Amendment No.: 5109.17-2005-4

Effective Date: June 15, 2005

Duration: This amendment is effective until superseded or removed.

Approved: ROBIN L. THOMPSON
Associate Deputy Chief

Posting Instructions: Amendments are numbered consecutively by Handbook number and calendar year. Post by document; remove the entire document and replace it with this amendment. Retain this transmittal as the first page(s) of this document. The last amendment to this Handbook was 5109.17-2005-3 to 5109.17_25.2-25.36.

<table>
<thead>
<tr>
<th>New Document</th>
<th>5109.17_30</th>
<th>16 Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Superseded Document(s) by Issuance Number and Effective Date</td>
<td>5109.17_30 (Amendment 5109.17-2004-3, 04/28/2004)</td>
<td>12 Pages</td>
</tr>
</tbody>
</table>

Digest:

This amendment makes minor editorial and format changes throughout the document and adds live links.

31 - Adds “P” for Prevention courses in the course designator table.

31.1 - Changes instructor qualification language to align with the National Wildfire Coordinating Group Field Manager’s Course Guide referenced in FSM 5108.

31.11 - Adds National Wildfire Coordinating Group Adjunct Instructor definition.

32 - Adds historical course titles to the L-380 Fireline Leadership equivalencies.
Digest--Continued:

32.1 - Provides direction that the Forest Service does not recognize S-201/S-281 Supervisory Concepts and Techniques as equivalent to L-280 Followership to Leadership; includes historical course equivalencies recorded in past amendments to the 5109.17.

32.2 - Adds course development history; includes course certification dates or dates associated with course removal from the National Wildfire Coordinating Group curriculum along with course numbering and title changes.
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31 - TRAINING

Courses should be taken in an ascending order of complexity, based on successively higher levels of responsibility and skills in fire and aviation management. The required training identified for each position is set out in the exhibits to sections 25.1 through 25.36 of this Handbook.

1. Courses are identified by a number preceded by a designator letter A, D, FI, I, L, M, P, RX, or S as follows:

<table>
<thead>
<tr>
<th>Designator</th>
<th>Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Interagency Aviation Training Modules</td>
</tr>
<tr>
<td>D</td>
<td>Dispatch courses</td>
</tr>
<tr>
<td>FI</td>
<td>Fire Investigation courses</td>
</tr>
<tr>
<td>I</td>
<td>Courses in the National Interagency Incident Management System - Incident Command System (NIIMS - ICS)</td>
</tr>
<tr>
<td>L</td>
<td>Leadership courses</td>
</tr>
<tr>
<td>M</td>
<td>Managerial/support courses</td>
</tr>
<tr>
<td>P</td>
<td>Prevention courses</td>
</tr>
<tr>
<td>RX</td>
<td>Fire use courses</td>
</tr>
<tr>
<td>S</td>
<td>Skills courses</td>
</tr>
</tbody>
</table>

2. The ascending numbering system shows the level of sponsorship:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Sponsorship</th>
</tr>
</thead>
<tbody>
<tr>
<td>100-200 level</td>
<td>Local</td>
</tr>
<tr>
<td>300-400 level</td>
<td>Regional</td>
</tr>
<tr>
<td>500-600 level</td>
<td>National</td>
</tr>
</tbody>
</table>

Refer to the Field Manager's Course Guide, NFES number 1260, PMS 901-1, for descriptors, purpose, prerequisites, and objectives of the training courses (FSM 5108).

31.1 - Instructor Qualifications and Certification

Certification of instructor qualifications is the responsibility of the employing agency. A qualified instructor:

a. Meets the position currency requirements as described in this Handbook.

b. Has completed an instructor training course (Facilitative Instructor or National Fire Protection Association (NFPA) 1041, Fire Service Instructor).
c. Exhibits knowledge of the proficiencies identified in the Field Manager’s Course Guide (FSM 5108).

Instructors are not required to meet physical fitness and annual refresher requirements to be considered qualified.

31.11 - National Wildfire Coordinating Group Instructor Levels

The National Wildfire Coordinating Group (NWCG) requires the following general instructor requisites and levels:

1. **Lead Instructor.** Lead Instructors must have sufficient experience in presenting all units of the course to be capable of last-minute substitution for unit instructors. Exceptions are allowed where courses are of such a technical nature that no one person may be technically competent to instruct all units.

2. **Unit Instructor.** Unit Instructors must be experienced in the lesson content they are presenting.

3. **Adjunct Instructor.** 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.

31.12 - Instructor Training Requirements for Certified Instructors

1. All 100-level courses may be taught by anyone possessing the knowledge and skills and who is approved by the local unit Fire Management Staff Officer. Instructor training is highly recommended at this level.

2. Courses at higher complexity levels (200-level and higher) generally involve significant travel costs and often are intended to teach supervisory skills. To ensure quality training for employees, instructors shall have formal instructor training except as provided in the following paragraph b.

   a. Lead and Unit Instructors for 200-level and higher courses shall successfully complete an instructor course (either Facilitative Instructor or NFPA 1041, Fire Service Instructor I).

   b. Exceptions to these instructor training requirements may be made by the Regional Director of Fire and Aviation Management for persons who have demonstrated strong instructional skills and abilities. This authority may also be delegated to the Regional Training Officer by the Director; however, the authority shall not be delegated lower. The local Geographic Area Training Working Team shall review those candidates for instructors.
3. Lead and Unit Instructors for Annual Refresher Training shall be qualified at the Single Resource Boss level.

31.13 - Lead Instructor Requirements for 300-level Leadership “L” Courses

The L-380 Fireline Leadership and L-381 Incident Leadership are training recommendations which do not have a standard NWCG course package available for Lead Instructors. Therefore, the Forest Service uses the following process to evaluate and certify Lead Instructors who develop materials that meet the intent and the criteria established by the NWCG Leadership Committee. The course description and criteria are available at:

http://www.fireleadership.gov/courses/L_380/criteria.html or

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

Recommendations for certification of Lead Instructors for “L” courses must be done by an evaluation team comprised of:

1. A Team Leader designated by the Forest Service representative to the NWCG Leadership Committee.

2. At least one additional evaluator from any of the Federal agencies participating in NWCG.

A format for evaluation is available upon request from the Washington Office Fire and Aviation Training Projects Coordinator, located at the National Interagency Fire Center.

31.2 - National Wildfire Coordinating Group Certified Course Delivery

The National Wildfire Coordinating Group (NWCG) Training Working Team certifies Incident Command System courses contained within this Handbook. The NWCG Standards and Development Division recommends to NWCG the appropriate course delivery methods, individual unit and course duration. The certified course curriculum includes individual unit objectives and overall course objectives identified by the course development groups who develop or revise an existing NWCG course.

1. Instructors shall not deviate from the delivery style or duration of the certified course curriculum without prior approval from the Regional Director of Fire and Aviation Management or the Regional Training Specialist.

2. Although it may be possible to deviate slightly from the established unit timeframes and sufficiently deliver the course objectives, the Regional Training Specialist must be notified prior to planning any deviation from the standards contained within the course.
3. The Regional Training Specialist shall review proposed deviations from the certified curriculum and shall appoint or request an equivalency evaluation to be performed on the proposed curriculum changes; see this Handbook, section 32, Equivalency Courses for direction on the processes to determine NWCG certified course equivalencies.

4. Units have the authority, and are encouraged to exercise this authority, to enhance existing NWCG course curriculum through simulation, scenarios, demonstrations, table-top and field exercises, or other methods of adult education.

31.3 - Forest Service Refresher Training

1. The annual safety training refresher, referenced in 22.3, must focus on the following minimum core subject areas:

   a. Fire shelter purpose and use to include:

      (1) Practicing fire shelter deployments.

      (2) Discussion of deployment survival considerations.

   b. Entrapment avoidance to include:

      (1) Fire behavior review.

      (2) Mitigating watch-out situations.

      (3) Applying the Standard Firefighting Orders and Look-Outs, Communications, Escape Route and Safety Zones (LCES).

   c. Wildland Fire Operations Reporting System (SAFENET) system use.

   d. Annual emphasis topics identified on the Wildland Fire Safety Training Annual Refresher (WFSTAR). These topics can be found on the refresher training website provided in the following paragraph 2.

2. The Forest Fire Management Program Staff Officer may identify and include additional subject areas in this training in response to local need. Refer to the following website for instructor resources to support delivery of annual refresher training:

   http://www.nifc.gov/wfstar/index.htm

3. The Qualifications Card, Incident Command System, Form PMS 310-3 shall not be issued to individuals until supervisors certify that those individuals have completed annual fire safety refresher training.
32 - EQUIVALENCY COURSES

Equivalency courses are classes that are adequate substitutes for National Wildfire Coordinating Group (NWCG) approved curriculum and that are approved by the Washington Office, Branch Chief for Fire Training.

Approved equivalency courses are listed in exhibit 01.

1. Process to Evaluate and Establish Equivalency Courses. The appropriate Regional Training Working Team or steering committee shall identify the need for an equivalency analysis of a specific course. The committee shall assign an evaluation team (see para. 2 regarding the team composition) to conduct the analysis, document their findings, and submit recommendations through agency channels to the Washington Office, Fire and Aviation Management Staff, Branch Chief for Fire Training for an equivalency review.

   a. If the Branch Chief for Fire Training determines that the equivalency course analysis is sufficient and the proposed course meets the NWCG certified course standards, the Branch Chief shall recognize the course as equivalent.

   b. The Branch Chief may also recommend acceptance of the equivalency course(s) to the NWCG Training Working Team (TWT).

2. Evaluation Team Composition. The evaluation team shall be comprised of a minimum of three of the following members, including: Lead Instructor, cadre member, and course developer or subject matter expert for the respective NWCG course. The evaluators shall be individuals either who have been involved within the past 3 years with instructing the NWCG course, or who are familiar with the course development and revision process.

3. Equivalency Courses. The Branch Chief for Fire Training has determined that the courses listed in exhibit 01 are equivalent to the identified NWCG course. Persons who have successfully completed the identified equivalency course do not need to attend the corresponding NWCG course.
### NWCG Approved Curriculum | Approved Equivalency Course(s) and Experience
---|---
**L-180 - Human Factors on the Fireline** | **S-130 - Firefighter Training (2003 version).** The 2003 version of S-130 incorporates L-180 into the course package. Individuals completing the 2003 version of S-130 should be given course completion certificates for both S-130 and L-180, both courses should be entered into the Incident Qualification and Certification System (IQCS).

**L-380 - Fireline Leadership** | Employees who completed L-380 can be granted course competency in IQCS for the L-180 Human Factors on the Fireline and L-280 Followership to Leadership courses with the following justification statement: “Employee’s Name” completed L-380 prior to L-180 and L-280. Course competency has been granted for these courses.

**L-381 - Incident Leadership** | Employees who completed L-381 can be granted course competency in IQCS for L-180 Human Factors on the Fireline.

**M-410 - Facilitative Instructor** | National Fire Protection Association (NFPA) 1041, Fire Service Instructor I, with proficiency as set out in the NWCG Field Manager’s Course Guide.

**S-110 - Basic Wildland Fire Orientation** | Experience in operations positions on an incident. S-110 is designed for non-operations personnel slated for a first on-incident assignment. Many of the Technical Specialist positions listed in chapter 20 reflect S-110 as Level 1, required training. However, if the incumbent has had fireline experience or previous incident experience, S-110 is not required. In these instances, course competency for S-110 should be granted in IQCS with a justification statement explaining that the individual has previous incident experience.

**S-580 - Advanced Fire Use Applications** | Managing Wildland Fire for Resource Benefits (offered in Region 1). Applies only to Fire Use Manager 2 qualifications.

**RX-310 - Introduction to Fire Effects** | Successful completion of Technical Fire Management.
32.1 - Historical Information for Equivalency Courses

Beginning with the 2002 amendment to the 5109.17, the Forest Service developed an equivalency process for evaluating courses which adequately substitute for NWCG courses. The following courses were removed from the NWCG curriculum, and the following is provided for historical documentation in an employee’s master file record (FSH 5109.17, sec. 22.1 Record Keeping).

<table>
<thead>
<tr>
<th>NWCG Approved Curriculum</th>
<th>Approved Equivalency Course(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>S-301/S-381 - Leadership and Organizational Development</td>
<td>L-380 Fireline Leadership. This course was also delivered under the following titles in 2001-2003: FMO Leadership Workshop Leading in Fire Management</td>
</tr>
</tbody>
</table>
### Historical Information for Equivalency Courses—Continued

<table>
<thead>
<tr>
<th>NWCG Approved Curriculum</th>
<th>Approved Equivalency Course(s)</th>
</tr>
</thead>
</table>
| Interagency Aviation Management and Safety (IAMS) | The following modules are offered at the Aircraft Conference and Education (ACE) and are equivalent to the NWCG IAMS course for identified positions:  
  **Supervisory Dispatcher (EDSP):**  
  A-101 Basic Aircraft Safety  
  A-104 Aircraft Capabilities and Limitations  
  A-106 Aircraft Mishap Reporting  
  A-109 Aircraft Radio Use  
  A-112 Mission Planning and Flight Request Process  
  A-202 Interagency Aviation Organizations  
  A-203 Airspace Management and Coordination  
  A-206 Aviation Acquisition/Procurement I  
  A-207 Aircraft Dispatching  
  A-302 Personal Responsibility and Liability  
  A-303 Human Factors in Aviation  
  A-305 Risk Management  
  A-307 Aviation Policy and Regulations II  
  **Helicopter Manager:**  
  A-101 Aviation Safety  
  A-103 Helicopter Safety  
  A-104 Overview of Aircraft Capabilities and Limitations  
  A-105 Aviation Life Support and Equipment  
  A-106 Aviation Mishap Reporting  
  A-107 Aviation Policy and Regulations I  
  A-108 Pre-Flight Checklist and Briefing/Debriefing  
  A-111 Flight Payment Document  
  A-112 Mission Planning and Flight Request Process  
  A-113 Crash Survival |
Historical Information for Equivalency Courses--Continued

<table>
<thead>
<tr>
<th>NWCG Approved Curriculum</th>
<th>Approved Equivalency Course(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interagency Aviation Management and Safety (IAMS)</td>
<td>Air Operations Branch Director (AOBD), Air Tactical Group Supervisor (ATGS), Air Support Group Supervisor (ASGS), Air Tanker/Fixed Wing Coordinator (ATCO), Ramp Manager (RAMP), and Fixed Wing Base Manager (FWBM):</td>
</tr>
<tr>
<td></td>
<td>A-101 Basic Aircraft Safety</td>
</tr>
<tr>
<td></td>
<td>A-102 Fixed Wing Safety</td>
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<tr>
<td></td>
<td>A-103 Helicopter Safety</td>
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<tr>
<td></td>
<td>A-105 Aviation Life Support Equipment</td>
</tr>
<tr>
<td></td>
<td>A-106 Aircraft Mishap Reporting</td>
</tr>
<tr>
<td></td>
<td>A-107 Aviation Policy and Regulations 1</td>
</tr>
<tr>
<td></td>
<td>A-109 Aircraft Radio Use</td>
</tr>
<tr>
<td></td>
<td>A-111 Flight Payment Document</td>
</tr>
<tr>
<td></td>
<td>A-112 Mission Planning and Flight Request Process</td>
</tr>
<tr>
<td></td>
<td>A-113 Crash Survival</td>
</tr>
<tr>
<td></td>
<td>A-201 Overview of Safety and Accident Prevention</td>
</tr>
<tr>
<td></td>
<td>A-202 Interagency Aviation Organizations</td>
</tr>
<tr>
<td></td>
<td>A-203 Airspace Management and Coordination</td>
</tr>
<tr>
<td></td>
<td>A-204 Aircraft Capabilities and Limitations</td>
</tr>
<tr>
<td></td>
<td>A-206 Aviation Acquisition/Procurement I</td>
</tr>
<tr>
<td></td>
<td>A-211 Aviation Planning</td>
</tr>
<tr>
<td></td>
<td>A-301 Implementing Aviation Safety and Accident Programs</td>
</tr>
<tr>
<td></td>
<td>A-302 Personal Responsibility and Liability</td>
</tr>
<tr>
<td></td>
<td>A-303 Human Factors in Aviation</td>
</tr>
<tr>
<td></td>
<td>A-305 Risk Management</td>
</tr>
</tbody>
</table>
32.2 - Course Development History

The NWCG Course Development and Standards Division provides historical information on course development which includes course numbering and course title changes. Information is available on the following website, under “Curriculum Status”:

[http://www.fire.blm.gov/training/develop/develp.html](http://www.fire.blm.gov/training/develop/develp.html)

The following is an addendum to the information contained in the “Curriculum Status” website, and it includes dates of certification and removal of courses from the NWCG curriculum:

<table>
<thead>
<tr>
<th>Development History</th>
<th>NWCG Approved Curriculum - Equivalent Course(s)</th>
</tr>
</thead>
</table>
I-200 - Basic Incident Command System, available Feb. 1994 |
| Prescribed Fire Management, obsolete after 2000 | RX-300 - Prescribed Fire Burn Boss, certified in 2000 |
| S-261 - Personnel Timerecorder, S-262 - Equipment Timerecorder; S-263 - Claims Specialist, S-264 - Compensation for Injury Specialist; S-266 - Commissary Manager all courses were certified in 1988; obsolete after December 1996 | S-261 - Applied Interagency Incident Business Management, certified in 1999 |
Course Development History--Continued

<table>
<thead>
<tr>
<th>Development History</th>
<th>NWCG Approved Curriculum - Equivalent Course(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>I-362 - Cost Unit Leader; I-363 - Compensation/Claims Unit Leader; I-365 - Time Unit Leader; I-368 - Procurement Unit Leader; certified in 1987, obsolete after 2000</td>
<td>S-360 - Finance/Administration Unit Leader, certified in 2000</td>
</tr>
<tr>
<td>I-403 - Information Officer, certified in 1988, obsolete after 2001</td>
<td>S-403 - Information Officer, certified in 2001</td>
</tr>
<tr>
<td>I-401 - Safety Officer, certified in 1986</td>
<td>S-404 - Safety Officer, certified in 2002</td>
</tr>
</tbody>
</table>

33 - DEVELOPMENT

33.1 - Supervisory Development

If an employee has not yet received credit for the Forest Service second 40 hours of supervisory training and development as required in FSH 6109.13, then completion of L-380 Fireline Leadership or L-381 Incident Leadership should meet this requirement. The contents and format of the second 40 hours of supervisor training are determined by the supervisor or management of the local unit and should be adapted to the needs of the employee’s job.

Provided that the employee’s supervisor approves L-380 or L-381 as part of the employee’s Individual Development Plan (IDP), these training courses should meet the supervisory training requirement. Further direction regarding supervision training is found in FSH 6109.13.
34 - LEADERSHIP

34.1 - Annual Leadership Continuing Education Program

Because participation in fire management activities requires constant attention to and honing of leadership skills, those individuals in leadership roles should participate in at least one leadership development activity each year.

1. For the period from the issuance of the 2004 amendments of FSH 5109.17 Fire and Aviation Qualifications Management Handbook, until the issuance of the 2006 amendments, operations personnel in fireline leadership positions should participate in a voluntary annual leadership development program. Following are options to meet this leadership development:

a. Any leadership development course, seminar, or workshop satisfies the employee’s continuing education responsibility. This includes the Forest Service corporate training curriculum as well as the NWCG approved leadership or “L” course curriculum.

b. In addition, a number of self-directed continuing education options would also redeem this responsibility, including:

(1) Read and discuss with the employee’s supervisor, or other appropriate individual any book from the Professional Reading Program listed at:


(2) Conduct a Tactical Decision Game session at the home unit:


(3) Serve as an instructor for a L-180 Human Factors on the Fireline, L-280 Followership to Leadership, or L-380 Fireline Leadership course:

http://www.fireleadership.gov/courses/L_180/description.html
http://www.fireleadership.gov/courses/L_280/description.html
http://www.fireleadership.gov/courses/L_380/description.html or
http://www.fireleadership.gov/courses/L_381/description.html

(4) Complete a cohesion assessment for the employee’s crew, team, or the home unit found at:

(5) Develop a Standard Operation Procedure (SOP) reference for the employee’s crew, team or home unit:


(6) Participate in a Staff Ride:


(7) Write and publish an article regarding some aspect of fire management (such as in Fire Management Today, Wildfire, or other fire publication).

(8) Participate as a member of a work group or committee at the Forest level, Regional level, or National level (such as Subject Matter Expert for an NWCG course revision group).

(9) Accept a temporary detail assignment into a leadership position with different responsibilities, location, or supervisor.

(10) Serve as a Crew Leader or Instructor at the National Apprenticeship Academy.

c. The self-development plan feature of the Leadership Toolbox at the following website can be utilized for additional guidance regarding options for continuing education:

http://www.fireleadership.gov/toolbox/toolbox.html

2. Employees shall identify their leadership continuing education activity annually in their Individual Development Plan.

3. Beginning with the 2006 amendment to this Handbook, FSH 5109.17, all Operations personnel in fireline leadership positions must annually participate in a continuing education leadership program. The actions listed in the proceeding paragraphs 1 through 1c are approved options to satisfy this requirement.