

A Publication of the
National Wildfire
Coordinating Group



Field Manager's Course Guide

PMS 901-1

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INTRODUCTION

The Field Manager's Course Guide (FMCG) is designed to provide administrative information concerning the National Wildfire Coordinating Group (NWCG) training curriculum. This document supersedes any other versions of the Guide. It is to be used in conjunction with the "Wildland Fire Qualification System Guide," PMS 310-1. Because this Guide is updated quarterly it may contradict information set forth within course instructor guides; this Guide supersedes all instructor guides.

Only NWCG-certified training courses and materials are included in this Guide. Information concerning Technical Specialist and agency-derived training packages are not included. NWCG courses referenced in this Guide are available for order through the Publications Management System (PMS). For catalog, reference: <http://www.nwcg.gov/pms/pubs/pubs.htm>.

Updates to the FMCG will be incorporated as NWCG training course materials are revised, and the courses will reflect the information in this Guide as well. An "Errata Sheet" is included with each modification to inform field users of the specific changes and the effective date. These pages are maintained in Appendix A.

All course instructors and coordinators are encouraged to use the most current versions of NWCG courses (the year the course was certified is listed on each course page). Old versions may only be taught for six months after a new version is available for order through PMS.

SUBMITTING COMMENTS/RECOMMENDATIONS

Please submit comments/recommendations regarding this Guide by email through your Geographic Area Training Representative or Operations and Workforce Development Committee Representative. They in turn should submit them to the NWCG Development Unit Leader at NIFC. Comments/recommendations are incorporated on a quarterly basis.

COURSES REFERENCED IN THIS GUIDE

This document contains NWCG courses referenced throughout the PMS 310-1. Additional information on courses not associated with the PMS 310-1 can be found at the NAFRI web site or through the sponsoring working teams or geographic areas.

NWCG OPERATIONS AND WORKFORCE DEVELOPMENT COMMITTEE POSITION ON COURSE PRESENTATION AND MATERIALS

The recommended hours listed in the FMCG are developed by Subject Matter Experts based on their estimation of the time required to present all material needed to adequately teach the unit and course objectives. The hours listed may vary slightly due to factors such as number of students, types and complexity of course activities, and the addition of local materials.

NWCG does not approve of course delivery varying greatly from the recommended course hours. Instructors and students are cautioned that in order to be recognized as an NWCG certified course, certain guidelines must be followed:

- Lead instructors are encouraged to enhance course materials to reflect the conditions, resources and policies of the local unit and area as long as the objectives of the course and each unit are not compromised.
- Exercises can be modified to reflect local fuel types, resources and conditions where the student will be likely to fill incident assignments. The objectives and intent of the exercises must remain intact.
- Test questions may be added that reflect any local information that may have been added to the course. However, test questions in the certified course materials should not be deleted to ensure the accurate testing of course and unit objectives.
- Test grades, to determine successful completion of the course, shall be based only on the questions in the certified course materials.

If lead instructors feel that any course materials are inaccurate, that information should be submitted either by accessing the online feedback form at training.nwcg.gov or e-mail to NWCG Training at nwcg_evaluation@nifc.blm.gov. Materials submitted will be evaluated and, where and when appropriate, incorporated into the appropriate courses.

COURSE LENGTH FOR NWCG COURSES

Recommended course hours and the “NWCG Position on Course Presentation and Materials” above will be adhered to by the course instructors (see below for exception for criteria based courses).

- Unit times represent the allotted time to teach the unit and complete the exercises, simulations, and tests.
- Recommended course hours are given to help the students and the course coordinator with planning travel, room reservations, and facilities usage. This represents the time estimated to present the NWCG provided materials including time for breaks, lunch periods, set-up for field exercises or simulations, etc.
- Actual times for both the unit and the course may vary based on number of students, types and complexity of course activities, and the addition of local instructional materials.

If the course is criteria based, e.g., L-380, and has been developed using NWCG course criteria, minimum course hour requirements have been established and must be adhered to by the course developer and course instructors.

Course hours for all NWCG courses can be found in the Field Manager’s Course Guide (<http://www.nwcg.gov/pms/training/training.htm>). If the hours are a minimum versus recommended they will be stated as such.

COURSE PREREQUISITES

The intent of course prerequisites is to ensure a common standard of knowledge and experience is held by all students. Course Prerequisites are listed for each course within the FMCG. It is recognized that exceptions to the course prerequisites may be necessary to meet specific agency requirements. It is the responsibility of the nominee's supervisor to request and document the exception for consideration on the nomination form prior to submittal. These exceptions will be managed on a case by case basis.

Establishing a Course as a Prerequisite for another Course

To establish a course as a required prerequisite for another course the proposed prerequisite course must be in direct support of an NWCG incident management qualification and be identified in the Wildland Fire Qualification System Guide (PMS 310-1) as a required course. Exceptions will be made on a case by case basis by the Operations and Workforce Development Committee (OWDC).

Establishing Required Training for Technical Specialist Positions

NWCG does not establish required training for Technical Specialist (THSP) positions; required training for THSP positions is an agency specific determination. However, if all federal wildland fire agencies support the addition of a specific course as required training for a THSP position the required training will be entered under the NWCG setid in IQCS.

NWCG COURSE EQUIVALENCY GUIDELINES

An equivalent course is determined by agency identified “evaluators” to be equal to a NWCG approved course.

Awarding course equivalency is an agency specific responsibility. Only agencies have the authority to certify their employees meet NWCG training requirements when alternative course offerings are used. Individual agencies will set guidelines for equivalency determination and may grant credit for courses they deem equivalent.

Courses being reviewed for equivalency must have:

- A reason the alternative course was used or developed;
- A benefit gained through awarding course equivalency such as:
 - cost savings
 - broadened target audience
 - enhanced learning experience for students

The agency seeking course equivalency should conduct a detailed analysis and document their findings according to agency policy.

When conducting this analysis, the following guidelines apply:

- All learning and performance objectives of the NWCG course are met or exceeded in the equivalent course;
- The same minimum instructor qualifications required for the NWCG course apply to the equivalent course;
- Course prerequisites have not been altered;
- The equivalent course does not conflict or contradict established NWCG guidelines or standards;
- The equivalent course is not numbered using the NWCG course numbering system.

A new analysis must be completed when the equivalent NWCG course is revised to ensure course equivalency continues.

NWCG INTERCHANGEABLE COURSE GUIDELINES

Courses that have been developed jointly with an interagency all-hazard subject matter expert group, and contain the same learning objectives and content, may be deemed “interchangeable” by the NWCG. Interchangeable courses do not require equivalency determination by each agency and may have multiple course codes/numbers. Interchangeable courses will be incorporated into IQCS/IQS and credit will be given for the NWCG course.

INSTRUCTOR CERTIFICATION

The following standards have been developed to help improve the quality and availability of qualified instructors. Separate standards have been developed for:

- Instructors of 100 and 200 level courses (see below),
- Distance Learning/Self-Study Course Administrator Certification (see below),
- Adjunct Instructors of 300-600 level courses (see attached table),
- Unit Instructors of 300-600 level courses (see attached table) and,
- Lead Instructors of 300-600 level courses (see attached table).

Instructors of 100-200 level NWCG courses: To serve as an instructor (Unit or Lead) you must meet one of the following criteria:

- Qualified and current (minus Work Capacity Test and Annual Fireline Safety Refresher) in any required positions identified as an instructor prerequisite for the course description in the NWCG Field Manager’s Course Guide.
- OR**
- Written approval by Course Coordinator to instruct a specific unit or technical portions of a unit or units.

100 level courses: No additional training requirements beyond those set forth in the Field Manager’s Course Guide for each particular course.

200 level courses: Lead instructors are required to meet the “Unit Instructor – Teaching Skills” as well as the “Lead Instructor – Teaching Skills” portion of the attached “Instructor Criteria for 300-600 Level NWCG Courses.”

Unit instructors should have 32 hours of instructor training (Facilitative Instructor, M-410; equivalent course; Degree in Education; or, current or previous Education credential).

Distance Learning Course Administrators of NWCG distance learning or self study 100-400 level courses: To serve as an instructor, you must meet the following criteria:

A course administrator is a person responsible for guiding a student through a self-paced course (computer based or paper based). Course administrators must meet qualifications set forth in the Field Manager's Course Guide for each particular course; have general administrative knowledge of testing, certificates of completion and qualification system of record for the agency or agencies involved; and must be available in person, by phone, or by email to assist the student during the completion of the course.

Decertification of Instructors:

Instructor certification is a privilege, not a right. Whenever a questionable situation arises, the case will be reviewed by the appropriate course or training center coordinator (Reviewing Official). If it is determined that the individual instructor has performed poorly during one or more courses, the Reviewing Official can recommend to the official that certified the individual as an instructor (Certifying Official) that their certification be withdrawn for a specific course, group of courses or all courses. If the individual is a contractor, performance below those standards identified in a contract may be cause for nonpayment or voiding the contract and the Contracting Officer shall be consulted and be involved in the final disposition. Decertification shall remain in place until the problem has been remedied. Decertification should include removal from active instructor list(s) in IQCS.

Recertification of Instructors:

The Certifying Official shall determine, in consultation with the Reviewing Official, the requirements to regain certification. Recertification is the responsibility of the Certifying Official or body managing the instructor's certification.

Instructor Criteria for 300-600 Level NWCG Courses
Certification based on ability to meet one standard in each Instructor Criteria.

Instructor Criteria				
Instructor Level	Teaching Skill	Course Content Knowledge	Practical Application	Ethics Criteria
Adjunct Instructor (per FMCG)	None	Known or demonstrated expertise on one or more subjects associated with the course	Subject Matter Expert on course related materials OR Demonstrated course related technical expertise OR Published subject related article or paper in previous 5 years	As required by Agency
Unit Instructor	Accepted formal instructional training (i.e., State fire training certificate, college teacher's credential, college education courses, Facilitative Instructor (M-410) course, etc.) OR 40 hours of successful fire service instruction	Successful completion or audit of course being taught OR Successfully assisted in instructing the course OR Successfully completed Train-the-Trainer course (if applicable) and Successfully taught the course in the past 5 years as determined by the Course Coordinator	Qualified and current (<i>minus Work Capacity Test (WCT) and Annual Fireline Safety Refresher</i>) as required in the course page of NWCG Field Manager's Course Guide (FMCG) OR Qualified and current (<i>minus WCT and Refresher</i>) one level above that identified in the course outline of FMCG OR Qualified as a type 1 or 2 level Command or General Staff position in the same functional area as the course being presented OR Meets the NIMS Training Plan instructor criteria for specified course NOTE: Written approval of an NWCG member Regional or State Fire Director can be substituted for currency requirement above.	As required by Agency
Lead Instructor	Same as Unit Instructor AND 40 additional hours (80 total hrs) of successful fire service instruction	Same as Unit Instructor	Same as Unit Instructor	As required by Agency

INSTRUCTOR DEFINITIONS

A “qualified instructor” means the instructor meets the position currency requirements as described in the Wildland Fire Qualification System Guide, PMS 310-1. Instructors are not required to meet physical fitness and annual refresher requirements to be considered qualified.

Certification of instructor qualifications is the responsibility of the employing agency. See previous table and refer to courses within this Guide for specific instructor requirements.

The NWCG has established the following general instructor requirements and levels:

Instructor Levels

- Lead instructors (300-600 level courses) - Oversee presentation of the entire course and assure course objectives are met in accordance with those criteria listed in the most recent Field Manager’s Course Guide and/or Course Introduction. The lead instructor must meet the certification criteria listed in the table above. They should have sufficient experience in presenting all units of the course to be capable of last-minute substitution for unit instructors. It is recognized that exceptions may occur where courses are of such a technical nature that no one person may be technically competent to instruct all units.
- Unit instructors are responsible for successful presentations of one or more units and should be experienced in the lesson content they are presenting.
- Adjunct instructors may be utilized to provide limited instruction in specialized knowledge and skills at the discretion of the lead instructor. They must be experienced, proficient, and knowledgeable of current issues in their field of expertise.

COURSE LEVEL DESCRIPTIONS

The first digit of a course number designates the complexity level at which the course is designed to be presented and also indicates the organizational level at which the course should be given.

Entry Level

100 = \

Local entry-level skills development

200 = /

Mid-level

300 = \

Mid-level and/or geographic area level management skills

400 = /

Advanced Level

500 = \

Advanced/national level management skills

600 = /

The NWCG Development Unit will assign the appropriate complexity/organizational level designation to the course. Assignments are based on the formula listed above, the analysis of the project development team, the target group, the recommendations from the project leader, and input from other NWCG Teams that may be involved.

Current exceptions to the established course numbering protocol include the following courses:

- L-480, Organizational Leadership in the Wildland Fire Service
The NWCG Leadership Committee has oversight and maintenance responsibility for this course. NAFRI is the custodian of the course package. The delivery process used to meet this training recommendation will need to be determined by the hosting agency.
- S-495, Geospatial Fire Analysis, Interpretation, and Application
The Fire Environment Working Team has oversight and maintenance responsibility for this course. It is coordinated and taught by a national cadre/steering committee.
- M-581, Fire Program Management
NAFRI has oversight and maintenance responsibility for this course, but course schedules and instructors are determined by geographic area training coordinators.

TESTING STANDARDS

The standard for passing an NWCG course is 70 percent. This change was initiated to attain consistency with the academic community. The standard is incorporated into the curriculum as courses are revised and new developments are undertaken. Courses that currently have a standard other than 70 percent will remain at that percentage until they are revised.

The instructor guides will identify the evaluation criteria for each course. Some courses may use course components (pre-course tests, unit tests, class participation, final exams), to aggregate the passing score. The passing score is based on the final exam unless otherwise stated.

COURSE ADMINISTRATOR

A course administrator is a person responsible for guiding a student through a self-paced course (computer based or paper based). Course administrators must meet qualifications set forth in the Field Manager's Course Guide for each particular course; have general administrative knowledge of testing, certificates of completion and qualification system of record for the agency or agencies involved; and must be available in person, by phone, or by email to assist the student during the completion of the course.

USE OF NWCG CERTIFICATES

Students successfully completing a NWCG course sponsored by a NWCG member agency will receive a NWCG certificate (for a list of member agencies see NWCG web site at www.nwcg.gov).

Educational institutions, contractor associations, and non-member agencies may issue the NWCG course certificate if their lead instructor is an authorized representative of an NWCG member agency OR they have a formal agreement established with a NWCG member agency. All students are encouraged to keep their course certificates as proof of attendance.

COURSE COMPONENTS CHART DEFINITIONS

Pre-selection assessment – An assessment that must be passed before admittance into the course

Pre-course work – Work that is accomplished before beginning the course

Online training – Required course materials that are delivered online

Instructor-led training – Required course materials that are delivered by an instructor

Blended learning – Learning events that combine online and instructor-led training

INDEX OF COURSES DESCRIBED IN THE FMCG

“D” (Dispatch) Courses

- D-110 Expanded Dispatch Recorder
- D-310 Expanded Dispatch Support Dispatcher
- D-311 Initial Attack Dispatcher
- D-312 Aircraft Dispatcher
- D-510 Expanded Dispatch Supervisory Dispatcher

“FI” (Fire Investigation) Courses

- FI-110 Wildland Fire Observations & Origin Scene Protection for First Responders
- FI-210 Wildland Fire Origin and Cause Determination
- FI-310 Wildland Fire Investigation: Case Development

“G” (Gap) Courses

- G-130 Wildland Training (FFT2) for Structural Firefighters
- G-131 Wildland Training (FFT1) for Structural Firefighters
- G-231 Wildland Training (ENGB) for Structural Firefighters
- G-330 Wildland Training (STEN) for Structural Firefighters

“I” (Incident Command System) Courses

- ICS-100 (I-100, IS100, Q462) Introduction to ICS
- ICS-100 (I-100, IS100) Introduction to ICS (Spanish)
- ICS-200 (I-200, IS200, Q463) Basic ICS: ICS for Single Resources and Initial Action Incidents
- ICS-300 (I-300, G300, H465) Intermediate ICS: ICS for Supervisors and Expanding Incidents
- ICS-400 (I-400, G400, H467) Advanced ICS: ICS for Command and General Staff and Complex Incidents
- ICS-402 (I-402, G402) ICS Overview for Executives/Senior Officials

“J” Job Aids

- J-158 Radio Operator
- J-236 Staging Area Manager
- J-252 Ordering Manager
- J-253 Receiving and Distribution Manager
- J-254 Base/Camp Manager
- J-255 Equipment Manager
- J-257 Incident Communications Center Manager
- J-259 Security Manager
- J-342 Documentation Unit Leader

“L” Leadership Courses

- L-180 Human Factors in the Wildland Fire Service
- L-280 Followership to Leadership
- L-380 Fireline Leadership
- L-381 Incident Leadership
- L-480 Organizational Leadership in the Wildland Fire Service
- L-580 Leadership is Action

“M” (Management) Courses

- M-410 Facilitative Instructor
- M-480 Multi-Agency Coordinating (MAC) Group
- M-580 Fire in Ecosystem Management
- M-581 Fire Program Management

“P” (Prevention) Courses

- P-101 Fire Prevention Education 1
- P-301 Fire Prevention Education 2
- P-310 Fire Prevention Education Team Member
- P-410 Fire Prevention Education Team Leader

“RT” (Refresher) Courses

- RT-130 Annual Fireline Safety Refresher Training
- RT-273 Single Engine Air Tanker Manager Workshop
- RT-340 HRSP Refresher Workshop
- RT-372 Helicopter Manager Workshop

“RX” (Prescribed Fire) Courses

- RX-301 Prescribed Fire Implementation
- RX-310 Introduction to Fire Effects (previously RX-340)
- RX-341 Prescribed Fire Plan Preparation
- RX-410 Smoke Management Techniques
- RX-510 Advanced Fire Effects

“S” (Suppression Skills) Courses

S-110	Basic Wildland Fire Orientation
S-130	Firefighter Training
S-130	Firefighter Training (Spanish)
S-130	Firefighter Training (Blended)
S-130	Firefighter Training (Self-Paced CD)
S-131	Firefighter Type 1
S-133	Look Up, Look Down, Look Around
S-134	LCES
S-190	Introduction to Wildland Fire Behavior
S-190	Introduction to Wildland Fire Behavior (Spanish)
S-190	Introduction to Wildland Fire Behavior (Online)
S-190	Intro to Wildland Fire Behavior (Self-Paced CD)
S-200	Initial Attack Incident Commander
S-203	Introduction to Incident Information
S-211	Portable Pumps and Water Use
S-212	Wildland Fire Chain Saws
S-215	Fire Operations in the Wildland/Urban Interface
S-230	Crew Boss (Single Resource)
S-231	Engine Boss (Single Resource)
S-232	Dozer Boss (Single Resource)
S-233	Tractor/Plow Boss (Single Resource)
S-234	Ignition Operations
S-244	Field Observer
S-245	Display Processor
S-248	Status/Check-in Recorder
S-258	Incident Communications Technician
S-260	Interagency Incident Business Management
S-260	Interagency Incident Business Management (Online)
S-261	Applied Interagency Incident Business Management
S-270	Basic Air Operations
S-271	Helicopter Crewmember
S-273	Single Engine Air Tanker Manager (Blended)
S-290	Intermediate Wildland Fire Behavior
S-290	Intermediate Wildland Fire Behavior (Online)
S-300	Extended Attack Incident Commander
S-330	Task Force/Strike Team Leader
S-336	Tactical Decision Making in Wildland Fire
S-339	Division/Group Supervisor
S-340	Human Resource Specialist
S-341	GIS Specialist for Incident Management
S-346	Situation Unit Leader
S-349	Resources Unit Leader/Demobilization Unit Leader

S-354 Facilities Unit Leader
 S-355 Ground Support Unit Leader
 S-356 Supply Unit Leader
 S-357 Food Unit Leader
 S-358 Communications Unit Leader
 S-359 Medical Unit Leader
 S-360 Finance/Administration Unit Leader
 S-371 Helibase Manager
 S-372 Helicopter Management
 S-375 Air Support Group Supervisor
 S-378 Aerial Supervision
 S-390 Introduction to Wildland Fire Behavior Calculations

S-400 Incident Commander
 S-403 Information Officer
 S-404 Safety Officer
 S-420 Command and General Staff
 S-430 Operations Section Chief
 S-440 Planning Section Chief
 S-445 Incident Training Specialist
 S-450 Logistics Section Chief
 S-460 Finance/Administration Section Chief
 S-470 Air Operations Branch Director
 S-481 Incident Business Advisor
 S-482 Advanced Fire Management Applications
 S-490 Advanced Fire Behavior Calculations
 S-491 Intermediate National Fire Danger Rating System
 S-495 Geospatial Fire Analysis, Interpretation, and Application

S-520 Advanced Incident Management
 S-590 Advanced Fire Behavior Interpretation

S-620 Area Command

JOB AIDS

Job aids are “how to” books that assist an individual in performing specific tasks associated with a position. They may be used by an individual in a trainee position, who has met all of the prerequisites, but has not completed the position task book for that position. After the individual has become qualified, the book can be used as an aid or refresher in doing the job.

The performance based system stipulates that an individual must complete a Position Task Book prior to becoming qualified for that position. Refer to the Wildland and Prescribed Fire Qualification System Guide, PMS 310-1 for the established standards for this position.

J-158 Radio Operator (2002)

The radio operator reports to the incident communications center manager. Subjects covered: developing a kit; mobilization; briefing from supervisor; duties within the incident communications unit structure; work materials and equipment; transfer of information; communications equipment and basic functions/capabilities; processing documentation, emergency situation protocols; transition with replacement personnel; demobilization.

J-236 Staging Area Manager (2004)

The staging area manager is responsible to the operations section chief, branch director, or division group supervisor for managing all activities within the staging area. Subjects covered: materials needed for kit; mobilization; briefing from operation section chief; organizing and staffing; factors for suitable staging area; operating a staging area; demobilization.

J-252 Ordering Manager (2003)

The ordering manager reports to the supply unit leader. Subjects covered: materials needed for a kit; mobilization; briefing from the supply unit leader; establishing ordering procedures; receiving written requests for supplies and resources; establishing ordering channels; maintaining filing system; reconciling resource orders; notifying the receiving and distribution manager of placed orders; briefing subordinate and relief personnel; coordinating with appropriate personnel; reports required by the supply unit leader; evaluating performance of subordinate personnel; demobilization.

J-253 Receiving and Distribution Manager (2003)

The receiving and distribution manager reports to the supply unit leader. This position is responsible for supervising recorders, assistants, tool and equipment specialists, and tool attendants. Subjects covered: materials needed for kit; mobilization; briefing from supply unit leader; organizing supply area; procedures for receiving supplies and equipment; procedures for issuance and tracking of supplies; notifying ordering manager of supplies received; maintaining inventory; supervising the receiving and distribution unit; briefing subordinates and relief personnel; coordinating with appropriate personnel; reports required by the supply unit leader; evaluating performance of subordinates; excess resources and supplies; demobilization.

J-254 Base/Camp Manager (2004)

The base/camp manager reports to the facilities unit leader. This position may be assigned to manage facilities at a base, isolated camp, helibase, staging area, R&R center, hotel/motel or incident command post if it is not co-located with the incident base. Subjects covered: materials need for kit; mobilization; briefing from facilities unit leader; obtaining necessary resources and supplies; coordinating to establishing incident facilities; communicating with incident personnel; supervision of incident facility personnel; compliance with health and safety regulations; maintenance for facility equipment; coordination with finance/administration; maintaining a unit log; demobilization.

J-255 Equipment Manager (2004)

The equipment manager reports to the ground support unit leader. Depending on the equipment manager's functional area, they supervise bus drivers, dispatchers, inspectors, dozer operators, parking attendants, drivers, mechanics, and flaggers. Subjects covered: materials need for kit; mobilization; briefing from ground support unit leader; determining needed equipment and supplies; safety measures; maximizing use of resources; dispatching equipment; determining resources on hand; maintaining equipment use records; establishing areas for service, repair and fueling; maintaining documentation; developing and implementing incident traffic plans; maintenance of incident roads; demobilization.

J-257 Incident Communications Center Manager (2003)

The incident communication center manager reports to the communications unit leader. Subjects covered: materials needed for kit; mobilization; briefing from communications unit leader; establishing the incident communications center; assisting communications unit leader with duties; supervising the incident communications center; maintaining a unit log; evaluating performance of subordinates; demobilization.

J-259 Security Manager (2004)

The security manager is in the logistics section of the ICS organization. This position is responsible for clarifying the authority and jurisdiction of the security group. Working outside the limits of this authority and jurisdiction may leave the security personnel, incident management team, and the agency liable for civil or criminal prosecution. Subjects covered: materials need for kit; mobilization; briefing from supervisor; establishing contacts; contacting agency representatives; security sizeup; security plan document; requesting personnel; handling sensitive issues; briefing incident personnel; safety and welfare of assigned staff; documentation; demobilization.

J-342 Documentation Unit Leader (2008)

The planning section chief supervises the documentation unit leader. The documentation unit leader is responsible for maintaining accurate and complete incident files, which includes packaging files for legal, analytical, and historical purposes. Subjects covered: mobilization; briefings; organization of work area; supervision of unit; establishing and organizing incident files; maintaining incident records; providing duplication and collation services; providing incident action plan preparation and copying services; retention guidelines; producing final documentation package; demobilization.

Course Description

This course provides students with the skills to perform as an expanded dispatch recorder (EDRC). Topics include the structure of the expanded dispatch organization, description of resource ordering and statusing process, and the importance of the EDRC having effective communication skills and working relationships. The final is a 4-hour, scenario-based exercise where students will complete resource order forms based on timed inputs and supplemental handouts. A Reference Guide at the end of Unit 3 contains reference documents for students to use during the course and when on assignment. The course gives a very general overview of Resource Ordering and Statusing System (ROSS) – it does not teach students how to use ROSS.

Objectives

- Describe the purpose and structure of expanded dispatch.
- Describe the role and responsibilities of the expanded dispatch recorder.
- Demonstrate how to mobilize and demobilize incident resources using established dispatch ordering channels and resource order forms.
- Describe how to communicate effectively and foster positive interpersonal working relationships.

Course Components and Hours to Complete

Course Components	Hours to Complete
Pre-selection assessment	N/A
Pre-course work	N/A
Online training	N/A
Instructor-led training	16
Total Hours	16

Target Group

Individuals who have no previous training or experience in the dispatch function and who will be called on as needed to assist in the expanded dispatch organization.

Minimum Instructor Qualifications

Lead instructor must be a qualified expanded dispatch support dispatcher (EDSD).
Unit instructors must be qualified expanded dispatch recorders (EDRC).
Also see Instructor Certification at the beginning of this Guide.

Course Prerequisites

None

Course Level

Local

Course Description

This course is designed to prepare students to accomplish the duties and responsibilities of an expanded dispatch support dispatcher (EDSD). Through hands-on exercises that utilize the Resource Ordering and Status System (ROSS), students will organize, plan, and implement a dispatch area to meet the needs of the incident(s); follow established policies and procedures using resource orders and supplemental forms, to mobilize, reassign, and demobilize resources; and demonstrate the ability to respond to changing priorities and situations.

Objectives

- Plan, organize, and implement a functional area to meet the needs of the incident.
- Demonstrate the ability to interact with other functional areas in an incident support organization.
- Follow set established policies and procedures, utilize resource orders and supplemental forms to mobilize, reassign, and demobilize resources.
- Demonstrate the ability to respond to changing priorities and situations within a functional area.

Course Components and Hours to Complete

Course Components	Hours to Complete
Pre-selection assessment	2
Pre-course work	2
Online training	N/A
Instructor-led training	32-34
Total Hours	36-38

Target Group

Personnel desiring to be qualified as expanded dispatch support dispatcher (EDSD).

Minimum Instructor Qualifications

Lead instructor must be a qualified initial attack dispatcher (IADP) or expanded dispatch supervisory dispatcher (EDSP).

Unit instructors must be qualified as expanded dispatch support dispatcher (EDSD).

Also see Instructor Certification at the beginning of this Guide.

Course Prerequisites

Qualified as an expanded dispatch recorder (EDRC).

Satisfactory completion of pre-selection assessment and pre-course work.

Course Level

Regional, state or area

Course Description

This course is designed to provide a consistent knowledge and skill base for the initial attack dispatcher (IADP). The concepts taught in this course will help an IADP perform at an acceptable level on a national basis without regard to geographic boundaries. The course is a mix of lecture/discussion, group exercises, and simulation. Students will have the opportunity to practice new skills in the exercise and simulation portions of the class.

Objectives

At the completion of the course, students will have the necessary information to:

- Dispatch multiple resources to an incident using standard procedures.
- Identify the common roles of an IADP in the initial attack dispatch environment.
- Practice multitasking and prioritizing actions in a realistic situation.

Course Components and Hours to Complete

Course Components	Hours to Complete
Pre-selection assessment	N/A
Pre-course work	N/A
Online training	N/A
Instructor-led training	32
Total Hours	32

Target Group

Initial attack dispatchers desiring to be available for national mobilization (across geographic area boundaries).

Minimum Instructor Qualifications

The lead instructor must be either an assistant center manager with initial attack experience or a supervisory dispatcher (EDSP) with initial attack experience.

Unit instructors must be qualified initial attack dispatchers (IADP).

Also see Instructor Certification at the beginning of this Guide.

Course Prerequisites

Successful completion of Basic Firefighter (S-130) and Introduction to Wildland Fire Behavior (S-190).

Qualified as a dispatch recorder (EDRC).

Course Level

Regional, state, or area

Course Description

This course is designed to provide a consistent knowledge and skill base for the aircraft dispatcher (ACDP). The concepts taught in this course will help an ACDP perform at an acceptable level on a national basis without regard to geographic boundaries. This course is a mix of lecture/discussion, group exercises, and simulation. Students will have the opportunity to practice new skills in the exercise and simulation portions of the class.

Objectives

The objective of D-312 is to provide students with the knowledge and skills needed to become effective ACDP trainees. In achieving this objective, students can expect to be able to:

- Identify the common roles of the aircraft dispatcher in the aviation environment.
- Dispatch aviation resources using standard procedures.
- Describe the safety procedures that relate to aircraft dispatching.

Course Components and Hours to Complete

Course Components	Hours to Complete
Pre-selection assessment	N/A
Pre-course work	2
Online training	2
Instructor-led training	32-36
Total Hours	36-40

Target Group

Aircraft dispatcher that desires to be available for national mobilization.

Minimum Instructor Qualifications

The lead instructor must be either an assistant center manager with initial attack experience or a supervisory dispatcher (EDSP) with aircraft experience.

Unit instructors must be qualified aircraft dispatchers (ACDP).

Also see Instructor Certification at the beginning of this Guide.

Course Prerequisites

Qualified as a dispatch recorder (EDRC).

Satisfactory completion of pre-course work.

Course Level

Regional, state, or area

D-510, EXPANDED DISPATCH SUPERVISORY DISPATCHER

NAFRI (currently offered every other year on the even years)

72 hrs

Course Description

This course is designed to train individuals in the function and responsibilities of a Supervisory Dispatcher within an Incident Support Organization. Students selected for this course must be capable of performing as an Expanded Dispatch Support Dispatcher in all functional areas of an expanded dispatch organization. The course will provide trainees with a working knowledge of the necessary management skills and operational procedures for successful performance as a Supervisory Dispatcher. The course is intended to be an interactive experience, requiring students to interact with the materials, the faculty, and fellow students. The course consists of a 40-hour pre-course test, discussions, exercises and final exam. It is designed to take 32 hours to present. Class size is limited to 40 students.

Objectives

Given an incident situation, a briefing from the appropriate agency management entity, and incident objectives, students will be able to:

- Develop and manage an effective organization to meet present and future needs of an incident.
- Utilize available information to establish expanded dispatch priorities in consultation with the appropriate agency management entity.

Course Components and Hours to Complete

Course Components	Hours to Complete
Pre-selection assessment	40
Pre-course work	N/A
Online training	N/A
Instructor-led training	32
Total Hours	72

Target Group

This course is designed to train individuals who will be called upon to establish and supervise an expanded dispatch organization and who have met prerequisite training and experience at the expanded dispatch support dispatcher (EDSD) level.

Minimum Instructor Qualifications

Nationally recognized subject matter experts serve as instructors in this course.

Course Prerequisites

Qualified as expanded dispatch support dispatcher (EDSD). Recommend experience in all functional areas (overhead, crews, equipment, aircraft and supply).

Successfully complete a pre-course pass/fail assessment that takes approximately 40 hours to complete. The pre-course test will be available on the NAFRI web site.

Success in D-510 will depend on the student's ability in leadership and organizational knowledge as contained in the L-380 Fireline Leadership, I-300 Intermediate ICS, D-310 Expanded Dispatch Support Dispatcher, and agency-specific supervision courses. D-312, Aircraft Dispatcher is highly recommended.

Course Level

National

For current course information, refer to the NAFRI web site: <http://www.nafri.gov>

FI-110, WILDLAND FIRE OBSERVATIONS AND ORIGIN SCENE PROTECTION FOR FIRST RESPONDERS

2005

6 hrs

Course Description

The primary emphasis of this course is to teach sound wildland fire observations and origin scene protection practices that enable first responders to a wildland fire scene to perform proper origin scene protection procedures. The course is presented by short lectures, electronic presentations, exercises, and class discussion.

Objectives

- List various causes of wildland fires and their cause indicators.
- Perform the basic procedures and techniques needed to provide witness/observer information to fire investigators.
- Identify and protect wildland fire origin areas.

Course Components and Hours to Complete

Course Components	Hours to Complete
Pre-selection assessment	N/A
Pre-course work	N/A
Online training	N/A
Instructor-led training	6
Total Hours	6

Target Group

Recommended training for all first responders, including single resource bosses, law enforcement officers, prevention technicians, and field resource personnel.

Minimum Instructor Qualifications

Cadre must have experience in wildland fire investigation.
Also see Instructor Certification at the beginning of this Guide.

Course Prerequisites

None

Course Level

Local

Course Description

The primary purpose of this course is to provide a consistent knowledge and skill base for the wildland fire investigator (INVF). The concepts taught in this course will help an INVF perform at an acceptable level on a national basis without regard to geographic boundaries. The course is presented by lectures, electronic presentations, field exercises, and class discussion.

Objectives

- Identify the elements of the NWCG Fire Investigation Certification program.
- Perform the common roles and responsibilities of an INVF involved in an initial investigation environment.
- Practice wildland fire investigation methods, evidence collection and documentation processes in a realistic environment.
- Identify the laws, regulations and related court procedures associated with administrative, civil and criminal litigation processes.

Course Components and Hours to Complete

Course Components	Hours to Complete
Pre-selection assessment	2
Pre-course work	2
Online training	N/A
Instructor-led training	36
Total Hours	40

Target Group

Recommended training for experienced fire personnel and law enforcement officers with wildland fire investigation responsibilities.

Minimum Instructor Qualifications

Lead and unit instructors must be qualified wildland fire investigators (INVF) and should have actual hands-on experience to teach participants the duties of this position without regard for the type of incident.

Also see Instructor Certification at the beginning of this Guide.

Course Prerequisites

Recommend students have law enforcement or firefighter experience. An interactive, self paced pre-course work will familiarize students with the background information necessary to successfully complete the course.

Satisfactory completion of pre-selection assessment.

Satisfactory completion of pre-course work.

Course Level

Local

Course Description

This course provides an introduction into the law enforcement case development of major wildland arson, including serial arson. Students are instructed in strategies and tactics to combat serial wildland arson and work in groups to develop a case plan and presentation based on an actual wildland arson case. Course includes extensive pre-course work reading, exercises, and a test.

Due to the sensitive nature of the materials in this course, the course is being maintained by the Wildland Fire Investigation Subcommittee (WFIWT). See Team Roster at <http://www.nwcg.gov/branches/ppm/cepc/index.htm> for contact information.

Objectives

- Demonstrate a comprehensive knowledge of administrative and management functions related to the investigation of complex wildland fire cases.
- Given a case file, the student will use his or her knowledge of advanced investigation methodology to analyze the data and properly identify any strengths and weaknesses associated with the case; determine necessary follow-up actions; and make assignments based on the analysis.
- Review existing case file information and develop an investigative strategy that includes proper staffing and organizational structure; a written investigation plan; and an Incident Action Plan.
- Identify and apply specific investigative strategies and administrative functions associated with the management of a complex serial arson investigation team or task force.
- Prepare, collect, organize and disseminate all relevant investigative data.

Course Components and Hours to Complete

Course Components	Hours to Complete
Pre-selection assessment	2
Pre-course work	13
Online training	N/A
Instructor-led training	32
Total Hours	47

Target Group

Personnel desiring to become qualified as wildland fire investigation team members (INTM).

Minimum Instructor Qualifications

The lead and instructors must be qualified wildland fire investigators (INVF) and have successfully completed FI-310, Wildland Fire Investigation: Case Management. Also see Instructor Certification at the beginning of this Guide.

Course Prerequisites

Qualified as a wildland fire investigator (INVF).
Satisfactory completion of pre-selection assessment.
Satisfactory completion of pre-course work.

Course Level

Regional, state, or area

Course Description

This course contains training for structural firefighters to close gaps in their knowledge and skill that exist between their current structural skills and the NWCG wildland skills. It is the first of the four gap courses. The purpose of this course is to train structural firefighters in basic wildland firefighter skills. Firefighters who complete this training and pass the final exam will be qualified to suppress wildland fires while under close supervision. This course is designed to be taught in 2- to 3-hour blocks of class time.

Objectives

- Identify the environmental factors of fuels, weather, and topography that affect the start and spread of wildland fires.
- Describe the contributing factors that indicate the potential for increased fire behavior that may compromise safety.
- Explain the LCES (Lookouts, Communications, Escape Routes, and Safety Zones) system and how it relates to the Standard Firefighting Orders.
- Construct firelines to required standards using various methods.
- Strengthen, reinforce, and use holding actions on a fireline.
- Extinguish a fire with or without the use of water.
- Complete assigned tasks in a safe and efficient manner.
- Describe factors in a given wildfire environment that could impact safety.

Course Components and Hours to Complete

Course Components	Hours to Complete
Pre-selection assessment	N/A
Pre-course work	N/A
Online training	N/A
Instructor-led training	24
Total Hours	24

Target Group

Personnel who meet NFPA 1001 for structural firefighter type 1, desiring to be qualified as wildland firefighter type 2 (FFT2).

Minimum Instructor Qualifications

Lead instructor must be a qualified single resource boss.
Unit instructors must be qualified as firefighter type 1 (FFT1).
Also see Instructor Certification at the beginning of this Guide.

Course Prerequisites

Structural firefighters who meet NFPA 1001 for firefighter type 1.

Course Level

Local

G-131, WILDLAND TRAINING (FFT1) FOR STRUCTURAL FIREFIGHTERS 2008

9 hrs

Course Description

This course contains training for structural firefighters to close gaps in their knowledge and skill that exist between their current structural skills and the NWCG wildland skills. It is the second of the four gap courses. The purpose of this course is to train structural firefighters who have the ability and desire to become a first level fireline supervisor, either as a lead firefighter or as a squad boss. This course is designed to be taught in 3-hour blocks of class time.

Objectives

- Accurately use navigation tools and maps to identify location.
- Use programmable radios and narrowband radios.
- Demonstrate the ability to use fireline reference tools to facilitate the communication and decisionmaking processes.
- Describe the sizeup elements in a wildland fire situation.
- Demonstrate the ability to apply the standard operating procedures found in the Incident Response Pocket Guide (PMS 461).
- Demonstrate the ability to apply information found in the Fireline Handbook (PMS 410-1).

Course Components and Hours to Complete

Course Components	Hours to Complete
Pre-selection assessment	N/A
Pre-course work	N/A
Online training	N/A
Instructor-led training	9
Total Hours	9

Target Group

Personnel who meet NFPA 1001 for structural firefighter type 2, desiring to be qualified as wildland firefighter type 1 (FFT1).

Minimum Instructor Qualifications

Lead instructor must be a qualified single resource boss.

Unit instructors must be qualified as firefighter type 1 (FFT1).

Also see Instructor Certification at the beginning of this Guide.

Course Prerequisites

Structural firefighters who meet NFPA 1001 for firefighter type 2 and who have taken G-130 or equivalent.

Course Level

Local

G-231, WILDLAND TRAINING (ENGB) FOR STRUCTURAL FIREFIGHTERS

2008

42-48 hrs

Course Description

This course contains training for structural firefighter drivers, operators, engineers or company officers to close gaps in their knowledge and skill that exist between their current structural skills and the NWCG wildland skills. It is the third of the four gap courses. The purpose of this course is to train structural firefighter drivers, operators, engineers or company officers in wildland firefighting skills with the ability and desire to become a single engine resource boss (ENGB). This course is designed to be taught in 2- to 3-hour blocks of class time.

Objectives

- Identify and describe the environmental, topographical, and fuel factors which influence the behavior of wildland fire.
- Identify and describe the causes of extreme fire behavior, such as spotting, crowning, fire whirls, plume dominated and wind-driven fires.
- Assess fireline data and fire behavior estimations, and identify areas where fire suppression limitations exist.
- Describe crew boss responsibilities during mobilization, on the incident and during demobilization.
- Identify the hazards and risks on various incidents and describe how to mitigate them.
- Describe wildland tactics which are appropriate to wildland fire situations and procedures to implement them through the chain of command.

Course Components and Hours to Complete

Course Components	Hours to Complete
Pre-selection assessment	N/A
Pre-course work	N/A
Online training	N/A
Instructor-led training	42-48
Total Hours	42-48

Target Group

Structural firefighter drivers, operators, engineers or company officers who meet NFPA 1021 for fire officer 1, desiring to be qualified as engine boss, single resource (ENGB).

Minimum Instructor Qualifications

Lead instructor must be a qualified strike team leader engine (STEN) or task force leader (TFLD).

Unit instructors must be qualified as engine boss, single resource (ENGB).

Also see Instructor Certification at the beginning of this Guide.

Course Prerequisites

Structural firefighter drivers, operators, engineers or company officers who meet NFPA 1021 for fire officer 1 and who have taken G-130 and G-131; or equivalent.

Course Level

Local

Course Description

This course contains training for experienced structural firefighters and fire officers to close gaps that exist between their current structural skills and the NWCG wildland skills. It is the fourth of the four gap courses. The purpose of this course is to train experienced lieutenants, captains, and chief officers who meet NFPA 1021 for Fire Officer 1 or equivalency in making the tactical decisions required to safely manage personnel on a wildland fire as a strike team leader, engine (STEN).

Objectives

- Demonstrate the ability to apply the Risk Management Process found in the Incident Response Pocket Guide (IRPG) to various incidents.
- Demonstrate the ability to apply appropriate tactics in various incident situations with various resources organized into strike teams or task forces.
- Describe elements of structure protection from wildland fire exposure.

Course Components and Hours to Complete

Course Components	Hours to Complete
Pre-selection assessment	2
Pre-course work	N/A
Online training	N/A
Instructor-led training	15
Total Hours	17

Target Group

Structural firefighter lieutenants, captains, and chief officers, who meet NFPA 1021 for fire officer 2, desiring to be qualified as wildland strike team leader, engine (STEN).

Minimum Instructor Qualifications

Lead instructor must be a qualified division group supervisor (DIVS).

Unit instructors must be qualified as strike team leader, engine (STEN) or task force leader (TFLD).

Also see Instructor Certification at the beginning of this Guide.

Course Prerequisites

Structural firefighter lieutenants, captains, and chief officers who meet NFPA 1021 for fire officer 2 and who have taken G-130, G-131, and G-231; or equivalent.

Satisfactory completion of pre-selection assessment.

Course Level

Local

Course Description

This self-paced course is an introduction to the Incident Command System (ICS). Topics include introduction to ICS, basic features of ICS, incident commander and command staff functions, general staff functions, facilities, and common responsibilities. It provides a foundation upon which to enable entry-level personnel to function appropriately in the performance of incident-related duties.

This course is offered as an online and computer based self-study course. Upon completion of the course, and with successful completion of the final test, a certificate of completion is available to be printed from the course.

This course was developed in conjunction with the U.S. Fire Administration (Q462) and the Emergency Management Institute (IS100). These courses are built on the same lesson objectives and content as the NWCG I-100 course and are interchangeable; they are all National Incident Management System (NIMS) compliant.

Objective

- Orientation to the Incident Command System.

Course Components and Hours to Complete

Course Components	Hours to Complete
Pre-selection assessment	N/A
Pre-course work	N/A
Online training	2-4
Instructor-led training	N/A
Total Hours	2-4

Target Group

Entry-level personnel working on an incident in a direct or support role, as well as off-incident support personnel.

Minimum Instructor Qualifications

A course administrator that has successfully completed the I-200 course must be available in person, by phone, or by email to assist the student during the completion of this course.

Course Prerequisites

None

Course Level

Local

Course Access

<http://training.nwcg.gov>

ICS-100 (I-100, IS100), INTRODUCTION TO ICS (SPANISH)

Emergency Management Institute Course

2-4 hrs

Course Description

A Spanish version of the NWCG I-100, Introduction to ICS course is available for download through the Emergency Management Institute at <http://training.fema.gov/EMIweb/IS/is100.asp>. This course is based on the same content as the NWCG 2006 English version of I-100 available through the Publications Management System. See previous page for course information.

Course Components and Hours to Complete

Course Components	Hours to Complete
Pre-selection assessment	N/A
Pre-course work	N/A
Online training	2-4
Instructor-led training	N/A
Total Hours	2-4

ICS-200 (I-200, IS200, Q463), BASIC ICS: ICS for Single Resources and Initial Action Incidents

2006

12-16 hrs

Course Description

This course introduces students to the principles of the Incident Command System (ICS) associated with incident-related performance. Topics include leadership and management, delegation of authority and management by objectives, functional areas and positions, briefings, organizational flexibility, transitions and transfers.

The IS200 **online** course offered by the Emergency Management Institute and the Q463 **online** course offered by the National Fire Academy are not interchangeable with the NWCG I-200 course. The course hours are significantly reduced and NWCG feels the learning experience with the online versions do not meet the intent of I-200. The classroom version of IS200 will remain interchangeable with the NWCG I-200 course. This course was built on the same lesson objectives and content as the NWCG I-200 course.

Objectives

- Describe an Incident Command System (ICS) organization appropriate to the complexity of an incident or event.
- Use the ICS to manage an incident or event.

Course Components and Hours to Complete

Course Components	Hours to Complete
Pre-selection assessment	N/A
Pre-course work	N/A
Online training	N/A
Instructor-led training	12-16
Total Hours	12-16

Target Group

First line supervisors, single resource bosses, lead dispatchers, field supervisors, company officers, and entry level positions (trainees) on incident management teams.

Minimum Instructor Qualifications

Lead instructor must have successfully completed I-300 and must have specialized knowledge and experience appropriate for the audience. Should be qualified at the initial attack incident commander (ICT4) or single resource boss level.

Unit instructors must have successfully completed I-200.

Course Prerequisites

None

Course Level

Local

ICS-300 (I-300, G300, H465), INTERMEDIATE ICS: ICS for Supervisors and Expanding Incidents

2006

18-24 hrs

Course Description

This course provides description and detail of the Incident Command System (ICS) organization and operations in supervisory roles on expanding or Type 3 incidents. Topics include ICS fundamentals review, incident/event assessment and agency guidance in establishing incident objectives, Unified Command, incident resource management, planning process, demobilization, transfer of command, and close out. This course was developed in conjunction with the U.S. Fire Administration (H465) and the Emergency Management Institute (G300). These courses are built on the same lesson objectives and content as the NWCG I-300 course and are interchangeable; they are all National Incident Management System (NIMS) compliant.

Objectives

- Describe how the National Incident Management System (NIMS) Command and Management component supports the management of expanding incidents.
- Describe the incident/event management process for supervisors and expanding incidents as prescribed by the Incident Command System (ICS).
- Implement the incident management process on a simulated Type 3 incident.
- Develop an Incident Action Plan (IAP) for a simulated incident.

Course Components and Hours to Complete

Course Components	Hours to Complete
Pre-selection assessment	N/A
Pre-course work	N/A
Online training	N/A
Instructor-led training	18-24
Total Hours	18-24

Target Group

Type 3 Incident Management Team (IMT) candidates, incident middle management (Unit Leaders, Division/Group Supervisors, and Strike Team Leaders), elected officials, line officers, lead dispatchers, Multi-agency Coordination (MAC) members, director heads (public works director, fire chief, sheriff), emergency managers, agency representatives.

Minimum Instructor Qualifications

Lead instructor must have successfully completed I-400.

Unit instructors must have successfully completed I-300.

All instructors must have served as an incident commander (type 3 or above) or in a command and general staff position on an incident that went beyond one operational period or required a written incident action plan – **OR** – must have specialized knowledge and experience appropriate for the audience.

Also see Instructor Certification at the beginning of this Guide.

Course Prerequisites

ICS-200, Basic: ICS for Single Resources and Initial Action Incidents

Course Level

Regional, state, or area

ICS-400 (I-400, G400, H467), ADVANCED ICS: ICS for Command and General Staff and Complex Incidents
2006 20-22 hrs

Course Description

This course directs the student towards an operational understanding of large single-agency and complex multi-agency/multi-jurisdictional incident responses. Topics include fundamentals review for command and general staff, major and/or complex incident/event management, area command, and multi-agency coordination. This course was developed in conjunction with the U.S. Fire Administration (H467) and the Emergency Management Institute (G400). These courses are built on the same lesson objectives and content as the NWCG I-400 course and are interchangeable; they are all National Incident Management System (NIMS) compliant.

Objectives

- Identify the incident management process of command and general staff functions during complex incidents as prescribed by the Incident Command System.
- Describe implementation of the incident management process on a complex incident.
- Describe the management and coordination process during multiple incidents.

Course Components and Hours to Complete

Course Components	Hours to Complete
Pre-selection assessment	N/A
Pre-course work	N/A
Online training	N/A
Instructor-led training	20-22
Total Hours	20-22

Target Group

Senior personnel expected to perform in a management capacity in an area command/complex incident environment.

Minimum Instructor Qualifications

All instructors must have successfully completed I-400, and must have served as an incident commander (type 3 or above) or in a command and general staff position on an incident that went beyond one operational period or required a written incident action plan.

Also see Instructor Certification at the beginning of this Guide.

Course Prerequisites

ICS-300, Intermediate ICS: ICS for Supervisors and Expanding Incidents

Course Level

Regional, state, or area

ICS-402 (I-402, G402), ICS OVERVIEW FOR EXECUTIVES/SENIOR OFFICIALS

Emergency Management Institute Course

2 hrs

Course Description

The NWCG I-402 ICS for Executives course (1994 version) has been removed from the Publications Management System. The Emergency Management Institute has developed a course (G402) to replace the I-402 course and is available for download at <http://training.fema.gov/EMIweb/pub/g402.asp>

This course is intended to be delivered as instructor-led classroom training. This is not a self-paced, self-study, or computer based training course. The course covers the Fundamentals of ICS, ICS Organization and Features, Unified and Area Command, Coordination and Incident Management Assessment, and ICS Preparedness.

Objectives

- Describe the Incident Command System (ICS).
- Describe the various ways ICS can be applied.
- Define the role of an Executive/Senior Official relative to the ICS.
- Describe the major responsibilities of an Executive/Senior Official as related to an incident.

Course Components and Hours to Complete

Course Components	Hours to Complete
Pre-selection assessment	N/A
Pre-course work	N/A
Online training	N/A
Instructor-led training	2
Total Hours	2

Target Group

Elected officials, city/county managers, executives, senior officials and agency administrators.

Minimum Instructor Qualifications

Lead and Unit instructors must have completed I-100 and I-200, and have experience working in an ICS environment.

Also see Instructor Certification at the beginning of this Guide.

Course Prerequisites

None

Course Level

Varies

Course Description

This training course is designed for unit-level supervisors to use when delivering orientation training to new crewmembers. The stand-alone training package is available in the NWCG Publication Management System. An adapted version is included as Unit 4 in the 2003 edition of S-130, Firefighter Training. Presentation of the course involves a few short lecture segments, but the primary content is delivered by video and supported with small group exercises. Topics include situation awareness, basic communication responsibilities, attitude and stress barriers, decisionmaking process, and teamwork principles.

Objective

- Students will demonstrate an understanding of their responsibilities to address human performance issues so they can integrate more effectively into crews/teams operating in high-risk, dynamic work environments.

Course Components and Hours to Complete

Course Components	Hours to Complete
Pre-selection assessment	N/A
Pre-course work	N/A
Online training	N/A
Instructor-led training	4
Total Hours	4

Target Group

Entry-level incident personnel.

Minimum Instructor Qualifications

Lead instructor must be qualified as any single resource boss.
Unit instructors must have a supervisory qualification in any ICS function (operations or support).
Also see Instructor Certification at the beginning of this Guide.

Course Prerequisites

None

Course Level

Local

Course Description

This training course is designed as a self-assessment opportunity for individuals preparing to step into a leadership role. The course combines one day of classroom instruction followed by a second day in the field with students working through a series of problem solving events in small teams (Field Leadership Assessment Course). Topics include leadership values and principles, transition challenges for new leaders, situational leadership, team cohesion factors, ethical decisionmaking, and after action review techniques.

Objectives

- Students will demonstrate an understanding of fundamental leadership principles.
- Students will assess their individual traits and motivation for entering into a leadership role.

Course Components and Hours to Complete

Course Components	Hours to Complete
Pre-selection assessment	N/A
Pre-course work	4
Online training	N/A
Instructor-led training	16
Total Hours	20

Target Group

Personnel desiring to be qualified as a single resource boss.

Minimum Instructor Qualifications

Lead instructor must be qualified as any single resource boss.
Unit instructors must have a supervisory qualification in any ICS function (operations or support).
Also see Instructor Certification at the beginning of this Guide.

Course Prerequisites

Experience on incident assignments in operations or support functions.
Human Factors in the Wildland Fire Service (L-180)
Satisfactory completion of pre-course work.

Course Level

Local

Course Description

This is a leadership development training recommendation for unit supervisors. The design and delivery process used to meet this training recommendation will need to be determined by the agency. It can be part of an agency-provided curriculum or contracted from a vendor.

THIS IS NOT A COURSE PACKAGE AVAILABLE IN THE NWCG PUBLICATION MANAGEMENT SYSTEM.

Minimum course length is 32 hours and the training should be designed to provide at least 50% of the delivery time as exercises and simulations. Low student to instructor ratios are necessary for successful exercise/simulation based training delivery. A dedicated cadre of at least three instructors is recommended for class sizes in the range of 20-25 students.

Selected course material should address these topics:

- Application of leadership styles
- Communicating vision and intent
- Team building
- Detecting operational error
- Managing stress

Specific instructional design criteria and objectives can be found at the following web site:
http://www.fireleadership.gov/courses/L_381/L381_instructional_design.html

Objective

- The intent of this training recommendation is to provide unit supervisors with the tools to build and maintain effective and cohesive crews/teams.

Course Components and Hours to Complete

Course Components	Hours to Complete
Pre-selection assessment	N/A
Pre-course work	4
Online training	N/A
Instructor-led training	32
Total Hours	36

Target Group

Personnel desiring to be qualified as a strike team leader or unit leader.

Minimum Instructor Qualifications

The combined cadre must have career backgrounds and expertise in principle-centered leadership, emergency incident operations, human factors, and decisionmaking. All instructors must be able to execute field simulations, role-playing, and classroom exercises. Also see Instructor Certification at the beginning of this Guide.

Course Prerequisites

Incident personnel with supervisory responsibilities.
Human Factors in the Wildland Fire Service (L-180)
Satisfactory completion of pre-course work.

Course Level

Regional, state, or area

Course Description

This is a leadership development training recommendation for incident response personnel who will function in fireline command roles. The design and delivery process used to meet this training recommendation will need to be determined by the agency. It can be part of an agency-provided curriculum or contracted from a vendor.

THIS IS NOT A COURSE PACKAGE AVAILABLE IN THE NWCG PUBLICATIONS MANAGEMENT SYSTEM.

Minimum course length is 32 hours and the training should be designed to provide at least 50% of the delivery time as exercises and simulations. Low student to instructor ratios are necessary for successful exercise/simulation based training delivery. A dedicated cadre of at least three instructors is recommended for class size in the range of 18-25 students.

Selected course materials should address these topic areas:

- Command presence/climate
- Leaders intent
- Command and control
- Rapid team building
- Communication techniques
- Detecting and mitigating error
- Operational tempo awareness

Specific instructional design criteria and objectives can be found at the following web site:

http://www.fireleadership.gov/courses/L_381/L381_instructional_design.html

Objective

- The intent of this training recommendation is to provide future leaders of divisions, groups, and type 3 incidents with the leadership tools to effectively exert command and control over a quickly assembled team in a time constrained and rapidly changing incident environment.

Course Components and Hours to Complete

Course Components	Hours to Complete
Pre-selection assessment	N/A
Pre-course work	4
Online training	N/A
Instructor-led training	32
Total Hours	36

Target Group

Personnel desiring to be qualified as division/group supervisor (DIVS) or incident commander type 3 (ICT3).

Minimum Instructor Qualifications

The combined cadre must have career backgrounds and expertise in principle-centered leadership, emergency incident operations, human factors, and decisionmaking. All instructors must be able to execute field simulations, role-playing, and classroom exercises. Also see Instructor Certification at the beginning of this Guide.

Course Prerequisites

Qualified as any strike team leader, task force leader (TFLD), incident commander type 4 (ICT4), any support unit leader, or supervisory dispatcher.
Human Factors in the Wildland Fire Service (L-180).
Satisfactory completion of pre-course work.

Course Level

Regional, state, or area

L-480, ORGANIZATIONAL LEADERSHIP IN THE WILDLAND FIRE SERVICE
NAFRI

36 hrs

Course Description

L-480 will provide mid- to upper-level organizational leaders and future Incident Management Team leaders (Command and General Staff) with the leadership tools to provide strategic direction and influence others to achieve team goals. The course is designed to develop personal leadership skills and command presence to increase effectiveness in the workplace and during incident management operations.

THIS IS NOT A COURSE PACKAGE AVAILABLE FROM THE NWCG PUBLICATIONS MANAGEMENT SYSTEM.

The National Advanced Fire & Resource Institute (NAFRI) is the custodian for the L-480 course package. However, the delivery process used to meet this training recommendation will need to be determined by the hosting agency. Specific course information can be obtained from NAFRI at (520) 799-8787.

Objectives

- Introduction of successful leadership
- Demonstrate communications skills for leaders
- Understand command presence for a leader
- Understand situational awareness, vision and change
- Understand leadership skills within a team environment
- Understand recognition and reward
- Learn mentorship, coaching and delegation

Specific instructional design criteria and objectives can be found at the following website:
http://www.fireleadership.gov/courses/L_480/L480_instructional_design.html

Course Components and Hours to Complete

Course Components	Hours to Complete
Pre-selection assessment	N/A
Pre-course work	4
Online training	N/A
Instructor-led training	32
Total Hours	36

Target Group

Personnel desiring to be qualified as Type 2 command and general staff, as well as mid- to upper-level organizational leaders.

Minimum Instructor Qualifications

See L-480 Instructor and Coach Qualifications.

http://www.fireleadership.gov/courses/L_480/L480_instructor_criteria.html

Also see Instructor Certification at the beginning of this Guide.

Course Prerequisites

Fireline Leadership (L-380).

OR

Incident Leadership (L-381).

OR

Human Factors in the Wildland Fire Service (L-180) plus completion of 40 hours in any supervision or leadership training course(s).

AND

Satisfactory completion of pre-course work.

Course Level

Regional, state, or area

L-580, LEADERSHIP IS ACTION
NAFRI

Hours will vary

Course Description

L-580, Leadership is Action is a continuing education opportunity available to senior fire management leaders. The intent is to foster exchange of knowledge and experience in the art of leading during high-risk and complex incidents. This will be accomplished through multiple venues including conferences, symposiums, staff rides, case studies, etc.

THIS IS NOT A COURSE PACKAGE AVAILABLE FROM THE NWCG PUBLICATIONS MANAGEMENT SYSTEM.

The National Advanced Fire & Resource Institute (NAFRI) is the coordinator for the L-580 events.

Specific delivery information can be obtained from the NAFRI L-580 Course Coordinator at (520) 799-8787 or www.nafri.gov

Objectives

Provide facilitate, interactive, personal and professional growth experiences for senior level leaders of organizations. To accomplish this, L-580 events will:

- Focus on leadership actions, decision-making, and critical thinking at the strategic level.
- Include structured facilitation of interactive group discussions and/or activities.
- Involve pre and/or post study activities related to the specific event.

Course Components and Hours to Complete

Course Components	Hours to Complete
Pre-selection assessment	N/A
Pre-course work	Varies
Online training	N/A
Instructor-led training	Varies
Total Hours	Varies

Target Group

Senior-level leaders and decision makers, including, but not restricted to, Agency Administrators and Incident Management Organizations (Type 1, Type 2, Area Command, and NIMO).

Minimum Instructor Qualifications

This course is managed by a national steering committee.

Course Prerequisites

Previous attendance at other L-courses is highly recommended.
Satisfactory completion of pre-course work.

Course Level

National

Course Description

This training course is designed to help students become effective facilitative instructors. The purpose of this course is to improve training quality by presenting instructional methods with an emphasis on student-oriented adult training techniques. This course is designed for students to meet NWCG instructor requirements.

Objective

- Students will demonstrate effective facilitative instructor skills while giving three classroom presentations.

Course Components and Hours to Complete

Course Components	Hours to Complete
Pre-selection assessment	N/A
Pre-course work	4
Online training	N/A
Instructor-led training	36
Total Hours	40

Target Group

Personnel who will be teaching NWCG courses.

Minimum Instructor Qualifications

Lead instructor must have taught or observed all units of this specific course and have the knowledge to assume a substitution role as a unit instructor.

Unit instructors must be experienced in the lesson content they are presenting and must have been previous students in this or an equivalent course.

Also see Instructor Certification at the beginning of this Guide.

Course Prerequisites

Satisfactory completion of pre-course work.

Course Level

Regional, state, or area

**M-480, MULTI-AGENCY COORDINATING (MAC) GROUP
2003**

8 hrs

Course Description

This course is designed to train and orient potential Multi-Agency Coordinating (MAC) Group members and MAC Group Coordinators. It will provide students with a working knowledge of the Multi-Agency Coordination System and the organization that helps support MAC Group activities.

Objective

- The student will be able to successfully participate as a MAC Group member or perform as a MAC Group Coordinator trainee. The student is expected to perform at the geographic area level or sub geographic area level where the instruction is given.

Course Components and Hours to Complete

Course Components	Hours to Complete
Pre-selection assessment	N/A
Pre-course work	1
Online training	N/A
Instructor-led training	7
Total Hours	8

Target Group

This course is designed for individuals who have no previous training or experience with Multi-Agency Coordinating Group operations, and may be called upon to participate in this activity. This includes those who have a thorough knowledge of the Multi-Agency Coordination System and Multi-Agency Coordinating Groups, but have not performed as MAC Group Coordinators. It is important that individuals who may act as MAC Group Coordinators be those with a thorough understanding of fire management and the dispatch/coordination system.

Minimum Instructor Qualifications

Lead instructor must have performed at a geographic area level either as a MAC Group member or as a MAC Group Coordinator; must have a working knowledge of national and geographic area fire management and coordination systems.

Unit instructors should have MAC Group experience. Unit instructors must have knowledge of interagency dispatch operations, fire management operations and policies, mobilization guides, and an understanding of incident management team operations.

Also see Instructor Certification at the beginning of this Guide.

Course Prerequisites

Satisfactory completion of pre-course work.

Course Level

Regional, state, or area

Course Description

Through lectures, case studies, a field trip, and interaction between students and faculty, the course will:

- Explore the role of fire and fire management in ecosystem management.
- Examine historical, social, political, legal, economic, and environment factors critical to fire management.
- Provide the students with concepts, technologies and methods to actively engage in ecosystem management across the landscape.

Objectives

- Convey the significant role of fire management across a diversity of ecosystems.
- Demonstrate the complexity and benefits of integrating fire and landscape management with social, political, legal, economic and environmental factors.
- Provide students with strategies, concepts, reference resources, and models to facilitate ecosystem management decisions.
- Review and reinforce fundamental ecological concepts as they relate to fire on the landscape.

Course Components and Hours to Complete

Course Components	Hours to Complete
Pre-selection assessment	N/A
Pre-course work	N/A
Online training	N/A
Instructor-led training	40
Total Hours	40

Target Group

This course is targeted for individuals who are looking to enhance their knowledge and understanding of fire management and fire ecology. However, this is not an advanced fire ecology course.

- Individuals involved with planning, implementation, and monitoring of fire and ecosystem management programs, i.e. natural/cultural resource management specialists, endangered species biologists, compliance specialists (NEPA, SHPO), and land and fire management planners.
- Individuals who need to communicate fire management and ecological principles and practices across diverse landscapes; such as public affairs, information officers, education and other specialists.
- Agency administrators (i.e., line officers), senior managers, Tribal leaders, and other key partners. (i.e., community leaders, local government, state officials, non-government partners, et cetera.)
- Fire line leadership, such as prescribed fire and fuels specialists, assistant FMO's, and strategic operational planners.

Minimum Instructor Qualifications

Nationally recognized subject matter experts and practitioners serve as instructors in this course.

Course Prerequisites

None

Course Level

National

M-581, FIRE PROGRAM MANAGEMENT
NAFRI

80 hrs

Course Description

This course is designed to meet the needs of current and future mid-level Fire Program Managers. It is intended to aid in the application of fire management principles in sound decisionmaking, use of state-of-the-art tools and methods in fire management programs, and recognition of the necessity for personal accountability required in fire program management.

Objectives

Upon successfully completing M-581, Fire Program Management, students will be able to identify the principles, policies and procedures to effectively and safely lead, plan, and implement a Fire Management Program.

Course Components and Hours to Complete

Course Components	Hours to Complete
Pre-selection assessment	N/A
Pre-course work	40
Online training	N/A
Instructor-led training	40
Total Hours	80

Target Group

Current or future Fire Program Managers who have direct responsibility to plan, organize, budget, manage and evaluate Fire Management Programs.

Minimum Instructor Qualifications

Nationally recognized subject matter experts and practitioners serve as instructors in this course. Course schedules and instructors are determined by geographic area training coordinators.

Course Prerequisites

Satisfactory completion of pre-course work.

Course Level

National

For current course information, refer to the NAFRI web site: <http://www.nafri.gov>

Course Description

This course was developed as part of a multi-course national curriculum covering wildfire prevention and is designed to enhance basic skill and knowledge of personnel assigned responsibilities for wildfire prevention. It was significantly revised and updated in 2007.

Objectives

To develop the skills and knowledge necessary to perform the field applications of the basic fundamentals of wildland fire prevention.

- Wildland Fire Prevention Administration
- Wildland Fire Prevention Education
- Wildland Fire Prevention Engineering
- Wildland Fire Prevention Enforcement
- Summary and Testing

Course Components and Hours to Complete

Course Components	Hours to Complete
Pre-selection assessment	N/A
Pre-course work	N/A
Online training	N/A
Instructor-led training	32
Total Hours	32

Target Group

This course is designed to provide a basic introduction of fire prevention principles and activities for fire prevention specialists, fire managers, public information officers and others who have wildland fire prevention, education, or mitigation responsibilities.

Minimum Instructor Qualifications

Instructors must have a wide range of wildfire prevention experience to facilitate group and class interaction and discussion.

Also see Instructor Certification at the beginning of this Guide.

Course Prerequisites

None

Course Level

Local

Course Description

This course is designed for fire prevention and education program leaders and fire program managers with wildland fire prevention, education and mitigation responsibilities. The course promotes a collaborative planning process in developing an effective and efficient fire prevention and education program at the local, state, tribal, regional or national program level. Topics include: assessment, planning, the collaborative process, communication, and monitoring accomplishments. This course is an intermediate course in the wildland fire prevention training curriculum.

Course Goal

Students will acquire knowledge and skills to collaboratively develop fire prevention and education plans with stakeholders at the local, state, tribal, regional, or national level.

Objective

The student will acquire knowledge and skills necessary to plan a long-term fire prevention and education program with the objective of reducing the risks, hazards, and losses to people, communities, and resources from wildland fire.

Course Components and Hours to Complete

Course Components	Hours to Complete
Pre-selection assessment	N/A
Pre-course work	N/A
Online training	N/A
Instructor-led training	32
Total Hours	32

Target Group

Fire prevention and education program leaders and fire program managers with wildland fire prevention, education and mitigation responsibilities.

Minimum Instructor Qualifications

Instructors must be fully competent in wildland fire prevention planning procedures and have a wide range of wildfire prevention experience.

Also see NWCG Instructor Qualifications at the beginning of this Guide.

Course Prerequisites

None, although it is recommended that students take Fire Prevention Education 1 (P-101) prior to attending P-301.

Course Level

Local

Course Description

This intermediate level course was developed as part of a multi-course national curriculum covering wildland fire prevention and is designed to enhance the skills and knowledge needed for personnel to participate on a National Fire Prevention and Education Team (NFPET).

Objectives

To develop the skills and knowledge necessary to perform, in the field, as a member of a NFPET.

- Organization
- Mobilization
- Components of a NFPET assignment
- Bringing “it” all together
- Make “it” happen

Course Components and Hours to Complete

Course Components	Hours to Complete
Pre-selection assessment	N/A
Pre-course work	N/A
Online training	N/A
Instructor-led training	32
Total Hours	32

Target Group

This course is designed to provide intermediate level fire prevention principles and activities and provide references for personnel wanting to serve as a member of a NFPET. It is also useful for fire prevention specialists, fire managers, public information officers and others who have wildland fire prevention, education, or mitigation responsibilities or who may host a NFPET.

Minimum Instructor Qualifications

All instructors must have a wide range of wildfire prevention experience. Also see Instructor Certification at the beginning of this Guide.

Course Prerequisites

None

Course Level

Regional, state, or area

P-410, FIRE PREVENTION EDUCATION TEAM LEADER
2008

32 hrs

Course Description

This mid-level course was developed as part of a multi-course national curriculum covering wildland fire prevention and is designed to enhance the skills and knowledge needed for personnel to lead a National Fire Prevention and Education Team (NFPET).

Objectives

To develop the skills and knowledge necessary to perform as the field leader of a NFPET.

- Team Organization
- Developing National Fire Prevention and Education Teams
- NFPET Qualifications and Certifications
- Program Management
- NFPET Activities
- NFPET Closeout

Course Components and Hours to Complete

Course Components	Hours to Complete
Pre-selection assessment	N/A
Pre-course work	N/A
Online training	N/A
Instructor-led training	32
Total Hours	32

Target Group

This course is designed to provide mid-level fire prevention principles and activities and provide references for personnel wanting to serve as a leader of a NFPET. It is also useful for fire prevention specialists, who serve as team members (PETM) and desire to become team leader trainees, eventually becoming qualified as a team leader (PETL).

Minimum Instructor Qualifications

Lead and Unit instructors must be qualified as fire prevention education team leader (PETL). Also see Instructor Certification at the beginning of this Guide.

Course Prerequisites

Qualified as a prevention education team member (PETM).

Course Level

Regional, state or area

RT-130, ANNUAL FIRELINE SAFETY REFRESHER TRAINING

Annual

Length is determined by Agency Policy

Course Description

Annual Fireline Safety Refresher Training should be designed to provide up to date fireline safety information to employees holding Incident Command System qualifications requiring this training per the 2006, PMS 310-1, Wildland Fire Qualification System Guide. Individual sessions of Annual Fireline Safety Refresher Training should contain content pertinent to the registered students.

Objectives

- **Entrapment Avoidance** – Use training and reference materials to study the risk management process (as identified in the Incident Response Pocket Guide) and rules of engagement (as appropriate to the participants, e.g. LCES, Standard Firefighting Orders, Eighteen Watch Out Situations, WFSA direction, Fire Management Plan priorities, etc.).
- **Current Issues** – Review and discuss identified hot topics and national emphasis topics as found on the current WFSTAR web site. Review forecasts and assessments for the upcoming fire season and discuss implications for firefighter safety.
- **Fire Shelter** – Review and discuss last resort survival. Conduct hands on fire shelter inspections. Practice shelter deployments in applicable crew/module configurations and while wearing typical fireline personal protective equipment. When possible, practice shelter deployments should be conducted in rough terrain and windy conditions. No live fire exercises for the purpose of fire shelter deployment training will be conducted.
- **Other Hazards and Safety Issues** – Choose additional hazard and safety subjects, which could include SAFENET, current safety alerts, site/unit specific safety issues and hazards.

Course Components and Hours to Complete

Course Components	Hours to Complete
Pre-selection assessment	N/A
Pre-course work	N/A
Online training	N/A
Instructor-led training	Varies
Total Hours	Varies

Recommended Resources

- Wildland Fire Safety Training Annual Refresher web site
<http://www.nifc.gov/wfstar/index.htm>
- Experiential Training
<http://www.fireleadership.gov/>
- Annual Fireline Safety Refresher Training video
<http://www.fire.blm.gov/training/blmtrng/refresher.html>

Target Group

Employees holding Incident Command System qualifications requiring annual fireline safety refresher training per the PMS 310-1, Wildland Fire Qualification System Guide.

Minimum Instructor Qualifications

Lead instructor must be a qualified single resource boss.

Unit instructors must be qualified firefighters type 1 (FFT1).

Also see Instructor Certification at the beginning of this Guide.

Course Prerequisites

None

Course Level

Local

RT-273, SINGLE ENGINE AIR TANKER MANAGER WORKSHOP

Triennial

12-16 hrs

Course Description

The single engine air tanker manager (SEMG) workshop is designed to provide the attendee with current policy revisions, technical updates, changes in reference materials and operational procedures, and an overall review of safety and security issues associated with the single engine air tanker program.

Objectives

- Review the duties and responsibilities of the SEMG manager.
- Use risk management techniques to perform tasks safely.
- Update and maintain SEAT management skills.
- Understand changes to aviation policy and how they apply to SEAT management.
- Review changes in the retardant contract, approved products list and updates with the quality assurance program.

Course Components and Hours to Complete

Course Components	Hours to Complete
Pre-selection assessment	N/A
Pre-course work	N/A
Online training	N/A
Instructor-led training	12-16
Total Hours	12-16

Target Group

Qualified and trainee SEMG managers.

Minimum Instructor Qualifications

Lead and unit instructors must be current or previously qualified SEMG. Also see Instructor Certification at the beginning of this Guide.

Course Prerequisites

Qualified or trainee as a Single Engine Air Tanker Manager (SEMG).

Course Level

Local

Core elements of a refresher will include the following:

- **National Season Review**
This section generally covers year end statistical information like total flight hours, gallons delivered, contacts awarded, CWN/Exclusive Use stats, highlights of what worked well during the season, and areas needing improvement.
- **New Year Outlook**
This section generally covers any new technical updates, new contract numbers, new long and short term program changes.
- **AMD Contracting Updates**
This section lists the tentative changes that will be made to both the CWN and Exclusive Use contracts.
- **ISOG Updates**
The section covers the revisions in policy for the new ISOG.
- **Reference Material Updates**
This section covers any new updates, changes, additions to any of the reference materials designed for the SEAT program like the Interagency SEAT Operations Handbook, BLM National SEAT web site, SEMG Workshop Refresher training.
- **Safety Review**
This section covers a summary of Safecomms that were filed pertaining to SEAT operations, any Safety Alert or Bulletins issued for the SEAT program, and highlights of any safety concerns or issues that surfaced within the season.
- **Security Review**
This section covers any new developments with security and airspace issues that were identified within the season.
- **Retardant Review**
This section covers any information about new technology or developments with the retardant industry, reviews the approved products list, and provides updates about the retardant contract and quality assurance program.

Additional Suggested Topics:

In addition to the required elements, the following subjects that can be worked into the workshop if applicable:

- Local Updates, Concerns, Issues
- Geographical Updates, Concerns, Issues
- Individual Agencies or Base Reviews

Flexibility should be encouraged within these topics to meet geographic and audience needs. This refresher shall be designed to provide discussion and information sharing based on the identified topics. The agenda should be revisited annually and be dynamic. Presenters should include, but not limited to Interagency, National, Regional, State and Local instructors involving aviation positions such as SEAT Coordinators, Dispatch, Training, and Unit Aviation Managers.

RT-340, HRSP REFRESHER WORKSHOP

Triennial

16 hrs

Course Description

HRSP Refresher Training should be designed to provide up to date HRSP information to employees holding HRSP qualifications per the 2006 PMS 310-1, Wildland Fire Qualification System Guide. The workshop should contain content and skill building pertinent to agency policies and the duties of the position.

Recommended Resources

- HRSP web site <http://www.fs.fed.us/fire/hrsp/>

Course Components and Hours to Complete

Course Components	Hours to Complete
Pre-selection assessment	N/A
Pre-course work	N/A
Online training	N/A
Instructor-led training	16
Total Hours	16

Target Group

Employees holding Incident Command System qualifications requiring HRSP Refresher Training per the 2006 PMS 310-1, Wildland Fire Qualification System Guide.

Minimum Instructor Qualifications

It is recommended that the coordinator be a Geographic Area HRSP Coordinator and that instructors be fully qualified HRSPs.

Also see Instructor Certification at the beginning of this Guide.

Course Prerequisites

Qualified as a human resource specialist.

Course Level

Regional, state or area

RT-372, HELICOPTER MANAGER WORKSHOP

Triennial or as specified by agency

24 hrs

Course Description

This refresher course is intended to update participants on essential helicopter management skills and provide the latest information on helicopter operations. Core elements of the refresher course should cover updates to aviation policy, risk management, and performance planning, along with a pertinent accident review. The desired outcome of this course is to update current helicopter managers on new information while reinforcing existing skills and knowledge.

Objectives

- Review essential duties and responsibilities of the helicopter manager.
- Use risk management techniques to complete assignments safely.
- Update and maintain helicopter management skills.
- Understand changes to aviation policy and how they apply to helicopter management.

Course Components and Hours to Complete

Course Components	Hours to Complete
Pre-selection assessment	N/A
Pre-course work	8
Online training	N/A
Instructor-led training	16
Total Hours	24

Target Group

Qualified and trainee helicopter managers.

Minimum Instructor Qualifications

Lead instructor must be a current or previously qualified helicopter manager.

Unit instructors will be selected for their expertise in field, i.e., aircraft payment documents, aviation maintenance, avionics, contracting, risk management.

Also see Instructor Certification at the beginning of this Guide.

Course Prerequisites

Qualified or trainee helicopter manager.

Satisfactory completion of pre-course work.

Course Level

Regional, state, or area

Time:

8 hours of the 24 hours can consist of pre-work, generated by the course coordinator, involving online aviation training or practical exercises.

Core elements of a refresher will include the following:

- Aviation Policy updates
- Risk Management
- Accident review, lessons learned
- Performance Planning

Optional Topics:

- Pay documents
- Dispatch and flight following Procedures
- Contracting
- Operations
- Pre-use inspections
- Maintenance
- Communications
- Agency break outs
- Agency briefings
- Project/Logistical/Support Planning
- Hazardous Materials
- Accident Investigation
- Crew Resource Management (CRM)
- Air Space
- Practical exercises testing students' knowledge of Helicopter Operations (to be developed at the discretion of the course cadre).
- Other topics determined by the course cadre to be pertinent to the audience.

Flexibility should be encouraged within these topics to meet geographic and audience needs. This refresher shall be designed to provide discussion and information sharing based on the identified topics. The agenda should be revisited annually and be dynamic. Presenters should include, but not limited to Interagency, National, Regional, State and Local instructors involving aviation positions such as Dispatch, Air Attack, Training, and Unit Aviation Managers.

RX-301, PRESCRIBED FIRE IMPLEMENTATION
2009

26 hrs

Course Description

This course is designed to introduce students to the tools and techniques used to perform in the role of a prescribed fire burn boss. The course material is based on the tasks found in the position task book for prescribed fire burn boss. It leads the student through the duties and responsibilities associated with the position of the prescribed fire burn boss including evaluation and implementation of a prescribed fire plan.

Objective

- Provide students with the information needed to successfully review a prescribed fire burn plan for technical accuracy and implement a prescribed burn.

Course Components and Hours to Complete

Course Components	Hours to Complete
Pre-selection assessment	N/A
Pre-course work	2
Online training	N/A
Instructor-led training	24
Total Hours	26

Target Group

Personnel desiring to become qualified as a prescribed fire burn boss type 2 (RXB2).

Minimum Instructor Qualifications

Lead and unit instructors must be qualified as prescribed fire burn boss type 2 (RXB2). Also see Instructor Certification at the beginning of this Guide.

Course Prerequisites

- Qualified as a firing boss (FIRB).
- Qualified as an incident commander type 4 (ICT4).
- Introduction to Fire Behavior Calculations (S-390).
- Proficient in the use of BehavePlus.
- Satisfactory completion of pre-course work.

Students desiring to take both RX-341 (Prescribed Fire Plan Preparation) and RX-301 will benefit from taking RX-341 first.

Course Level

Regional, state, or area

RX-310, INTRODUCTION TO FIRE EFFECTS

32-38 hrs

Course Description

This course is designed to provide students with the knowledge and skills necessary to recognize and communicate the relationships between basic fire regimes and first order fire effects, the effects of fire treatments on first order fire effects, and to manipulate fire treatments to achieve desired first order fire effects.

In an effort to maintain the currency and relevancy of the course materials for Introduction to Fire Effects, RX-310 the instructional design has been modified to allow instructors to develop materials based on current information, changing technologies, and the needs of the students.

This course is currently not available for order through PMS; for additional information please email NWCG Training at nwcgtraining@nifc.blm.gov

Objectives

- Students will demonstrate an understanding of fire as an ecological process using the concepts of fire regimes and first order fire effects at multiple scales.
- Given an altered fire regime and a variety of socio-political issues and resource concerns, the student will be able to identify realistic management solutions in an adaptive management framework.
- Students will be able to communicate effectively with fire and resource professionals based on a common understanding of first order fire effects.
- Students will be able to demonstrate an understanding of how fire management related resource issues interact.
- Discuss how to manipulate fire treatments to achieve desired first order fire effects.

Course Components and Hours to Complete

Course Components	Hours to Complete
Pre-selection assessment	N/A
Pre-course work	2
Online training	N/A
Instructor-led training	30-36
Total Hours	32-38

Target Group

Fire and resource specialists involved in fire related decision making. Interdisciplinary team resource advisors or prescribed fire crew member working toward burn boss, or other prescribed fire positions.

Minimum Instructor Qualifications

All instructors should have familiarity working with fire management programs and a thorough understanding of fire effects as it applies to their specialty.

Also see Instructor Certification at the beginning of this Guide.

Course Prerequisites

Working knowledge of fire behavior.
Understanding of basic ecological principles.
Satisfactory completion of pre-course work.

Course Level

Regional, state, or area

Course Description

The purpose of RX-341, Prescribed Fire Plan Preparation, is to provide students with the skills/knowledge to prepare a prescribed fire plan for technical review and approval in accordance with the Interagency Prescribed Fire Planning and Implementation Procedures Reference Guide.

Objectives

- Describe prescribed fire planning policies and guidelines.
- Identify and describe the processes involved in preparing a prescribed fire plan.
- Develop and defend a prescribed fire plan that safely meets management objectives.

Course Components and Hours to Complete

Course Components	Hours to Complete
Pre-selection assessment	N/A
Pre-course work	2
Online training	N/A
Instructor-led training	32
Total Hours	34

Target Group

This course is suggested training for all students who are involved in or plan to be involved in the preparation of prescribed fire plans.

Other positions that would benefit from this course are firing boss (FIRB), fire effects monitor (FEMO), air regulators, fire ecologists, private landowners (e.g. TNC), other state and private agencies, prescribed fire consultants, and fire planners.

Minimum Instructor Qualifications

All instructors must have prescribed fire plan writing and technical review experience. Lead instructor must be qualified as RXB2. Also see NWCG Instructor Qualifications at the beginning of this Guide.

Course Prerequisites

Introduction to Wildland Fire Behavior Calculations, S-390.
Proficient in the use of BehavePlus.
Satisfactory completion of pre-course work.

In addition to the above:

Fire personnel must be qualified as incident commander type 4 (ICT4).
Resource personnel must have knowledge of fire suppression principles and techniques.

Students desiring to take both RX-341 and RX-301 (Prescribed Fire Implementation) will benefit from taking RX-341 first.

Course Level

Regional, state, or area

Course Description

This course leads students through the ecological and historical role of fire, characteristics of smoke and the health, safety and visibility impacts of smoke. Other topics include public relations, legal requirements, meteorology, fuel consumption, smoke production dispersion modeling, and operational smoke management strategies. This course is designed to be interactive in nature. It contains a panel discussion, several exercises designed to facilitate group and class participation and case studies from a variety of fuel types and political challenges. The pre-course work assignment is designed to familiarize students with the Smoke Management Guide and air quality regulations that impact prescribed fire programs.

Objectives

The overall objective of this course is to provide land managers with the knowledge to manage smoke and reduce its impacts on public health and welfare. Given existing and potential air quality regulations, political and social sensitivities, students will be able to:

- Predict, manage, and monitor prescribed fire smoke.
- Describe the legal, professional, and ethical reasons for managing smoke.
- Describe the roles of federal, state, and local agencies and organizations involved with and affected by smoke from prescribed fire.

Course Components and Hours to Complete

Course Components	Hours to Complete
Pre-selection assessment	N/A
Pre-course work	2
Online training	N/A
Instructor-led training	32
Total Hours	34

Target Group

Prescribed fire burn boss type 1 (RXB1) and the long term fire analyst (LTAN). Other positions that would benefit from RX-410 include fire effects monitor, air regulators, fire ecologists, private landowners (e.g., TNC, Plum Creek, consortia), other state and private agencies, prescribed fire consultants, fire planners.

Minimum Instructor Qualifications

Instructors must have prescribed and wildland fire experience as it relates to smoke management planning and implementation.
Also see Instructor Certification at the beginning of this Guide.

This course is quite demanding from an instructional perspective. Positive course dynamics depend greatly on the technical knowledge, skill and enthusiasm of the instructor. When hosting this course, it is highly recommended that a mentoring program be established for new or potential instructors to shadow experienced instructors.

The shadow will have the opportunity to really focus on the specific material and interact one-on-one with the instructor to acquire a full understanding of the subject before teaching it. This effort will help maintain the quality and consistency of the course and benefit new instructors as well. The intent is simply to build a pool of quality instructors and maintain the integrity of the course.

Course Prerequisites

Students should have a background in prescribed fire planning, implementing, monitoring, permitting or smoke/air regulating.
Satisfactory completion of pre-course work.

Course Level

Regional, state or area

RX-510, ADVANCED FIRE EFFECTS

NAFRI (revised annually)

52-56 hrs

Course Description

This is a science-based course designed to support the integration of fire effects knowledge into land management programs. The course emphasizes the importance of considering fire effects in the design, implementation and monitoring of planned fire treatments over multiple spatial and temporal scales. In addition, many of the principles covered can be used to integrate fire effects in support of the wildfire decision-making process. This course recognizes that planning and implementing the use of fire in any capacity are independent activities, and provides opportunities for the burn boss and planner to work together.

The course is an intensive session that provides college-level lectures, case studies, discussion groups, and testing procedures throughout the week. Instructors include agency and university scientists, agency resource specialists, and fire practitioners. Students have many opportunities to interact with the faculty.

To successfully complete RX-510, pre-course work and an overall score of 70% on the quizzes and final exam are required along with attendance for the entire week.

RX-510 is a national level training course and as such students can expect long days.

Class size is limited to 84 students.

Course Goal

To demonstrate the application of science-based fire effects knowledge in the planning, implementation, and evaluation in the use of wildland fire.

Objectives

- Translate broad ecological information into goals and objectives for the use of wildland fire.
- Incorporate short-term and long-term fire effects information into planning and implementation for the use of wildland fire.
- Provide examples and discuss methods for monitoring and evaluating fire effects.
- Apply the adaptive management process to refine a program for the use of wildland fire.

Course Components and Hours to Complete

Course Components	Hours to Complete
Pre-selection assessment	N/A
Pre-course work	12-16
Online training	N/A
Instructor-led training	40
Total Hours	52-56

Target Group

This course supports the knowledge and skills needed for prescribed fire burn boss, prescribed fire manager, and strategic operational planner. Those who plan and implement complex fire use decisions at multiple scales will benefit from this course.

Minimum Instructor Qualifications

Nationally recognized subject matter experts and practitioners serve as instructors in this course.

Course Prerequisites

- RX-310 Introduction to Fire Effects or equivalent.
- S-390 Introduction to Wildland Fire Behavior Calculations.
- Satisfactory completion of pre-course reading and develop a brief project for presentation in peer learning groups that entails approximately 12 to 16 hours. The pre-course reading and project directions will be available on the NAFRI web site.

Course Level

National

For current course information, refer to the NAFRI web site: <http://www.nafri.gov>

S-110, BASIC WILDLAND FIRE ORIENTATION
2003

15 minutes

Course Description

Basic Wildland Fire Suppression Orientation is a videotape which provides essential information for individuals interested in wildland fire management. It may be used as a companion to S-130, Firefighter Training, and is particularly useful for indoctrination of non-fire management employees to the world of wildland fire. The video provides information on personal preparedness and responsibility, mobilization, incident procedures, proper clothing and equipment, and living conditions in wildland fire camps. The NWCG Fireline Handbook, PMS 410-1, and Introduction to the Incident Command System, I-100, should be provided to students at the time the video is shown.

Objective

- Provide new personnel and non-fire management employees with introductory information about wildland fire management.

Course Components and Hours to Complete

Course Components	Hours to Complete
Pre-selection assessment	N/A
Pre-course work	N/A
Online training	15 minutes
Instructor-led training	N/A
Total Hours	15 minutes

Target Group

Personnel without previous wildland fire position experience.

Minimum Instructor Qualifications

A course administrator experienced in wildland fire must be available in person, by phone, or by email to assist the student during the completion of this course. Also see Instructor Certification at the beginning of this Guide.

Course Prerequisites

None

Course Level

Local

Course Description

This course is designed to provide entry level firefighters skills. Field time is encouraged, and many of the units are set up so they can be taught in either the classroom or the field. The field exercise for Unit 12 is required. A version of L-180, Human Factors on the Fireline, has been included as part of this course. Credit should be issued for both S-130 and L-180 upon completion of this course.

Objectives

- Explain what the LCES (Lookouts, Communications, Escape Routes, and Safety Zones) system is and how it relates to the Standard Firefighting Orders.
- Construct fireline to required standards using various methods.
- Strengthen, reinforce, and use holding actions on a fireline.
- Extinguish the fire with or without the use of water.
- Complete assigned tasks in a safe and efficient manner.
- Given an assignment in a wildfire environment, describe factors in that environment which could impact safety.

Course Components and Hours to Complete

Course Components	Hours to Complete
Pre-selection assessment	N/A
Pre-course work	N/A
Online training	N/A
Instructor-led training	30-35.5
Total Hours	30-35.5

Target Group

Entry-level firefighters

Minimum Instructor Qualifications

Lead instructor must be a qualified single resource boss.
Unit instructors must be qualified firefighters type 1 (FFT1).
Also see Instructor Certification at the beginning of this Guide.

Course Prerequisites

Introduction to Wildland Fire Behavior (S-190).

Course Level

Local

The "Clues and DECIDE wallet card", NFES 2148 and "Do's and Don'ts of HazMat card", NFES 2149 referenced in the Instructor Guide are no longer available through the Publications Management System. Please delete this section of the training course.

S-130, FIREFIGHTER TRAINING (SPANISH)
2006

30-35½ hrs

Course Description

This course is identical in content to the 2003 English version, available through the Publications Management System. See previous page for course information.

Course Components and Hours to Complete

Course Components	Hours to Complete
Pre-selection assessment	N/A
Pre-course work	N/A
Online training	N/A
Instructor-led training	30-35.5
Total Hours	30-35.5

Course Description

This course addresses the foundational skills universal to all wildland firefighters. The material is divided into 12 online modules (1 to 3 hours each) and a mandatory, instructor-led field day exercise. Each online module explains the concepts and skills that will be performed and evaluated on the field day exercise. Module 12 contains optional knowledge areas (pump operations, map and compass, fire investigation and cultural resources) that are very useful concepts, but not required due to time constraints.

To succeed on the field day exercise, students must understand the concepts taught in modules 1 through 11 as documented by module certificates of completion. Both students and instructors can find an overview of the field day exercise in module 13. This module informs instructors how to set up the exercise, lists materials needed, and provides evaluation checklists. It also provides students an idea of what to expect and what they will be evaluated on.

There is a challenge review at the end of each module. If you successfully complete the challenge review, you will be able to print a module certificate of completion. **Before you begin the challenge review, you MUST be connected to an active printer!**

A version of L-180, Human Factors on the Fireline, is included in this course. Credit should be issued for both S-130 and L-180 upon completion.

Module/Objectives for S-130 Firefighter Training and L-180, Human Factors on the Fireline

- Tutorial
- Module 1: Preparedness, ICS and Resources
- Module 2: Watch Out and LCES
- Module 3: Fire Shelter
- Module 4: Potential Hazards and Human Factors on the Fireline
- Module 5: Transportation Safety
- Module 6: Hand Tools
- Module 7: Firing Devices
- Module 8: Water Use
- Module 9: Suppression, Communication, and Mopup
- Module 10: Hazardous Materials
- Module 11: Wildland Urban Interface
- Module 12: Optional Knowledge Areas
- Module 13: Performance Day Requirements

Course Components and Hours to Complete

Course Components	Hours to Complete
Pre-selection assessment	N/A
Pre-course work	N/A
Online training	30-35.5
Instructor-led training	N/A
Total Hours	30-35.5

Target Group

Entry-level firefighters. Students utilizing this online training must be affiliated with an NWCG member agency (thru direct membership or agreement) or a member of a fire department.

Minimum Course Administrator/Instructor Qualifications

Modules 1 through 12 – Course administrator must be a qualified firefighter type 1 (FFT1).

Module 13, Field Day Exercise – Lead instructor must be a qualified single resource boss; additional instructors must be qualified as firefighter type 1 (FFT1).

Also see Instructor Certification at the beginning of this Guide.

Course Prerequisites

Introduction to Wildland Fire Behavior (S-190)

Course Level

Local

Course Access

<http://training.nwcg.gov>

Course Description

This course is identical in content to the online version, available through the Publications Management System. This package is designed to meet the needs of students who do not have Internet access. See previous page for course description.

Course Components and Hours to Complete

Course Components	Hours to Complete
Pre-selection assessment	N/A
Pre-course work	N/A
Online training	30-35.5
Instructor-led training	N/A
Total Hours	30-35.5

Course Description

Firefighter Type 1, S-131, is an eight-hour course designed to meet the training needs of the Firefighter Type 1 (FFT1). This course is designed to be interactive in nature. It contains several tactical decision games designed to facilitate learning the objectives and class discussion. Topics include fireline reference materials, communications, and tactical decisionmaking.

Objectives

- Demonstrate the ability to use fireline reference tools to facilitate the communication and decisionmaking processes.
- Describe how to incorporate and maintain open lines of communication with appropriate personnel.
- Demonstrate the ability to apply the standard operating procedures found in the Incident Response Pocket Guide (PMS 461).
- Demonstrate the ability to apply information found in the Fireline Handbook (PMS 410-1).

Course Components and Hours to Complete

Course Components	Hours to Complete
Pre-selection assessment	N/A
Pre-course work	N/A
Online training	N/A
Instructor-led training	8
Total Hours	8

Target Group

Firefighter type 1 (FFT1).

Minimum Instructor Qualifications

Lead instructor must be a qualified single resource boss.
Unit instructors must be qualified firefighters type 1 (FFT1).
Also see Instructor Certification at the beginning of this Guide.

Course Prerequisites

Qualified as a firefighter type 2 (FFT2).

Course Level

Local

S-131 Unit 3 Exercise Maps (NFES 2793) are available for downloading onto a plotter at <http://www.nwcg.gov/pms/training/training.htm> as well as for purchase through the Publications Management System.

S-133, LOOK UP, LOOK DOWN, LOOK AROUND
2009

4 hrs

Course Description

This course is designed to train Incident Commander Type 5 (ICT5) and Firefighter Type 1 (FFT1) to identify environmental factors and indicators of hazardous fire conditions, and how to use these indicators when implementing the Risk Management Process. The course is CD-based classroom course, based on facilitated exercises.

Objectives

- Identify seven environmental factors and their respective indicators of hazardous conditions for fire behavior.
- Describe how to use the indicators when implementing the Risk Management Process.

Course Components and Hours to Complete

Course Components	Hours to Complete
Pre-selection assessment	N/A
Pre-course work	N/A
Online training	N/A
Instructor-led training	4
Total Hours	4

Target Group

Incident commander type 5 (ICT5) and firefighter type 1 (FFT1).

Minimum Instructor Qualifications

Lead instructor must be a qualified single resource boss.

Unit instructors must be qualified as incident commander type 5 (ICT5) or firefighter type 1 (FFT1).

Also see NWCG Instructor Qualifications at the beginning of this Guide.

Course Prerequisites

None

Course Level

Local

Course Description

Students become engaged in the process of designing their own safety program. The small groups will discuss and develop the L, C, E, and S, creating a list of performance standards. The entire class will then work together to produce and edit a contract, based on consensus, which guides performance.

Objectives

- Practice questioning assignments and situations in a manner that seeks solutions to the original tactical objectives.
- Demonstrate safe work practices/behaviors as outlined in their LCES contract.

Course Components and Hours to Complete

Course Components	Hours to Complete
Pre-selection assessment	N/A
Pre-course work	1
Online training	N/A
Instructor-led training	16
Total Hours	17

Target Group

Groups of individuals likely to work together. Students need to represent the broad spectrum of individuals involved in the hazardous tasks including the highly experienced, the inexperienced, supervisors, and dispatchers.

Minimum Instructor Qualifications

Lead instructor must be qualified as any single resource boss.
Unit instructors must be qualified firefighters type 1 (FFT1).
Also see Instructor Certification at the beginning of this Guide.

Course Prerequisites

Successful completion of pre-course work.

Course Level

Local

S-190, INTRODUCTION TO WILDLAND FIRE BEHAVIOR
2006

6-8 hrs

Course Description

This course provides instruction in the primary factors affecting the start and spread of wildfire and recognition of potentially hazardous situations. S-190 is typically taught in conjunction with or prior to Basic Firefighter Training, S-130. It is designed to meet the fire behavior training needs of a firefighter type 2 (FFT2) on an incident as outlined in the PMS 310-1, Wildland Fire Qualification System Guide and the position task book developed for the position.

Objectives

- Identify and discuss the three sides of the fire triangle.
- Identify the environmental factors of fuels, weather and topography that affect the start and spread of wildland fire.
- Describe the contributing factors that indicate the potential for increased fire behavior that may compromise safety.

Course Components and Hours to Complete

Course Components	Hours to Complete
Pre-selection assessment	N/A
Pre-course work	N/A
Online training	N/A
Instructor-led training	6-8
Total Hours	6-8

Target Group

Entry-level firefighters

Minimum Instructor Qualifications

Lead instructor must be a qualified single resource boss.
Unit instructors must be qualified firefighters type 1 (FFT1).
Also see Instructor Certification at the beginning of this Guide.

Course Prerequisites

None

Course Level

Local

S-190, INTRODUCTION TO WILDLAND FIRE BEHAVIOR (SPANISH)
2007

6-8 hrs

Course Description

This course is identical in content to the 2006 English version, available through the Publications Management System. See previous page for course information.

Course Components and Hours to Complete

Course Components	Hours to Complete
Pre-selection assessment	N/A
Pre-course work	N/A
Online training	N/A
Instructor-led training	6-8
Total Hours	6-8

S-190, INTRODUCTION TO WILDLAND FIRE BEHAVIOR (ONLINE)
2008

6-8 hrs

Course Description

This course provides instruction in the primary factors affecting the start and spread of wildfire and recognition of potentially hazardous situations. S-190 is typically taught in conjunction with or prior to Firefighter Training, S-130. The material is divided into three online modules (1 to 3 hours each).

Modules/Objectives for S-190 Introduction to Wildland Fire Behavior:

- Tutorial
- Module 1: Basic Concepts of Wildland Fire
- Module 2: Fuel, Topography, and Weather
- Module 3: Fire Behavior

There is a challenge review at the end of each module. If you successfully complete the challenge review, you will be able to print a module certificate of completion. **Before you begin the challenge review, you MUST be connected to an active printer!**

Course Components and Hours to Complete

Course Components	Hours to Complete
Pre-selection assessment	N/A
Pre-course work	N/A
Online training	6-8
Instructor-led training	N/A
Total Hours	6-8

Target Group

Entry-level firefighters. Students utilizing this online training must be affiliated with an NWCG member agency (through direct membership or agreement) or a member of a fire department.

Minimum Course Administrator Qualifications

Course administrator must be a qualified firefighter type 1 (FFT1).

Course Prerequisites

None

Course Level

Local

Course Access

<http://training.nwcg.gov>

S-190, INTRO TO WILDLAND FIRE BEHAVIOR (SELF-PACED CD)
2008

6-8 hrs

Course Description

This course is identical in content to the online version, available through the Publications Management System. This package is designed to meet the needs of students who do not have Internet access. See previous page for course description.

Course Components and Hours to Complete

Course Components	Hours to Complete
Pre-selection assessment	N/A
Pre-course work	N/A
Online training	6-8
Instructor-led training	N/A
Total Hours	6-8

S-200, INITIAL ATTACK INCIDENT COMMANDER 2006

19 hrs

Course Description

This course is designed to meet the training needs of the incident commander type 4 (ICT4). It is presented in a discussion/exercise format. The six instructional units include Foundation Skills; Intelligence Gathering and Documentation; Size Up the Incident; Develop a Plan of Action; Post-fire Activities; Evaluating Incident Objectives and Manage the Incident. Evaluation of the student is by unit tests and performance based evaluations.

Objectives

- Demonstrate effective foundation skills (leadership, risk management, and communications) at the ICT4 level.
- Gather and document essential information about the incident.
- Size up the incident, develop plan of action.
- Manage the incident through effective leadership.
- Demonstrate the ability to evaluate plan of action and make adjustments to the plan when necessary.
- Conduct post-fire activities.

Course Components and Hours to Complete

Course Components	Hours to Complete
Pre-selection assessment	N/A
Pre-course work	3
Online training	N/A
Instructor-led training	16
Total Hours	19

Target Group

Personnel desiring to be qualified as an incident commander type 4 (ICT4).

Minimum Instructor Qualifications

Lead instructor must be a qualified incident commander type 3 (ICT3) or prescribed fire burn boss type 2 (RXB2).

Unit instructors must be qualified as incident commanders type 4 (ICT4).

Cadre must be proficient in the delivery of Tactical Decision Games (TDGS).

Also see Instructor Certification at the beginning of this Guide.

Course Prerequisites

Qualified as any single resource boss.

Satisfactory completion of pre-course work.

Course Level

Local

S-203, INTRODUCTION TO INCIDENT INFORMATION
2008

33 hrs

Course Description

The purpose of this course is to provide students with the skills and knowledge needed to serve as public information officers (PIOF). The course covers establishing and maintaining an incident information operation, communicating with internal and external audiences, working with the news media, handling special situations, and long term planning and strategy.

Objective

- Students will demonstrate the skills and knowledge of a public information officer (PIOF) by successfully participating in a simulation and passing a written exam.

Course Components and Hours to Complete

Course Components	Hours to Complete
Pre-selection assessment	1
Pre-course work	2
Online training	N/A
Instructor-led training	30
Total Hours	33

Target Group

Personnel desiring to be qualified as public information officer (PIOF).

Minimum Instructor Qualifications

Lead instructor must be a qualified Type 2 public information officer (PIO2).

Unit instructors must be qualified as public information officer (PIOF).

Also see Instructor Certification at the beginning of this Guide.

Course Prerequisites

Satisfactory completion of pre-selection assessment.

Satisfactory completion of pre-course work.

Course Level

Local

Course Description

This is an instructor-led course intended to be presented at the local level. The course consists of three skill areas: supply, delivery, and application of water. Students will be required to demonstrate their knowledge of correct water use, basic hydraulics, and equipment care. The field exercise requires set up, operation, and maintenance of pump equipment. To receive credit for this course, students must have field work observed and approved, and take a closed book written final examination.

Objectives

- Select equipment required to maintain a flow of water as required by the incident.
- Install pumps, hose lays, and holding tanks to provide water for use during all phases of the incident.
- Perform required field maintenance on a portable pump.

Course Components and Hours to Complete

Course Components	Hours to Complete
Pre-selection assessment	N/A
Pre-course work	N/A
Online training	N/A
Instructor-led training	24
Total Hours	24

Target Group

Individuals desiring to gain competency in the use of portable pumps and water.

Minimum Instructor Qualifications

Instructors must be knowledgeable in the use and maintenance of portable water pumps. Hydraulics unit requires competency in that subject matter. Also see Instructor Certification at the beginning of this Guide.

Course Prerequisites

None

Course Level

Local

Course Description

This is an instructor-led course intended to be presented at the local level. The course lessons provide introduction to the function, maintenance and use of internal combustion engine powered chain saws, and their tactical wildland fire application. Field exercises support entry level training for firefighters with little or no previous experience in operating a chain saw, providing hands-on cutting experience in surroundings similar to fireline situations.

Objectives

- List, define, and apply chain saw safety standards as required by OSHA and NWCG member agency manuals, handbooks and directives.
- Incorporate the approved use, maintenance, and function of personal protective equipment (PPE) in wildland fire chain saw applications.
- Identify basic chain saw parts nomenclature, maintenance, tuning, troubleshooting, and safety features.
- Demonstrate field maintenance tasks required for chain saw operation.
- Demonstrate the tactical application of chain saws in brushing, limbing, bucking, and falling for fireline construction and mop up operations.

Course Components and Hours to Complete

Course Components	Hours to Complete
Pre-selection assessment	N/A
Pre-course work	1
Online training	N/A
Instructor-led training	24-36
Total Hours	25-37

Target Group

Individuals desiring to be qualified as firefighter type 1 (FFT1), incident commander type 5 (ICT5) or felling boss (FELB).

Minimum Instructor Qualifications

Instructor qualifications are agency determined.
Also see Instructor Certification at the beginning of this Guide.

Course Prerequisites

Qualified as a firefighter type 2 (FFT2).
Satisfactory completion of pre-course work.

Course Level

Local

Course Description

This course is designed to assist structure and wildland firefighters who will be making tactical decisions when confronting wildland fire that threatens life, property, and improvements, in the wildland/urban interface.

Instructional units include interface awareness, size-up, initial strategy and incident action plan, structure triage, structure protection tactics, incident action plan assessment and update, follow-up and public relations, and firefighter safety in the interface.

The course requires a minimum of 28 hours for completion. If the optional exercises at the end of the tactics unit are used, or a field exercise is included, additional course time is needed. Instructors are encouraged to extend the course to 32 hours and add a field exercise covering sizeup, structure triage, tactics, and any other local area training as appropriate.

Objective

- This course provides students with the skills and knowledge to size-up a wildland/urban interface fire incident, evaluate the potential situation, order and deploy the necessary resources, and apply safe and effective strategy and tactics to minimize the threat to life and property.

Course Components and Hours to Complete

Course Components	Hours to Complete
Pre-selection assessment	N/A
Pre-course work	N/A
Online training	N/A
Instructor-led training	28-32
Total Hours	28-32

Target Group

Wildland Fire Agencies: This course is required training for strike team leader (tractor/plow, dozer, engine, or crew) and is recommended training for initial attack incident commander type 4 (ICT4).

Structural Fire Departments: This training is appropriate for engine operators, chief officers, and company officers responsible for structure protection in suburban and urban interface areas that may be threatened by wildland fire.

Additionally, leaders from municipal planning, law enforcement and emergency management disciplines may find value in the course.

Minimum Instructor Qualifications

Lead instructor must be a qualified incident commander type 3 (ICT3) or task force leader (TFLD).

Unit instructors must be qualified incident commanders type 4 (ICT4) or any strike team leader.

The selected instructor cadre should include representatives from both structure and wildland fire disciplines.

Also see Instructor Certification at the beginning of this Guide.

Course Prerequisites

Wildland Fire Agencies: Students must be Firefighter Type 1 (FFT1) qualified.

Structural Fire Departments: Students should have completed Introduction to ICS (I-100), Human Factors on the Fireline (L-180), Firefighter Training (S-130), Introduction to Wildland Fire Behavior (S-190), and Firefighter Type 1 (S-131); or equivalent training.

Students attending this course must be knowledgeable of their agency firefighting policy as it relates to wildland/urban interface fires.

Course Description

This is a classroom course designed to produce student proficiency in the performance of duties associated with the single resource boss position from initial dispatch through demobilization to the home unit. Topics include operational leadership, preparation and mobilization, assignment preparation, risk management, entrapment avoidance, safety and tactics, offline duties, demobilization, and post incident responsibilities.

Objectives

- Describe crew boss responsibilities prior to and during mobilization, on the incident, and during demobilization.
- Identify the hazards and risks on various incidents and describe how to mitigate them.
- Describe tactics which are appropriate to various wildland fire situations and procedures to implement them through the chain of command.

Course Components and Hours to Complete

Course Components	Hours to Complete
Pre-selection assessment	N/A
Pre-course work	2
Online training	N/A
Instructor-led training	24
Total Hours	26

Target Group

Required training for personnel desiring to be qualified as a single resource boss.

Minimum Instructor Qualifications

Lead instructor must be a qualified strike team leader (STL) or task force leader (TFLD).

Unit instructors must be qualified as any single resource boss.

Also see Instructor Certification at the beginning of this Guide.

Course Prerequisites

Qualified as firefighter type 1 (FFT1).

Successful completion of Intermediate Wildland Fire Behavior (S-290).

Satisfactory completion of pre-course work.

Course Level

Local

S-230 Unit 4C Exercise Maps (NFES 2793) are available for downloading onto a plotter at <http://www.nwcg.gov/pms/training/training.htm> as well as for purchase through the Publications Management System.

S-231, ENGINE BOSS (SINGLE RESOURCE)
2004

12-16 hrs

Course Description

This is a skill course designed to produce student proficiency in the performance of the duties associated with engine boss, single resource (ENGB). Topics include engine and crew capabilities and limitations, information sources, fire sizeup considerations, tactics, and wildland/urban interface.

Objective

- Perform the tasks of an engine boss in making the tactical decisions required to safely manage an engine on an incident.

Course Components and Hours to Complete

Course Components	Hours to Complete
Pre-selection assessment	N/A
Pre-course work	N/A
Online training	N/A
Instructor-led training	12-16
Total Hours	12-16

Target Group

Personnel desiring to be qualified as an engine boss, single resource (ENGB).

Minimum Instructor Qualifications

Lead instructor must be a qualified strike team leader engine (STEN) or task force leader (TFLD).

Unit instructors must be qualified as engine boss, single resource (ENGB).

Also see Instructor Certification at the beginning of this Guide.

Course Prerequisites

Crew Boss, Single Resource (S-230).

Qualified as a firefighter type 1 (FFT1).

Course Level

Local

*** This course references the Wildland Fire Tactics Guide, PMS 465. This publication was removed from PMS in March 2006 and is no longer available. If using the Sample Selection Letter in the Course Instructions section, please delete pre-course work requirements for this course.**

Course Description

This is a skill course is designed to meet the training needs of a Dozer Boss on an incident as outlined the PMS 310-1 and the Position Task Book developed for the position. Primary considerations are tactical use and safety precautions required to establish and maintain an effective dozer operation. A field exercise is required as part of the course.

Objectives

Given a dozer, operator, and a tactical assignment, the Dozer Boss will:

- Ensure that that the dozer has been properly inspected and signed up.
- Ensure that the operator is qualified and properly signed up.
- Determine the capabilities and limitations of the dozer and operator to perform an assignment.
- Identify the actions required of the dozer boss to safely and effectively complete an assignment.

Course Components and Hours to Complete

Course Components	Hours to Complete
Pre-selection assessment	N/A
Pre-course work	2
Online training	N/A
Instructor-led training	16-20
Total Hours	18-22

Target Group

Personnel desiring to become qualified as a single resource boss, dozer.

Minimum Instructor Qualifications

Lead instructors must be a qualified strike team leader-dozer (STDZ) or task force leader (TFLD).

Unit instructors must be a qualified single resource boss-dozer (DOZB).

Also see Instructor Certification at the beginning of this Guide.

Course Prerequisites

Qualified as firefighter type 1 (FFT1)

Satisfactory completion of pre-course work.

Course Level

Local

Course Description

This course is designed to be interactive in nature. It contains exercises designed to facilitate group and class discussion. Reference material is provided to assist students both in the classroom and on the job. Flexibility is built into the course so instructors can customize lessons to address specific tractor plow boss local needs. Each student participates in a simulation exercise designed to give a realistic tractor/plow boss experience. This course does not include development skills related to tractor/plow operation, nor does it provide for the evaluation of existing operational skills.

Objective

- To make tactical decisions that will effectively and safely manage tractor/plow units at an incident. Perform and follow procedures in the utilization of tractor/plows to meet incident objectives, increase safety and support tactical incident ground forces.

Course Components and Hours to Complete

Course Components	Hours to Complete
Pre-selection assessment	N/A
Pre-course work	2
Online training	N/A
Instructor-led training	12-16
Total Hours	14-18

Target Group

Individuals desiring to be qualified as a tractor/plow boss (TRPB).

Minimum Instructor Qualifications

Lead instructor must be a qualified strike team leader tractor/plow (STPL) or task force leader (TFLD).

Unit instructors must be qualified as tractor/plow boss, single resource (TRPB).

Also see Instructor Certification at the beginning of this Guide.

Course Prerequisites

Qualified as firefighter type 1 (FFT1).

Satisfactory completion of pre-course work.

Course Level

Local

S-234, IGNITION OPERATIONS
2009

18 hrs

Course Description

This course introduces the roles and responsibilities of a firing boss (FIRB), common firing devices, and general firing operations and techniques. Although comprehensive in nature, the coursework is not a substitute for the dynamic fire environment. The course provides students with important information concerning general tasks required to be successful. Any opportunity to show students a small prescribed burn or demonstrate how devices operate in the field will promote transferring these new skills to the job. Due to the wide variety and capabilities of sponsors presenting this course, the field exercise portion of the class is not defined. Therefore, the cadre and sponsoring unit are responsible for planning field exercises and demonstrations in accordance with their capabilities.

Objectives

- Describe the roles and responsibilities of the FIRB for planning, execution, safety, and coordination of an ignition operation on a wildland or prescribed fire.
- Describe the specialized firing devices, their characteristics, applications, safety and transportation requirements, maintenance needs and availability.
- Prepare a briefing that contains desired fire behavior, firing techniques, necessary resources, and risk management to meet wildland or prescribed fire objectives; emphasize safety, coordination, communication, and evaluation.

Course Components and Hours to Complete

Course Components	Hours to Complete
Pre-selection assessment	N/A
Pre-course work	2
Online training	N/A
Instructor-led training	16
Total Hours	18

Target Group

Personnel desiring to be qualified as firing boss (FIRB).

Minimum Instructor Qualifications

Lead instructor must be a qualified firing boss, single resource (FIRB).

Unit instructors must be qualified as any single resource boss.

Also see NWCG Instructor Qualifications at the beginning of this Guide.

Course Prerequisites

Intermediate Wildland Fire Behavior (S-290).

Satisfactory completion of pre-course work.

Course Level

Local

Course Description

This course provides students with the skills necessary to perform as a field observer (FOBS) and/or a fire effects monitor (FEMO). Topics include roles and responsibilities of the FOBS and FEMO; how to make observations and document those observations; how to produce hand drawn and GPS field maps; and how to navigate using a compass and GPS. The navigation unit has 4½ hours of field exercises and the final field exercise is 8 hours. For pre-course work, students need to read and complete exercises in *Basic Land Navigation* (NFES 2865).

Objective

- Demonstrate skills and knowledge to gather and report information for incident planning.

Course Components and Hours to Complete

Course Components	Hours to Complete
Pre-selection assessment	N/A
Pre-course work	8
Online training	N/A
Instructor-led training	20
Total Hours	28

Target Group

Personnel desiring to be qualified as a field observer (FOBS) and/or fire effects monitor (FEMO).

Minimum Instructor Qualifications

Lead instructor must be a qualified situation unit leader (SITL).
Unit instructors must be qualified as either field observer (FOBS) or Fire Effects Monitor (FEMO)
Also see Instructor Certification at the beginning of this Guide.

Course Prerequisites

Successful completion of pre-course work.
Intermediate Wildland Fire Behavior (S-290).
Basic understanding of how to use a GPS receiver.

FOBS: Qualified as any single resource boss
OR
FEMO: Qualified as a firefighter type 2 (FFT2)

Course Level

Local

S-245, DISPLAY PROCESSOR
2007

10 hrs

Course Description

This course provides students with the skills necessary to perform as a display processor (DPRO). Topics include general roles and responsibilities and how to assist the situation unit leader with producing incident maps, inputs for the Incident Status Summary (ICS-209) and other incident products. The final exam is 3 hours. For pre-course work, students need to read specific chapters in *Basic Land Navigation* (NFES 2865).

Objective

- Collect and evaluate information to produce maps, ICS-209 inputs, and other incident products within established guidelines and timeframes.

Course Components and Hours to Complete

Course Components	Hours to Complete
Pre-selection assessment	N/A
Pre-course work	2
Online training	N/A
Instructor-led training	8
Total Hours	10

Target Group

Personnel desiring to be qualified as a display processor (DPRO).

Minimum Instructor Qualifications

Lead instructor must be a qualified situation unit leader (SITL).
Unit instructors must be qualified display processors (DPRO).
Also see Instructor Certification at the beginning of this Guide.

Course Prerequisites

Satisfactory completion of pre-course work.

Course Level

Local

Course Description

This course is designed to introduce students to the tools and techniques used to perform the duties of a status check-in recorder (SCKN). The course provides an overview of what a student can expect if dispatched to an incident.

Each student will need access to a computer that has the most current incident automation software. At the time of this publication, I-Suite was the industry standard.

Objectives

The desired outcome of this course is to prepare students to:

- Set up and manage a check-in station.
- Process information using incident automation software and other paper based methods.
- Package the information into useful products.
- Assist with demobilization.

Course Components and Hours to Complete

Course Components	Hours to Complete
Pre-selection assessment	N/A
Pre-course work	N/A
Online training	N/A
Instructor-led training	16
Total Hours	16

Target Group

Personnel desiring to become qualified as a status/check-in recorder (SCKN).

Minimum Instructor Qualifications

Lead instructor must be a qualified resource unit leader (RESL).
Unit instructors must be qualified status/check-in recorders (SCKN).
Also see Instructor Certification at the beginning of this Guide.

Course Prerequisites

It is recommended that students have Basic ICS (I-200); Human Factors (L-180); and basic computer skills in the Windows environment.

Course Level

Local

S-258, INCIDENT COMMUNICATIONS TECHNICIAN
2002

32 hrs

Course Description

This course is designed to provide the prerequisite knowledge and skills necessary to perform the tasks of a communications technician (COMT) in the Incident Command System (ICS). Topics include installation, maintenance, and troubleshooting of National Incident Radio Support Cache (NIRSC) communications equipment on incidents. The course consists of classroom instruction, field exercises, a written exam, and a practical final exam.

Objectives

- Identify and describe the responsibilities of the COMT prior to, during mobilization, and demobilization.
- Identify and explain basic communications theory, the capabilities of NIRSC specialty equipment and assist with installation, and hazards and risks on various incidents and how to mitigate them.
- Recognize, plan for, and demonstrate the ability to provide adequate incident communications coverage.
- Demonstrate proper installation of equipment, the ability to properly program NIRSC incident handheld radios, and the ability to accurately troubleshoot and field repair NIRSC equipment.

Course Components and Hours to Complete

Course Components	Hours to Complete
Pre-selection assessment	N/A
Pre-course work	N/A
Online training	N/A
Instructor-led training	32
Total Hours	32

Target Group

Personnel desiring to be qualified as a communications technician (COMT).

Minimum Instructor Qualifications

Lead instructor must be a qualified communications unit leader (COML).
Unit instructors must be qualified incident communications technician (COMT).
Also see Instructor Certification at the beginning of this Guide.

Course Prerequisites

None required, but suggested training and references include:
Basic Incident Command System (I-200)
Basic Fire Suppression Orientation (S-110)
Review of Basic Aviation Safety Guide (NFES 2097)

Course Level

Regional, state, or area

S-260, INTERAGENCY INCIDENT BUSINESS MANAGEMENT
2005

16-20 hrs

Course Description

This course meets the general training needs of all positions for which an understanding of interagency incident business management is required. The Interagency Incident Business Management Handbook, PMS 902, is used as the primary job aid to supplement this course. It provides basic policy and direction for incident business management.

Objective

Given the Interagency Incident Business Handbook and/or the Fireline Handbook, students will locate and apply the appropriate regulations, established interagency procedures, and necessary forms for each of the following incident management areas:

- Application of conduct and ethics in incident support
- Recruitment, classification, pay provisions and timekeeping/recording, commissary, injury compensation, and travel
- Acquisition
- Managing and tracking government property
- Interagency coordination and cooperation
- Investigation and reporting of accidents
- Investigating, documenting, and reporting claims
- Containing incident costs
- All risk

Course Components and Hours to Complete

Course Components	Hours to Complete
Pre-selection assessment	N/A
Pre-course work	N/A
Online training	N/A
Instructor-led training	16-20
Total Hours	16-20

Target Group

All ICS positions or personnel seeking knowledge of incident business management.

Minimum Instructor Qualifications

The lead instructor must be a finance/administration section chief type 2 (FSC2) or an administrative officer, or an assistant with incident business management experience. Also see Instructor Certification at the beginning of this Guide.

Course Prerequisites

None

Course Level

Local

S-260, INTERAGENCY INCIDENT BUSINESS MANAGEMENT (ONLINE)
2011

16 hrs

Course Description

This online course meets the general training needs of all positions for which an understanding of interagency incident business management is required. The Interagency Incident Business Management Handbook, PMS 902, is used as the primary job aid to supplement this course. It provides basic policy and direction for incident business management.

Objectives

Given the Interagency Incident Business Handbook and/or the Fireline Handbook, students will locate and apply the appropriate regulations, established interagency procedures, and necessary forms for each of the following incident management areas:

- Application of conduct and ethics in incident support
- Recruitment, classification, pay provisions and timekeeping/recording, commissary, injury compensation, and travel
- Acquisition
- Managing and tracking government property
- Interagency coordination and cooperation
- Investigation and reporting of accidents
- Investigating, documenting, and reporting claims
- Containing incident costs
- All risk

Course Components and Hours to Complete

Course Components	Hours to Complete
Pre-selection assessment	N/A
Pre-course work	N/A
Online training	16
Instructor-led training	N/A
Total Hours	16

Target Group

All ICS positions or personnel seeking knowledge of incident business management.

Minimum Course Administrator Qualifications

Course administrator must be highly experienced in incident business management (i.e., finance section chief, agency administrative officer, incident business advisor)

Course Prerequisites

None

Course Level

Local

Course Access

<http://training.nwcg.gov>

S-261, APPLIED INTERAGENCY INCIDENT BUSINESS MANAGEMENT
2007

20-24 hrs

Course Description

This is an instructor led course designed for entry-level finance positions. The format is a mix of exercises, facilitated group discussions, and lecture supported by PowerPoint presentations. Students work directly from the Interagency Incident Business Management Handbook for most of the exercises.

S-261 is designed to be taken after completion of S-260, Interagency Incident Business Management.

Objective

At the successful completion of this course, students will describe roles and responsibilities, and demonstrate proficiency in the skills/knowledge required to perform the tasks of the following positions:

- Commissary Manager (CMSY)
- Equipment Time Recorder (EQTR)
- Compensation for Injury Specialist (INJR)
- Claims Specialist (CLMS)
- Personnel Time Recorder (PTRC)

Course Components and Hours to Complete

Course Components	Hours to Complete
Pre-selection assessment	N/A
Pre-course work	N/A
Online training	N/A
Instructor-led training	20-24
Total Hours	20-24

Target Group

Personnel desiring to be qualified as one or more of the financial positions: commissary manager (CMSY), equipment time recorder (EQTR), compensation for injury specialist (INJR), claims specialist (CLMS), or personnel time recorder (PTRC).

Minimum Instructor Qualifications

Lead instructor must be a finance/administration chief type 2 (FSC2), or an administrative officer, or an assistant with incident business management experience. Also see Instructor Certification at the beginning of this Guide.

Course Prerequisites

None

Course Level

Local

Course Description

This course covers aircraft types and capabilities, aviation management and safety for flying in and working with agency aircraft, tactical and logistical uses of aircraft, and requirements for helicopter take-off and landing areas. Note: The regulations, procedures and policies addressed in this course are primarily those governing federal agency and ICS operations. State, county, or other political subdivisions using this course will need to consult their agency having jurisdiction with respect to regulations, procedures and policies.

Objective

- Upon completion of this course the student will have obtained the basic understanding of the different functions of Air Operations.

Course Components and Hours to Complete

Course Components	Hours to Complete
Pre-selection assessment	N/A
Pre-course work	1
Online training	N/A
Instructor-led training	16
Total Hours	17

Target Group

This course is required training for all personnel desiring to be qualified as a Single Engine Air Tanker Manager (SEMG). This course also supports development of knowledge and skills for: Single Resource Bosses, Helicopter Manager (HMGB), Aircraft Dispatcher (ACDP), and other positions that require basic knowledge of aviation operations.

Minimum Instructor Qualifications

The lead and unit instructors must be knowledgeable in the use of aviation resources in wildland fire suppression, agency aviation policy, and Federal Aviation Regulations. Also see Instructor Certification at the beginning of this Guide.

Course Prerequisites

Satisfactory completion of pre-course work.

Course Level

Local

S-271, HELICOPTER CREWMEMBER
2010

40 hrs

Course Description

This is a combined classroom/field course designed to provide student proficiency in all areas of the tactical and logistical use of helicopters to achieve efficiency and standardization. Topics include aviation safety, aircraft capabilities and limitations, aviation life support equipment, aviation mishap reporting, pre-flight checklist and briefing/debriefing, aviation transportation of hazardous materials, crash survival, helicopter operations, helicopter field exercise. The following Interagency Aviation Training (IAT) A-courses curriculums are intergraded and may be credited upon completion of this course: A-105 Aviation Life Support Equipment (ALSE), A-113 Crash Survival, and A-219 Helicopter Transport of External Cargo.

Objective

- Upon completion of this course, the student will be able to demonstrate proficiency in all identified areas of helicopter use to safely achieve efficiency and standardization.

Course Components and Hours to Complete

Course Components	Hours to Complete
Pre-selection assessment	N/A
Pre-course work	N/A
Online training	N/A
Instructor-led training	40
Total Hours	40

Target Group

This course is required training for all personnel desiring to be qualified as a Helicopter Crewmember (HECM).

Minimum Instructor Qualifications

Lead instructor must be a qualified helicopter manager, single resource (HMGB).

Unit instructors must be qualified helicopter crewmembers (HECM).

Also see Instructor Certification at the beginning of this Guide.

Course Prerequisites

Non-fire personnel: None.

Fire personnel: Qualified as a firefighter type 2 (FFT2).

Course Level

Local

S-273, SINGLE ENGINE AIR TANKER MANAGER (BLENDED)
2011

30-36 hrs

Course Description

This course is designed to meet the training needs of a Single Engine Air Tanker Manager (SEMG) as outlined in the Wildland Fire Qualification System Guide (PMS 310-1) and the position task book developed for the position.

This is a blended learning course. Students are required to complete five online modules and complete an assessment prior to coming to class.

Objectives

- Perform the tasks required of a SEMG to mobilize and transition into an incident aviation environment.
- Prepare for, manage, and oversee all phases of a single engine air tanker operation to support local unit and incident activities.
- Evaluate the capabilities and organizational needs to implement a safe and efficient single engine air tanker operation to meet the requirements of the local unit and/or an Incident Action Plan, or both

Course Components and Hours to Complete

Course Components	Hours to Complete
Pre-selection assessment	N/A
Pre-course work	N/A
Online training	4-6
Instructor-led training	24-30
Total Hours	30-36

Target Group

Personnel desiring to be qualified as a single engine air tanker manager (SEMG).

Minimum Instructor Qualifications

Lead and unit instructors must be qualified single engine air tanker managers (SEMG). Also see Instructor Certification at the beginning of this Guide.

Course Prerequisites

Basic Air Operations (S-270)

Course Level

Local

Course Access (for online modules)

<http://training.nwcg.gov>

Course Description

This is a classroom-based skills course designed to prepare the prospective fireline supervisor to undertake safe and effective fire management operations. It is the second course in a series that collectively serves to develop fire behavior prediction knowledge and skills. Fire environment differences are discussed as necessary; instructor should stress local conditions.

Objectives

- Identify and describe the characteristics of fuels, weather, and topography that influence wildland fire behavior.
- Describe the interaction of fuels, weather, and topography on wildland fire behavior, fireline tactics, and safety.
- Describe the causes of extreme fire behavior conditions (long range spotting, crowning, and fire whirls) that develop due to weather, fuels, and/or topography.
- Interpret, communicate, apply, and document wildland fire behavior and weather information.

Course Components and Hours to Complete

Course Components	Hours to Complete
Pre-selection assessment	2
Pre-course work	3
Online training	N/A
Instructor-led training	32
Total Hours	37

Target Group

Personnel desiring to be qualified as any single resource boss or fire effects monitor (FEMO).

Minimum Instructor Qualifications

The lead instructor must be qualified at the strike team leader (STL) or task force leader (TFLD), or prescribed fire burn boss type 2 (RXB2). Successful completion of S-490 Advanced Fire Behavior Calculations is recommended.

Unit instructors must be qualified as a single resource boss. A meteorologist is highly recommended to instruct the weather sections of this class.

Also see Instructor Certification at the beginning of this Guide.

Course Prerequisites

Introduction to Wildland Fire Behavior (S-190).
Satisfactory completion of pre-selection assessment.
Satisfactory completion of pre-course work.

Course Level

Local

S-290, INTERMEDIATE WILDLAND FIRE BEHAVIOR (ONLINE)
2010

15 hrs

Course Description

This course is NWCG certified and is interchangeable with the NWCG approved S-290 instructor lead training course. It can be completed in approximately fifteen hours (current average), but may vary depending on level of student knowledge.

S-290 is the second course in a five course sequence developing wildland fire behavior prediction knowledge and skills. It builds upon the basics in S-190, Introduction to Wildland Fire Behavior, but with more detailed information about characteristics and interactions of the wildland fire environment (fuels, weather, and topography) that affect wildland fire behavior for safety purposes.

Objectives

- Identify and describe the characteristics of fuels, weather, and topography that influence wildland fire behavior.
- Describe the interaction of fuels, weather, and topography on wildland fire behavior, fireline tactics, and safety.
- Describe the causes of extreme wildland fire behavior (long-range spotting, crowning, and fire whirls) developing due to fuels, weather, and/or topography.
- Interpret, apply, and document wildland fire behavior and weather information.

The course is broken into thirteen modules that consist of an introduction and twelve unit topics.

Course Components and Hours to Complete

Course Components	Hours to Complete
Pre-selection assessment	N/A
Pre-course work	N/A
Online training	15
Instructor-led training	N/A
Total Hours	15

Target Group

Personnel desiring to be qualified as any single resource boss or fire effects monitor (FEMO).

Registration: To access the modules and track student progress in completing course units, you can select the training at the NWCG Training and Qualifications website listed below. Students will be directed to register on the ‘COMET MetEd Registration & Assessment’ website. Wildland firefighter personnel need to enter their supervisor's or course administrator's email address when registering; also select the check box giving permission to share your scores with the NWCG affiliated agency.

Minimum Course Administrator/Instructor Qualifications

Course administrator must be qualified at the single resource boss level.
Also see Instructor Certification at the beginning of this Guide.

Course Prerequisites

Introduction to Wildland Fire Behavior (S-190).

Course Level

Local

Course Access

<http://training.nwcg.gov>

Course Description

This course is designed to meet the training needs of the incident commander type 3 (ICT3). The focus is on the lessons of leadership and command as they relate to the ICT3 position. It is presented in participative lecture format with multiple tactical decision games for students to practice new knowledge. The seven instructional units cover Foundation Skills, Situational Awareness, Command and Control, Managing the Incident, Transitional Activities, Post-Fire Activities and a Final Simulation. There is also an optional Staff Ride Activity (Unit 8) if instructors choose to include it.

Objectives

- Demonstrate an understanding of the concept of Command as it relates to the ICT3.
- Demonstrate effective foundation skills (leadership, risk management, and communications at the ICT3 level.
- Develop situational awareness of incident environment.
- Demonstrate effective command and control over a quickly assembled team in a time constrained and rapidly changing incident environment.
- Demonstrate the ability to manage an incident.
- Conduct post fire activities.

Course Components and Hours to Complete

Course Components	Hours to Complete
Pre-selection assessment	N/A
Pre-course work	6-8
Online training	N/A
Instructor-led training	16
Total Hours	22-24

Target Group

Personnel desiring to be qualified as incident commander type 3 (ICT3).

Minimum Instructor Qualifications

Lead and Unit instructors must be qualified incident commander type 3 (ICT3) or division group supervisors (DIVS).

Also see Instructor Certification at the beginning of this Guide.

Course Prerequisites

Qualified as an incident commander type 4 (ICT4) and qualified as a task force leader (TFLD)

OR

Qualified as an ICT4 and as a strike team leader and any two single resource boss positions – one must be crew (CRWB) or engine (ENGB).

Satisfactory completion of pre-course work.

Course Level

Regional, state or area

Course Description

This is a 24-hour course designed to meet the training requirements outlined in the PMS 310-1, Wildland Fire Qualification System Guide and the position task books developed for the positions of task force leader and strike team leader. Examples and exercises in this package are specific to wildland fire suppression. If students are expected to perform in some other risk area, exercises and examples appropriate to the expected risk areas should be added.

Objectives

- Demonstrate the ability to apply the Risk Management Process found in the Incident Response Pocket Guide (IRPG) to various incidents.
- Identify and describe the responsibilities of a Task Force/Strike Team Leader (TFLD/STL).
- Demonstrate the ability to apply appropriate tactics in various incident situations with various resources organized into strike teams or task forces.

Course Components and Hours to Complete

Course Components	Hours to Complete
Pre-selection assessment	1
Pre-course work	1
Online training	N/A
Instructor-led training	24
Total Hours	26

Target Group

Personnel desiring to be qualified as a task force leader (TFLD) or any strike team leader (STPL, STDZ, STEN, or STCR).

Minimum Instructor Qualifications

Lead instructor must be a qualified division/group supervisor (DIVS).
Unit instructors must be qualified strike team leaders (STL) or task force leaders (TFLD).
Also see Instructor Certification at the beginning of this Guide.

Course Prerequisites

Qualified as any single resource boss.
Satisfactory completion of pre-selection assessment.
Satisfactory completion of pre-course work.

Course Level

Regional, state, or area

Course Description

This course is designed to meet training requirements in the Operations Section of the Incident Command System. Examples and exercises in this package are specific to wildland fire suppression.

Objectives

- Develop the knowledge and practice in decisionmaking necessary to effectively apply wildland fire suppression tactics.
- Develop the tools for leadership in applying and teaching appropriate fire suppression tactics at their home unit.

Course Components and Hours to Complete

Course Components	Hours to Complete
Pre-selection assessment	N/A
Pre-course work	2
Online training	N/A
Instructor-led training	24-32
Total Hours	26-34

Target Group

This course is designed primarily to prepare experienced single resource bosses and initial attack incident commanders in the tactics necessary at the strike team/task force leader level. It is also valuable for operations supervisors qualified at higher management levels who have not received training in wildfire suppression tactics.

Minimum Instructor Qualifications

Lead instructor must be a qualified division/group supervisor (DIVS).
Unit instructors must be qualified strike team leaders (STL) or task force leaders (TFLD).
Also see Instructor Certification at the beginning of this Guide.

Course Prerequisites

Qualified as a single resource boss or initial attack incident commander type 4 (ICT4).
Satisfactory completion of pre-course work.

Course Level

Regional, state, or area

Course Description

This course prepares students to perform in the role of division/group supervisor. It provides instruction in support of the specific tasks of the division/group supervisor, but will not instruct students in general management/supervision or in the incident command system (ICS), both of which the student should learn through prerequisite work. Topics include division/group management, organizational interaction, division operations, all-hazard operations, and tactical decision games (optional). There is a final examination in this course.

Objective

- At the successful completion of this course, the student will demonstrate an understanding of the duties required of a division/group supervisor in preparation for completing position task book elements.

Course Components and Hours to Complete

Course Components	Hours to Complete
Pre-selection assessment	N/A
Pre-course work	3
Online training	N/A
Instructor-led training	20
Total Hours	23

Target Group

Personnel desiring to be qualified as a division/group supervisor (DIVS).

Minimum Instructor Qualifications

Lead instructor must be a qualified operations section chief type 2 (OSC2).

Unit instructors must be qualified division/group supervisors (DIVS) or incident commanders type 3 (ICT3).

Also see Instructor Certification at the beginning of this Guide.

Course Prerequisites

Qualified as a task force leader (TFLD) **OR** qualified as an incident commander type 3 (ICT3) **OR** qualified as an incident commander type 4 (ICT4) and in any two strike team leader positions (one must be STCR or STEN).

Also see Instructor Certification at the beginning of this Guide.

Satisfactory completion of pre-course work.

Course Level

Regional, state, or area

S-340, HUMAN RESOURCE SPECIALIST
2006

20 hrs

Course Description

This course is designed to equip an individual with the technical skills and knowledge needed to fulfill the role of Human Resource Specialist (HRSP) on emergency incidents. The primary purpose of the HRSP is to assist the Incident Command Team in maintaining a harmonious and professional environment by facilitating the resolution of a wide range of human resource issues.

Objectives

- Monitor incident activities for violations of appropriate practices and or activities that could lead to violations.
- Inform incident management that inappropriate practices or activities exist.
- Maintain appropriate visibility.
- Assist incident management by providing information on proper incident behavior.
- Advise incident management/supervisors on proper actions to take to alleviate inappropriate practices.
- Assist incident management in resolution of inappropriate acts or conditions by facilitating appropriate process.
- Participate in daily Incident Management Team briefings.
- Provide appropriate documentation of contacts made during the incident.

Course Components and Hours to Complete

Course Components	Hours to Complete
Pre-selection assessment	N/A
Pre-course work	N/A
Online training	N/A
Instructor-led training	20
Total Hours	20

Target Group

Personnel desiring to be qualified as a human resource specialist (HRSP).

Minimum Instructor Qualifications

It is recommended that the lead instructor be a Geographic Area HRSP Coordinator. Lead and unit instructors must be qualified human resource specialists (HRSP). See Course Instructions for adjunct instructor recommendations. Also see Instructor Certification at the beginning of this Guide.

Course Prerequisites

None

Course Level

Regional, state, or area

Course Description

The GIS Specialist course is designed to meet the training needs of a Geographic Information Systems Specialist (GISS) to manage the information needs of all-hazard incidents managed with the Incident Command System (ICS). The course combines lecture, discussion, and group exercises. The use of Geographic Information Systems (GIS) is one of the most efficient methods for documenting, analyzing, and managing information regarding the location of facilities, conditions, and environments affected by wildland fire, storms, floods, earthquakes, and other incidents.

NOTE: This course is a wildland fire course for people already well-versed in GIS. It is not a course for people wanting to learn GIS. For additional information and locations of upcoming courses, refer to S-341 link at <http://www.odf.state.or.us/gis/gtag/gtag.html>

During the course students will:

- Describe the pre-season and pre-incident duties of the GIS Specialist and identify the equipment and data needs required for incident support.
- Describe the dispatch and mobilization process and the procedures for incident check-in.
- Demonstrate how to set up the GIS Specialist work area and organization to meet the needs of the incident management team.
- Describe the incident planning cycle and the associated timeframes and product deadlines critical to GIS Specialist incident support.
- Collect data, identify and use maps, orthoimagery, graphics, and other information to produce the required incident maps.
- Discuss some examples of the more complex data analysis and manipulation commonly requested of a GIS Specialist.
- Utilize the established file structure and naming conventions to store, archive, and document all GIS Specialist incident activities.

Objective

Upon completing the course, students will have the knowledge and skills to respond to fire and all-hazard incidents and perform the duties of a beginning GIS Specialist. This includes:

- Identify the basic supplies and data they will need on the incident.
- Create the basic maps required from the GIS Specialist on an incident within established timeframes.
- Establish and utilize a file structure, naming convention, and documentation to manage and archive incident data.

Course Components and Hours to Complete

Course Components	Hours to Complete
Pre-selection assessment	N/A
Pre-course work	N/A
Online training	N/A
Instructor-led training	36
Total Hours	36

Target Group

Specialists and technicians actively using GIS in a land or resource management environment interested in utilizing those skills in all-hazard incident management. Candidates from all agencies involved in all-hazard incident management are encouraged to apply.

Minimum Instructor Qualifications

Lead and unit instructors must be a qualified GIS Specialist (GISS). Also see Instructor Certification at the beginning of this Guide.

Course Prerequisites:

- Working knowledge of the current version of ArcGIS. The course is designed for those with considerable experience working with ArcMap. This is not a class on how to use ArcMap.
- Adept at working within the directory structures in Windows and in the use of Windows Explorer file management and folder structures.
- Availability for dispatch to an incident as a GIS Specialist trainee within the next year. Availability includes supervisory approval and a personal commitment to support at least one incident.

Course Hardware Requirements:

Selected students will be required to bring a notebook PC to the course capable of running the current version of ArcMap commonly used by agencies.

Course Software Requirements:

Software requirements include the current version of ArcMap (ArcView or ArcInfo) loaded and running on the computer you bring to the class. **Administrative rights to load software must be allowed in your laptop configuration.**

Course Description

This course is designed to prepare students to accomplish the duties and responsibilities of a situation unit leader (SITL). The course starts with how to activate, set up, organize, manage, and demobilize a situation unit. It then addresses the products (maps, ICS-209, and other reports) the Situation Unit produces, as well as the technology that is needed to produce the products. One component of the pre-course work is for students to read and complete the exercises in *Basic Land Navigation* (NFES 2865).

Objectives

- Demonstrate the knowledge and skills to effectively manage personnel, equipment, and supplies for the Situation Unit.
- Demonstrate knowledge and skills to produce and disseminate timely and accurate products on the incident status.

Course Components and Hours to Complete

Course Components	Hours to Complete
Pre-selection assessment	N/A
Pre-course work	4
Online training	N/A
Instructor-led training	18-24
Total Hours	22-28

Target Group

Personnel desiring to be qualified as situation unit leader (SITL).

Minimum Instructor Qualifications

Lead and unit instructors must be a qualified situation unit leader (SITL). Also see Instructor Certification at the beginning of this Guide.

Course Prerequisites

Qualified as any strike team leader or incident commander type 4 (ICT4). Satisfactory completion of pre-course work.

Course Level

Regional, state or area

Course Description

This course is designed to train potential resources unit leader (RESL) and demobilization unit leader (DMOB). It begins with a discussion on unit activation and management that is relevant for both the RESL and DMOB. Then it describes RESL responsibilities related to resource status systems, planning process, and resource products/outputs. Finally, it addresses DMOB's responsibilities for developing and implementing the demobilization plan. Cadre decides if they want to use T-cards or the current automated resource status system for the ongoing exercise scenario that gives students hands-on experience. There is pre-course work students must complete. The pre-course work is available on the Operations and Workforce Development Committee web site at <http://training.nwcg.gov/online.html>.

Objectives

- Demonstrate the knowledge to effectively manage personnel, equipment, and supplies for the resources unit and demobilization unit.
- Demonstrate ability to establish and maintain a resource status system.
- Demonstrate an understanding of the resources unit leader's role in the operational planning process.
- Demonstrate knowledge and skills to produce and disseminate resource products and information.
- Demonstrate knowledge and skills to develop and implement the demobilization plan.

Course Components and Hours to Complete

Course Components	Hours to Complete
Pre-selection assessment	1
Pre-course work	2
Online training	N/A
Instructor-led training	28-32
Total Hours	31-35

Target Group

Personnel desiring to be qualified as a resources unit leader (RESL) and/or demobilization unit leader (DMOB).

Minimum Instructor Qualifications

Lead instructor must be a qualified resources unit leader (RESL) and Demobilization Unit Leader (DMOB).

Unit instructors must be qualified as resources unit leaders (RESL) to instruct units that discuss resources and demobilization unit leader (DMOB) to instruct units that address demobilization. Also see Instructor Certification at the beginning of this Guide.

Course Prerequisites

Qualified as status/check-in recorder (SCKN).

Basic knowledge of current automated resource status system, such as I-Suite.

Satisfactory completion of pre-selection assessment.

Satisfactory completion of pre-course work.

Successfully complete pre-course test.

Course Level

Regional, state, or area

Course Description

This course prepares students to perform the job of facilities unit leader (FACL) as outlined in the PMS 310-1, Wildland Fire Qualification System Guide and the position task book developed for the position. The instructional methods of the course include lecture with PowerPoint presentations, classroom exercises, and discussions. The lessons provide an introduction to operational leadership, mobilization, arrival at an incident, risk management, safety and tactics, demobilization, and post-incident responsibilities.

Objective

- At the successful completion of this course, students will describe roles and responsibilities, and demonstrate proficiency in the skills/knowledge required to perform the tasks of a Facilities Unit Leader.

Course Components and Hours to Complete

Course Components	Hours to Complete
Pre-selection assessment	N/A
Pre-course work	N/A
Online training	N/A
Instructor-led training	24
Total Hours	24

Target Group

Personnel desiring to be qualified as facilities unit leader (FACL).

Minimum Instructor Qualifications

Lead and unit instructors must be qualified facilities unit leaders (FACL). Also see NWCG Instructor Qualifications at the beginning of this Guide.

Course Prerequisites

Satisfactory performance as a base/camp manager (BCMG).

Course Level

Regional, state, or area

S-355, GROUND SUPPORT UNIT LEADER
2000

16 hrs

Course Description

This course is designed to prepare students to perform the duties of managing the transportation plan, maintenance and related services at an incident. Topics include gathering information about the assignment; organizing, staffing, and laying out the unit; field inspection of equipment; operation and coordination of the unit with other units, and demobilization.

Objectives

- Arrive at an incident properly equipped, gather information to assess the assignment and begin initial planning activities of a ground support unit leader (GSUL).
- Plan, staff, and manage the ground support unit to meet the needs of the incident in a safe manner.
- Coordinate with the logistics units and other sections to assist in accomplishing the overall objectives of the incident.
- Demobilize the ground support unit.

Course Components and Hours to Complete

Course Components	Hours to Complete
Pre-selection assessment	N/A
Pre-course work	N/A
Online training	N/A
Instructor-led training	16
Total Hours	16

Target Group

Personnel desiring to be qualified as a ground support unit leader (GSUL).

Minimum Instructor Qualifications

Lead and unit instructors must be qualified ground support unit leaders (GSUL). Also see Instructor Certification at the beginning of this Guide.

Course Prerequisites

Qualified as equipment manager (EQPM).

Course Level

Regional, state, or area

Course Description

This course is designed to prepare students to perform the duties of managing the incident supply unit.

Objectives

- Arrive at an incident properly equipped, gather information to assess the assignment and begin initial planning activities of a supply unit leader (SPUL).
- Organize and staff the supply unit to meet the needs of the incident.
- Coordinate with the logistics unit and other sections to assist in accomplishing to the overall objectives of the supply unit.
- Establish procedures for ordering, receiving, and distributing supplies and equipment.
- Ensure proper accountability of assigned equipment and supplies.

Course Components and Hours to Complete

Course Components	Hours to Complete
Pre-selection assessment	N/A
Pre-course work	N/A
Online training	N/A
Instructor-led training	16
Total Hours	16

Target Group

Personnel desiring to be qualified as a supply unit leader (SPUL).

Minimum Instructor Qualifications

Lead and unit instructors must be qualified supply unit leaders (SPUL).
Also see Instructor Certification at the beginning of this Guide.

Course Prerequisites

Qualified as an ordering manager (ORDM) and as a receiving/distribution manager (RCDM).

Course Level

Regional, state, or area

Course Description

This course is designed to meet the training needs of a food unit leader (FDUL). Topics include information about the assignment, coordination, general information, safe food handling, national contract administration, alternate feeding methods, and demobilization. A significant portion of this course is devoted to examining the administration of the National Mobile Food Services Contract as it applies to the FDUL.

Objectives

- Arrive at incident properly equipped, gather information to assess the assignment, and begin initial planning activities of the food unit leader.
- Staff and organize the food unit to meet the needs of the incident.
- Coordinate with the logistics units and other sections to assist in accomplishing the overall objectives of the food unit.
- Identify safe food handling practices.
- Utilize the National Mobile Food Services Contract to ensure appetizing, well-balanced meals are provided to the government.

Course Components and Hours to Complete

Course Components	Hours to Complete
Pre-selection assessment	N/A
Pre-course work	2
Online training	N/A
Instructor-led training	27-32
Total Hours	29-34

Target Group

Personnel desiring to be qualified as a food unit leader (FDUL).

Minimum Instructor Qualifications

Lead instructor and unit instructors must be as qualified food unit leader (FDUL). Also see Instructor Certification at the beginning of this Guide.

Course Prerequisites

Satisfactory completion of pre-course work.

Course Level

Regional, state, or area

S-358, COMMUNICATIONS UNIT LEADER
2008

25 hrs

Course Description

This course is designed to provide skills and knowledge needed to perform in the role of communications unit leader (COML). Topics include mobilization, establishing the communications unit, communications system design and ordering, communications system installation and maintenance, communications equipment assignment and accountability, incident communications center, internal and external coordination, demobilization, and current communications issues and technology.

Objectives

- Identify the functions of the communications unit and the duties and responsibilities of the communications unit leader.
- Arrive at the incident properly equipped, gather information to assess the assignment, and begin initial planning activities of a communications unit leader.
- Plan, staff, manage, and demobilize the communications unit in a safe and effective manner to meet the needs of the incident.
- Coordinate with incident sections, appropriate communications, and other agencies and personnel to assist in accomplishing the overall incident objectives.
- Design, order, and ensure the installation and maintenance of all communications systems to support the incident.
- Maintain accountability of assigned communications equipment.

Course Components and Hours to Complete

Course Components	Hours to Complete
Pre-selection assessment	N/A
Pre-course work	1
Online training	N/A
Instructor-led training	24
Total Hours	25

Target Group

Personnel desiring to be qualified as a communications unit leader (COML).

Minimum Instructor Qualifications

Lead instructor must be a qualified communications coordinator (COMC).
Unit instructors must be qualified as communications unit leader (COML).
Also see Instructor Certification at the beginning of this Guide.

Course Prerequisites

Qualified as an incident communications technician (COMT) and as an incident communications center manager (INCM).

Satisfactory completion of pre-course work.

Course Level

Regional, state, or area

S-359, MEDICAL UNIT LEADER
2000

20 hrs

Course Description

This course is designed to provide the skills and knowledge needed to perform in the role of medical unit leader (MEDL). Topics include gathering information, organizing the medical unit, supervising the unit, evaluation, documentation, and demobilization.

Objectives

- Plan, staff, and manage the medical unit.
- Coordinate with other incident entities as necessary.
- Respond to medical emergencies and transport patients.
- Describe how to provide high quality patient care.

Course Components and Hours to Complete

Course Components	Hours to Complete
Pre-selection assessment	N/A
Pre-course work	N/A
Online training	N/A
Instructor-led training	20
Total Hours	20

Target Group

Personnel desiring to be qualified as a medical unit leader (MEDL).

Minimum Instructor Qualifications

Lead and unit instructors must be qualified medical unit leaders (MEDL). Also see Instructor Certification at the beginning of this Guide.

Course Prerequisites

Prior or current certification as an Emergency Medical Technician or equivalent.

Course Level

Regional, state, or area

Course Description

This course is designed to introduce students to the knowledge and skills necessary to perform the tasks of finance/administration unit leaders: time unit leader (TIME), compensation/claims unit leader (COMP), procurement unit leader (PROC), and cost unit leader (COST). It provides cross training for all the finance/administration unit leaders. Students do not repeat the course to become qualified in other finance/administration unit leader positions, but must complete the appropriate position task book.

Objectives

- Describe how to activate, set up, manage, and demobilize a Finance/Administration Unit.
- Demonstrate knowledge and skills to perform the tasks of the TIME, COMP, PROC, and COST positions.

Course Components and Hours to Complete

Course Components	Hours to Complete
Pre-selection assessment	N/A
Pre-course work	2
Online training	N/A
Instructor-led training	30
Total Hours	32

Target Group

Personnel desiring to be qualified as time (TIME), compensation/claims (COMP), procurement (PROC), and/or cost (COST) unit leader(s).

Minimum Instructor Qualifications

Lead instructor must be a qualified finance/administration section chief type 2 (FSC2).

Unit instructors must be qualified as any unit leader in the Finance Section.

Also see Instructor Certification at the beginning of this Guide.

Course Prerequisites

Qualified as personnel time recorder (PTRC) for time unit leader (TIME).

Qualified as compensation-for-injury specialist (INJR) and claims specialist (CLMS) for compensation/claims unit leader (COMP).

Qualified as equipment time recorder (EQTR) and meet agency procurement authority requirements for procurement unit leader (PROC).

Have agency related cost estimation and analysis experience for cost unit leader (COST).

Satisfactory completion of pre-course work.

Course Level

Regional, state, or area

Course Description

This course provides students with the skills necessary to perform as a helibase manager through facilitated discussions and group exercises. The final exercise is designed to give students a realistic helibase manager experience which prompts the student to communicate, resolve issues, and make decisions in support of an incident.

Objective

- Perform the tasks required of a Helibase Manager to develop, organize, and manage a helibase in given simulations and exercises to support incident activities.

Course Components and Hours to Complete

Course Components	Hours to Complete
Pre-selection assessment	N/A
Pre-course work	8-12
Online training	N/A
Instructor-led training	28-32
Total Hours	36-44

Target Group

All personnel desiring to be qualified as a helibase manager type 2 (HEB2).

Minimum Instructor Qualifications

Lead instructor must be qualified helibase manger type 1 (HEB1).
Unit instructors must be qualified helibase manager type 2 (HEB2).
Also see Instructor Certification at the beginning of this Guide.

Course Prerequisites

Qualified as a helicopter manager, single resource (HMGB).
Satisfactory completion of pre-course work.

Course Level

Regional, state, or area

Course Description

This course prepares students to perform the job of helicopter manager. Unit lectures supported by PowerPoint slides and graphics are designed to facilitate class discussion and group exercises. The final exercise gives students a realistic helicopter manager experience; in addition to answering test questions, the student completes necessary forms required by the position.

Objective

- Perform the tasks required of a Helicopter Manager trainee. Through simulation and exercises, students obtain the skill to competently and safely manage a helicopter to support incident and project helicopter operations.

Course Components and Hours to Complete

Course Components	Hours to Complete
Pre-selection assessment	N/A
Pre-course work	N/A
Online training	N/A
Instructor-led training	28-32
Total Hours	28-32

Target Group

Personnel desiring to be qualified as helicopter manager (HMGB).

Minimum Instructor Qualifications

Lead instructor must be a qualified helibase manager (HEB2).
Unit instructors must be qualified helicopter managers (HMGB).
Also see NWCG Instructor Qualifications at the beginning of this Guide.

Course Prerequisites

Satisfactory performance as a helicopter crewmember (HECM).

Course Level

Regional, state, or area

S-375, AIR SUPPORT GROUP SUPERVISOR
2006

24 hrs

Course Description

This course leads students through the duties and responsibilities of the air support group supervisor (ASGS) and addresses aviation safety, risk management, airspace coordination, dispatch relations and coordination, fixed wing, rotor wing, and military operations. The desired outcome of this course is to prepare students to make the transition from being a type 1 helibase manager (HEB1) to an ASGS. A pre-course work assignment will familiarize students with the various reference materials used by an ASGS. The pre-course work is available on the Operations and Workforce Development Committee web site at <http://training.nwcg.gov/online.html>.

Objectives

- Perform the duties and responsibilities of the ASGS.
- Use risk management techniques to perform tasks safely.
- Coordinate airspace and build dispatch relations.
- Define the ASGS role as it relates to fixed wing, rotor wing, and military operations.

Course Components and Hours to Complete

Course Components	Hours to Complete
Pre-selection assessment	1
Pre-course work	3
Online training	N/A
Instructor-led training	20
Total Hours	24

Target Group

Qualified type 1 helibase managers (HEB1) desiring to become qualified as air support group supervisors (ASGS).

Minimum Instructor Qualifications

Lead and unit instructors must be qualified as air support group supervisors (ASGS). Also see Instructor Certification at the beginning of this Guide.

Course Prerequisites

Qualified as a type 1 helibase manager (HEB1).
Satisfactory completion of pre-selection assessment (70% minimum passing score).
Satisfactory completion of pre-course work.

Course Level

Regional, state, or area

Course Description

This course is designed to meet the training needs of an air tactical group supervisor (ATGS), helicopter coordinator (HLCO), lead plane pilot, air tanker coordinator (ATCO), and aerial supervision module (ASM) crewmember as outlined in the Interagency Aerial Supervision Guide (IASG). Topics include aerial supervision program introduction, aerial supervision roles and responsibilities, administration, training, certification, currency, policies, incident aircraft, suppressants and retardants, aerial supervision mission procedures, aerial firefighting strategy and tactics, incident aircraft operations, all hazard incidents, and safety.

Objectives

- Describe procedures for safe and effective air traffic control over an incident.
- Describe efficient procedures for utilization of aircraft to meet incident objectives.
- Describe procedures for effective coordination between aviation and ground forces.

Course Components and Hours to Complete

Course Components	Hours to Complete
Pre-selection assessment	1
Pre-course work	3
Online training	N/A
Instructor-led training	36-40
Total Hours	40-44

Target Group

Personnel desiring to be qualified as an aerial supervisor in any of the following positions: air tactical group supervisor (ATGS), helicopter coordinator (HLCO), lead plane, air tanker coordinator (ATCO), aerial supervision module (ASM) crewmember.

Minimum Instructor Qualifications

Lead instructor must be a qualified air tactical group supervisor (ATGS). Unit instructor cadre should include a lead plane pilot, airtanker pilot, helicopter coordinator (HLCO), state/regional aviation safety manager and/or air operations brand director (AOBD), operations section chief (OSC), and an incident commander type 3 (ICT3). Also see NWCG Instructor Qualifications at the beginning of this Guide.

Course Prerequisites

Students must meet the position prerequisites for their respective Target Group positions above.
Satisfactory completion of pre-selection assessment.
Satisfactory completion of pre-course work.

Course Level

Regional, state, or area

Course Description

This course is designed to introduce fire behavior calculations by manual methods, using nomograms and the Fire Behavior Handbook Appendix B. Students gain an understanding of the determinants of fire behavior through studying inputs (weather, slope, fuels, and fuel moisture). Students also learn how to interpret fire behavior outputs, documentation processes, and fire behavior briefing components.

Objectives

- List the assumptions, limitations, and appropriate uses of fire behavior prediction models.
- Describe how environmental factors and processes affect fire behavior predictions and safety.
- Define and interpret fire behavior prediction model inputs.
- Calculate fire behavior outputs using available fire behavior processors.
- Interpret, communicate, apply, and document wildland fire behavior and weather information.

Course Components and Hours to Complete

Course Components	Hours to Complete
Pre-selection assessment	1
Pre-course work	3
Online training	N/A
Instructor-led training	32
Total Hours	36

Target Group

Personnel desiring to become qualified as division group supervisor (DIVS), prescribed fire burn boss type 2 (RXB2), incident commander type 3 (ICT3), or in a position requiring this knowledge.

Minimum Instructor Qualifications

Lead instructor must have completed S-490, Advanced Fire Behavior Calculations and be a qualified division group supervisor (DIVS), incident commander type 3 (ICT3), or prescribed fire burn boss type 1 (RXB1); recommend the lead instructor be a qualified fire behavior analyst (FBAN).

Unit instructors must be qualified as strike team leader, task force leader, or prescribed fire burn boss type 2.

A meteorologist is highly recommended to instruct the weather sections of this course.

Also see Instructor Certification at the beginning of this Guide.

Course Prerequisites

Intermediate Wildland Fire Behavior (S-290)

Qualified as a single resource boss.

Satisfactory completion of pre-selection assessment.

Satisfactory completion of pre-course work.

Course Level

Regional, state, or area

Course Description

The course describes the role of the incident commander to manage type 2 incidents. Topics include team administration; communication, information and intelligence processing; agency administrator and IC responsibilities; transfer of command; and demobilization. The course provides exercisers to assist students in acquiring the knowledge to learn these skills. An optional “lessons learned” unit allows the addition of geographic area specific information, but the course time frame must be increased accordingly.

Objectives

- Define and describe the role of the incident commander in managing complex extended all risk incidents.
- Describe the role of the incident commander and agency administrator in preparing and revising the Delegation of Authority and Wildland Fire Situation Analysis (WFSA).
- Recognize the incident management team’s role in using appropriate interpersonal communication skills and management principles necessary for effective and efficient incident management.

Course Components and Hours to Complete

Course Components	Hours to Complete
Pre-selection assessment	N/A
Pre-course work	N/A
Online training	N/A
Instructor-led training	24
Total Hours	24

Target Group

Personnel desiring to be qualified as an incident commander type 2 (ICT2).

Minimum Instructor Qualifications

Lead and unit instructors must be qualified as an incident commander type 2 (ICT2). Also see Instructor Certification at the beginning of this Guide.

Course Prerequisites

Qualified as an incident commander type 3 (ICT3).
Qualified as one of the general staff section chiefs at the type 2 level.

Course Level

Regional, state, or area

*** NFES 2042, ICS Incident Planning at Work referred to in this course has been deleted from the Publications Management System and replaced with the DVD "Planning Process for All Risk Incidents", NFES 2952. Use NFES 2952 as a replacement for NFES 2042.**

S-403, INFORMATION OFFICER
2001

28-32 hrs

Course Description

This course meets the training requirements for a public information officer type 2 (PIO2). Topics include information organization and assignment, developing a communications strategy, information operations, creating a safe environment, effective media relations, incident within an incident, community relations analysis, documentation, demobilization, and transitioning. Student must pass a final exam.

Objective

- Identify and describe the policies and procedures necessary to effectively serve as public information officer type 2 (PIO2) on a type 2 incident.

Course Components and Hours to Complete

Course Components	Hours to Complete
Pre-selection assessment	N/A
Pre-course work	N/A
Online training	N/A
Instructor-led training	28-32
Total Hours	28-32

Target Group

Personnel desiring to be qualified as public information officer type 2 (PIO2).

Minimum Instructor Qualifications

Lead and unit instructors must be a qualified public information officer type 2 (PIO2). Also see Instructor Certification at the beginning of this Guide.

Course Prerequisites

Introduction to Wildland Fire Behavior (S-190).

Course Level

Regional, state, or area

Course Description

This course is designed to meet the training needs of the safety officer type 2 (SOF2) position in the incident command system. Topics include safety officer effectiveness, analysis techniques, safety messages, briefings and reports, and high hazard operations.

Objective

- Display the skills, knowledge, and tools necessary to be a safety officer type 2 (SOF2).

Course Components and Hours to Complete

Course Components	Hours to Complete
Pre-selection assessment	N/A
Pre-course work	3
Online training	N/A
Instructor-led training	24
Total Hours	27

Target Group

Personnel desiring to be qualified as a safety officer type 2 (SOF2).

Minimum Instructor Qualifications

Lead and unit instructors must be a qualified safety officer type 2 (SOF2). Also see Instructor Certification at the beginning of this Guide.

Course Prerequisites

Qualified as a division/group supervisor (DIVS).
Satisfactory completion of pre-course work.

Course Level

Regional, state, or area

Course Description

This course is designed to prepare students to function effectively in the position of a type 2 incident commander, command or general staff. The focus of this course is on the application of previously acquired knowledge and skills. Students will participate in two types of groups (teams and similar position) during exercises. These exercises include a simulation of the mobilization, management, and demobilization phases of a rapidly accelerating type 2 wildfire that has potential to become a type 1 incident.

Objective

- Students will perform the duties and responsibilities of their respective positions as team members on a type 2 incident.

Course Components and Hours to Complete

Course Components	Hours to Complete
Pre-selection assessment	N/A
Pre-course work	2
Online training	N/A
Instructor-led training	36
Total Hours	38

Target Group

Personnel desiring to be qualified as an incident commander type 2 (ICT2), or command or general staff positions.

Minimum Instructor Qualifications

Lead and unit instructor must be qualified command or general staff type 2. Also see Instructor Certification at the beginning of this Guide.

Course Prerequisites

It is strongly recommended that the student has completed all prerequisite experience and course work to be qualified at the type 2 level as an incident commander (ICT2), command or general staff.

Satisfactory completion of pre-course work.

Course Level

Regional, state, or area

*** NFES 2042, ICS Incident Planning at Work referred to in this course has been deleted from the Publications Management System and replaced with the DVD "Planning Process for All Risk Incidents", NFES 2952. Use NFES 2952 as a replacement for NFES 2042.**

S-430, OPERATIONS SECTION CHIEF
2006

24 hrs

Course Description

This course is designed to meet the training needs of the operations section chief type 2 (OSC2). This course is designed to be interactive in nature and contains several exercises designed to facilitate group and classroom discussion.

Objectives

- Explain the four elements of planning critical to the OSC: information gathering, strategy meetings, preparation of the Incident Action Plan (ICS 215), and the OSC role in demobilization.
- Discuss OSC supervision responsibilities that pertain to: operational period briefings, managing the operations section, risk assessment and safety management, and adjusting tactics.
- Describe the OSC role in external and internal coordination.

Course Components and Hours to Complete

Course Components	Hours to Complete
Pre-selection assessment	N/A
Pre-course work	N/A
Online training	N/A
Instructor-led training	24
Total Hours	24

Target Group

Personnel desiring to be qualified as an operations section chief type 2 (OSC2).

Minimum Instructor Qualifications

Lead and unit instructor must be qualified operations section chief type 2 (OSC2). Also see Instructor Certification at the beginning of this Guide.

Course Prerequisites

Qualified as a division/group supervisor (DIVS).

Course Level

Regional, state, or area

Course Description

This course is designed to meet a portion of the training needs of the planning section chief type 2 (PSC2). Topics include information gathering, strategies, meetings and briefings, incident action plan (IAP), interactions, forms, documents, supplies, demobilization, and an optional technology section. In the final exercise, students observe a simulated planning meeting and use the information derived to find errors in an IAP. Students must pass the unit tests and the final exercise to successfully complete the course.

Objective

- The student will display the skills, knowledge, and tools necessary to perform the duties and responsibilities of the planning section chief type 2 (PSC2).

Course Components and Hours to Complete

Course Components	Hours to Complete
Pre-selection assessment	N/A
Pre-course work	1
Online training	N/A
Instructor-led training	20
Total Hours	21

Target Group

Personnel desiring to be qualified as a planning section chief type 2 (PSC2).

Minimum Instructor Qualifications

Lead and unit instructors must be a qualified planning section chief type 2 (PSC2). Also see Instructor Certification at the beginning of this Guide.

Course Prerequisites

Qualified as a Situation Unit Leader (SITL) and as a Resources Unit Leader (RESL). Satisfactory completion of pre-course work.

Course Level

Regional, state, or area

*** NFES 2042, ICS Incident Planning at Work referred to in this course has been deleted from the Publications Management System and replaced with the DVD "Planning Process for All Risk Incidents" NFES 2952. Use NFES 2952 as a replacement for NFES 2042.**

Course Description

The course is designed to meet the training needs of the incident training specialist (TNSP) on an incident as outlined in the PMS 310-1, Wildland Fire Qualification System Guide and the position task book developed for the position. The instructional methods of the course include lecture with PowerPoint presentations, classroom exercises, and discussions. The lessons include roles and responsibilities, initiating the incident training program, individual training plans, and incident training activities. Reference material is provided to assist students in the classroom and on the job.

Objectives

- Organize and implement an incident training program.
- Analyze and facilitate training assignments to fulfill individual development needs of trainees.
- Document individual trainee assignments and the incident training program.

Course Components and Hours to Complete

Course Components	Hours to Complete
Pre-selection assessment	N/A
Pre-course work	1
Online training	N/A
Instructor-led training	14-18
Total Hours	15-19

Target Group

Personnel desiring to be qualified as a training specialist (TNSP).

Minimum Instructor Qualifications

Lead and unit instructors must be qualified training specialists (TNSP). Also see NWCG Instructor Qualifications at the beginning of this Guide. Satisfactory completion of pre-course work.

Course Prerequisites

None

Course Level

Regional, state, or area

Course Description

This course is designed to meet the national core needs of the logistics section chief type 2 (LSC2).

Objectives

- Arrive properly equipped at an incident, gather information to access the assignment, and begin initial planning activities of the logistics section chief.
- Determine that facilities, services, and materials are provided for the incident.
- Plan, staff, and manage the logistics section to meet the needs of the incident in a safe and efficient manner.
- Coordinate with other sections to assist in accomplishing the overall objectives of the incident.
- Implement the demobilization plan.

Course Components and Hours to Complete

Course Components	Hours to Complete
Pre-selection assessment	N/A
Pre-course work	N/A
Online training	N/A
Instructor-led training	16
Total Hours	16

Target Group

Personnel desiring to be qualified as a logistics section chief type 2 (LSC2).

Minimum Instructor Qualifications

Lead and unit instructors must be a qualified logistics section chief type 2 (LSC2). Also see Instructor Certification at the beginning of this Guide.

Course Prerequisites

Qualified as facilities unit leader (FACL) and ground support unit leader (GSUL) **OR** facilities unit leader (FACL) and supply unit leader (SUPL).

Course Level

Regional, state, or area

**S-460, FINANCE/ADMINISTRATION SECTION CHIEF
2001**

25 hrs

Course Description

This course is designed to meet a portion of the training needs in the finance section organization. Topics include pre-dispatch and response, organization and operation of the finance function, and demobilization.

Objectives

- Define the roles and responsibilities of the finance/administration section chief type 2 (FSC2) in the over all management of the finance/administration section.
- Describe the relationship of the FSC2 with incident personnel, incident agency personnel, and other contacts.
- Describe the role of the FSC2 in development/review/update of incident related documents (Wildland Fire Situation Analysis (WFSA), demobilization plan, incident action plan (IAP), and cost share agreements).
- Describe the role of the FSC2 in development of the incident finance package.

Course Components and Hours to Complete

Course Components	Hours to Complete
Pre-selection assessment	N/A
Pre-course work	1
Online training	N/A
Instructor-led training	24
Total Hours	25

Target Group

Personnel desiring to be qualified as a finance/administration section chief type 2 (FSC2).

Minimum Instructor Qualifications

Lead and unit instructors must be a qualified finance/administration section chief type 2 (FSC2). Also see Instructor Certification at the beginning of this Guide.

Course Prerequisites

Qualified as a time unit leader (TIME)

AND

Qualified as a procurement unit leader (PROC) or cost unit leader (COST)

Satisfactory completion of pre-course work.

Course Level

Regional, state, or area

*** NFES 2042, ICS Incident Planning at Work referred to in this course has been deleted from the Publications Management System and replaced with the DVD "Planning Process for All Risk Incidents", NFES 2952. Use NFES 2952 as a replacement for NFES 2042.**

Course Description

This course is designed to meet the needs of the air operations branch director (AOBD) position. Topics include preparedness and mobilization, initial briefings and meetings, transition, preparing and organizing for an aviation operation, implementation of an aviation operation, management and oversight of an aviation operation, and demobilization.

Objective

- Perform the tasks required of an Air Operations Branch Director (AOBD) to mobilize and transition into an incident aviation environment, and be able to prepare for, manage, and oversee an aviation operation in given simulations and exercises to support incident activities.

Course Components and Hours to Complete

Course Components	Hours to Complete
Pre-selection assessment	N/A
Pre-course work	4
Online training	N/A
Instructor-led training	40
Total Hours	44

Target Group

Personnel desiring to be a qualified air operations branch director (AOBD). This course is designed primarily to instruct fully qualified and experienced air support group supervisors (ASGS) in the skills necessary to perform at the air operations branch director (AOBD) level in all situations.

Minimum Instructor Qualifications

Lead and unit instructors must be qualified air operations branch directors (AOBD). Also see Instructor Certification at the beginning of this Guide.

Course Prerequisites

Qualified as an air support group supervisor (ASGS).
Satisfactory completion of pre-course work.

Course Level

Regional, state, or area

S-481, INCIDENT BUSINESS ADVISOR
2008

16 hrs

Course Description

This course is designed to provide the prerequisite knowledge and skills necessary to perform the tasks of an Incident Business Advisor (IBA). Topics include preparation for an assignment, interactions/activities, and relationship to cost objectives.

Objectives

- Describe the basic framework of the IBA position.
- Describe the relationship of the IBA with incident personnel, incident agency personnel, and other contacts.

Course Components and Hours to Complete

Course Components	Hours to Complete
Pre-selection assessment	N/A
Pre-course work	N/A
Online training	N/A
Instructor-led training	16
Total Hours	16

Target Group

Personnel desiring to be qualified as an Incident Business Advisor Type 1 or 2 (IBA1/2).

Minimum Instructor Qualifications

Lead and unit instructors must be qualified Incident Business Advisors Type 2 (IBA2). Also see NWCG Instructor Certification at the beginning of this Guide.

Course Prerequisites

Students attending this course should have experience working with complex organizations, (i.e., Area Command, Multi-agency Coordinating Group, Unified Command, Federal Emergency Management Agency (FEMA))

OR

Experience working with incident management teams, interagency cooperators and additional support organizations during incidents

OR

Satisfactory performance as a unit leader or section chief, Type II or Type I level.

Course Level

Regional, state, or area

Course Description

S-482 focuses on wildfire planning and implementation activities consistent with the Federal Wildland Fire Management Policy. Course information is designed to provide students with an understanding of how to develop a course of action with full consideration of programmatic planning considerations, risk assessments, and decision analysis information to influence strategic decisions and tactical implementation. This course was formerly known as S-580, but has been significantly reworked to reflect the full range of management responses to wildfires.

Objectives

- Participants will know the history, underlying philosophy, goals, and unit level planning considerations when managing wildfire to achieve land management objectives.
- Participants will be able to identify programmatic wildfire planning considerations and risk informed decision making.
- Participants will demonstrate their understanding of the risk-informed decision process and decision making.
- Participants will understand how to develop management actions from the full range of tactical responses.

Course Components and Hours to Complete

Course Components	Hours to Complete
Pre-selection assessment	N/A
Pre-course work	N/A
Online training	N/A
Instructor-led training	24
Total Hours	24

Target Group

Strategic operational planners, incident commanders, agency administrators, fire management officers, and incident and unit staff with direct fire planning and implementation responsibilities.

Minimum Instructor Qualifications

Lead instructors must be qualified strategic operational planner (SOPL), and have experience in managing wildfires for the full range of protection and resource benefit objectives. Unit leaders must have experience in managing wildfires for the full range of protection and resource benefit objectives; SOPL qualification is recommended.

Course Prerequisites

Recommended training: RX-310, Introduction to Fire Effects

Course Level

Regional, state, or area

Course Description

S-490, Advanced Fire Behavior Calculations, is the fourth course in a series designed to develop fire behavior and prediction knowledge and skills. This course prepares students for S-590, Advanced Fire Behavior Interpretation which addresses the skills for Fire Behavior Analyst and Long Term Fire Analyst positions. The course material is presented in an instructor led approach to learning. Examples and exercises are divided between wildfire and prescribed fire applications. Students learn to project fire perimeter growth based on weather predictions, and knowledge of fuels and topography, using a variety of scenarios. Classroom time is approximately 40 hours.

Objectives

- Collect and evaluate fire behavior prediction model inputs and compute wildland fire behavior using advanced techniques.
- Use fire behavior models to predict fire growth in varied terrain.
- Define likely conditions for extreme fire behavior and potential impacts on safety.
- Interpret, communicate, apply, and document wildland fire behavior and weather information.

Course Components and Hours to Complete

Course Components	Hours to Complete
Pre-selection assessment	2-3
Pre-course work	2-4
Online training	N/A
Instructor-led training	40
Total Hours	44-47

Target Group

Personnel desiring to be qualified as a fire behavior analyst (FBAN), long term fire analyst (LTAN), or other fire personnel who would benefit from this course. The target audience for this course includes the following:

- Rural Firefighters who are primarily volunteers sponsored by NWCG
- Municipal Firefighters who are primarily full-time employees sponsored by NWCG
- NWCG Federal and State Wildland Firefighters

Minimum Instructor Qualifications

Lead and unit instructors must be qualified fire behavior analyst (FBAN), long term fire analyst (LTAN), or prescribed fire burn boss type 1 (RXB1).

Also see Instructor Certification at the beginning of this Guide.

Course Prerequisites

Introduction to Wildland Fire Behavior Calculations (S-390)

Proficiency using non-automated fire behavior processors:

- Nomograms
- Fireline Handbook, Appendix B

Proficiency using the latest computerized Fire Modeling System is required.

Pre-selection Assessment (2-3 hours)

Successfully complete Pre-selection Assessment with a passing grade of 70% or better to be accepted into the course. Test is located at: <http://training.nwcg.gov/pre-courses.html>

Pre-course Review (2-4 hours)

Pre-course study materials located on the student CD to prepare for the Pre-selection Assessment. Pre-course study material is located at: <http://training.nwcg.gov/pre-courses.html>

Course Level

Regional, state, or area

S-491, INTERMEDIATE NATIONAL FIRE DANGER RATING SYSTEM 2010

44 hrs

Course Description

The course develops the knowledge and skill to operate, maintain and manage the NFDRS at the local unit. Course lecture and exercises support practical and technical application of the intellectually complex subject matter. The course requires a computer classroom with Internet access to present.

Objective

- Upon completion of this course the student will demonstrate the knowledge and skills necessary to operate, apply, and manage the National Fire Danger Rating System.

Course Components and Hours to Complete

Course Components	Hours to Complete
Pre-selection assessment	8
Pre-course work	N/A
Online training	N/A
Instructor-led training	36
Total Hours	44

Target Group

The course lessons and exercises support training for dispatchers and others charged with editing and inputting weather information into WIMS used for NFDRS calculations, fire management staff who apply NFDRS outputs to decision making, and fire behavior specialists who incorporate NFDRS products into assessments and projections.

Minimum Instructor Qualifications

It is required that course coordinators consult with the S-491 Course Unit of the NWCG Equipment and Technology Branch, Fire Environment Committee, Fire Danger Subcommittee in selecting the lead instructor to present the S-491 course to maintain consistency and oversight of courses taught nationally. At a minimum, the lead instructor has general knowledge of the entire S-491 course material; has previous experience as a Lead Instructor or Unit leader for S-491; has broad experience applying NFDRS outputs; has the ability to relate each unit and lesson to the next and to the entire course; and is competent to teach any lesson in the course. The lead instructor shall be responsible for selecting the remainder of the cadre for the course. The subject matter of this course is highly technical and complex. The lead instructor shall make every effort to select the most qualified individuals to teach individual lessons and lead units, paying special attention to matching the instructor to the content and complexity of those units.

Unit and Lesson Instructors: At a minimum, has completed S-491, preferably has attended the Advanced NFDRS course. The unit leader must be competent in all the areas of emphasis within the unit, be able to teach any of the lessons or provide answers to detailed questions about the lesson's content, and provide leadership to coaches.

The lesson instructors should be competent and comfortable in presenting the content of the lesson, answering technical questions on the lesson subject matter, and have expertise with the course software sufficient to coach students through course exercises.

The ratio of instructors and coaches to students must be no less than 1:5 to insure availability of adequate coaching during exercises.

Computer Specialist

It is essential that a computer specialist either be one of the cadre members or be immediately available to the course presentation to resolve any computer, network or printing problems encountered. Persons selected to fill this capacity must be thoroughly familiar with the hardware (personal computers, network, Internet connection, printers, projector) used in presenting the course, with directory structures used, and to a lesser extent the software and its installation.

Course Materials

Course materials are housed at the Instructors Corner at the Lessons Learned Center. Course coordinators or Lead Instructors must contact the Chair of the NWCG Equipment and Technology Branch, Fire Environment Committee, Fire Danger Subcommittee at <http://www.nwcg.gov/branches/et/fenc/subcommittees/fds/contacts.htm> to obtain a password to download course materials.

Course Prerequisites

- Demonstrate at least intermediate skills with the current Windows™ operating system.
- Successful completion of Intermediate Wildland Fire Behavior (S-290).
- Possess a valid Weather Information Management System (WIMS) and Wildland Fire Management Information system (WFMI) logon identification.
- Current and comprehensive working knowledge of WIMS (the WIMS course is strongly recommended to attain this prerequisite knowledge)
- Successfully complete the pre-selection assessment with a minimum passing score of 70% or higher.

Course Level

Regional, state, or area

S-495, GEOSPATIAL FIRE ANALYSIS, INTERPRETATION, AND APPLICATION 2009

160 hrs

Course Description

The primary purpose of this course is to provide the knowledge base for developing short-, mid-, and long-term geospatial fire analysis for the long term analyst (LTAN) and fire behavior analyst (FBAN). S-495 conveys the latest processes and technology to assess weather, climatology, historic fires, fuels, and biophysical attributes to develop deterministic and probabilistic fire growth for various timeframes. Concepts taught will help an LTAN and FBAN perform at an acceptable level on a national basis without regard to geographic boundaries. The course is presented by distance learning, lectures, electronic presentations, and class discussion.

Objectives

- Prepare future LTANs with advanced geospatial fire analysis, interpretation and application skills, preparatory for S-590.
- Introduce future FBANs to geospatial fire analysis, interpretation and application skills preparatory for completing task book items related to geospatial analysis.
- Equip technical specialists with geospatial fire analysis, assessment, and interpretation skills.
- Provide continuing education to qualified LTANs, FBANs, and technical specialists by providing the most recent advancements in geospatial fire analyses.

Course Components and Hours to Complete

Course Components	Hours to Complete
Pre-selection assessment	4
Pre-course work	N/A
Online training	116
Instructor-led training	40
Total Hours	160

Target Group

- Personnel desiring to be qualified as long-term analyst (LTAN) or a technical specialist in geospatial analysis (GIST) or fire behavior analyst (FBAN) completing position task book items relating to spatial fire analysis.
- Qualified LTANs, FBANs, and technical specialists seeking training on recent advancements; personnel using fire behavior models to assist in fuels planning, fire planning or ecosystem restoration; line officers faced with fire management decisions; incident commanders; and personnel preparing data for analysis.

Minimum Instructor Qualifications

Lead and unit instructors must be qualified LTANs, FBANs, incident meteorologists (IMET), technical specialists, or GIS specialists with verified fire experience developing geospatial fire behavior analyses or providing data for such analyses.

Lesson instructors must have applied experience with the materials being presented.

Also see NWCG Instructor Qualifications at the beginning of this Guide.

Course Prerequisites

Advanced Wildland Fire Behavior Calculations (S-490).

Intermediate National Fire Danger Rating System (S-491) – effective 12/30/2010

Satisfactory completion of pre-selection assessment.

Students not seeking certification can access the online self-paced lessons without prerequisites.

Course Level

National

S-520, ADVANCED INCIDENT MANAGEMENT
CIMC, Complex Incident Management Course (interchangeable course)
NAFRI

60 hrs

Course Description

Using classroom lecture and simulated incidents, students will understand the role and function of a Type 1 Incident Management Team, the applicability of management principles to the incident management job, and the special considerations of incident management within geographic areas of the nation.

The Complex Incident Management Course (CIMC) was developed in conjunction with S-520 Advanced Incident Management. The two courses were co-developed around similar course and lesson objectives and content; they are interchangeable. For additional information on CIMC see http://www.nafri.gov/pages/description_cimc.htm

Early Nomination Rationale: Early nomination has been requested to give those nominated the necessary mentoring and pre-work assignments for the course.

Objective

Given a simulated complex fire situation, students will effectively perform functional and team responsibilities. Individual performance must meet established criteria for successful completion of the course.

Course Components and Hours to Complete

Course Components	Hours to Complete
Pre-selection assessment	N/A
Pre-course work	20
Online training	N/A
Instructor-led training	40
Total Hours	60

Target Group

Any person qualified to fill a national level interagency Type 1 Incident Management Team position as an Incident Commander, Planning Section Chief, Operations Section Chief, Logistics Section Chief, Finance Section Chief, Safety Officer, or Information Officer, or any person desiring to become certified in one of these positions at the Type 1 complexity level.

Minimum Instructor Qualifications

This course is managed by a National Steering Committee.

Course Prerequisites

Individuals must be functionally certified and qualified at the Type 2 level for the position they will be filling at the course. Nominations must be submitted with a current fire qualifications record and with a narrative statement giving a brief background of the person nominated.

Include a description of the intended use of the skills developed as a result of attending S-520.
Previous attendance at S-420 is recommended.
Satisfactory completion of pre-course work.

Course Level

National

For current course information, refer to the NAFRI web site: <http://www.nafri.gov>

Course Description

Through the use of lecture, demonstrations, and exercises, students will learn the job of the fire behavior analyst (FBAN) and long term fire analyst (LTAN).

Objectives

- Describe the FBAN/LTAN responsibilities and interactions with managers, management teams, meteorologists, and others.
- Demonstrate skills in analyzing, interpreting, displaying, and communicating fire behavior information.
- Apply fire behavior predictive information in support of all types of wildland fire planning and operations.
- Demonstrate the ability to effectively communicate orally and in writing appropriate wildland fire behavior predictive information.
- Demonstrate the ability to prepare a complete fire behavior documentation package.

Course Components and Hours to Complete

Course Components	Hours to Complete
Pre-selection assessment	4
Pre-course work	N/A
Online training	N/A
Instructor-led training	72
Total Hours	76

Target Group

Individuals to be trained as a fire behavior analyst (FBAN) and long term fire analyst (LTAN) in wildland fire management organizations. Nominees must identify which position they are targeting on their nomination form.

Minimum Instructor Qualifications

This course is managed by a National Steering Committee.

Course Prerequisites

All applicants must have completed S-490 Advanced Wildland Fire Behavior Calculations, and demonstrate proficiency in the use of BehavePlus and Windows operating system. All nominees will need to successfully complete a pre-course test that will take no more than 4 hours.

In addition, those students **seeking qualification as a fire behavior analyst** must be qualified as division group supervisor (DIVS) under the Incident Command System.

Students **seeking qualification as a long term fire analyst** must be qualified as a fire effects monitor and a firing boss, single resource under the Incident Command System.

Success in S-590 will depend on the student's ability in communication skills, both written and oral. Additional skills could be obtained by attending Facilitative Instructor, M-410 or other public speaking and technical writing courses.

Those applying for FBAN position will be evaluated in the areas of short-term fire behavior prediction, assessing the likelihood of success for strategies and specific tactical operations, and the identification and mitigation of fire behavior related firefighter safety concerns.

Nominees for LTAN position will be evaluated in the areas of short-term fire behavior prediction, and an understanding of long-term risk assessments, fire area growth simulation and NFDRS.

Course Hardware/Software Requirements

All students attending S-590 will need to provide their own laptop and portable printer with the appropriate printer driver installed. Students need to install the latest version of the following software prior to the start of the course. The software needs to be tested in a standalone environment (not connected to their network). Students need to test their portable printer by printing one page from BehavePlus again in a standalone environment. During S-590, students will not need to access the NAFRI network or the internet.

Experience has taught us that higher processor speed, RAM and disk space allows the student to keep up, avoid frustration, and pay attention to course exercise, instead of fumbling with a laptop that just will not suffice. We suggest the student review the NAFRI computer standards with their IT staff.

Software to be installed prior to attending S-590: (Current as of 09/01/2008)

BehavePlus Version 3.0.2
FARSITE Version 4.1.055
RERAP Version 7.03
WFDSS User Name and Password

Course Level

National

For current course information refer to the NAFRI web site: <http://www.nafri.gov>

S-620, AREA COMMAND
NAFRI

36 hrs

Course Description

Using classroom lecture and simulated incident, students will understand principles and concepts of Area Command, and understand the interaction of Area Command and other incident organizations, agencies, and political entities.

Objective

Given a simulated multi-incident fire situation, students will effectively perform functional and team responsibilities. Individual's performance must meet established criteria for successful completion of the course.

Course Components and Hours to Complete

Course Components	Hours to Complete
Pre-selection assessment	N/A
Pre-course work	N/A
Online training	N/A
Instructor-led training	36
Total Hours	36

Target Group

Those persons in wildland fire agencies that will be available to participate on a national interagency Area Command team as an Area Commander, Assistant Area Commander Logistics, Assistant Area Commander Planning or Area Command Aviation Coordinator.

Minimum Instructor Qualifications

This course is managed by a National Steering Committee.

Course Prerequisites

Individuals must be qualified at the Type 1 level and have successfully completed S-520, except for the Area Command Aviation Coordinator who must complete the Position Task Book prior to attending. Nominations must be submitted with a narrative statement giving a background of the person nominated. Include a description of the intended use of the skills developed as a result of attendance at S-620.

Course Level

National

For current course information, refer to the NAFRI web site: <http://www.nafri.gov>