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## **CHAPTER 10**

### **INTRODUCTION**

**10 – OBJECTIVES.** Adhere to National Wildfire Coordinating Group (NWCG) qualifications and certification requirements in fire management to ensure Fire Contractors have the organization, training, and qualifications to carry out fire management contracts and programs in a safe manner.

Ensure that NWCG requirements are understood and implemented by National Wildfire Suppression Association (NWSA) certified instructors.

Maintain the integrity of the National Wildfire Suppression Association through the association's Code of Ethics and the instructor's Code of Ethics.

**11 – POLICY.** NWSA members will: Comply with the qualification requirements for the skills and knowledge unique to fire and aviation management and the Incident Command System (ICS) as established by the *NWCG Standards for Wildland Fire Position Qualifications*, PMS 310-1. Comply with any additional Memorandum of Understanding (MOU) requirements as set forth by NWCG geographical areas, for further training and qualification requirements. Comply with the directions in the Instructor's Guide for the course being taught.

Each person trained will meet the physical fitness requirements, be evaluated, and certified for each ICS or skill position before an Incident Qualification Card (Red Card) is issued.

Each Lead Instructor, Unit Instructor, and Adjunct Instructor will be reviewed, qualified, and certified by the NWSA Training Certification Coordinator. Lead and Unit will meet the currency requirements. *NWCG Standards for Course Delivery* can be found in PMS 901-1. The Field Managers Course Guide was deleted in October 2019.

**12 – RESPONSIBILITY OF NWSA INSTRUCTORS.** Maintaining high standards, providing quality training, and keeping the database current is the responsibility of all instructors in the association. Courses will be entered into the database within 72 hours after the course has been completed.

The NWSA Training Coordinator, Office staff, and the Board of Directors are there to support all members of the association.

**13 – DEFINITIONS.** For additional definitions of terms related to ICS, refer to the NWCG Glossary of Wildland Fire. PMS 205. The following information can be found in the NWCG Standards for Wildland Fire Position Qualifications, PMS 310-1.

**Certification and Recertification:** Certification indicates the individual is qualified to perform in a specific position. Each company owner or official is responsible for annually certifying the qualifications of their personnel based upon the requirements in the PMS 310-1 and their Geographical Area Coordinating Group.

Successful completion of position tasks and training courses does not guarantee an individual will be qualified to perform in a position. Certification and recertification are subjective determinations that each company must make, based on task evaluations, position performance, and its judgment on the quality of an individual's experience.

To recertify an FFT2, the individual would be required to take any new training required, RT-130 training, and pass the Work Capacity Test. To recertify an FFT1 and higher, the individual would be required to take any new training required, take the RT-130 course, pass the Work Capacity Test, and complete a new Task Book.

**Currency Requirement:** For positions identified in the PMS 310-1, the maximum time for maintaining currency is 3 years for air operations, faller, and dispatch positions. All other positions have a 5-year term. Currency for a position can be maintained by successful performance in positions identified in the PMS 310-1.

**Certifying Official:** In the private sector, the Certifying Official is the Company Owner or his designated representative. The Certifying Official must review and confirm the completion of the PTB and decide on company certification. This determination should be based on the Trainee's demonstration of position competencies and behaviors, as well as the completed PTB, which includes a Final Evaluator's Verification. Only the Certifying Official from the company has the authority to certify an individual's qualifications.

**Evaluator:** The Evaluator is the person who observes the task(s) being performed and documents successful performance in the PTB. The Evaluator and the Coach may be the same person; however, the functions of coaching and evaluating must remain separate.

**Final Evaluator:** A Final Evaluator must be qualified in the position they are evaluating. Only the evaluator on the final position performance assignment (the assignment in which all remaining tasks have been evaluated and initialed) will complete the Final Evaluator's statement inside the front cover of the PTB recommending certification.

Experience: Documented, satisfactory performance in specified ICS positions that are needed to qualify for another position; in the case of a trainee, satisfactory performance in the position for which the individual is qualified.

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

Qualified Individual: An individual whose company has documented that the individual has completed all requirements for training, experience, and physical fitness for a specific ICS position.

Satisfactory Performance: Performance by an individual that meets or exceeds the written standards for a specific ICS position as evaluated by the individual's incident or agency supervisor.

Skill Position: A position that requires specific skills and knowledge to perform on a wildland fire incident. Examples include Firefighter, Fire Behavior Analyst, Single Resource Boss, Prescribed Fire Burn Boss, or Ignition Specialist.

Trainee or Student: A company-approved individual who is preparing to qualify for a position through completion of training courses and on-the-job training. Also, a person who is attempting to demonstrate task evaluation or position performance of required job tasks under the direct supervision of an evaluator who is qualified in the position.

Coach: A qualified individual who provides instruction to a trainee in the classroom, on the job, or in an incident. While many of the requirements of the Coach are like those of an Evaluator, the roles of coaching and evaluation must remain separate. Responsibilities are listed in the PMS 310-1.

Training Specialist: A person who identifies incident evaluation opportunities for trainees and ensures that the assignment is properly documented. On initial attack and extended attack incidents, the Training Specialist's duties would be performed by unit personnel.

**14 – REFERENCES.** For additional directions and information, consult the following references:

1. Wildland Fire Incident Management Field Guide, PMS 210.
2. Incident Response Pocket Guide, PMS 461
3. Fitness and Work Capacity, Second Edition, PMS 304-2
4. Leading in the Wildland Fire Service, PMS 494-2
5. NWCG Publications Catalog Part 2, PMS 449-2 (Note this publication is revised annually and usually is available in April)
6. NWCG Publication Management System,  
website: [www.nwcg.gov/pms/pubs/pubs.htm](http://www.nwcg.gov/pms/pubs/pubs.htm)
7. National Wildfire Coordinating Group, website: [www.nwcg.gov](http://www.nwcg.gov)
8. National Interagency Fire Center, website: [www.nifc.gov](http://www.nifc.gov)
9. Standards for Fire and Aviation Operations, NFES 2724, USDA, and  
USDI, National Interagency Fire Center, Boise, ID.
10. SAFENET, website: [www.safenet.nifc.gov](http://www.safenet.nifc.gov)
11. Wildland Fire Lessons Learned Center, website: [www.wildfirelessons.net](http://www.wildfirelessons.net)
12. Annual Refresher Training Reference, website: [www.nifc.gov/wfstar/index.htm](http://www.nifc.gov/wfstar/index.htm)
13. National Wildfire Suppression Association, website: [www.nwsa.us](http://www.nwsa.us)

## **CHAPTER 20**

### **NWSA TRAINING ORGANIZATION**

**20 – NWSA PRESIDENT AND BOARD OF DIRECTORS.** The Board of Directors is responsible for overseeing the training program. They will approve recommendations made by the Training Committee or the Training Coordinator.

**21 - TRAINING COMMITTEE.** The membership of the Committee shall be seven, which will include the NWSA Training Coordinator and six Instructors. Technical specialists or members of the National Wildfire Coordinating Group may be asked to participate if their area of expertise is needed for clarification on issues. The preference is for committee members to be from different geographical areas and different companies.

**21.1 Members of the Committee** are nominated from the current list of instructors and elected by instructors in good standing at the annual meeting.

**21.2 The election of committee members** is to take place at the annual meeting. Members are elected for a two-year term with no term limits. In the event there is no instructor's session at the annual meeting, committee members shall be extended.

**21.3 Should a member's place on the Committee become vacant,** the training committee shall elect by majority a successor to fill the remainder of the vacant term until the next annual meeting.

#### **22 - TRAINING COMMITTEE GOALS.**

- A. Provide leadership and facilitate communications on training needs, safety, and Effective training programs that meet the needs of NWSA members.
- B. Advise the Board of Directors on the changes needed to the association's policies and procedures.
- C. Keep instructors and members advised of current issues and changes in agency standards.
- D. Review training issues and concerns from association members and formulate Recommendations for the Board or the Association.

**23 - MEETINGS.** The Committee will meet during the fall or early winter. Most of the communications during the year will be conference calls or e-mails.

**24 - TRAINING Coordinator.** The NWSA Training Coordinator is responsible for reporting to the NWSA office manager.

The NWSA Training Coordinator position will coordinate all training matters for the association and its members. Instructors should make the Training Coordinator aware of any training issues.

**The Training Coordinator** position is responsible for certifying potential new Lead, Unit, and Adjunct Instructors. The training coordinator will report to the NWSA office manager.

NWSA members who have training scheduled shall forward a planned training schedule seven (7) working days in advance of the course to: [nwsatrainingcoordinator@nwsa.us](mailto:nwsatrainingcoordinator@nwsa.us). This schedule shall list the course, dates, time, number of students, location, and the name of the Course Coordinator or Lead Instructor. The Course Coordinator or Lead Instructor should be familiar with the notification requirements of the NWCG geographical area they are instructing in and follow their protocol.

**25 - PLANNING YOUR TRAINING SESSION.** Any NWSA personnel having the responsibility of a Course Coordinator should use the **NWCG Course Coordinators Guide, PMS 907**, as their basic source of information. If there is no Course Coordinator, the Lead Instructor will be responsible.

The Course Coordinator Guide is designed to provide information to training officers, course coordinators, lead instructors, and other managers presenting a training course. The contents provide general instructions for course planning, management, presentations, and follow-up. If NWCG courses require specific considerations for presentation, they will be listed within the Instructor's Guide for that specific course.

It is the **responsibility of every Course Coordinator and Lead Instructor** to review the online **NWCG Training Catalog**. Search the window to locate the course you are interested in. Each course has three parts: Overview, Administration, and Course Work. These three parts cover the information that was in the deleted Field Managers Course Guide.

The **NWCG Standards for Course Delivery, PMS 901-1**, is the authoritative reference for information concerning NWCG training curriculum. It is to be used in conjunction with the **NWCG Standards for Wildland Fire Position Qualifications PMS-310-1**. The NWCG Training Catalog is the source for specific course details. These publications are updated semi-annually.

## **CHAPTER 30**

### **QUALIFICATIONS AND CERTIFICATION**

**30 -** This chapter sets out the interagency requirements and additional National Wildfire Suppression Association requirements for the wildland fire management positions outlined by the National Wildfire Coordinating Group (NWCG) in the **NWCG Standards for Wildland Fire Position Qualifications, PMS 310-1 the NWCG Standards for Course Delivery, PMS 901-1 and the "Course Coordinator Guide", PMS-907.**

**31- CERTIFICATION PROCESS.** The Training Coordinator will do the screening of potential new instructors. The instructor candidates who meet the NWCG requirements, NWCG Geographical Area requirements, and NWSA requirements will be approved for certification of the courses they are qualified. Geographical Areas that do not have an MOU with NWSA will follow the directions outlined in the February 1994 NWCG memo titled, Training, Qualifications and Certification for Non-NWCG Entities.

For those individuals not meeting the certification criteria, a letter will be sent by the Training Coordinator to the individual with an explanation of why they did not receive certification at this time. Instructor Certification is a privilege, not a right.

It is the responsibility of the individual applying for instructor certification to provide the NWSA Training Coordinator with documentation that is complete and accurate. It is not the responsibility of NWSA to gather this documentation for an individual. **If you do not have the required documents and training certificates, please don't apply until you can send a complete file. Correspondence should be signed and dated where appropriate.**

**32 – NWCG INSTRUCTOR LEVELS and REQUIREMENTS.** NWCG publication **PMS 907, Course Coordinators Guide**, provides administrative information to training specialists, course coordinators, and instructors who present training courses.

#### **Training Program:**

The objective of NWSA is to provide wildland fire suppression resources that meet or exceed all training, experience, and physical fitness standards identified in the National Wildfire Coordinating Group (NWCG Standards for Wildland Fire Positions Qualifications (PMS 310-1).

In February 1994, NWCG issued a position on Training Qualifications and Certification for Non-NWCG Entities. This NWCG position paper provided guidance to member agencies, private sector contractors, and educational institutions to establish and maintain similar standards within legal and contractual constraints.



Two important NWCG recommendations were the Memorandums of Understanding with the contract associations and the certification of private sector instructors.

NWSA has a Memorandum of Understanding to provide training in the following regions: Region 6 PNWCG, Region 1 NRCG, Region 4 GBCG, and Region 5 (US Forest Service Only). These agreements formalize training and establish standards between NWCG Members and recognized contractors' associations.

NWSA follows the standards established in the NWCG Course Coordinator's Guide (PMS 907) and the NWCG Standards for Course Delivery (PMS 901-1) for the certification of instructors. The NWCG has established the following general instructor levels:

- Lead Instructors
- Unit Instructors
- Adjunct Instructors

#### **Lead Instructors**

- Lead Instructors must 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.
- Lead Instructors must maintain their qualifications and currency within the given time frames.
- Must be qualified at the next higher job level of the course they are teaching.
- In addition, the person must have three years of teaching experience and quality fire experience, documented by individual Incident Performance Ratings.
- Lead Instructors can teach the 100 and 200-level courses, and some are qualified to teach 300-level and higher courses. Lead Instructors are certified for individual courses based on requirements in the **NWCG Training Catalog**.

#### **Unit Instructors**

- Unit Instructors must be experienced in the lesson content they are presenting and have sufficient presentation skills to deliver the subject matter for student comprehension.
- Unit Instructors can teach/ assist the Lead Instructors with 100 and 200-level courses. When teaching units of 200-level courses, instructors should have 32 hours of the Facilitative Instructor Course, M-410, or equivalent.

### **Adjunct Instructors**

- 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.
- NWSA adjunct instructors or specialists in specific fields have not met the currency requirements because they have not been involved in a wildfire incident in the last five years. Most of the NWSA adjunct instructors have years of fire experience and teaching experience in fire suppression, fire behavior, and the Incident Command System (ICS).

### **Duties of Lead Instructors:**

- Lead Instructors need to attend annual training and updates to stay current.
- Lead Instructors must notify the NWSA Training Coordinator at [nwsatraining@nwsa.us](mailto:nwsatraining@nwsa.us) and the MOU provider with written notification of course dates, schedule, location, and Lead Instructor name at least seven (7) working days in advance of the course starting date.
- Lead Instructors must use the NWSA database to document all trained people.
- Formal records will be kept for five (5) years on all individuals trained. Fire records and training records should be kept up to date by the company or contractor.
- All instructors are required to sign the Code of Ethics for Instructors.
- Serve as Course Coordinator if needed.

### **Training Coordinator:**

- The Training Coordinator is responsible for compiling the annual list of current instructors.
- Assist NWSA members with training issues and advise members of changes in the qualification system.
- Monitor the quality of the training program.
- Maintain a professional relationship with agency representatives. Stay current on the latest policy changes and other events that will affect the association and the NWSA members.
- A major emphasis item that is part of all training is promoting safety and a passion that the safe way to perform a task is the only way.
- The Training Coordinator or his/her representative reserves the right to attend all training given by NWSA Instructors.
- The Training Coordinator is supported by a Training Committee of six instructors, elected by the NWSA instructors at the Annual Meeting.

### **Carding System and Database of NWSA:**

- Complementing the training program is a Database and Incident Qualification Card System.
- Incident Qualification Cards are issued yearly, with a photo ID, employee number, incident qualifications, additional skills, physical fitness rating, incident position needs, and years of experience. See agencies' agreements for signing requirements.
- Instructor Records: The database must, as a minimum, contain fields that document Instructor Qualifications and teaching history.
- Firefighter Records: The database must, as a minimum, contain fields that document firefighters' Qualifications, Training, Experience, DOB, SS#'s, Task Books, and Fitness Level.
- Instructors are responsible for database input and the proper issuance of the Incident Qualifications Cards.
- All data entries must be paid for when entered.
- Information is confidential.

### **Data Entry Fees**

- Carded Classes - Members: \$12.00/ person.
- Carded Classes - Non-Members: \$30.00/ person
- Non-Carded Classes - \$5.00/person
- Large groups (100 or more), such as National Guard Training, should contact the NWSA office for price information.
- Government Agencies, through the Database Coordinator, can **only** access firefighters' names, qualifications, and employers.

**33 - NWSA INSTRUCTOR REQUIREMENTS.** February 1994 NWCG position paper (Appendix A) on Training, Qualifications, and Certification for non-NWCG entities provided an opportunity for contract associations to certify their employees' qualifications. NWSA has adopted the following requirements for certifying Lead, Unit, and Adjunct Instructors.

## **BECOMING AN NWSA INSTRUCTOR**

### **Process for Becoming an Instructor for the National Wildfire Suppression Association**

The Training Coordinator will evaluate potential new instructors and the upgrading of current instructors.

**It is the responsibility of the individual applying for instructor certification to provide documentation that is complete and accurate. The Training Coordinator is not responsible for gathering documentation on an individual. If you do not have the required documents and training certificates, please do not apply until you have a complete package. Where appropriate, documents should be signed and dated. You will be charged an additional fee of \$50 for each request for additional documents.**

Lead Instructors must have sufficient experience in presenting all units of the course and be qualified at the next level. 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 must be experienced in the lessons they are teaching. They must be qualified at the job level to which the course is targeted.

NWSA certifies instructors under our MOU, which is recognized in the United States. If an instructor who lives outside the US becomes certified, the Certification is only credible for the United States, we do NOT certify instructors for training that is held in another country, as we do not have that authority. Certificates of training issued in the US may be recognized by foreign entities, but NWSA does not hold MOUs with any foreign entities.

### **Instructor Certification Checklist**

Complete all required documents and pay the initial instructor certification fee of

- ☐ \$250 to the NWSA office (payment can be made by check or by calling 877-676-6972).

Meet Currency Requirements as defined by the National Wildfire Coordinating

- ☐ Group (NWCG), including: - Compliance with the NWCG Standards for Wildland Fire Position Qualifications, PMS 310-1. - Compliance with the NWCG Standards for Course Delivery, PMS 901-1. - Access these documents at <http://www.nwcg.gov>.

- ☐ Submit a copy of your resume and cover letter (See page 8).

- ☐ Fill out and send a copy of the NWCG Certified Instructor Information Data Form (See page 13).

- ☐ Fill out and send a copy of the Instructor's Letter of Verification form (See page 14).

- ☐ Submit a copy of your most recent Incident Qualification Card.

- ☐ Sign and send in a copy of the Instructor Code of Ethics (See pages 10-12).

- ☐ If employed by a member company, have the company owner submit a letter verifying your employment.

- ☐ Submit Incident Performance Ratings received in the last 5 years, including documentation listing your name or shift tickets with your name.

- ☐ Submit copies of certificates for NWCG courses completed and any other relevant certificates (e.g., manufacturing course in pump repair, chainsaw certification level).

- ☐ Submit Position Task Books (Cover page, Verification/Certification page, and Evaluation Records).

- ☐ Provide a Wildfire History or Summary Record.

- ☐ Submit an Incident Qualifications System Person Master Record.

Ensure Lead Instructor requirements are met: - Completion of a 32-hour Facilitative

- ☐ Instructor Course: M-410 or an equivalent course. - Equivalent courses include NFPA Fire Instructor 1, a State Teaching Certificate, or a bachelor's degree in education.

- ☐ Submit copies of student evaluation forms and letters of reference from individuals qualified to assess your skills (e.g., teachers or immediate supervisors).

Lead Instructor candidates must have at least 3 years of documented experience. -

- ☐ Exceptions: Individuals with less than 3 years of experience may qualify if they are a Single Resource Boss with documented instructor performance as a Unit Instructor.

The potential Lead Instructor can submit other Instructor experience, such as the following:

- Agency Leadership experience
- Field fire experience
- Leading project crews
- Instructing the workforce in field operations, tactics, and safety
- CPR instruction through a certified organization
- Serving as a teacher at their place of worship
- Instructor experience while serving in the Military or ROTC
- Peace Corps service
- Fire Department Volunteer / Explorer service as an instructor
- Scout Leader experience
- Other Instructional experience

These areas of instructional experience will be considered on a case-by-case basis for their validity by the NWSA Training Coordinator.

Unit instructors must have documentation of their instructor capabilities. Submit evaluations from Lead Instructors, student evaluation forms, letters of reference from people in a position to evaluate your skills, such as teachers or immediate supervisors.

Review each course you plan to teach in the NWCG Position Catalog and provide documentation that meets the instructor's requirements for that course. This document can be accessed at: [www.nwcg.gov/publications/training-courses](http://www.nwcg.gov/publications/training-courses)

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Your resume of your qualifications should include:

**a. Personal Data**

Full legal name, present address, and phone number.

**b. Education**

High School: \_\_\_\_\_ Graduated? Yes, \_\_\_ No \_\_\_ Location: \_\_\_\_\_  
College/Univ.: \_\_\_\_\_ Graduated? Yes, \_\_\_ No \_\_\_ Degree (s): \_\_\_\_\_  
Other (specify type) \_\_\_\_\_ Graduated? Yes, \_\_\_ No \_\_\_ Certificate (s): \_\_\_\_\_  
\_\_\_\_\_ Graduated? Yes, \_\_\_ No \_\_\_ Certificate (s): \_\_\_\_\_

**c. Work Experience**

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List below all present and previous employment, starting with the most recent.

Company name: \_\_\_\_\_ from (mo./yr.): \_\_\_\_\_ Type of work \_\_\_\_\_  
Address: \_\_\_\_\_ to (mo./yr.): \_\_\_\_\_ Name of Supervisor \_\_\_\_\_

**d. Other Organizations**

List only organizations that pertain to firefighting or resource management, such as a Rural Fire Department volunteer, Society of American Foresters, County Search & Rescue, etc.

**e. References**

In your cover letter, please add the following statement: **I certify that all documents sent are true and complete, and all training courses have been NWCG certified.** NWCG certificates must have the following information:

- a. Course Title and identifier
- b. Course completion date and course hours
- c. Lead instructors' printed name and signature
- d. Agency or organization sponsoring the course

NWSA will only accept NWCG courses taught by approved training providers. A list of the approved training providers by region can be found [here](#).

Submit a complete training package to the Training Coordinator below. You can send a hard copy or scan and email it. Send a check or "PayPal" for the one-time \$250 certification fee made to NWSA at P.O. Box 169, Mill City, OR 97360.

There will be an Annual \$400 Renewal fee charged due by January 1 to retain your Certification through NWSA. You may opt to become a voting member of NWSA by paying the Voting Membership in addition to the renewal fee, but it is not required.

Once you have met all the requirements, a certification letter will be issued stating the courses you are certified to teach and your date of currency.

Darron Williams  
11025 W Big Sky Court  
Oasis, ID 83647  
541-409-5613  
[nwsatrainingcoordinator@nwsa.us](mailto:nwsatrainingcoordinator@nwsa.us)



## **CODE of ETHICS AGREEMENT**

### **For Instructors of the National Wildfire Suppression Association**

#### **Preamble**

Wildland fire-fighting agencies have relied heavily on the private sector to supply firefighters to suppress fires and assist with Department of Homeland Security activities for national security. More than half of the firefighters in the US are employees of private contractors who bid their services to the agencies responsible for protection.

The wildland agencies require the contractors to train and certify their people to the standards established in the NWCG Standards for Wildland Fire Position Qualifications (PMS 310-1). This guide was developed by the National Wildfire Coordinating Group (NWCG) to establish minimum standards for both agency and contract firefighters. Additional requirements for certification for contract firefighters can be found in the geographical area Memorandums of Understanding (MOU) and agency contracts.

NWCG has also established instructor levels and requirements. Course coordinators and instructors are the cornerstone for developing qualified personnel. The NWSA Instructor, in their roles as fire suppression experts, seek to not only teach the required courses but instill a sense of safety awareness both on and off the fire line to all trainees.

The purpose of this **Code of Ethics** is to inspire, guide, and provide standards by which to judge the conduct of NWSA Instructors in their professional teaching lives. Compliance with the code demonstrates members' respect for the trainees, their safety awareness, and mutual respect for all firefighters. On joining NWSA and becoming a certified instructor, a person assumes a special responsibility to the firefighting community by promising to uphold and abide by the following:

#### **Principles and Pledges**

1. They should treat all students with respect and in a professional manner.
2. Shall not unfairly exclude any student from participation in any curriculum based on age, race, color, sex, religion, national origin, marital status, or sexual orientation.
2. Shall not misrepresent his/her professional qualifications.
3. Shall not knowingly make false or malicious statements about a colleague.

4. Shall not accept any gratuity, gift, or favor that might impair or appear to influence professional decisions or actions.
5. Respect the confidentiality of information that is privileged under applicable law.
6. The instructor exerts every effort to raise professional standards and enhance the Public image of NWSA.
7. The course coordinator and instructor shall adhere to the standards established by the NWCG Instructor's Guide for each specific course. Emphasis will be given to instructor qualifications, course prerequisites, course/unit objectives, testing and evaluation of students, and course evaluations.
8. Instructors shall adhere to guidelines established by the following NWCG publications:
  - a. NWCG Standards for Wildland Fire Position Qualifications, PMS 310-1
  - b. NWCG Standards for Course Delivery, PMS 901-1
  - c. Course Coordinators Guide, PMS 907
  - d. Geographical Memorandums of Understanding
  - e. NWSA Training Manual
9. Instructors using their NWSA Instructor Certification to teach courses must use the NWSA Database to document all trained people. As an NWSA Instructor, I understand that certification from another contract association is not acceptable. The NWSA logo is copyrighted and cannot be used without prior written authorization from the NWSA Board of Directors.
10. Non-Compliance: The Board may terminate an instructor's membership in NWSA, in the event an instructor: (1) violates any provision of this agreement; (2) violates any provision of the Bylaws of NWSA; (3) violates any rule, regulation, or practice duly adopted by NWSA; or (4) engages in conduct injurious or prejudicial to the interests of NWSA. Any such termination shall be made according to a complaint filed by the Board or another MEMBER and shall proceed following the provisions of this agreement. Following the termination of an instructor, the Board may give notice thereof to all other MEMBERS and to agencies and publications to verify such termination.
11. Attorney Fees: Neither party to this agreement shall have a right to attorney fees in case of a breach of this Agreement or a complaint relating to this agreement.
12. All first-year certified instructors must attend the NWSA Instructor's Conference in person or virtually during their first year and then once every three years.

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The National Wildfire Suppression Association's Code of Ethics Agreement specifies the process through which a member's violation of the code may lead to expulsion from NWSA or other disciplinary action. No action will be taken unless a written complaint has been filed and submitted to the NWSA Executive Director.

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Adopted by the NWSA Board of Directors on December 15, 2003. Revised February 2025

Agree to by: \_\_\_\_\_, on \_\_\_\_\_  
NWSA Instructor Signature

Instructor Signature(Printed) \_\_\_\_\_



The National Wildfire Suppression Association

*preserving and protecting our environment*

---

**NWSA Certified Instructor Informational Data**

Please print all information below, except for the legal signature.

Full Name: \_\_\_\_\_

Legal Signature: \_\_\_\_\_

Company Affiliation: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Cell: \_\_\_\_\_

E-mail: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Please put a check next to your instructor status:

Company Instructor Only \_\_\_\_\_

Company Instructor & Other Contractors \_\_\_\_\_

Independent Instructor \_\_\_\_\_

Date: \_\_\_\_\_

## INSTRUCTOR LETTER OF VERIFICATION

By signing this letter of verification, I am confirming that I have read or reviewed the following documents and I understand my responsibilities as an NWSA Instructor to adhere to the information contained in these documents.

1. NWSA Training website
2. Online webinar titled “NWSA Database Manual for Instructors”
3. NWCG Standards for Course Delivery, PMS 901-1
4. NWCG Standards for Wildland Fire Position Qualifications, PMS 310-1
5. Course Coordinators Guide, PMS-907
6. NWCG Positions Catalog
7. NWCG Training Catalog

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Please sign and mail your documents to become an NWSA Instructor.  
In addition, email a copy to [nwsatraining@nwsa.us](mailto:nwsatraining@nwsa.us).

### **35. DECERTIFICATION of an INSTRUCTOR**

Instructor certification is a privilege, not a right. When a course evaluator identifies a questionable situation, or the NWSA Staff is aware that a lead instructor has not followed the “Duties of a Lead Instructor” as outlined in the NWSA Training Manual or the MOUs, the NWSA Instructor Code of Ethics, the NWSA Training  
The coordinator will be notified.

The NWSA Training Coordinator will discuss the concerns with the instructor and follow up with a letter to the instructor about their discussions. If necessary, a Performance Correction Notice will be sent with a specified time in which to make the corrections. If the problem has not been resolved, removal from the active instructor's list will be a Board of Directors decision as outlined in the NWSA bylaws.

## **CHAPTER 40**

### **NATIONAL INTERAGENCY INCIDENT MANAGEMENT SYSTEM**

**40 – NATIONAL INTERAGENCY INCIDENT MANAGEMENT SYSTEM.** All wildland fire protection agencies are organized to manage forest, brush, and grass fires within their jurisdictions. Where they are unable to manage large, complex fires with their own resources, additional or substantial outside assistance is required. To address this need, a nationwide multi-agency management system has been adopted, called the National Interagency Incident Management System (NIIMS), which provides the total systems approach necessary for response in emergency situations involving a wide range of natural or human-caused incidents.

NIIMS consists of five major subsystems, which together provide a total approach to incident management. The subsystems and their functions are as follows:

1. Incident Command System (ICS). An on-scene structure of generic management-level positions suitable to manage any incident.
2. Training. Development and delivery of training courses.
3. Qualifications and Certification. National standards for qualifications and certification for ICS positions.
4. Publications Management. Development, control, sources, and distribution of NIIMS publications are provided by the National Wildfire Coordinating Group (NWCG).
5. Supporting Technology. Technology and systems used to support an emergency response, such as orthophotography. National Fire Danger Rating System, remote automatic weather stations, automatic lightning detection systems, infrared technology, and communications.

**41 - QUALIFICATION CHARTS FOR THE INCIDENT COMMAND SYSTEM.** The NWCG Standards for Wildland Fire Position Qualifications, PMS 310-1, displays the Position Qualification Flow Chart and the progression from one position to another in the system.

#### **42 – QUALIFICATION FOR INCIDENT COMMAND SYSTEM POSITIONS.**

This section sets out the additional requirements for skills, training, and prerequisites for contractor employees for the wildland and prescribed fire positions outlined in the NWCG Standards for Wildland Fire Position Qualifications, PMS 310-1. Qualifications for each position include the minimum acceptable levels of training, experience, physical fitness, and/or currency requirements. Job descriptions and duties for these positions are listed in the NWCG Position Catalog.

The PMS 310-1 defines a performance-based qualification system. In this system, the primary criterion for qualification is individual performance, as observed by an evaluator using approved standards, identified in a Position Task Book (PTB) for the position. Qualification is based on performance on the job, physical fitness, and classroom training identified in PMS 310-1.

NWSA Instructors and Contractors must comply with the requirements specific to their Geographical Area Coordinating Group and meet or exceed appropriate NWCG prerequisite qualifications and currency requirements.

Additional training, which supports the development of knowledge and skills, may be acquired in a variety of ways, including on-the-job training, work experience, and formal training. It is suggested that formal training be provided where applicable to ensure that knowledge and skills are acquired. A Trainee must meet the required position experience for PTB initiation. PTB can be initiated without the Trainee first completing all required training. All required training must be completed before position Certification.

**43 – INCIDENT COMPLEXITY.** The line officer or designated official shall determine the complexity of an incident and assign qualified personnel as needed. More than 95 percent of all wildland fires fall within the low complexity range and are controlled with initial attack and limited reinforcements. These fires are referred to as Type 3, 4, and 5 incidents.

The remaining 5 percent of fires, which fall into high complexity, are referred to as Types 1 and 2. Qualifications for Incident Commanders and General Staff have been established for Type 1 and 2 incidents (including Area Command) because they are normally more complex and can require resources from outside the local area.



**43.1 – Guidelines for Determining Incident Complexity.** The guidelines assist the line officer or designated official in determining incident complexity. The guidelines are presented in order of ascending complexity and describe the fire response with the appropriate fire organization. A Type 5 incident is the lowest level, and Type 1 is the highest level of complexity. The Type 1 incident combines the multi Division and multi-branch classifications as described in the PMS 310-1.

**44 – ANNUAL REFRESHER TRAINING.** Annual Fireline Safety Refresher Training is required for those positions identified in the NWCG PMS 310-1. Refresher training shall consist of the following core topics: Entrapment Avoidance, Current Issues, Fire Shelter, and Other Hazards and Safety Issues. These core topics must be sufficiently covered. NWSA has a minimum training requirement of 6 hours. Training time may be extended to effectively meet the Geographical Area training requirements. Incident Qualification Cards will not be issued until supervisors certify that the annual Fire Safety Refresher Training has been completed and the person has passed the WORK Capacity Test.

**44.1 - National Annual Fire Safety Refresher Website.** This site provides a centralized resource for instructors doing refresher training to get pertinent policy guidance and identify interagency materials used throughout the nation. These sites will link You to “WESTAR Website Tutorial” and “RT-130 Wildland Fire Safety Training Annual Refresher”.  
There is also a WFSTAR Catalog.

[www.nifc.gov/wfstar/index.htm](http://www.nifc.gov/wfstar/index.htm)

[www.nwcg.gov/publications/training-courses/rt-130](http://www.nwcg.gov/publications/training-courses/rt-130)

**45 – RE-CERTIFICATION.** Management evaluation of an individual's competency is key to recertification where qualifications have expired. If currency has lapsed, the individual shall revert to the trainee level, be issued a position task-book for the position, complete on-the-job training if needed, and re-qualify in a position performance assignment. By returning to the trainee level, the person re-certifying is introduced to new technology that assists with recalling position duties and responsibilities.

**46 – PHYSICAL FITNESS STANDARDS.** In addition to training and experience, physical fitness standards, when applicable, must be met for ICS position certification.

**46.1 - Physical Fitness Requirements.** Requirements for physical fitness are identified as arduous, moderate, light, and none. The definitions for these categories can be found in the PMS 310-1.

**47 – DESCRIPTION OF THE PERFORMANCE-BASED SYSTEM.** The Wildland Fire Qualifications System is a "performance-based" qualifications system. NWCG uses a performance-based approach that focuses on verifying the capabilities of personnel to perform as required in the various incident positions. This approach incorporates education, training, and experience as the primary qualification criteria. In this system, the primary criterion for qualification is individual performance as observed by an evaluator using approved standards. This system differs from previous wildland fire qualifications systems, which have been "training-based." Training-based systems use the completion of training courses or a passing score on an examination as a primary criterion for qualification.

A performance-based system has two advantages over a training-based system:

1. Qualification is based upon real performance, as measured on the job.
2. Personnel who have learned skills from sources outside wildfire suppression, such as agency-specific training programs or training and work in prescribed fire, structural fire, law enforcement, search, and rescue, etc., may not be required to complete specific courses to qualify for a wildfire position.
  - a. The components of the wildland fire qualifications system are as follows:
    - (1) Position Task Book (PTB) contains all critical tasks that are required to perform the job. PTB's have been designed in a format which will allow documentation of a trainee's ability to perform each task. Successful completion of all tasks required of the position, as determined by an evaluator, will be the basis for recommending certification.
    - (2) Training courses and job aids provide specific skills and knowledge required to perform tasks as prescribed in the PTB.
    - (3) NWSA Certification is issued in the form of an incident qualification card certifying that the individual is qualified to perform in a specified position.
  - b. Certification Responsibilities

The contractor or company owner is responsible for selecting trainees, properly using task books, providing proper training, and certification of trainees.

## CHAPTER 50 OPERATING PROCEDURES

### 50 – **GUIDELINES ON STUDENT-TEACHER RATIO.**

To create an enhanced learning experience in the classroom, there is a need to limit the number of students. This decision needs to be based on the type of course being taught, the experience level of the students, the ability to maintain rapport with the students, and the physical limitations of the classroom.

Training programs are designed to,

- Teach new skills and provide knowledge.
- Promote consistent, professional, and standardized training in support of wildland fire management objectives.
- Define course management and delivery procedures for Lead, Unit, and Adjunct instructors.
- Describe the course organization system.
- Provide directions that enable users to augment course content based on local needs.
- Provide directions on establishing specific course equivalency.
- Establish minimum requirements for course completion certification.
- Correct specific performance deficiencies.

Class size needs to be small enough to provide positive interactive learning situations for both Students and Instructors.

Based on the considerations above, the following class sizes have been adopted effective immediately as follows for all courses:

The Class size recommendation Instructor to Student ratio of 24:1, with a **MAXIMUM** of 50 students with an additional instructor and/or coach. If an additional instructor is used, they must be named when entering the class in the NWSA Database. A coach\* must be an ICT5 and/or FFT1 or higher to be utilized. Their name and qualification must be noted in the class notes.

This class size recommendation pertains to all NWCG courses taught by NWSA Instructors except for S-212 Wildland Fire Chain Saws.

Class size recommendations for S-212 Wildland Fire Chain Saws will be the following.

The classroom portion ratio will be 24:1 as stated above, and the field portion will be a 6:1 ratio due to the complexity and safety hazards involved in the operation of chainsaws. It is also recommended that additional Unit instructors and/or Coaches\* be utilized accordingly to ensure that safety is always maintained during field evolutions.

\* Refer to Chapters 10-13 for the definition of a Coach.

These requirements were established by the NWSA Board of Directors and the NWSA Training Committee. Any questions, please contact the NWSA Training Administrator for clarification.

## **50.1       -       SPECIAL CONSIDERATIONS**

Field exercises for courses such as, S 130 Field Day, Fire Shelter Deployment drills, RT 130 Wildland Fire Safety Training Annual Refresher, S 211 Portable Pumps and Water Use, and Classroom portions of RT 130 Wildland Fire Safety Training Annual Refresher will require additional Lead, Unit Instructors and/or Coaches necessary to ensure Safety and Quality of Hands-on Training with specialized equipment.

When NWCG courses are used, all stated objectives **must be met**. The Lead Instructor has the latitude to add objectives, some content, and hours to the course; however, hours should **never be reduced**. Students must meet the course objectives and pass the final examination to be certified. At times, this can be affected by class size, class pace, and how much time the instructor must provide to students having difficulty understanding and meeting class objectives.

As always, Course content needs to be maintained and stay within the parameters of NWCG requirements, PMS 901-1 NWCG Standards for Course Delivery.

When using a translator to teach a course, plan for additional time to compensate for the translation from one language to another.

## **51       -       INSTRUCTOR EVALUATIONS.**

The objective is to improve instructor performance through evaluation. This can be accomplished through Student Course Evaluations and Final Examinations. Both are important processes to gauge and improve student comprehension and ensure the course and unit objectives have been met.

## 51-1

### RESPONSIBILITIES

Each Course Coordinator and/or Lead Instructor **must** be familiar with the Course Instructor Guide, Course and Unit Objectives, and any other essential information required in the presentation of the course.

Most of the Course Coordination Guides have an Evaluation Section that should be implemented, and the results made available to the NWSA Training Administrator upon request. These Student Course Evaluations should be summarized by the Lead Instructor and made a part of the instructor's permanent file.

The instructor's Guide should **always** have a Student Evaluation Form available.

Lead Instructors have the responsibility for evaluating Unit Instructors. When Unit Instructors have 5 years of teaching experience and request certification to become a Lead Instructor, documentation should be made available to support this 5-year requirement.

Instructor Class size recommendations are in place to provide the student with the best training experience possible and to always maintain safety.

Not following the Class size recommendations stated at the beginning of this chapter will result in the following:

- 1<sup>st</sup> violation will result in a **Verbal Warning**
- 2<sup>nd</sup> Violation will result in a **Written Warning Letter**
- 3<sup>rd</sup> Violation will result in a **Final Written Warning Letter**
- 4<sup>th</sup> Violation **can and/or will result in the Instructor's Status as a NWSA Instructor being terminated.**

## **51-2                    LEAD INSTRUCTOR EVALUATION**

Lead Instructors should have an evaluation by an independent third party in the first year they are certified and then at least once every 5 years.

### **LEAD INSTRUCTORS ARE REQUIRED TO NOTIFY THE TRAINING COORDINATOR BY FAX OR E-MAIL ONCE A COURSE HAS BEEN SCHEDULED.**

The NWSA Training Coordinator has the discretion to select an independent third-party evaluator. Geographical Area MOUs also have a mandatory notification process.

The evaluator will complete the Instructor Evaluation Form during the training session. A complete evaluation will be sent to the Training Coordinator within five working days of the evaluation. This copy will be reviewed by the Training Coordinator to determine if any follow-up action is required and then placed in the instructor's file.

A second copy will be reviewed with and given to the instructor by the evaluator. If requested, a third copy will be given to the company owner who is sponsoring the course.

The **"EVALUATION OF AN NWSA INSTRUCTOR"** form is appropriate for both Lead and Unit Instructors and should be completed by the designated evaluator.

If the entire course is evaluated, the "Student Course Evaluation" form should be summarized on the last page of this form. The form for the "Evaluation of an NWSA Instructor" can be found on the following three pages.

## **52        –                    COURSE COORDINATOR.**

The Course Coordinator is responsible for the planning, implementation, and administrative support of an NWCG training course.

**In most instances, NWSA courses do not have a designated Course Coordinator, and therefore, the Lead Instructor has this responsibility.**

A question that has been raised by Lead Instructors: Who is responsible for certifying that the trainee meets the course prerequisites?

Answer: The Lead Instructor would provide the company owner with a list of the course prerequisites.

The company owner would certify in writing the trainees who meet the prerequisites. The responsibility and proof rest with the company that maintains the employees' records.

PMS 907 NWCG Course Coordinators Guide is an excellent reference for all Lead Instructors. Topics include the development of course timelines, basic preparation, pre- and post-course activities, with supporting Appendix.

### **53— TRAINING CERTIFICATES.**

NWSA instructors shall use NWSA training certificates. Company logos can be added to the certificate. The private sector or non-NWCG entities do not have authorization to use the NWCG logo or certificates in some geographical areas.

NWSA certificates issued to individuals completing a training course should have the following information on the certificate:

- Course title and number.
- Course completion date.
- Hours of instruction (classroom and field).
- Printed name of Lead Instructor.
- Legal signature of Lead Instructor above the printed name.
- Course "Meets and/or Exceeds NWCG standards".

## EVALUATION OF AN NWSA INSTRUCTOR

Course Name:

Course No.

Lesson Title:

Date:

Instructor:

Evaluator:

Please rate each of the following items by circling the appropriate numbers and provide Appropriate comments designed to assist the instructor in improving the unit or its presentation.

### CONTENT

	<u>Yes</u>		<u>To Some Extent</u>		<u>No</u>
1. The lesson provided information, ideas, and techniques that can be used by the students.	5	4	3	2	1

COMMENTS:

2. The contents provided practical skills for application on the job.	5	4	3	2	1
---	---	---	---	---	---

COMMENTS:

### INSTRUCTOR

1. The objectives were clearly defined by the Instructor.	5	4	3	2	1
---	---	---	---	---	---

COMMENTS

[Type here]



2. The objectives were achieved.	5	4	3	2	1
----------------------------------	---	---	---	---	---

COMMENTS:

3. The instructor was knowledgeable in the subject.	5	4	3	2	1
---	---	---	---	---	---

COMMENTS:

4. The instructor was organized and delivered the material to accept NWSA standards.	5	4	3	2	1
--	---	---	---	---	---

COMMENTS:

5. The instructor established and maintained rapport with the class.	5	4	3	2	1
--	---	---	---	---	---

COMMENTS:

6. The instructor promoted participant discussion and interaction using questions.	5	4	3	2	1
--	---	---	---	---	---

COMMENTS:

7. The instructor handled questions in an adequate manner.	5	4	3	2	1
--	---	---	---	---	---

COMMENTS:

8. The instructor used the most current NWCG training material	Yes	No
--	-----	----

COMMENTS:

9. The instructor used a variety of audio-visual aid to enhance the presentation.	5	4	3	2	1
---	---	---	---	---	---

COMMENTS:

a. Used a/v as cues, guides, discussion points, or to illustrate, not as Fillers or time killers?	Yes	No
b. Were visuals legible from all parts of the room?	Yes	No
c. Were visuals appropriate to the subject?	Yes	No
d. Instructor acceptably use visual materials and equipment?	Yes	No

10. Did the instructor speak loudly enough and enough to be heard throughout the classroom?	Yes	No
---	-----	----

11. Did the instructor's handouts contribute to the accomplishment of the objectives?	5	4	3	2	1
---	---	---	---	---	---

COMMENTS

12. Are there any handout materials the instructor should update and/or delete from the presentation? If yes, please list below:	Yes	No
---	-----	----

COMMENTS:

13. Did the classroom assignments of practical Exercises, if used, contribute to meeting the lesson objective?	5	4	3	2	1
--	---	---	---	---	---

COMMENTS:

14. As an evaluator, what do you suggest the instructor do to improve the unit material or its delivery? Please be constructive. If there isn't anything you can think of, just leave this section blank.

## **54 – CERTIFICATION of CHAINSAW OPERATORS**

Instructor qualifications are determined by NWCG. Qualifications can vary by geographical location.

NWCG has established faller qualifications.

- NWCG PMS 310-1 NWCG Standards for Wildland Fire Position Qualifications.
- NFES 2724 “Interagency Standards for Fire and Aviation Operations” (The Red Book), Chapter 13 “Firefighter Training and Qualifications - (Agency Dependent).

Both above standards guide chainsaw operators and fallers. NWSA has adopted these qualifications and standards.

### **54.1 – INSTRUCTOR PREREQUISITES**

Instructor prerequisites can be found in the.

- NFES 002660 - NWCG S-212 Instructor Guide.
- NWCG PMS 901-1 NWCG Standards for Course Delivery

The Lead Instructor must be certified at the Operator 2 level and a Single Resource Boss to teach S-212.

Unit Instructors must also be certified at Operator 2 level or above.

Each instructor needs to be well-versed in the procedural approach and cutting techniques described in the course.

### **54.2 – CHAIN SAW OPERATORS**

All fire programs require operators to complete the NWCG S-212 Wildland Fire Chain Saws course, including the field exercise.

This may qualify the individual at the “3” level.  
The individual tasks required for completion of the final certification for the “3”

level saw operator must be certified by a qualified “2” or “1” level operator.

The individual tasks required for completion of the final certification for the “2” level saw operator must be completed by a qualified “2” or “1” level operator.

The individual tasks required for completion of the final certification for the “1” level saw operator must be completed by a qualified “1” level operator.

All fire-related saw operator qualifications have a currency of **three (3) years**.

The one exception is the Pacific Northwest Coordinating Group’s “Interagency Firefighting Crew Agreement,” administered by the Oregon Department of Forestry.

The crew agreement requires all faller certifications to be recertified every **five (5) years**, with a classroom and field component. See the agreement for specifications.

All saw operator qualifications will be maintained through the NWSA Database System.

Certification of saw operators will be valid from the date of issuance if the individual firefighter maintains currency of the ICS position.

This can be accomplished by the Crew Boss completing an **Incident Personnel Performance Rating** (ICS 225) or an **Individual Performance Rating** (ICS 226) for chainsaw operators on his crew.

Another option for evaluation would be the Evaluation **Record and Faller Stump Analysis** in the **Task Book for Faller Class 3, 2, & 1** when working on projects or prescribed fires.

NWSA members shall use the PMS 311-91 Position Task Book,

Found at: [www.nwcfg.gov/publications-taskbooks/ops](http://www.nwcfg.gov/publications-taskbooks/ops) “NWCG PTB Catalog  
Under the heading, “Task Books by Functional Areas”, click on Operations  
Scroll down to Faller 3, 2, 1 and click on PMS 311-91  
Then click on “Task Book PDF,” and a copy of the PTB should come online.

Size classes used in Faller 3, Faller 2, and Faller 1 Position Task Books are guidelines and are not the determining factor in the complexity of a tree-falling operation. The size classes are to be used as an evaluation tool during trainee evaluation. Chain saw operators are expected to conduct a size-up of each tree and determine the extent of qualification required to safely perform a felling operation.

### 54.3

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### CERTIFICATION

This section defines the qualifications for operating chainsaws.

**Class 3.** Apprentice chainsaw operators using chainsaws for felling are limited to material under eight (8) inches in diameter. Minimum requirements include the successful completion of the NWCG S-212 course and Wildland Fire Chain Saws course. This is a 24-to-36-hour course.

**Class 2.** Intermediate chain saw operators using chain saws for felling are limited to material under twenty-four (24) inches in diameter. Minimum requirements include the successful completion of the S-212 course and completion of the NWCG Task Book for Faller Class 2.

**Class 1.** Advanced chainsaw operators are considered skilled in felling material over twenty-four (24) inches in diameter. They should be knowledgeable in recognizing dangerous trees and how to eliminate the danger. Minimum requirements include the successful completion of the S-212 course and completion of the NWCG Task Book for Faller Class 1.

The Wildland Power Saw Course S-212 is required for all certification levels. Focus should be on demonstrated performance, hands-on operation of chainsaws, safety procedures (constant vigilance), and use of personal protective equipment. Knowledge of personal capabilities and limitations is essential in making tree-felling decisions or making the decision to walk away.

### 54.4

-

### S-212 CHAINSAW REFRESHER

Sawyer, Classroom and Field Proficiency Reevaluation, Sawyer Instructor and Sawyer Evaluator Training.

The initial S-212 training course is valid for three years and is subject to review at any time before expiration. Minimum requirements for sawyer refresher training and field proficiency reevaluations include:

#### 54.4.1

- A knowledge refresher conducted in the classroom or the field and including discussion or demonstrations that cover current safety directives, emerging safety issues, emergency procedures, and cutting techniques.

- A skill refresher, including a field proficiency evaluation, equivalent to the initial evaluation for the sawyer's certification level, that involves sawing tasks relevant to the sawyer's certification level. There is a Field Evaluation Form attached that can be used for documentation of the evaluation.
- Sawyer instructors/evaluators should conduct one refresher and one Sawyer field proficiency evaluation or reevaluation every three years.

#### **54.5 - NWSA SAWYER INSTRUCTOR CURRENCY**

Sawyer Instructors are required to be recertified by instructing at least one S-212 course every three years.

NWSA will keep a log of certified instructors based on the S-212 entries in the NWSA database.

#### **54.6 - RECERTIFICATION**

If the currency has expired, the person shall revert to the trainee level only in the position for which the currency expired.

A new Position Task Book will be issued for the position, and all field tasks must be completed. Class 3 saw operators are required to retake S-212 or complete the FAL3 PTB.

Any new requirements added to the position will have to be completed.

Agency contract requirements vary and may require a process different from the one outlined above.

## CHAINSAW OPERATOR FIELD EVALUATION FORM

(Recertify Every 3 Years)	
Name:	Agency Address:
Date:	
Training Location:	
Phone:	Email:
Previous Certification? Yes _____ No _____ Level _____ Agency/Unit _____ Year _____ Certified by: _____ <b>Note to Evaluator:</b> All rating blocks will be filled in with one of the following: A = Acceptable, U = Unacceptable, N/A = Not Applicable. Any item marked with an asterisk (*) and an unacceptable rating must be noted in comments.	

YES	NO	SAFETY EQUIPMENT	RATING	CHAINSAW USE
		Hard Hat		Chain Saw & Axe Condition
		Eye Protection		Starting Procedure
		Hearing Protection		Throttle Lock/Chock Use
		Long Sleeved Shirt		Correct Body Position
		Gloves		Thumb Placement
		Boots		Bar Tip Use - General
		Chaps		Boring - Specific
		Axe (3-5 lb.)		Chain Brake Use
		Wedges		Foot Travel w/Chain Saw
		Approved fuel/oil container		Chain Saw Tool Kit
		Bar/Chain Protection		Field Chain Sharpening
NOTE: Any safety equipment violations will result in automatic failure.				Other (list)
OVERALL RATING				
Felling Procedure				
Bucking				
Limbing & Brushing				

**Recommended Skill Level (circle one):**      **Basic (FAL3)**      **Intermediate (FAL2)**      **Advanced (FAL1)**

RESTRICTIONS (if any): \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Evaluator's Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Remarks: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



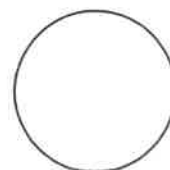
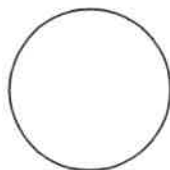
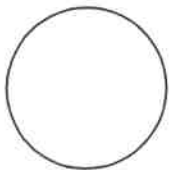
## CHAINSAW OPERATOR FIELD EVALUATION FORM

RATING			HAZARD ANALYSIS	RATING			LIMBING & BRUSHING	RATING			BUCKING
1	2	3	← Tree/Scenario #	1	2	3	← Scenario #	1	2	3	← Scenario #
			*Top				*Overhead/Ground Hazard				*Overhead/Ground Hazards
			*Widow Makers				Brief Swamper				*Escape Routes
			*Bark				*Control Cutting Area				Bind/Tension-Compression
			*Wind				Swamps Out Work Area				Swamps Out Work Area
			*Hang-ups				*Escape Route				*Thumb Placement
			*Determine Soundness				*Body Positioning				Use of Wedge Cut Procedure
			*Lean				*Thumb Placement				Cut Sequence
			*Snag/Green Tree				*Use of Bar Tip				Kerf Observation
			*Root Wads/Loose Logs				Avoids Over/Under Cutting				Release Cut Movement
			*Spring Poles				*Power Head below Shoulder Ht.				Multiple Bind Situations
			*Disease/Fungus				Limb Removal Sequence				Drop Cutting
			Other(list)				Spring Poles-Tension/Compression				Spring Poles-Tension/Compression
							Avoids Kickback				Avoids Kickback
											Wedging Procedure

### FELLING

RATING			FELLING AREA	RATING			FELLING PROCEDURE
1	2	3	← Tree #	1	2	3	← Tree #
			*Saw Team Safety				*Go/No Go Decision / Walk Away
			*Maintains cutting area control				Plumb Lean – Determines Lay
			*Establishes positive communication				*Escape Routes, Alternatives, Safety
							Swamp out the work area and escape routes
							Undercutting – Gunning or Horizontal Cut
							Use of Gunning Sites
							Sloping Cut
							*Warning Shout
							Back Cut
			*Dutchman – one/both corners				*Cuts in Appropriate Position / Looks Up
			*Holding/Hinge Wood				Procedure Alteration (if necessary)
			Undercut as a Whole				*Wedging Procedure
							*Use of Escape Route / Safety Zone
							Time

### EVALUATOR'S STUMP ANALYSIS SKETCHES



Tree 1		Tree 2		Tree 3	
Height _____	DBH _____	Height _____	DBH _____	Height _____	DBH _____
% Slope _____	Species _____	% Slope _____	Species _____	% Slope _____	Species _____
Condition _____		Condition _____		Condition _____	
Feet from Center of Lay _____		Feet from Center of Lay _____		Feet from Center of Lay _____	

**COMMENTS: Attitude, Technical Skills, Verbal Skills, Weak / Strong, etc (be specific, address all marked unacceptable.)**

## **CHAPTER 60**

### **POSITION TASK BOOK ADMINISTRATION**

#### **60 – POSITION TASK BOOKS (PTB)**

NWCG position task books (PTBs) are a key component of the qualification process for specific NWCG positions. The PTB provides an observable, measurable, and standardized means to evaluate and document trainee proficiency. Successful completion of all tasks required for the position, as determined by an evaluator, shall be the basis for recommending certification. Evaluators are encouraged to look at the individual in terms of their competencies and behaviors and not focus solely on whether the trainee can perform each task. Accurate completion of PTBs is important to the position qualification process.

NWCG PTBs are available at: [www.nwcg.gov/publications-taskbooks](http://www.nwcg.gov/publications-taskbooks)

Agency-specific PTBs are available at: [www.nwcg.gov/publications/agency-taskbooks](http://www.nwcg.gov/publications/agency-taskbooks)

#### **61- NON-NWCG AGENCY PERSONNEL**

Agency employees can complete the Task Blocks, Evaluation Record, and Verification/Certifications sections of a contractor's employee PTB. Agency employees will not initiate or complete the certification section of the PTB for non-agency employees. Company owners are responsible for initiating and Certification of their employees.

#### **62-ISSUING POSITION TASK BOOKS**

When a new or revised PTB is published, a current Trainee with an initiated PTB and one documented experience should continue to use their current PTB. Individuals with no tasks completed will use the new or revised PTB.

A PTB is valid for three years from the date of initiation. Upon documentation of the first evaluation record, the three-year time limit is reset from that new date. The PTB will expire if it is not completed in three years from the date of initiation or the date of the first evaluation record. If the PTB expires, a new PTB will need to be initiated.

**Updates of Position Task Books are made annually; be sure and reference PMS 310-1 for additional information on task book management. NWSA has elected not to download this reference, since information is available online.**

## **CHAPTER 80**

### **THE NWSA DATABASE SYSTEM**

#### **80 – NWSA DATABASE SYSTEM**

The NWSA Database Storage System is a national database, recognized by Agencies and administered by NWSA. It tracks firefighters, instructors, and companies' training and certifications. Based on data in the system, NWSA issues an Incident Qualification Card to member Company employees on an annual basis. Only an NWSA-recognized instructor can input data into the system.

Agency personnel may have limited access to verify training on an individual, such as name, qualifications, and employer.

To obtain login information, please contact NWSA at 1-877-676-6927.

#### **80.1 Features of the NWSA Database Storage System**

- a. Annually issue Incident Qualification Cards with photos, employee number, incident qualifications, additional skills, physical fitness rating, incident The position requires years of experience.
- b. Documented instructor qualifications and teaching history.
- c. Documented firefighter records including qualifications, training, experience, position tasks, books, and fitness level
- d. All data entered by instructors, who are responsible for issuing Incident Qualification Cards
- e. All information is confidential.

#### **80.2 Fees**

All data must be paid for when entering the Database Storage System. Fee schedule Refer to Page 30-4 of this manual, or refer to Appendix B, page 4, Cost for entering data.

## **81. DATABASE TUTORIAL FOR INSTRUCTORS**

A PDF Database Tutorial for instructors has been completed and is on the NWSA website, under Training Documents. A similar document is available in Appendix B of this manual.

To access the Tutorial, go to [www.nwsa.us/training/trainingdocuments](http://www.nwsa.us/training/trainingdocuments). You will find the Tutorial on the information page. You can review it online or you can print it out. We will continue to work on it and make changes as issues come up.

## **82. LEAD INSTRUCTOR COMPUTER SKILLS**

Lead instructors must have sufficient experience with current technology to perform The duties of an instructor about entering a class, printing documents, and taking and uploading student photos, scanning training certificates, and the Performance Task Books, entering physical fitness scores, certifying students' current qualifications, printing training certificates and Incident Qualification Cards within the NWSA Data Base Storage System.

A class is considered entered when the instructor enters the class information into the NWSA Database Storage System records all students as passed or failed, and certifies that all requirements have been met to certify the student for a class or position and close out the class.

## CHAPTER 90

### EMPLOYEE FILE AND MAINTENANCE SYSTEM

**90 – EMPLOYEE FILE SYSTEM CREATION AND MAINTENANCE.** The Contractor should maintain a file system that will contain the employees' training, Position Task Books, current position qualification, and next higher training position, project work, wildfire experience records, and fire assignment documents (i.e., assignment evaluations, etc.).

The NWSA further recommends that a position-progressive format be maintained for each employee. In other words, an employee is very unlikely to move from FFT-2 qualified to CRWB in a single year. Records must show that the individual has been trained and has performed overtime to reach certification and qualification of the individual's current ICS Position by NWCG standards, government contracts, and MOUs.

The file must be maintained in such a manner that easy verification and inspection by a government agency or third-party representative can be accomplished when required, by government contracts and MOUs.

#### **90.1 SAMPLE RECORD SYSTEM CONTENT.**

This system is a result of the Office of Inspector General (OIG), Western Region, 2005 Audit of Forest Service Firefighting Contract Crews.

The order of the sections listed below is the required file format. Employee files containing all the documentation listed in this exhibit will meet the record maintenance requirements. Beginning January 1, 2006, the contractor shall maintain all files for current employees identified on the Contractor's Company Manifest in this format, or the records will not be accepted.

##### Section 1-Employee Information:

- Employee payroll name
- Date of birth
- The government issued identification numbers.
- Two pieces of identification, one with a picture. The Incident Qualification Card is not acceptable.

##### Section 2- Employee Qualification and Certification Summary:

- Current ICS or skilled position
- Chronological listing of Training Certificates
- Chronological listing of Performance Appraisals

##### Section 3-Training Record:

- Record of formal classroom training and support documentation (i.e., certificates, etc.)
- Corresponding Task Book, project training assignments (OJT assignment training records (e.g., prescribed burn, etc.)

#### Section 4-Work performance

- Wildfire assignment history and performance record, by qualified position (FFT-2, FFT-1, ENGB or CRWB)
- An FFT-2 or FFT-1 needs some type of documentation to support a crew performance rating, since the crew boss's name is the only name appearing on The evaluation. The crew boss could write separate evaluations for each member of the crew.

#### Section 5-Project Work Log:

- Project work experience should be maintained separate from wildfire incidents. Prescribed fire assignments may be used to maintain currency for operational positions as listed in the PMS 310-1. Proper documentation is mandatory for certification.

#### Section 6- Fire Assignment Log:

- The fire assignment log should contain the following information.
  - a. Name of individual
  - b. Incident name
  - c. Agency
  - d. Number of days
  - e. Qualified position for this record
  - f. Incident size
  - g. State
  - h. Year



10/1019

## Pacific Northwest Wildfire Coordinating Group

### MEMORANDUM OF UNDERSTANDING

#### BETWEEN

#### *THE NATIONAL WILDFIRE SUPPRESSION ASSOCIATION*

#### AND

#### PACIFIC NORTHWEST WILDFIRE COORDINATING GROUP

#### I. PURPOSE

The Pacific Northwest Wildfire Coordinating Group (PNWCG) has broad responsibility for coordination of firefighting resources within the Pacific Northwest Geographic Area. These responsibilities include oversight of training management and providing certified fire training and ICS position certification for member agencies. The PNWCG believes that to provide the highest level of safety and productivity, all resources utilized on fire suppression incidents within the Pacific Northwest must meet or exceed all training, experience, and physical fitness standards identified in the NIMS Wildland Fire Qualification System Guide (PMS 310-1). *The National Wildfire Suppression Association* desires to provide NWCG wildfire training and ICS position certification to non-agency personnel.

**PNWCG** will only recognize non-agency personnel trainees, instructors or firefighters' certifications when formal agreements are in place with *the Firefighting Contractor Association*.

**PNWCG** will only recognize NWCO courses that have covered all course objectives and included all of the prescribed course material and has been presented by an instructor who meets NWCO instructor qualifications.

***THE FIREFIGHTER CONTRACTOR ASSOCIATION*** has individuals who will meet or exceed the NWCG instructor qualifications.

**The PNWCG** will recognize and accept the training provided by and ICS incident qualification certifications verified by *the Firefighting Contractor Association* when all of the provisions of this agreement are met. This agreement will only authorize NWCG fire training courses up to the Strike Team Leader level.

#### C. AUTHORITY

This MEMORANDUM OF UNDERSTANDING, hereinafter referred to as MOU, is made and entered into by and between *the FIREFIGHTER CONTRACTOR ASSOCIATION*, hereinafter referred to as FCA, and the PACIFIC NORTHWEST Wildfire COORDINATING GROUP,

hereinafter referred to as the PNWCG under provision of the charters and/or other authorities of each organization.

### **III. RESPONSIBILITIES**

#### **A. PNWCG agrees to:**

1. Recognize NWCG instructor qualification requirements for wildland fire training courses that meet or exceed the NWCG Standards for Course Delivery (PMS 901-1) and the Course Coordinator's Guide (PMS 907) for FCA instructors.
2. Identify to FCA the source for obtaining training materials and other supporting materials necessary to meet the provisions of this MOU.
3. Monitor a representative sample of the training provided by FCA to ensure quality and standard of training.
4. Verify FCA certified instructor qualification records meet current PMS 901-1 and PMS 310-1 requirements.
5. Recognize FCA Certificates of Course Completion issued to students under this MOU.
6. Recognize FCA Instructors who have been certified in accordance with NWCO standards and this MOU.

#### **B. PNWCO will not:**

- t. Qualify or certify any FCA or its members' instructors or students.
2. Authorize FCA to use any federal or state shield, agency/group/working team name or insignia unless a license for such use is obtained in advance.
3. Authorize FCA to use NWCG Certificates of Course Completion for any training conducted PNWCG shall request NWCG certificates that are issued without authorization, be reissued on appropriate forms.

#### **C. Fire Fighting Contractor Association agrees to:**

1. Provide wildland firefighter training that meets or exceeds NWCG standards for course content and objectives. Course materials may be enhanced with appropriate related materials and/or information. Required course material shall not be substituted with non-standard material or information.
  - a. Supply course/student training and NWCG Course Evaluation.
  - b. Maintain student records for a minimum of five years. As a minimum, these records shall contain the following: course title, hours of instruction, location and dates; instructor(s) name(s), level of instructor certification, and company affiliation; and trainee name and ID number.

Provide PNWCG MOU representative written notification of course dates, time schedule, location, and Lead Instructor for all NWCG courses presented. Such notification shall be provided at least seven (7) working days in advance of the course Starting date. Electronic notification forms are available on the Contract Operations page found at: <http://www.fs.usda.gov/goto/r6/workingtogether/contracting/fact>.



- c. Provide PNWCO's designated MOU representative access to student records upon request to the extent permitted by law.
  - d. Use only instructors who meet NWCG instructor standards identified in PMS 901-1. Bilingual interpreters, when used, will either meet NWCG instructor standards or will be paired with a qualified instructor. **"Paired with"** means that a qualified instructor shall be always present during instruction when presented by a bilingual interpreter who is not instructor certified.
  - e. Issue Certificates of Course Completion to individuals successfully completing training. Certificates shall display course number and title, course completion date, hours of instruction (total classroom and field exercise), location, lead instructor name, and the Association's logo. The certificate shall be signed by the Lead Instructor. Member companies may add their logo and/or name to the Association's certificate.
2. Verify instructor records to ensure that instructors meet or exceed NWCG Instructor qualifications listed in PMS 901-1 and certify that these standards are met.
    - a. Maintain qualification records for a minimum of five years on all Unit and Lead Instructors certified by FCA to instruct courses presented by FCA or its membership. These records must contain documentation necessary to verify the instructor meets the requirements in the PMS 901-1 for the courses and level of instructor qualifications (Unit Instructor and/or Lead Instructor).
    - b. Annually, by January 15, provide PNWCG a current list of instructors that shows their level of qualification (Unit Instructor and/or Lead Instructor) for each of the courses for which they are qualified and that are covered by this MOU. The list shall give their full name, company affiliation if any, and an example of their signature. As instructors are added or certifications change, a new list shall be provided to the MOU Representative.
    - c. Provide PNWCG's designated MOU representative access to student records upon request to the extent permitted by law.
  3. Assure that a minimum of one qualified Lead Instructor is present to ensure the delivery of each course presented by the FCA. The Lead Instructor and/or Course Coordinator may also perform the following responsibilities: screen students to ensure they meet all prerequisites (training and experience) to attend training course; evaluate and recommend certification of unit instructors; hold cadre meetings as necessary; assure unit, final exams are administered properly as identified in each course Instructor's Guide; provide course evaluations; and student roster to the instructor at the end of each course presentation.
  4. Monitor the quality of the training provided and records maintained by their certified instructors to verify that the training and records are following the established standards.
  5. Provide course evaluations and student rosters to the PNWCG MOU representative, upon request.
- D. PNWCG and FCA mutually agree that.
1. Both Parties will meet prior to January 1, to have an annual program review of this MOU and previous calendar year's activities.

2. Revisions to this MOU will be made by the issuance of a **written** modification signed and dated by both parties.
3. FCA must obtain permission from the verification provider to utilize electronic or conforming signatures, prior to using them **within** a training database to produce an incident qualification card with an electronic or conforming signature.
4. Either party may terminate this agreement by providing a 30-day written notice.
5. Failure by FCA, its membership, or its recognized instructors to meet the Requirements of this MOU may result in PNWCG taking the following actions: requiring remedial action by FCA to eliminate reoccurrence of the deficiency, suspending this MOU until the deficiency/deficiencies are corrected, not recognizing affected certificates of completion of training and/or incident qualification cards issued by FCA, suspension of the MOU for non-compliance, or cancellation of the MOU.
  - a. PNWCG will give written notice to FCA when a failure to comply with the provisions of this MOU is discovered and verified through an appropriate investigation of the facts.
  - b. The written notification will provide the detailed findings of non-compliance, recommended corrective action necessary and a time frame for FCA to correct the deficiency.

#### IV. DESIGNATED REPRESENTATIVES

- A. The PNWCG representative to contact for questions or issues arising out of this MOU is:

Katie Mergel, Program Specialist  
US Forest Service Fire and Aviation  
1740 Southeast Ochoco Way  
Redmond, Oregon 97756  
(541) 504-7339  
Email Address: [katie.mergel@usda.uov](mailto:katie.mergel@usda.uov)

- B. The *Firefighting Contractors Association* representative to contact for questions or issues arising out of this MOU is:

Deborah Miley  
The National Wildfire Suppression Association  
PO Box 169  
Mill City, OR 97360  
**1-877-676-6972**  
Email Address: [nwsa@nwsa.us](mailto:nwsa@nwsa.us)

V. **EFFECTIVE DATE**

In WITNESS WHEREOF, the parties hereto have executed this MOU as of the last below written. This MOU will expire on January 15, 2025.

Representing: (The National Wildfire Suppression Association)

Deborah Miley

(Name: Please Print)

1012212019

(Date)

*Deborah Miley*

(signature)

Pacific Northwest Wildfire Coordination Group Chairperson

Darren Williams

(Name: Please Print)

0-24-2019

(Date)

*Darren Williams*

(Signature)