

Wildland Fire Module Annual Mobilization Preparedness/Proficiency Checklist

Review

Each year, the module leaders for all WFMs in good standing from the previous season are required to complete the WFM Annual Mobilization Preparedness/Proficiency Checklist. Upon completion, they will send it to the local GACC prior to making the module available for national mobilization. The annual review will be conducted while the module is fully staffed and has completed all required training needed prior to being operational. This process is designed to evaluate module preparedness and compliance with the standards contained in this document.

When a review is completed, the document is to be kept on file at the local host unit fire management office.

WFM Name: _____

WFM Type: _____

WFM Address: _____

Wildland Fire Module Personnel Roster: (Name/Working Title)	Qualifications	Fire Experience (Seasons)
1		
2		
3		
4.		
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11.		
12.		

Qualification Requirements

Type 1 and 2 WFM Required Qualifications	Type 1 WFM	Actual	Type 2 WFM	Actual
RXB2 — Prescribed Fire Burn Boss Type 2	1		0	
TFLD – Task Force Leader	1		0	
CRWB — Crew Boss	2		1	
FIRB — Firing Boss	2		1	
ICT4 — Incident Commander Type 4	1		0	
ICT5 — Incident Commander Type 5	2		2	
FOBS — Field Observer	1		0	
FEMO — Fire Effects Monitor	2		1	
FFT1 — Firefighter Type 1 (Squad Boss) (separate from single resource positions)	4		3	
FAL2 — Intermediate Faller	2		2	
HELR — Helicopter Longline/Remote hook or HECM	1		1	
<i>*HELR is not recognized by all NWCG Agencies*</i>				

Equipment Requirements

This is a listing of preparedness items, which all Wildland Fire Module (WFM) should have for certification. Specific numbers and qualifications for each type of WFM are contained in *NWCG Standards for Wildland Fire Module Operations*, PMS 430. The intent is for the WFM Leader and Reviewing Official to verify the WFM being reviewed is familiar and possess the requirements. Use the “remarks” section to specify requirements. **ALL WFMs are required** to meet all items listed.

Equipment	Type 1 and Type 2 WFM
Appropriate PPE	YES
Dedicated module vehicles (minimum 2)	Agency-owned and assigned
Dedicated cellular telephones	2
Satellite communications device	1
Crew level purchase authority	1 or more
Chainsaws with kit	4
Firing Devices:	
• Drip torch	4
• Flare launcher	1
• Fusees (1 case)	1

Equipment	Type 1 and Type 2 WFM
Firefighting hand tools — geographically dependent	YES
Programmable handheld radios	5
Tents and sleeping gear, all-season	YES
Extended 14 days backcountry camp and cooking equipment	YES
Water filtration system	YES
Medical Equipment:	
• 10-person or Trauma Kit	2
• Remote carry-out capability	YES
Drinking water and food	72 hours
Digital Technical Equipment:	
• Computer	2
• Tablet or iPad	2
Weather Monitoring Equipment:	
• Belt weather kit	3
• Calibrated handheld weather meter	2
Fuel Moisture Sampling Equipment:	
• Clippers	2
• Handsaw	2
• Oven-ready sample containers	20
• Calibrated handheld moisture probe	1
• Scientific scale	1
• Binoculars	2
Documentation:	
• WFM Field Guide	YES
• WFM monitoring forms	YES

Functional Area A: Program Management

Code	Criteria Description	Does the WFM Meet the Criteria? Insert: Yes or No	Remarks
A1	Does the WFM have the following program documentation and is it current?		
	<ul style="list-style-type: none"> Safety Plan 		
	<ul style="list-style-type: none"> Training Plan 		
	<ul style="list-style-type: none"> Physical Fitness Training Plan 		
	<ul style="list-style-type: none"> Recruitment/Staffing Plan 		
	<ul style="list-style-type: none"> Current Fiscal Year Budget 		
A2	Are the following references available to the entire WFM and are they current?		
	<ul style="list-style-type: none"> Employee Handbook 		
	<ul style="list-style-type: none"> Job Hazard Analysis (JHA) forms 		
	<ul style="list-style-type: none"> Health and Safety Code Handbook 		
	<ul style="list-style-type: none"> Fireline Handbook 		
	<ul style="list-style-type: none"> MSDS Sheets 		
	<ul style="list-style-type: none"> <i>NWCG Incident Response Pocket Guide</i>, PMS 461 		
A3	Have time and travel administration procedures been established for all WFM personnel?		
A4	Does the WFM maintain a record of incident assignments, fire and non-fire work hours, travel logs, and injury reports?		
A5	Does the WFM have current WFM status with the appropriate Geographic Area Coordination Center?		
A6	Did the WFM Leader and home unit agency administrator (or their designee) co-sign documentation to verify the WFM is ready for incident assignment as specified on the WFM Mobilization Preparedness Checklist?		

Functional Area B: Organization

Code	Criteria Description	Does the WFM Meet the Criteria? Insert: Yes or No	Remarks
B1	Does the WFM currently meet the minimum supervisory staffing requirements?		
B2	Do the personnel on the WFM meet the minimum fire qualification requirements for their assigned positions?		
B3	Do the personnel on the WFM have the required amount of fire experience?		
B4	Have all personnel on the WFM been issued a current Red Card?		
B5	Does the WFM have a complete manifest that includes all personnel and equipment weights and does this manifest show the WFM members to be within the maximum allowable weight for fixed-wing transport? (See National Mob Guide)		
B6	Does the WFM have a 24-hour/7-day contact and callout procedure in place with the host unit dispatch center?		
B7	Does the WFM work and train together for the duration of their availability period?		
B8	Do personnel on the WFM maintain emergency medical qualifications that meet sponsor agency requirements (EMTs, Emergency First Responders, etc.)?		
B9	Do the assigned drivers on the WFM meet agency and state commercial vehicle operator certification requirements for the type of vehicles assigned?		
B10	Do the assigned sawyers on the WFM meet agency chainsaw operator certification requirements?		
B11	Is there at least one government purchase card holder with purchase authority assigned to the module?		

Functional Area C: Safety and Training

Code	Criteria Description	Does the WFM Meet the Criteria? Insert: Yes or No	Remarks
C1	Has the WFM completed the training requirement as specified in WFM Mobilization Preparedness Checklist prior to availability?		
C2	Have all personnel on the WFM been tested for and met the current arduous duty fitness standard?		
C3	Have all personnel on the WFM completed sponsor agency mandatory training?		
C4	Have all personnel on the WFM been provided with written rules of conduct?		
C5	Has the WFM been provided an orientation by management from the local home unit?		
C6	Does the WFM have access to a training library and materials that will enable them to complete all training requirements?		
C7	Does the WFM maintain training and qualification records for all personnel?		
C8	Have all personnel on the WFM been issued the appropriate Position Task Book for their next target fireline qualification?		
C9	Does the WFM participate in a daily physical training program for at least 1 hour?		
C10	Does the WFM Physical Fitness Training Plan outline a safe and effective daily workout routine?		
C11	Does the WFM Safety Plan include regularly scheduled safety meetings and are they documented?		
C12	Does the WFM utilize an After Action Review or other critique process to review incident assignments?		
C13	Is there an easily accessible employee bulletin board and does it have current/useful information posted?		

Functional Area D: Vehicles and Equipment

Code	Criteria Description	Does the WFM Meet the Criteria? Insert: Yes or No	Remarks
D1	Are the vehicles assigned to the WFM appropriate for the highway and off-road transportation demands typically made on a Wildland Fire Module program?		
D2	Are all WFM vehicles fire ready, with current maintenance needs complete, valid credit cards, logbooks that are up to date, and exterior unit identification designators?		
D3	Are all WFM vehicles set up with two-way radios and is there a posted radio frequency list in the cab?		
D4	Do all WFM vehicles have available fire extinguishers, first aid kits, chock blocks, flares or warning triangles, jumper cables, tow chain, jack, and lug wrench?		
D5	Do all WFM vehicles adhere to DOT regulations for transport of hazardous and flammable materials?		
D6	Are the passenger areas within the WFM vehicles adequate to transport all WFM personnel?		
D7	Do the equipment storage compartments on the WFM vehicles have posted inventory lists and are they stocked to that level?		
D8	Do the WFM vehicles carry adequate food and water to enable the WFM to be completely self-sufficient on fire assignment for 72 hours?		
D9	Does the WFM have the appropriate field gear including PPE, fireline packs, individual gear bags, sleeping bags, and tents? In addition, are cargo packs and equipment in good condition to outfit all module personnel and support them during off-unit assignments?		
D10	Does the WFM have chainsaws and adequate chainsaw support equipment in good condition and onboard WFM vehicles, to be readily available for fireline operations?		
D11	Does the WFM have adequate firing equipment in good condition and onboard WFM vehicles, to be readily available for fireline operations?		
D12	Does the WFM carry the required number of programmable/multi-channel handheld radios, in good condition, to meet operational needs? Does the WFM have immediate access to backup radios in case of damage?		

Code	Criteria Description	Does the WFM Meet the Criteria? Insert: Yes or No	Remarks
D13	Does the WFM have an adequate number of hand tools, in good condition, onboard WFM vehicles, readily available for fireline operations?		
D14	Does the WFM carry adequate medical first aid supplies to meet individual needs and WFM needs at all times (incident, project, and at the station)?		
D15	Does the WFM carry and maintain the required weather monitoring equipment?		

Functional Area E: Facilities

Code	Criteria Description	Does the WFM Meet the Criteria? Insert: Yes or No	Remarks
E1	Does the WFM have 24-hour/7-day access to storage/cache facilities for equipment and supplies (chainsaws, hand tools, vehicle maintenance, hazardous/flammable materials, and a general fire cache)?		
E2	Does the WFM have daily access to a ready room that can serve as a training facility?		
E3	Does the WFM have daily access to a physical fitness training area?		
E4	Does the WFM have adequate assigned office space with access to a telephone system?		
E5	Does the WFM have access to a computer and the agency email system?		
E6	Are all of the WFM facilities regularly inspected for safety and maintenance needs?		

Functional Area F: Proficiency Checks

This is a listing of skills that all Wildland Fire Modules should have as a minimum. How the proficiency checks are conducted is up to the local unit. The intent is for the WFM Leader and Reviewing Official to verify the WFM being reviewed is proficient in these skill areas. This is a WFM proficiency check; all items do not necessarily apply to all crewmembers.

Code	Criteria Description	Does the WFM Meet the Criteria? Insert: Yes or No	Remarks
F1	Specialized Operations		
F1.1	Wildland Fire Tactical Operations:		
	<ul style="list-style-type: none"> Maintaining LCES in an unanchored fireline environment 		
	<ul style="list-style-type: none"> Document and manage geographically separate incidents 		
	<ul style="list-style-type: none"> Planning and conducting burnout and blackline organization 		
	<ul style="list-style-type: none"> Independently interpret, evaluate, and implement operational action plans 		
	<ul style="list-style-type: none"> Design, operation, and maintenance of fire management hydraulic systems 		
	<ul style="list-style-type: none"> Handline construction similar to Type 1 hand crew at similar crew strength 		
F1.2	Long-Term Strategies:		
	<ul style="list-style-type: none"> Understanding long-term implementation plans by explaining concepts including point protection, management action points, and season-ending events. 		
	<ul style="list-style-type: none"> Provide information back to manager on tactical actions that meet the long-term overall objectives 		
F1.3	Point Protection:		
	<ul style="list-style-type: none"> Perform structure triage 		
	<ul style="list-style-type: none"> Complete written structure assessments 		
	<ul style="list-style-type: none"> Structure triage, structure wrapping, and interface fuels reduction 		
F2	Prescribed Fire:		
	<ul style="list-style-type: none"> Ignition of prescribed fire at all complexity levels 		
	<ul style="list-style-type: none"> Prescribed fire holding actions through all complexity prescribed fires 		
	<ul style="list-style-type: none"> Plan and implement a moderate complexity interagency prescribed burn plan (RXB2 Type 1 WFM Only) 		

Code	Criteria Description	Does the WFM Meet the Criteria? Insert: Yes or No	Remarks
F3	Intelligence:		
F3.1	Fire Environment assessment:		
	<ul style="list-style-type: none"> Monitoring and documenting fire behavior 		
	<ul style="list-style-type: none"> Monitoring smoke quantities, dispersal, and impacts to sensitive receptors 		
	<ul style="list-style-type: none"> Identifying and documenting fuels, slope, and aspect affecting current and foreseeable fire behavior 		
	<ul style="list-style-type: none"> Collection, measurement, and documentation of live and dead fuel moistures 		
	<ul style="list-style-type: none"> Collection and identification of fuel load data 		
	<ul style="list-style-type: none"> Utilize fire behavior modeling programs 		
	<ul style="list-style-type: none"> Evaluate and document post-fire effects 		
	<ul style="list-style-type: none"> Evaluate potential effectiveness of natural and constructed fire barriers 		
F3.2	Fire Weather:		
	<ul style="list-style-type: none"> Consistent fireline weather monitoring and documentation 		
	<ul style="list-style-type: none"> Submitting, interpreting, and providing feedback to spot weather forecasts 		
	<ul style="list-style-type: none"> Initiate and maintain portable weather stations 		
F4	Mapping Skills:		
	<ul style="list-style-type: none"> Utilize GPS systems with the capability to transfer information to mapping software 		
	<ul style="list-style-type: none"> Develop and maintain wildland fuels and fire progression mapping 		
	<ul style="list-style-type: none"> Map fire perimeters and points of interest using GPS systems 		
	<ul style="list-style-type: none"> Produce hard copy maps 		
F5	Backcountry Capability:		
	<ul style="list-style-type: none"> Self-sufficiency for multiple days in back country fire environment including food, water, and anticipated equipment for 5 to 7 days 		

Code	Criteria Description	Does the WFM Meet the Criteria? Insert: Yes or No	Remarks
F5	<ul style="list-style-type: none"> • Use of “light hand” techniques including crosscut saw skills, Leave No Trace camping and MIST 		
	<ul style="list-style-type: none"> • Ability to transport personnel and equipment using remote travel techniques 		
F6	Documentation:		
	<ul style="list-style-type: none"> • Prepare fire behavior and fuels condition monitoring documentation during ongoing incidents 		
	<ul style="list-style-type: none"> • Ability to transmit onsite observations from remote locations 		
	<ul style="list-style-type: none"> • Assemble and organize large amounts of data in digital or hardcopy format 		

Code	Criteria Description	Does the WFM Meet the Criteria? Insert: Yes or No	Remarks
F7	Planning:		
	<ul style="list-style-type: none"> Ability to provide intelligence and feedback for the effectiveness of long-duration fire plans 		
F8	Air Operations:		
	<ul style="list-style-type: none"> Ability to manifest, assemble, and facilitate external cargo for rotor-wing aircraft 		
	<ul style="list-style-type: none"> Helicopter passenger safety 		
	<ul style="list-style-type: none"> Helicopter transport of flammables 		
	<ul style="list-style-type: none"> Directing helicopter drops by radio 		
	<ul style="list-style-type: none"> Helispot specifications 		
	<ul style="list-style-type: none"> Longline/Hover hook operations 		
F9	Demonstrated ability to use two-way radios (Dispatch contact protocol, local call sign system, programmable radio procedures)		
F10	Demonstrated knowledge of basic individual communication responsibilities (briefings, debriefings, acknowledge messages, identify hazards, questions for clarification)		
F11	Demonstrated knowledge of the key components of the Standard Fire Orders, LCES, and established protocol for crew disengagement		
F12	Demonstrated knowledge of the differences between a Safety Zone and a Deployment Zone		
F13	Demonstrated ability to deploy fire shelters in various situations (individual, group, two people in one shelter, drop gear and run, with wind)		

Functional Area G: Summary

Comments: _____

General preparedness of the WFM: _____

Items which are deficient: _____

Corrective action to be taken: _____

I have reviewed the Wildland Fire Module Program and certify the Wildland Fire Module meets the *NWCG Standards for Wildland Fire Module Operations*, PMS 430.

☐ Type 1 WFM

☐ Type 2 WFM

Wildland Fire Module Leader: _____ Date: _____

Reviewing Official: _____ Date: _____

Signature and Title