board Members

FROM: Garth Fisher, Chair, NWCG Executive Board

SUBJECT: National Mobilization Requirements for Type 3 General Staff Positions- Change of Implementation date, and Clarification of Position Task Book (PTB) Administration

The purpose of this memorandum is to communicate a revised implementation date for the Type 3 general staff positions established in 2014, and to clarify Position Task Book (PTB) administration requirements. This memorandum replaces NWCG Executive Board memorandum 16-016 *Transition Plan for Upcoming Changes to National Mobilization Requirements for Type 3 General Staff Positions*. Please distribute this information through your agency channels.

**Issue/Action Requested:** Upon the release of the October 2019 PMS 310-1, qualification as Operations Section Chief Type 3- Wildland (OPS3), Planning Section Chief Type 3 (PSC3), Logistics Section Chief Type 3 (LSC3), and Finance Section Chief Type 3 (FSC3) will be required for national mobilization. Agencies are strongly encouraged to adopt these qualification standards for responders performing in these positions, regardless of incident jurisdiction, level of mobilization, or Type 3 Incident Management Team composition/governance.

Qualification in these positions may be obtained in a number of ways (at the discretion of qualifications review committees and/or Certifying Officials):

- By completing the position-specific required training and PTB for the position as identified in the PMS 310-1;
- By obtaining qualification in a Unit Leader position as identified in the PMS-310-1 (e.g. qualified as Time Unit Leader or Cost Unit Leader for FSC3);
- By obtaining qualification as Incident Commander Type 3 (ICT3) (e.g. individuals qualified as ICT3 are also eligible for certification as OPS3, PSC3, LSC3, and FSC3);
- By using Historical Recognition (e.g. the Certifying Official evaluates a responder's successful historical performance of the position duties and certifies that the responder is competent in the position); or
- By using Recognition of Prior Learning (RPL) programs established by individual agencies.

To build capacity, personnel that are currently qualified as Type 1 and Type 2 Section Chiefs or Unit Leaders in Plans, Logistics, and/or Finance are encouraged to obtain the appropriate PSC3, LSC3, or FSC3 qualification.

Until October 2019, when completing the position-specific PTB for these positions, Evaluators (including the Final Evaluator) must be qualified as:

- ICT3, PSC3, PSC2, PSC1, RESL, or SITL for PSC3 Trainees
- ICT3, LSC3, LSC2, LSC1, SPUL, FACL, or GSUL for LSC3 trainees
- ICT3, FSC3, FSC2, FSC1, TIME, or COST for FSC3 trainees

NWCG standards are interagency by design; however, the decision to adopt and utilize them is made independently by the individual member agencies and communicated through their respective directives systems.

After October 2019, PTB administration for these positions will align with the direction found in the PMS 310-1: "... Evaluators must be either qualified in the position being evaluated or supervise the Trainee; Final Evaluators must be qualified in the position they are evaluating."

Note: Operations Section Chief Type 3- Wildland (OPS3) does not have a position task book established. To become qualified as OPS3, responders must be qualified as Division/Group Supervisor (DIVS) or Incident Commander Type 3 (ICT3) as prescribed in the PMS 310-1.

**Background:** Some Type 3 Command and General Staff positions (Incident Commander Type 3, Public Information Officer, and Safety Officer) were established in the PMS 310-1 prior to 2000. Additional Type 3 General Staff positions (Operations Section Chief Type 3- Wildland, Planning Section Chief Type 3, Logistics Section Chief Type 3, and Finance Section Chief Type 3) were established in the PMS 310-1 by NWCG in 2014. In 2016, NWCG issued guidance requiring qualification in these positions for mobilization outside an employee's hosting unit local dispatch area by October, 2018. NWCG has recognized that this requirement may restrict flexibility in terms of staffing Type 3 incidents with local personnel, and that more time is necessary to allow personnel to pursue qualification in these positions. NWCG also recognized that previous guidance regarding PTB evaluators for these additional positions was not clearly articulated as interim guidance.

**Coordination:** This memorandum was coordinated with the National Multi-Agency Coordinating Group (NMAC), the Coordinating Group Advisory Council (CGAC), the Operations and Training Committee (OTC), the National Coordination System Committee (NCSC), and the Data Management Committee (DMC).

**Contact Information:** For further information, please contact your representative on the NWCG Operations and Training Committee (OTC).

Distribution:

NWCG Committee Chairs  
NWCG Staff  
Training and Qualifications

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