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NATIONAL INTERAGENCY INCIDENT MANAGEMENT SYSTEM

WILDLAND FIRE QUALIFICATION SUBSYSTEM GUIDE

310 - 1

Prepared by

National Wildfire Coordinating Group Qualification and Certification Working Team

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WILDLAND FIRE QUALIFICATION SUBSYSTEM

A. Introduction

The Wildland Fire Qualification Subsystem, which was developed under the sponsorship of the National Wildfire Coordinating Group, is to provide a nationwide source of wildland firefighting personnel who are qualified to perform fire suppression jobs for which they have been certified. This system is designed to allow participating agencies at the local level to jointly agree upon the training, experience, and physical fitness that is equivalent to the standards described in the Qualification and Certification Guide.

Any organization or agency intending to send resources to incidents at the national level will be expected to meet the minimum national requirements described in this guide. Specifically, personnel will be expected to meet the minimum national standards for experience, training and physical fitness. Agencies providing resources will be responsible for evaluating their personnel to determine whether they meet the skill and knowledge requirements for each position, as well as the physical fitness requirements based on the guidelines provided in the four fitness categories.

B. Description of the Subsystem

The Wildland Fire Qualification Subsystem includes the minimum training, experience, and physical fitness requirements for positions in the Incident Command Subsystem (ICS) of the National Interagency Incident Management System (NIIMS). Although wildland fire suppression skill and technical specialist positions are not included in ICS, they are described in general terms in sections C, I, and J of this guide. Specific minimum qualifications for these positions shall be established at the agency level.

Training courses are designed to be taken in an ascending order of complexity based on successively higher levels of responsibility. The required training identified for each position is only those courses needed for that position in addition to the training required for prerequisite positions. For example, only the Division/Group Supervisor Course (I-339) is listed as required training for the Division/Group Supervisor. But in addition, training courses such as the Basic ICS Course (I-220) and the Task Force/Strike Team Leader course (I-330) are required for the Task Force/Strike Team Leader position, which is a prerequisite for qualification as a Division/Group Supervisor.

Management is responsible for certifying the fire suppression qualifications of its personnel based upon the requirements of this guide. This responsibility includes evaluation of personnel for recertification in cases where position qualifications have been lost as a result of a lack of current experience. A key component in the certification process is the subjective evaluation by management of an individual's competency to perform in a position. Completion of training and prerequisite experience requirements alone does not guarantee that an individual is qualified to perform the work. This is the primary reason for requiring "satisfactory performance as a trainee" in many positions before certification for those positions is granted.

Experience currency requirements are 3 years for air operations positions and 5 years for all other positions. Individuals may meet these requirements for many positions by performing in a similar position. For example, performing in a Multi-Branch, Multi-Division, or Multi-Leader Incident Commander position or in any Multi-Division Section Chief position would satisfy the experience currency requirements for a Multi-Division Incident Commander. Currency requirements for air operations positions can be met by performing in air operations on a day-to-day basis or on specific projects such as aerial spraying, search and rescue, and aerial ignition on prescribed burns. Position experience will be considered as qualifying only if the individual has met all training and prerequisite experience requirements for the position before performing the job.

In addition to meeting the minimum national standards for training and experience, personnel also must meet standards for physical fitness. An accepted method to determine physical fitness is the measurement of an individual's ability to take in, transport, and use oxygen, which is the most important factor affecting ability to perform sustained arduous work. Sharkey 1/2 states that the best measure for determining health and functional ability is maximal oxygen consumption (Max VO2). Max VO2 is a measure of the maximum rate that oxygen can be consumed and is expressed in milliliters of oxygen per kilogram of body weight per minute. This ranges from about 20 milliliters for poorly conditioned people to about 80 for endurance athletes such as distance runners and cross-country skiers. Several methods, including the step test, have been used to measure or estimate Max VO2.

The following four categories of physical fitness have been established for purposes of this guide:

^{1/} Sharkey, Brain J. Fitness and Work Capacity. FS-315. (Washington, DC: U.S. Department of Agriculture, Forest Service, 1977) 81pp.

- Arduous. Duties involve field work requiring physical performance calling for above-average endurance and superior condition. These duties may include an occasional demand for extraordinarily strenuous activities in emergencies under adverse environmental conditions and over extended periods of time. Requirements include running, walking, climbing, jumping, twisting, bending, and lifting more than 50 pounds; the pace of work typically is set by the emergency situation. (Requires a Max VO2 of 45.)
- 2. Moderate. Duties involve field work requiring complete control of all physical faculties and may include considerable walking over irregular ground, standing for long periods of time, lifting 25 to 50 pounds, climbing, bending, stooping, squatting, twisting, and reaching. Occasional demands may be required for moderately strenuous activities in emergencies over long periods of time. Individuals usually set their own work pace. (Requires a Max VO2 of 40.)
- 3. <u>Light</u>. Duties mainly involve office type work with occasional field activity characterized by light physical exertion requiring basic good health. Activities may include climbing stairs, standing, operating a vehicle, and long hours of work, as well as some bending, stooping, or light lifting. Individuals almost always can govern the extent and pace of their physical activity. (Requires a Max VO2 of 35.)
- 4. None. Duties are normally performed in a controlled environment, such as an incident base or camp.

Agencies have the latitude to determine the method of evaluating the physical fitness of their personnel. However, it should be a measurable evaluation process such as the Standard Step Test, $1\frac{1}{2}$ mile run, or other established measurable method as opposed to a subjective analysis.

C. Skill and Technical Specialist Positions

The following three types of positions are identified in this guide:

- 1. <u>Incident Command Subsystem positions</u>. These positions are the only ones for which specific minimum qualifications for exchange of fire suppression personnel have been established.
- 2. Skill positions. These positions are unique to wildland fire suppression and require a level of specific skills and knowledge to perform wildfire suppression jobs. Although specific minimum qualifications are not provided in this guide for these positions, descriptions of the jobs, typical duties, and recommended levels of training, experience, and physical fitness are listed to help agencies determine whether personnel in these positions can perform efficiently and safely. Personnel should be assigned only to positions in which they have demonstrated the ability to perform successfully.

- Technical Specialist positions. Technical Specialists are personnel having unique skills needed to support incident operations. Some examples are radio technicians, aerial photo interpreters, and electricians. No minimum qualifications are prescribed for these positions in this guide because these personnel perform the same duties during an incident that they perform in their everyday job. Many Technical Specialists may be certified in their field or profession.
- D. Qualification Levels Based Upon Incident Complexity

Experience indicates that over 95 percent of all wildland fire incidents are controlled with initial attack or with reinforcement resources and does not require the staffing of most or all of the command and general staff functions. Consequently, not every incident requires an Incident Commander qualified to handle a large number of resources or to supervise a full command and general staff.

Many factors influence the complexity of an incident, such as size, location, threat to life and property, and political sensitivity. However, the qualification requirements for the different levels of Incident Commander and general staff positions are based only on organizational complexity, which is determined by the numbers of resources and staff positions that are activated.

The following guideline recommends the minimum level of qualifications needed for supervising incidents of varying organizational complexity:

Organizational Complexity

1 Individual 2-7 Individuals Single Resource Multiple Resource Multiple Task Force/Strike Team Multiple Division Multiple Branch

Minimum Qualifications

Firefighter
Squad Boss
Single Resource Boss
Task Force/Strike Team Leader
Multi-Leader Incident Commander
Multi-Division Incident Commander
Multi-Branch Incident Commander

The multiple Task Force/Strike Team complexity is the first level at which most or all of the command and general staff positions are filled. Up to this level, one to three people usually handle all of the command and general staff functions. Most of the time (through the single resource level) the command and general staff functions are handled by one person—the Incident Commander. On incidents requiring multiple resources, the Incident Commander may assign individuals to handle functions such as operations and liaison.

A qualified Multi-leader Incident Commander and general staff personnel are usually needed when an incident has multiple Task Force/Strike Teams assigned (usually more than 100 operations people per operational period), when the incident extends beyond one operational period, and when a written Incident Action Plan is needed.

Some incidents have multiple Task Force/Strike Teams of more than 100 operations personnel assigned in the initial stages, but the incident is controlled in the first operational period and a written Incident Action Plan does not need to be developed. While these incidents require a highly qualified initial attack Incident Commander, such as an Operations Section Chief (any level) or a Division/Group Supervisor, they usually do not require a Multi-leader Incident Commander.

The multi-leader level marks the most significant change in organizational complexity because it requires managers with the skills and knowledge to work as a team to implement, direct, and control all of the activities needed to manage an incident. These activities include establishing and operating bases and camps, developing Incident Action Plans, establishing operational periods, and the like, etc.

The multi-division incident—a larger and usually more complex version of the multi-leader incident—is subdivided into divisions and groups having Division/Group Supervisors and usually exceeds 300 operational personnel per operational period.

The multi-branch incident, which is simply a larger and usually more complex incident than a multi-division incident, is subdivided into branches in one or more functions (for example, operations, planning, or logistics). Theoretically, personnel could number as high as 5,000 per operational period in the multi-branch configuration.

The Area Command is established when an incident is so large that it must be subdivided and managed as two or more separate incidents, or when multiple separate incidents having separate Incident Commanders must be coordinated. The functions of Area Command differ from the multi-leader, multi-division, and multi-branch levels in that the role is coordination of multiple incidents rather than direct action on any one incident. Area Command coordinates the efforts of the various Incident Commanders to ensure that overall objectives are being met, to set priorities, and to allocate scarce resources.

E. Review and Update of the Qualification Subsystem

To keep the Wildland Fire Qualification Subsystem viable and current, it is necessary to have a process for making revisions. This process requires users of the system to submit proposed revisions (in writing) through agency channels to the National Wildfire Coordinating Group. (NWCG).

Although a revision process is necessary, constant change is undesirable and impractical because the task of revising manuals is costly and time consuming. Consequently, although the NWCG may handle special problems at any time, the planned revision interval will be 3 years. Users may submit proposed revisions as needs are identified. The Qualification and Certification Working Team will review the proposals and recommend adoption or rejection by NWCG. In addition, if adoption is recommended, the team will determine whether or not the proposal should be implemented at once or can wait until the time of planned revision.

F. Qualification Subsystem Definitions 2/

<u>Certification</u>. The process whereby an agency manager confirms through the issuance of an incident qualification card that an individual is qualified to perform in a specified ICS position, based on performance and meeting all minimum qualifications.

<u>Currency Requirement</u>. The requirement to perform satisfactorily in a specified ICS position within the last 5 years (3 years for aviation positions) to maintain qualification for the position.

Experience. Documented, satisfactory performance in specified ICS jobs needed to qualify for another (usually higher level) position.

<u>Multi-Branch (MB) Incident</u>. An incident of such complexity that a Multiple Branch Operations Section is activated. (Multi-Branch is not equivalent to Area Command.)

<u>Multi-Division (MD) Incident.</u> An incident having sufficient single resources, Task Forces, or Strike Teams to require more than two Division/Group Supervisors.

Multi-Leader (ML) Incident. An incident having a span of control ratio which does not warrant dividing the incident into multiple divisions, but may require filling all or most of the command and general staff positions.

Other ICS Positions Meeting Currency Requirements. Positions in another function or at an equivalent or lower level in the same function that will meet the currency requirements for the position under which they are listed.

Qualified Individual. An individual whose agency has documented that he/she has successfully completed all requirements for training, experience, and physical fitness for a specified ICS position.

Recertification. Confirmation through the reissuance of an incident qualification card that an individual has regained qualification for an ICS position that is lost through a lack of current experience. Recertification is based upon an individual's satisfactory performance in that position as a trainee, by a simulation exercise, and/or by retaking the required training for that position.

<u>Satisfactory Performance</u>. Performance by an individual which meets the written standards for a specific ICS position, as evaluated by the individual's incident or agency supervisor.

^{2/} For definitions of ICS terminology see the "Glossary of Terms for the Incident Command System (ICS)," Fireline Handbook 410-1

<u>Single Resource Boss (Crew Boss)</u>. A supervisor of a single fire resource such as a handcrew, engine company, dozer crew, or firing crew.

Trainee. One who has successfully completed most or all of the required training courses, who has met the physical fitness requirements, and who is completing the experience requirement by working on an incident under the direct supervision of a person already qualified in that position. A trainee may be assigned as an assistant but never as a deputy.

G. ICS Position Qualifications

COMMAND

AREA COMMAND

Agencies will establish their own qualifications for Area Command. Normally, individuals will be qualified for managing multi-branch incidents. There is Area Command training available, such as the Area Command Course (I-620).

INCIDENT COMMANDER - (Multi-Branch)

No additional specific training or experience needed over a Multi-Division Incident Commander. Agencies may set their own additional requirements such as the Advanced Incident Management Course (I-520) and specific experience. People filling this position will be the most qualified and experienced Incident Commanders.

INCIDENT COMMANDER - (Multi-Division)

TRAINING

No additional training required

EXPERIENCE

Satisfactory performance as an Incident Commander (Multi-Leader)

AND

complete familiarity with the Planning Section by satisfactory performance as a Planning Section Chief (Multi-Division)

OR

satisfactory performance as a Situation Unit Leader <u>and</u> a Resources Unit Leader

OR

successfully completing the Planning Section Chief Course (I-440) and a trainee assignment as a Planning Section Chief (Multi-Division)

AND

complete familiarity with the Logistics Section by satisfactory performance as a Logistics Section Chief (Multi-Division)

OR

satisfactory performance as a Facilities Unit Leader <u>and</u> Ground Support Unit Leader or Supply Unit Leader

OR

successfully completing the Logistics Section Chief Training Course (I-450) and a trainee assignment as a Logistics Section Chief (Multi-Division)

PHYSICAL REQUIREMENT

Light

OTHER POSITIONS MEETING CURRENCY REQUIREMENTS

Incident Commander (ML)
Any Section Chief (MB, MD)

INCIDENT COMMANDER (Multi-Leader)

TRAINING

Incident Commander Course (I-400)
IC/Command and General Staff Exercise (I-420)

EXPERIENCE

Satisfactory performance as an Operations Section Chief (Multi-Leader)

OR satisfactory performance as a Planning Section Chief (Multi-Leader)

satisfactory performance as a Division/Group Supervisor <u>and</u> as a Situation Unit Leader

AND satisfactory performance as a trainee Incident Commander (Multi-Leader)

PHYSICAL REQUIREMENT

Light

OTHER POSITIONS MEETING CURRENCY REQUIREMENTS

Any Operations Section Chief (MB, MD, or ML) Any Planning Section Chief (MB, MD, or ML)

COMMAND STAFF

SAFETY OFFICER

TRAINING

IC/Command and General Staff Exercise (I-420) Safety Officer Course (I-401)

EXPERIENCE

Satisfactory performance as a Division/Group Supervisor and as a trainee Safety Officer

PHYSICAL REQUIREMENT

Moderate

OTHER POSITIONS MEETING CURRENCY REQUIREMENTS

None

LIAISON OFFICER

TRAINING

IC/Command and General Staff Exercise (I-420) Liaison Officer Course (I-402) Basic ICS Course (I-220)

EXPERIENCE

Satisfactory performance as an Agency Representative <u>or</u> as a trainee Liaison Officer

PHYSICAL REQUIREMENT

None

OTHER POSITIONS MEETING CURRENCY REQUIREMENTS

Agency Representative

INFORMATION OFFICER

TRAINING

IC/Command and General Staff Exercise (I-420) Information Officer Course (Agency Specific) Basic ICS course (I-220)

EXPERIENCE

Dealing with public information function.

PHYSICAL REQUIREMENT

None

OTHER POSITIONS MEETING CURRENCY REQUIREMENTS

OPERATIONS SECTION

AREA COMMAND

Agencies will establish their own qualifications for Area Command. Normally, individuals will be multi-branch qualified. There is Area Command training available, such as the Area Command Course (I-620).

OPERATIONS SECTION CHIEF - (Multi-Branch)

No additional specific training or experience needed above that of a Multi-Division Operations Section Chief. Agencies may set their own additional requirements, such as the Advanced Incident Management course (I-520) and specific experience. People filling this position will be the most qualified and experienced Operations Section Chiefs.

OPERATIONS SECTION CHIEF - (Multi-Division) and OPERATIONS BRANCH DIRECTOR

TRAINING

No additional training required

EXPERIENCE

Satisfactory performance as an Operations Section Chief (Multi-Leader)

PHYSICAL REQUIREMENT

Moderate

OTHER POSITIONS MEETING CURRENCY REQUIREMENTS

Any level Incident Commander (MB, MD, ML) Operations Section Chief (ML)

OPERATIONS SECTION CHIEF - (Multi-Leader)

TRAINING

Operations Section Chief Course (I-430) IC/Command and General Staff Exercise (I-420)

EXPERIENCE

Satisfactory performance as Division/Group Supervisor or Air Operations Branch Director and as a trainee Operations Section Chief (Multi-Leader)

PHYSICAL REQUIREMENT

Moderate

OTHER POSITIONS MEETING CURRENCY REQUIREMENTS

Division/Group Supervisor Air Operations Branch Director

DIVISION/GROUP SUPERVISOR

TRAINING

Division/Group Supervisor course (I-339)

EXPERIENCE

Satisfactory performance as a Task Force/Strike Team Leader and as a trainee Division/Group Supervisor

PHYSICAL REQUIREMENTS

Arduous

OTHER POSITIONS MEETING CURRENCY REQUIREMENTS

Any Task Force/Strike Team Leader

TASK FORCE/STRIKE TEAM LEADER

TRAINING

Task Force/Strike Team Leader Course (I-330) Basic ICS Course (I-220)

EXPERIENCE

Satisfactory performance as a Single Resource Boss and as a trainee Task Force/Strike Team Leader

PHYSICAL REQUIREMENT

Arduous

OTHER POSITIONS MEETING CURRENCY REQUIREMENTS

Any Task Force/Strike Team Leader
Any Single Resource Boss
Incident Commander on a multi-resource incident

STAGING AREA MANAGER

TRAINING

Basic ICS Course (I-220) Staging Area Manager Course (I-236)

EXPERIENCE

Satisfactory performance as a single resource crew member or as a Status/Check-In Recorder

PHYSICAL REQUIREMENT

Light

OTHER POSITIONS MEETING CURRENCY REQUIREMENTS

AIR OPERATIONS BRANCH DIRECTOR

TRAINING

Air Operations Branch Director Course (I-470)

EXPERIENCE

Satisfactory performance as an Air Attack Group Supervisor $\underline{\text{and}}$ as an Air Support Group Supervisor $\underline{\text{and}}$ as a trainee Air Operations Branch Director

PHYSICAL REQUIREMENT

None

OTHER POSITIONS MEETING CURRENCY REQUIREMENTS

Air Attack Group Supervisor Air Support Group Supervisor

AIR ATTACK GROUP SUPERVISOR

TRAINING

Air Attack Group Supervisor Course (I-378) Air Tanker Coordinator Course (I-376) Helicopter Coordinator Course (I-374)

EXPERIENCE

Satisfactory performance as a Task Force/Strike Team Leader and as a trainee Air Attack Group Supervisor

PHYSICAL REQUIREMENT

None

OTHER POSITIONS MEETING CURRENCY REQUIREMENTS

Air Tanker Coordinator Helicopter Coordinator Air Support Group Supervisor

AIR TANKER COORDINATOR

TRAINING

Air Tanker Coordinator Course (I-376) Basic ICS Course (I-220)

EXPERIENCE

Satisfactory Performance as a trainee Air Tanker Coordinator

PHYSICAL REQUIREMENT

None

OTHER POSITIONS MEETING CURRENCY REQUIREMENTS

None

HELICOPTER COORDINATOR

TRAINING

Helicopter Coordinator Course (I-374) Basic ICS Course (I-220)

EXPERIENCE

Satisfactory performance supervising a helicopter and crew $\underline{\hspace{0.1cm}}$ as a trainee Helicopter Coordinator

PHYSICAL REQUIREMENT

None

OTHER POSITIONS MEETING CURRENCY REQUIREMENTS

AIR SUPPORT GROUP SUPERVISOR

TRAINING

Air Support Group Supervisor Course (I-375)

EXPERIENCE

Satisfactory performance as a Helibase Manager \underline{and} as a trainee Air Support Group Supervisor

PHYSICAL REQUIREMENT

None

OTHER POSITIONS MEETING CURRENCY REQUIREMENTS

Air Attack Group Supervisor Helibase Manager

HELIBASE MANAGER

TRAINING

Helibase Manager Course (I-271)

EXPERIENCE

Satisfactory performance supervising a helicopter crew and as a Helispot Manager and as a trainee Helibase Manager

PHYSICAL REQUIREMENT

Light

OTHER POSITIONS MEETING CURRENCY REQUIREMENTS

Helispot Manager

HELISPOT MANAGER

TRAINING

Helispot Manager Course (I-272) Basic ICS Course (I-220)

EXPERIENCE

Satisfactory performance as helicopter crew member $\underline{\text{and}}$ as a trainee Helispot Manager

PHYSICAL REQUIREMENT

Moderate

OTHER POSITIONS MEETING CURRENCY REQUIREMENTS

PLANNING SECTION

AREA COMMAND

Agencies will establish their own qualifications for Area Command. Normally, individuals will be multi-branch qualified. There is Area Command training available, such as the Area Command Course (I-620).

PLANNING SECTION CHIEF (Multi-Branch)

No additional specific training or experience needed over a Multi-Division Planning Section Chief. Agencies may set their own additional requirements such as the Advanced Incident Management Course (I-520). People filling this position will be the most qualified and experienced Planning Section Chiefs.

PLANNING SECTION CHIEF (Multi-Division)

TRAINING

No additional training required

EXPERIENCE

Satisfactory performance as a Planning Section Chief (Multi-Leader) and Resources Unit Leader

PHYSICAL REQUIREMENT

Light

OTHER POSITIONS MEETING CURRENCY REQUIREMENTS

Any Level Incident Commander (ML, MD, MB) Any Planning Section Chief (ML, MD, MB) Operations Section Chief (MB, MD)

PLANNING SECTION CHIEF (Multi-Leader)

TRAINING

Planning Section Chief Course (I-440) IC/Command and General Staff Exercise (I-420)

EXPERIENCE

Satisfactory performance as a Situation Unit Leader and as a trainee Planning Section Chief (Multi-Leader)

PHYSICAL REQUIREMENT

Light

OTHER POSITIONS MEETING CURRENCY REQUIREMENTS

Situation Unit Leader Resources Unit Leader

RESOURCES UNIT LEADER

TRAINING

Resources Unit Leader Course (I-348)

EXPERIENCE

Satisfactory performance as a Status/Check-In Recorder

PHYSICAL REQUIREMENT

None

OTHER POSITIONS MEETING CURRENCY REQUIREMENTS

Demobilization Unit Leader Status/Check-In Recorder

STATUS/CHECK-IN RECORDER

TRAINING

Status/Check-In Recorder Course (I-248) Basic ICS Course (I-220)

EXPERIENCE

None

PHYSICAL REQUIREMENT

None

OTHER POSITIONS MEETING CURRENCY REQUIREMENTS

None

SITUATION UNIT LEADER

TRAINING

Situation Unit Leader Course (I-346)

EXPERIENCE

Satisfactory performance as a Task Force/Strike Team Leader \underline{and} as a Field Observer \underline{and} as a trainee Situation Unit Leader

PHYSICAL REQUIREMENT

Moderate

OTHER POSITIONS MEETING CURRENCY REQUIREMENTS

FIELD OBSERVER

TRAINING

Field Observer Course (I-244)
Basic ICS Course (I-220)

EXPERIENCE

Satisfactory performance in command of a single resource and as a trainee Field Observer. The individual must have the ability to read and interpret topographic maps, orthophoto maps, and aerial photos.

PHYSICAL REQUIREMENT

Arduous

OTHER POSITIONS MEETING CURRENCY REQUIREMENTS

None

DEMOBILIZATION UNIT LEADER

TRAINING

Demobilization Unit Leader Course (I-347)
Resources Unit Leader Course (I-348)

EXPERIENCE

Satisfactory performance as a Status/Check-In Recorder and as a trainee Demobilization Unit Leader.

PHYSICAL REQUIREMENT

None

OTHER POSITIONS MEETING CURRENCY REQUIREMENTS

Performance in the Demobilization Unit or dispatching associated with demobilization.

DOCUMENTATION UNIT LEADER

TRAINING

Documentation Unit Leader Course (I-342)
Basic ICS Course (I-220)

EXPERIENCE

None

PHYSICAL REQUIREMENT

None

OTHER POSITIONS MEETING CURRENCY REQUIREMENTS

None

FIRE BEHAVIOR ANALYST

TRAINING

Advanced Fire Behavior Course (S-590)

EXPERIENCE

Satisfactory performance as a Task Force/Strike Team Leader and Situation Unit Leader and as a Trainee Fire Behavior Analyst.

PHYSICAL REQUIREMENT

Moderate

OTHER POSITIONS MEETING CURRENCY REQUIREMENTS

LOGISTICS SECTION

AREA COMMAND

Agencies will establish their own qualifications for Area Command. Normally, individuals will be multi-branch qualified. There is Area Command training available, such as the Area Command Course (I-620).

LOGISTICS SECTION CHIEF (Multi-Branch)

No additional specific training or experience is needed above that of a Multi-Division Logistics Section Chief. Agencies may set their own additional requirements, such as the Advanced Incident Management Course I-520). People filling this position shall be the most qualified and experienced Logistics Section Chiefs.

LOGISTICS SECTION CHIEF (Multi-Division) and SERVICE BRANCH DIRECTOR and SUPPORT BRANCH DIRECTOR

TRAINING

No additional training required

EXPERIENCE

Satisfactory performance as a Logistics Section Chief (Multi-Leader)

PHYSICAL REQUIREMENT

None

OTHER POSITIONS MEETING CURRENCY REQUIREMENTS

Any Logistics Section Chief (ML, MD, MB) Service or Support Branch Director

LOGISTICS SECTION CHIEF (Multi-Leader)

TRAINING

Logistics Section Chief Course (I-450) IC/Command and General Staff Exercise (I-420)

EXPERIENCE

Satisfactory performance as either a Ground Support Unit Leader or Supply Unit Leader, and as a Facilities Unit Leader, and as a trainee Logistics Section Chief (Multi-Leader)

PHYSICAL REQUIREMENT

None

OTHER POSITIONS MEETING CURRENCY REQUIREMENTS

Ground Support Unit Leader Facilities Unit Leader Supply Unit Leader

LOGISTICS SECTION - SERVICE BRANCH

MEDICAL UNIT LEADER

TRAINING

Medical Unit Leader Course (I-359)
Basic ICS Course (I-220)

EXPERIENCE

Certification as an Emergency Medical Technician or equivalent

PHYSICAL REQUIREMENT

None

OTHER POSITIONS MEETING CURRENCY REQUIREMENTS

None

COMMUNICATIONS UNIT LEADER

TRAINING

Communications Unit Leader Course (I-358)
Basic ICS Course (I-220)

EXPERIENCE

Experience in communications system design and setup and satisfactory performance as a trainee Communications Unit Leader

PHYSICAL REQUIREMENT

None

OTHER POSITIONS MEETING CURRENCY REQUIREMENTS

INCIDENT HEAD DISPATCHER

TRAINING

Incident Dispatcher Course (I-257)
Basic ICS Course (I-220)

EXPERIENCE

Satisfactory performance as a Dispatcher on an incident <u>or</u> a trainee Incident Head Dispatcher

PHYSICAL REQUIREMENT

None

OTHER POSITIONS MEETING CURRENCY REQUIREMENTS

Incident Dispatcher

FOOD UNIT LEADER

TRAINING

Food Unit Leader Course (I-357)
Basic ICS Course (I-220)

EXPERIENCE

Satisfactory performance in planning and supervising food preparation for large groups and as a trainee Food Unit Leader

PHYSICAL REQUIREMENTS

None

OTHER POSITIONS MEETING CURRENCY REQUIREMENTS

LOGISTICS SECTION - SUPPORT BRANCH

SUPPLY UNIT LEADER

TRAINING

Supply Unit Leader Course (I-356)

EXPERIENCE

Satisfactory performance as an Ordering or Receiving/Distribution Manager and a trainee Supply Unit Leader

PHYSICAL REQUIREMENT

None

OTHER POSITIONS MEETING CURRENCY REQUIREMENTS

Ordering Manager Receiving/Distribution Manager

ORDERING MANAGER

TRAINING

Ordering Manager Course (I-252)
Basic ICS Course (I-220)

EXPERIENCE

Satisfactory performance ordering resources at the agency level \underline{or} as a trainee Ordering Manager

PHYSICAL REQUIREMENT

None

OTHER POSITIONS MEETING CURRENCY REQUIREMENTS

Receiving/Distribution Manager

RECEIVING/DISTRIBUTION MANAGER

TRAINING

Receiving/Distribution Manager Course (I-253)
Basic ICS Course (I-220)

EXPERIENCE

Satisfactory performance receiving, accounting for, and distributing supplies at the agency level \underline{or} as a trainee Receiving/Distribution Manager

PHYSICAL REQUIREMENT

Light

OTHER POSITIONS MEETING CURRENCY REQUIREMENTS

Ordering Manager

FACILITIES UNIT LEADER

TRAINING

Facilities Unit Leader Course (I-354)

EXPERIENCE

Satisfactory performance as a Base/Camp Manager

PHYSICAL REQUIREMENT

None

OTHER POSITIONS MEETING CURRENCY REQUIREMENTS

Base or Camp Manager

BASE/CAMP MANAGER

TRAINING

Base/Camp Manager Course (I-254) Basic ICS Course (I-220)

EXPERIENCE

Satisfactory performance as a trainee Base/Camp Manager

PHYSICAL REQUIREMENT

Light

OTHER POSITIONS MEETING CURRENCY REQUIREMENTS

None

SECURITY MANAGER

TRAINING

Security Manager Course (I-259)
Basic ICS Course (I-220)

EXPERIENCE

Any previous assignment to an incident base or camp $\underline{\text{and}}$ law enforcement experience

PHYSICAL REQUIREMENT

None

OTHER POSITIONS MEETING CURRENCY REQUIREMENTS

GROUND SUPPORT UNIT LEADER

TRAINING

Ground Support Unit Leader Course (I-355)

EXPERIENCE

Satisfactory performance as an Equipment Manager

PHYSICAL REQUIREMENT

Light

OTHER POSITIONS MEETING CURRENCY REQUIREMENTS

Equipment Manager

EQUIPMENT MANAGER

TRAINING

Equipment Manager Course (I-255) Basic ICS Course (I-220)

EXPERIENCE

Satisfactory performance operating or maintaining mobile firefighting equipment and as a trainee Equipment Manager.

PHYSICAL REQUIREMENT

Light

OTHER POSITIONS MEETING CURRENCY REQUIREMENTS

FINANCE SECTION

FINANCE SECTION CHIEF - (Multi-Branch)

No additional specific training or experience is needed above that of a Multi-Division Finance Section Chief. Agencies may set their own additional requirements, such as the Advanced Incident Management Course (I-520). People filling this position shall be the most qualified and experienced Finance Section Chiefs.

FINANCE SECTION CHIEF - (Multi-Division)

TRAINING

No additional training required

EXPERIENCE

Satisfactory performance as a Finance Section Chief (Multi-Leader)

PHYSICAL REQUIREMENTS

None

OTHER POSITIONS MEETING CURRENCY REQUIREMENTS

Any Finance Section Chief (ML, MD, MB)

FINANCE SECTION CHIEF (Multi-Leader)

TRAINING

Finance Section Chief Course (I-460)
IC/Command and General Staff Exercise (I-420)

EXPERIENCE

Satisfactory performance as a Time Unit Leader or Procurement Unit Leader <u>and</u> as a trainee Finance Section Chief (Multi-Leader), as well as agency administrative experience

PHYSICAL REQUIREMENT

None

OTHER POSITIONS MEETING CURRENCY REQUIREMENTS

Time Unit Leader Procurement Unit Leader

TIME UNIT LEADER

TRAINING

Time Unit Leader Course (I-365)
Basic ICS Course (I-220)

EXPERIENCE

Satisfactory performance as a Personnel Time Recorder

PHYSICAL REQUIREMENT

None

OTHER POSITIONS MEETING CURRENCY REQUIREMENTS

None

COST UNIT LEADER

TRAINING

Cost Unit Leader Course (I-362)
Basic ICS Course (I-220)

EXPERIENCE

Satisfactory performance calculating fire costs or agency experience in cost accounting

PHYSICAL REQUIREMENT

None

OTHER POSITIONS MEETING CURRENCY REQUIREMENTS

None

COMPENSATION/CLAIMS UNIT LEADER

TRAINING

Basic ICS Course (I-220)

EXPERIENCE

Satisfactory performance as a Claims Specialist <u>and</u> as a Compensation-for-Injury Specialist or agency experience in the specialty

PHYSICAL REQUIREMENT

None

OTHER POSITIONS MEETING CURRENCY REQUIREMENTS

Compensation-for-Injury Specialist Claims Specialist

PROCUREMENT UNIT LEADER

TRAINING

Procurement Unit Leader Course (I-368)
Basic ICS Course (I-220)

EXPERIENCE

Current procurement authority

PHYSICAL REQUIREMENT

None

OTHER POSITIONS MEETING CURRENCY REQUIREMENTS

None

H. List of ICS Training Courses

Course Number	Course Title
I-220	Basic ICS
I-236	Staging Area Manager (Programed Text)
I-244	Field Observer
I-248	Status Check-In Recorder
I-252	Ordering Manager (Programed Text)
I-253	Receiving/Distribution Manager (Programed Text)
I-254	Base/Camp Manager
I-255	Equipment Manager
I-257	Incident Dispatcher
I-259	Security Manager (Programed Text)
I-271	Helibase Manager
I-272	Helispot Manager
I-277	Fixed-Wing Base Manager
I-330	Task Force/Strike Team Leader
I-339	Division/Group Supervisor
I-342	Documentation Unit Leader (Programed Text)
I-346	Situation Unit Leader
I-347	Demobilization Unit Leader
I-348	Resources Unit Leader
I-354	Facilities Unit Leader
I-355	Ground Support Unit Leader
I-356	Supply Unit Leader
I-357	Food Unit Leader
I-358	Communications Unit Leader
I-359	Medical Unit Leader (Programed Text)
I-362	Cost Unit Leader
I-365	Time Unit Leader
I-368	Procurement Unit Leader
I-374	Helicopter Coordinator
I-375	Air Support Group Supervisor
I-376	Air Tanker Coordinator
I-378	Air Attack Group Supervisor
I-400	Incident Commander
I-401	Safety Officer
I-402	Liaison Officer
I-420	Command and General Staff Exercise
I-430	Operations Section Chief
I-440	Planning Section Chief
I-450	Logistics Section Chief
I-460	Finance Section Chief
I-470	Air Operations Branch Director
I-520	Advanced Incident Management (Optional)
I-620	Area Command (Optional)

COURSE KEY

The NWCG Skill(s) Courses and Incident Command (I) Courses are designed to be instructed at various organizational levels.

100 - 200 Courses.....Local

300 - 400 Courses.....Regional

500 - 600 Courses.....National

I. Skill Positions

The Wildland Fire Qualification Subsystem includes only management level positions down to approximately the Unit Leader level and does not include "skill positions," such as Firefighter, Squad Boss, Single Resource Boss, Dozer Operator, Tractor/Plow Operator, and Fire Behavior Analyst. Consequently, the positions that are moved about the country in the largest number (the skill positions) are not included in this qualification subsystem.

Skill positions require specific skills to perform wildland fire suppression jobs. Some may require a basic understanding of the NIIMS-ICS management system; others require an understanding of supervisory relationships. In many instances, they are the prerequisite skill positions leading to ICS positions.

Skill positions are described here to assist management in defining a reasonable expectation of work production and safety when resources are brought in from outside the local or regional area. The intent is to describe a common level of training, experience, and physical fitness needed to safely and efficiently perform in a given job. This, in turn, should facilitate mutual training, exchange of resources, and cooperation. Individual agencies providing resources will be responsible for ensuring that minimal standards have been met.

Training addresses the skills and knowledge needed for safe and efficient suppression of wildland fire at the skill position level. For exchange of resources at the national level, NIIMS requires that personnel be adequately trained to provide the skills and knowledge identified for the position in fire skill job descriptions. The agency providing the resources is responsible for determining how this training is to be accomplished and how the position is to be certified.

The following "S" Courses, developed under the previous National Interagency Fire Qualification System (NIFQS), are applicable and will continue to be available for use. Agency-developed training courses may be used in lieu of these courses or as a supplement.

S-130	Firefighter Training
S-190	Introduction to Fire Behavior
S-211	Portable Pumps and Water Use
S-212	Power Saws
S-213	Tractor Use/Tractor Boss
S-214	Ground Tanker Use/Tanker Boss
S-215	Firing Methods and Equipment/Firing Boss
S-230	Crew Boss
S-260	Fire Business Management Principles
S-270	Basic Air Operations
S-353	Mixmaster
S-390	Fire Behavior
S-590	Fire Behavior Analyst

Following are descriptions of some skill level positions that have been identified. Descriptions are brief and, to allow the broadest possible application, do not include measurements of performance. Each includes a brief description of the job, a list of typical duties, and a list of training that is currently available and applicable. The training listed is not required but it could be useful. Other descriptions may be added as the need becomes apparent.



FIREFIGHTER

DESCRIPTION

A firefighter is the basic resource used in the control and extinguishment of wildland fires and works either individually or as a member of a crew under the supervision of a higher level individual. Firefighters are trained in the use of common wildfire handtools, firing devices, and safety gear. They also may be trained to operate specialized equipment such as chain saws, portable pumps, and the like. They have a working knowledge of basic wildfire behavior, fireline tactics, and fireline safety. They know and understand the 10 standard firefighting orders and the 13 situations that shout "Watch Out!" Work is commonly performed under arduous conditions.

TYPICAL DUTIES

- 1. Construct fireline according to required standards using various methods in a safe manner.
- 2. Strengthen, reinforce, and hold constructed line.
- 3. Extinguish enough of the fire, with or without the use of water, to ensure that the fire will not spread to additional fuel.
- 4. Perform mop-up operations to required standards.

SUGGESTED TRAINING

Firefighter Training Course (S-130), Introduction to Fire Behavior (S-190), standard first aid, specialty training, for example in the use of chainsaws and pumps.

EXPERIENCE

None Specified

PHYSICAL FITNESS LEVEL

Arduous

SQUAD BOSS

DESCRIPTION

The Squad Boss is a working leader of a small group of firefighters who is responsible for keeping the squad fully and safely employed on assigned jobs. The Squad Boss must be a fully experienced firefighter and must know and understand the 10 standard firefighting orders and the 13 situations that shout "Watch Out!" Work is commonly performed under arduous conditions.

TYPICAL DUTIES

- 1. Receive briefing on necessary fire situation information.
- 2. Provide leadership and supervision for a small group, usually not more than six Firefighters, keeping them fully and safely employed and informed on jobs assigned to the Squad Boss by the Single Resource Boss.
- Inspect personal gear of assigned squad, check for protective clothing, equipment, and other necessities and perform corrective action as needed.
- 4. Examine tools and equipment for safety and serviceability, verify completeness of support equipment, and perform corrective action as needed.
- 5. Direct work of squad and check work for quality and quantity, taking corrective action as needed.
- 6. Assist with preparation of necessary records.

SUGGESTED TRAINING

Portable Pumps and Water Course (S-211), Power Saw Course (S-212), and basic supervision.

EXPERIENCE

Firefighter

PHYSICAL FITNESS LEVEL

Arduous

SINGLE RESOURCE BOSS

DESCRIPTION

The Single Resource Boss is the leader of several squads of firefighters or of any single resource, such as an engine, dozer, a falling crew, a firing crew or other specialty crew, and normally is supervised by a Strike Team Leader or Task Force Leader on large incidents. The Single Resource Boss is a fully experienced firefighter with demonstrated ability and knowledge in the supervision of personnel in his or her specialty. The Single Resource Boss has a working knowledge of appropriate fire business management procedures, ICS organization, fireline tactics and suppression methods, basic air operations, first aid, intermediate fire behavior, and appropriate specialty skills. Work is commonly performed under arduous conditions.

TYPICAL DUTIES

- Make appropriate assignments based on briefing received from supervisor.
- 2. Provide leadership, discipline, safety, and maintenance for personnel both on-line and off-line.
- 3. Keep supervisor informed of current conditions and changes within the area of assigned responsibility.
- 4. Ensure that work is performed safely and efficiently in accordance with established standards both on-line and off-line.
- 5. Maintain all required records.
- 6. Maintain accountability for all tools and equipment.
- 7. Keep assigned personnel informed of on-line and off-line conditions and requirements.

SUGGESTED TRAINING

Crew Boss Course (S-230), Fire Business Management Principles Course (S-260), Basic Air Operations (S-270), Fire Behavior (S-390), specialty training (for example, Engine Foreman, and firing methods), standard first aid, and Basic ICS Course (I-220).

EXPERIENCE

Squad Boss

PHYSICAL FITNESS LEVEL

Arduous

DOZER OPERATOR

DESCRIPTION

In addition to having skills in constructing a fireline with heavy machinery, a Dozer Operator must have current experience in operating crawler tractors with dozer blades and their transport vehicles. This individual must be knowledgeable about the capabilities and limitations of the equipment being operated and be familiar with the field maintenance of such equipment. The Dozer Operator usually works under the general direction and supervision of a Dozer Boss, but may be required to work alone without on-site supervision.

TYPICAL DUTIES

- Operate a dozer to construct quality fire control lines under a wide range of topographic, soil, and fuel conditions.
- 2. Safely and efficiently load and unload equipment and know how to protect disabled equipment from destruction by fire.
- 3. Conduct routine inspections on equipment; make minor field adjustments, maintenance, and repairs on equipment.
- 4. Apply basic knowledge of fire suppression and tactics and techniques customarily employed when dozers are used to construct control lines.
- 5. Utilize appropriate radio procedure on large fires. Understand and utilize standard hand signals used to guide dozers.
- 6. Demonstrate and require safety in all phases of suppression work, including 10 standard firefighting orders and the 13 situations that shout "Watch Out!"

SUGGESTED TRAINING

Tractor Use/Tractor Boss Course (S-213), Fire Behavior Course (S-390), Portable Pumps and Water Use (S-211), standard first aid, specialized training in tractor operations and maintenance

EXPERIENCE

Firefighter

PHYSICAL FITNESS LEVEL

Moderate

TRACTOR/PLOW OPERATOR

DESCRIPTION

A Tractor/Plow Operator, in addition to the skills of a highly experienced Firefighter, must have current experience in operating crawler tractors with plows or dozer blades (as appropriate) and their transport vehicles. This individual must be knowledgeable about the capabilities and limitations of the equipment being operated and be familiar with the field maintenance of such equipment. The Tractor Operator usually works under the general direction and supervision of a Task Force Leader or a Strike Team Leader on large incidents or as the Incident Commander on smaller incidents. The Tractor Operator often may be required to work alone without on-site supervision in some parts of the country.

TYPICAL DUTIES

- Operate a crawler tractor equipped with a plow to construct quality fire control lines under a wide range of topographic, soil, and fuel conditions.
- 2. Safely and efficiently load and unload equipment and know how to protect disabled equipment from destruction by fire.
- Conduct routine inspections on equipment; make minor field adjustments, maintenance, and repairs on equipment.
- 4. Apply basic knowledge of fire suppression and tactics and techniques customarily employed when tractors are used to construct control lines.
- 5. Apply knowledge of basic principles and methods of using water and chemicals in all phases of fire suppression.
- 6. Utilize appropriate radio procedure on large fires. Understand and utilizes standard hand signals used to guide tractors.
- 7. Demonstrate and require safety in all phases of suppression work, including 10 standard firefighting orders and the 13 situations that shout "Watch Out!"

SUGGESTED TRAINING

Tractor Use/Tractor Boss Course (S-213), Fire Behavior Course (S-390), Portable Pumps and Water Use Course (S-211), standard first aid, specialized training in tractor operations and maintenance

EXPERIENCE

Firefighter

PHYSICAL FITNESS LEVEL

Moderate

MIXMASTER

DESCRIPTION

The Mixmaster is responsible for providing fire retardant to helicopters and air tankers at the rate specified for the expected duration of the job. The Mixmaster reports to the Helibase Manager or Fixed-Wing Base Manager.

TYPICAL DUTIES

- 1. Obtain briefing from supervisor.
- 2. Obtain Air Operation Summary Worksheet (ICS Form 220).
- 3. Check accessory equipment, such as valves, hoses, and storage tanks.
- 4. Take immediate steps to get any items and personnel to do the job.
- 5. Plan the specific layout to conduct operations.
- 6. Determine if water or retardant is to be used and aircraft load restrictions.
- 7. Maintain communication with supervisor.
- 8. Supervise crew in setting up operations.
- 9. Supervise crew in loading retardant into aircraft.
- 10. Make sure supply of retardants is kept ahead of demand.
- 11. Attend to safety and welfare of crew.
- 12. Keep necessary agency records.
- 13. See that base is cleaned up before leaving.

SUGGESTED TRAINING

Mixmaster Course (S-353), standard first aid, specialized training in plumbing, pump and fitting maintenance

EXPERIENCE

None specified

PHYSICAL FITNESS LEVEL

Moderate

CREW REPRESENTATIVE

Policies and requirements governing crew operations vary significantly between Federal, State, and local agencies, and within agencies; for example: F.S. regular versus A.D. hires. Development of qualifications or a position description for the crew representative function is not practical, consequently, the ICS Agency Representative position was determined to be sufficiently flexible to meet crew representation needs.

According to existing system documentation, the Agency Representative reports to the Liaison Officer or to the Incident Commander and is expected to have authority to make decisions regarding his agency's participation on the incident.

An agency with resources on an incident should always have a representative on the incident. In most situations, this agency representative can perform the role of Agency Crew Coordinator. In those situations where an agency determines that a separate Agency Crew Coordinator is needed, the Agency Crew Representative would report to the Agency Representative who reports to the Liaison Officer.

The qualifications required for these individuals must be determined by the responsible official according to the role they are expected to perform. They must have sufficient knowledge of fire or incident procedures and other crew support-related activities to facilitate all required crew activities.

J. Technical Specialist Positions

Technical Specialists are personnel having special skills needed to support incident operations. There are no minimum qualifications prescribed for these positions because these personnel perform the same type of duties on an incident that they perform in their everyday job. Many Technical Specialists are certified in their field or profession.

Technical Specialist positions differ from skill positions in that they are not unique to wildland fire suppression. Technical Specialists may be assigned to any section within the ICS organization.

The following is a list of Technical Specialists and the sections in which they normally work:

Specialist	Section
Water Resources	Planning
Environmental	Planning
Resource Use	Planning
Training	Planning
Deck Coordinator	Operations
Loadmaster	Operations
Parking Tender	Operations
Takeoff and Landing Controller	Operations
Helibase Radio Operator	Operations
Helicopter Timekeeper	Operations
Weather Observer	Planning
Infrared Analyst	Planning
Tools and Equipment	Logistics
Facilities Maintenance	Logistics
Personnel Time Recorder	Finance

Technical Specialist Positions (continued)

Commissary Manager Finance
Equipment Time Recorder Finance

Compensation-for-Injury Finance

Claims Finance

Incident Meteorologist Planning

Radio Technicians Logistics

Mechanics Logistics

Law Enforcement Logistics

Personnel

Pilots Operations.

Drivers Logistics

Cooks Logistics

Communications Logistics

Technicians

Dispatcher Logistics

Appendix 1

ICS POSITION QUALIFICATION CHARTS

The six organizational charts in this appendix display the qualifications so that it is easier to see what is required to achieve a specific position. The charts can best be understood when used in conjunction with the written portion of the qualification system.

The following are key points concerning the use of the charts:

 Each "position box" shows the title of the position, the "I" Courses required for that position which are in addition to those required for prerequisite experience positions, trainee requirements, and physical fitness requirements.

Example:

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		ERV			1/
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1	Ard	uou	S	4/	

- 1/ Position Title.
- 2/ "I" Course needed in addition to prerequisite experience positions.
- 3/ Must satisfactorily perform as a trainee prior to qualification. If "trainee" is not shown, it is not a requirement.
- 4/ Physical fitness requirement.
- 2. Arrows pointing to a "position box" mean that the position from which the arrow originated is a prerequisite. When arrows converge on an "and" it means that all of the positions are required as prerequisite experience. For example, Chart 3 shows that to be an Air Operations Branch Director, an individual must first have been qualified as an Air Attack Group Supervisor and as an Air Support Group Supervisor. Also, the progression to get to an Air Attack Group Supervisor is from Firefighter to Squad Boss to Single Resource Boss to Task Force/Strike Team Leader.
- 3. When the arrows converge on an "or" it means any of the positions from which the arrow originated will suffice as prerequisite experience. For example, Chart 3 shows that the prerequisite experience for Operations Section Chief (Multi-Leader) then Division/Group Supervisor or Air Operations Branch Director.

- 4. When no arrows originate from a position box, the position in the box is not a prerequisite experience requirement for any other position. For example, Chart 3 indicates that the Air Tanker Coordinator position is not required experience for any other position.
- 5. When there are no arrows pointing at a position box, the position in the box does not require any prerequisite position experience. For example, Chart 4, shows that the Documentation Unit Leader position does not require any prerequisite position experience.

Command

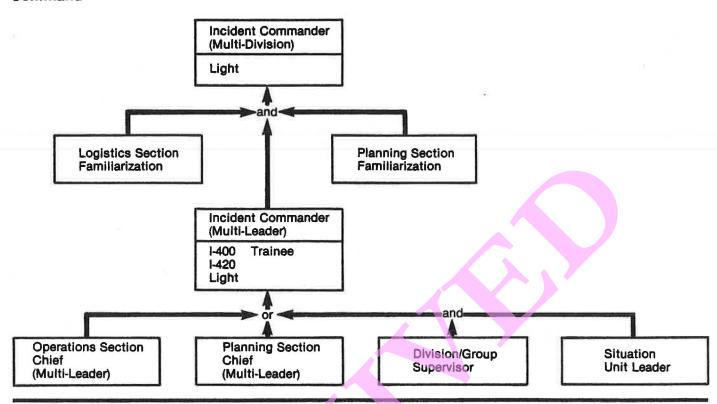
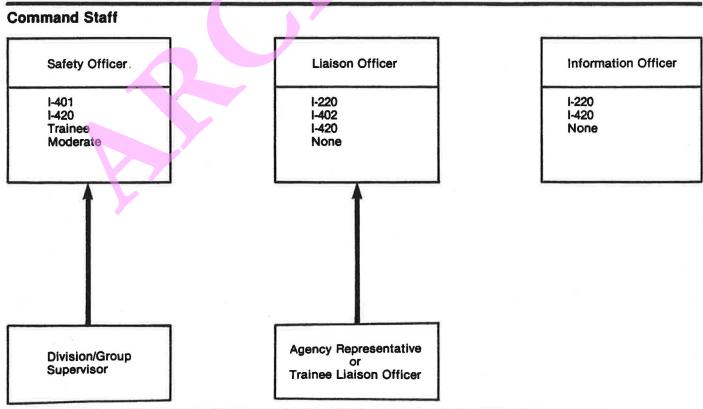
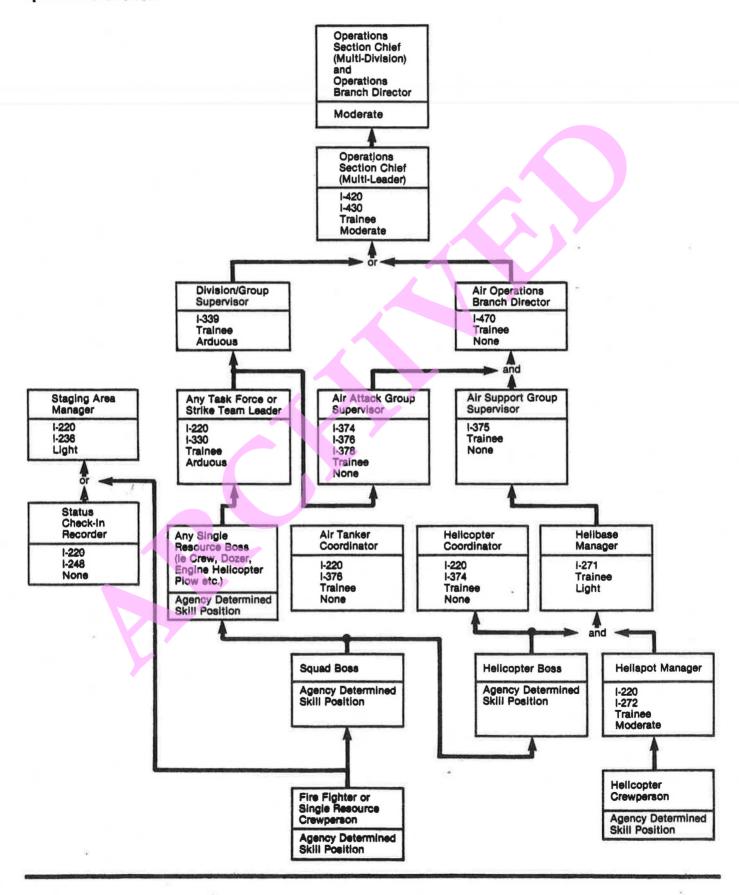


Chart 2



Operations Section



Planning Section

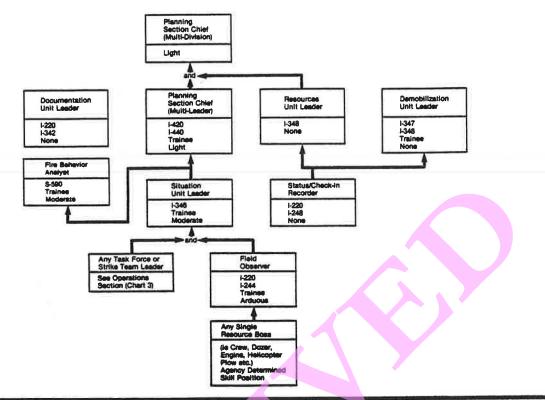


Chart 5



