**Training and Qualifications (2023)**

**Checklist #6**

| **Location:** |  |
| --- | --- |
| **Date:**  MM/DD/YY |  |
| **Respondent:**  First, Last |  |
| **Reviewed by:**  First, Last |  |

**For the National Preparedness Review, you will need to have the following items available for review:**

|  |  |
| --- | --- |
| **CHECKLIST ITEM #** | **DOCUMENTATION** |
| 1 | Sample of IQCS responder master records and table of organization |
| 2, 4 | Employee training files (hard copy or electronic) |
| 3, 4, 12 | Training documentation |
| 4, 9 | Access to IQCS for review |
| 10 | Documents listed |
|  | [*BLM Standards for Fire Training and Workforce Development* (*BSFTWD*)](https://www.nifc.gov/sites/default/files/blm/training/Stds_Trng_WFD.pdf) |
|  | [*Interagency Standards for Fire and Fire Aviation Operations*](https://www.nifc.gov/standards/guides/red-book) |

***Key Code: E = Exceeds Standard, M = Meets Standard, NI = Needs Improvement, NR = Not Reviewed***

| **ITEM** | **DESCRIPTION** | **CODE**  **(E/M/NI/NR)** | **REMARKS** |
| --- | --- | --- | --- |
| 1 | Individuals meet agency qualification and certification standards for duties assigned in wildland fire and aviation operations.  *[RB Ch 13, BSFTWD]* |  |  |
| 2 | Employee training files (hard copy or electronic) are maintained and contain:  *[RB Ch 13, BSFTWD]* |  |  |
|  | a. Training records for required courses |  |  |
|  | b. Incident performance evaluations, if required |  |  |
|  | c. Position task book verification |  |  |
|  | d. Annually updated IQCS forms (if required) and Responder Master Record, or verification of experience in IQCS |  |  |
|  | e. Files are stored in accordance with agency policy. |  |  |
| 3 | Employees have training documented for:  *[RB Ch 2]* |  |  |
|  | a. Safety orientation (once) |  |  |
|  | b. Bloodborne Pathogens (once/annually) |  |  |
|  | c. Defensive driving (3 years) |  |  |
|  | d. First aid (2 years or per certifying authority) |  |  |
|  | e. CPR (2 years or per certifying authority) |  |  |
|  | f. HAZWOPER – Field Awareness (annually) |  |  |
|  | g. BLM Hazard Communications – GHS (once) |  |  |
|  | h. Do What’s Right/EEO/Diversity (annually) |  |  |
|  | 1. Fuel transport hazardous materials   training, if applicable (3 years) |  |  |
| 4 | Each employee has completed RT-130, *Wildland Fire Safety Training Annual Refresher*, and work capacity test (WCT). WCT record captures information covered under the Privacy Act and should be maintained in accordance with agency Freedom of Information Act (FOIA) guidelines.  *[RB Ch 13]* |  |  |
| 5 | A fire training officer is designated for the unit, and (in conjunction with the fire management officer) is responsible for:  *[BSFTWD]* |  |  |
|  | a. Ensuring that employees meet pertinent PMS 310-1 and BLM-specific qualifications requirements. |  |  |
|  | b. Assessing unit training needs, establishing training objectives, and developing/implementing training schedules to meet those objectives. |  |  |
|  | c. Coordinating fire training efforts with interagency partners and non-fire programs. |  |  |
|  | d. Representing the unit on local, zone, or geographic area fire training committees. |  |  |
|  | e. Managing the unit IQCS account, including data input and production of incident qualification cards. |  |  |
|  | f. Coordinating the fire qualifications review process for the unit Incident Qualification Card (Red Card) Review Committee. |  |  |
|  | g. Coordinating and prioritizing unit-level NWCG fire training course nominations. |  |  |
| 6 | Unit training officer is familiar with processes as stated in the *BLM Standards for Fire Training and Workforce Development*: |  |  |
|  | a. NWCG course nomination process (e.g., IQCS, Wildland Fire Learning Portal, Google Forms) |  |  |
|  | b. BLM Fire Training Request for Change process |  |  |

***Key Code: E = Exceeds Standard, M = Meets Standard, NI = Needs Improvement, NR = Not Reviewed***

| **ITEM** | **DESCRIPTION** | **CODE**  **(E/M/NI/NR)** | **REMARKS** |
| --- | --- | --- | --- |
| 7 | An IQCS account manager is designated.  *[RB Ch 13, BSFTWD]* |  |  |
|  | 1. Has an IQCS delegation of authority from the certifying official   [[*https://iqcsweb.nwcg.gov/sites/default/files/2017-12/delegation\_of\_authority.pdf*](https://iqcsweb.nwcg.gov/sites/default/files/2017-12/delegation_of_authority.pdf)] |  |  |
|  | 1. Trained in and has access to the Incident Qualifications and Certification System (IQCS) |  |  |
|  | 1. Updates incident experience, training, and position task books for employees using IQCS (as delegated) |  |  |
| 8 | Qualification and certification procedures are established to provide management oversight and review of wildland fire and aviation positions.  *[RB Ch 13]* |  |  |
| 9 | Unit follows guidance contained in the *BLM Standards for Fire Training and Workforce Development*: |  |  |
|  | 1. Incident qualification and certification |  |  |
|  | 1. Recertification |  |  |
| 10 | The following publications and documents are accessible and current: |  |  |
|  | 1. *Incident Response Pocket Guide* |  |  |
|  | 1. *Federal Wildland Fire Qualifications Supplement* |  |  |
|  | 1. *Interagency Standards for Fire and Fire Aviation Operations* |  |  |
|  | 1. *NWCG Standards for Wildland Fire Position Qualifications* (*PMS 310-1*) |  |  |
|  | 1. *NWCG Standards for Course Delivery* (*PMS 901-1*) |  |  |
|  | 1. *BLM Standards for Fire Training and Workforce Development* |  |  |
|  | 1. *DOI Incident Positions Qualification Guide (IPQG)* |  |  |
| 11 | Training is conducted for personnel in accordance with the *PMS 310-1*, *NWCG Standards for Course Delivery* (*PMS 901-1*), and the *BLM Standards for Fire Training and Workforce Development.*  *[RB Ch13, BSFTWD]* |  |  |
|  | 1. Training meets objectives and target audience requirements. |  |  |
|  | 1. Training materials are available. |  |  |
|  | 1. Instructors are qualified. |  |  |
|  | 1. Adequate training equipment |  |  |
| 12 | Documentation of driver training (BL-300 initially and RT-301 annually) for regular drivers of specialized vehicles (e.g., engines, water tenders, crew carriers, fuel tenders, helicopter support vehicles) is complete and up to date.  *[RB Ch 2]* |  |  |