



Work Process Competencies Checklist

Assigned To
Apprentice Name: _____
Home Unit/Agency: _____
Home Unit Phone Number: _____
Job Aid Initiated by: _____

The material contained in this job aid accurately defines the performance expected of the position for which it was developed.

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Intent

Task

Apprentice: Demonstrate competency by completing assigned tasks as defined within this Work Process Competencies Checklist..

First Line Supervisor or Mentor: Document completion of assigned tasks within the applicable work process category as defined within this Work Process Competencies Checklist.

Purpose

This Work Process Competencies Checklist has been developed to provide clear and measurable expectations for the Apprentice and First Line Supervisor or Mentor by defining specific tasks which are aligned with IFPM competencies to be accomplished during completion of Apprentice work process hours.

Desired End State

Successful completion of all tasks and demonstration of competency according to aligned IFPM standards by the Apprentice as defined within this Work Process Competencies Checklist and certified by the First Line Supervisor or Mentor.

Responsibilities

Apprentice

- Ask questions as needed to accomplish required tasks and demonstrate competency
- Review and understand what is required of you within this Work Process Competencies Checklist
- Complete all tasks and demonstrate competency as defined within this Work Process Competencies Checklist
- Keep Work Process Competencies Checklist throughout entire training opportunity

Evaluators (Supervisor of Apprentice, First Line Supervisor or Mentor)

- Identify and provide training opportunities as defined within this Work Process Competencies Checklist during apprentice term
- Mentor and conduct progress reviews
- Ensure tasks are reviewed with Apprentice and that information is understood
- Ensure the Apprentice has adequately completed assigned task(s) and demonstrated competency prior to completion of evaluation block(s)
- Provide accurate and timely documentation within Work Process Competencies Checklist evaluation block upon successful completion of tasks and demonstrated competency

Supervisor of Apprentice

- Discuss and solicit feedback regarding training process
- Complete certification documentation upon completion of Work Process Competencies Checklist and submit to Unit Apprentice Manager

Unit Apprentice Manager

- Meet with Apprentice and confirm Work Process Competencies Checklist has been completed according to standards and expectation as described within
- Complete certification documentation and submit completed Work Process Competencies Checklist with conversion package

Wildland Fire Safety

Task(s)	Apprentice Initial and Date	Evaluator Initial and Date	Evaluator Title, Name and Contact Number
Demonstrate working knowledge and ability to reference agency related safety policy with manuals or handbooks			
Review local unit safety plan			
Review, develop or update an appropriate JHA/Risk Assessment			
Prepare and conduct a tailgate safety session including a medivac plan for a relevant work assignment			
Participate in a simulated or actual medivac according to agency and local unit procedures			
Participate in a facilities safety inspection according to local unit guidelines			
Review criteria for using SAFENET and SAFECOM and demonstrate ability required to utilize these reporting systems			
Facilitate a presentation of a lesson learned utilizing resources from the Wildland Fire Lessons Learned web site			

Wildland Fire Preparedness

Task(s)	Apprentice Initial and Date	Evaluator Initial and Date	Evaluator Title, Name and Contact Number
Lead in the development and facilitation of a module specific preparedness training drill			
Review FIREFIT program and lead a module specific physical training work out			
Review and compare module standards within the “Red Book”			
Conduct a daily and monthly vehicle preventative maintenance check according to module and agency procedures			
Assist in the presentation-of an NWCG course or annual refresher topic			

Suppression

Task(s)	Apprentice Initial and Date	Evaluator Initial and Date	Evaluator Title, Name and Contact Number
Review and discuss the meaning of the following documents: <ul style="list-style-type: none"> • LCES and other thoughts by Paul Gleason • Original Intent of the 10 Standard Fire Orders 			
Instruct the proper use & maintenance of: <ul style="list-style-type: none"> • Hand tools • Chain saws • Portable pumps 			
Demonstrate proficiency in: <ul style="list-style-type: none"> • Radio Programming (mobile/hand held) • Utilizing GPS, input coordinates, navigate to a destination, and select appropriate coordinate system/datum for geographic area 			
Obtain and brief daily weather prediction based on local unit fire weather forecasting resources			
Observe and record field weather observations utilizing a belt weather kit and Kestrel. Determine the Probability of Ignition			
Navigate to an incident utilizing a map via legal location			
Develop and explain strategy and tactics based on a given situation within a Sand Table Exercise or simulation			

Fuels Management

Task(s)	Apprentice Initial and Date	Evaluator Initial and Date	Evaluator Title, Name and Contact Number
Review local Air Quality Control Board web sites. Obtain burn day status information and explain implications for smoke management			
Request and interpret a spot weather forecast utilizing local unit RAWs and/or fuels data for a prescribed or wildland fire			
Review a vegetation management or restoration project and discuss project design and desired outcomes with resource or fire staff			
Collect fuel moisture data, e.g. (10 hour fuel sticks)			
Discuss the application of fire behavior programs and software			
Discuss the application of GIS programs and software			
Review and discuss an approved prescribed burn plan, as well as the Interagency Burn Plan Template, specifically Element 5: Objectives and Element 7: Prescription			

Fire Business Practices

Task(s)	Apprentice Initial and Date	Evaluator Initial and Date	Evaluator Title, Name and Contact Number
Review and discuss Chapter 10 (Personnel) of the Interagency Incident Business Management Hand Book Determine if you are in a collective bargaining unit and, if so, review and discuss relevant collective bargaining agreement			
Demonstrate knowledge of NFES system and the ability to utilize procedure(s) for replacing supplies utilized on a wildland fire through fire camp, local unit or geographic area cache			
Describe your unit process for completing a travel authorization and voucher			
Demonstrate the ability to submit incident times according to unit policy			
Describe the agency policy on injury reporting and related processes			
Review and discuss the application of fire qualification guidelines in the 310-1 or Forest Service Fire and Aviation Qualifications Guide			

Review Local Plans

Task(s)	Apprentice Initial and Date	Evaluator Initial and Date	Evaluator Title, Name and Contact Number
Discuss how the following acts influence land management planning: <ul style="list-style-type: none"> • National Environmental Policy Act • Clean Air Act • Endangered Species Act • Wilderness Act 			
Review a unit Land and Resource Management Plan			
Review and discuss unit Fire Management Planning guides including, but not limited to: prevention plans, staffing guides, Interagency Agreements and Memorandum of Understandings, fire danger operations plan, Community Wildfire Protection Plans, pre-attack plans, and the application of wildland fire risk and complexity assessment			
Explain the use and development of your local unit’s pocket card, including fire danger area, local thresholds, past experience, and indices.			
Describe unit fire reporting process and how the information is used			

Fire Prevention/Education

Task(s)	Apprentice Initial and Date	Evaluator Initial and Date	Evaluator Name, Title, and Contact Number
Identify key prevention partners and why partnerships are important			
Review Firewise website and conduct a field assessment of defensible space			
Participate in unit Fire Prevention tasks such as sign maintenance, facility hazard reduction, public visitor contact, media support, employee education, camp fire permitting, or ride-alongs			
Review the most recent revision of the Wildfire Prevention Patrol Guide, NFES 2570,			
Review and discuss local procedures for wildland fire investigation			

Dispatch

It is recommended that apprentice dispatch time be scheduled during fire season when there is a high likelihood there will be fire activity to ensure a quality learning experience.

Task(s)	Apprentice Initial and Date	Evaluator Initial and Date	Evaluator Name, Title and Contact Number
Receive a briefing on and adhere to daily dispatch office standard operating procedures			
Monitor and answer radio traffic on multiple frequencies using the appropriate tones			
Demonstrate working knowledge and ability to utilize CAD IA Systems			
Become familiar with procedures and tools for mobilization and intelligence.			
Identify legal locations, direct protection and response boundaries, lookouts, mountain tops with tone transmitters within local unit.			
Collect and input daily weather forecast and read over radio			
Discuss local unit dispatch strategy/ preplanned response, and closest resource concept.			
Shadow Logistics dispatcher to become familiar with Resource Ordering Status System (ROSS) and ordering channels			
Obtain and communicate daily resources availability			
Shadow Intelligence dispatcher to understand how information is gathered and utilized.			
Become familiar with unit call signs, unit identifier system and local mobilization guide			

Certification of Completed Work Process Competencies Checklist

Apprentice Certification

I certify that I (Apprentice name) _____ have successfully completed and demonstrated competency in all tasks identified within this Work Process Competencies Checklist according to WFAP program requirements.

Apprentice Signature:

Home Unit Title:

Home Unit/Agency:

Home Unit Phone Number:

Date:

First Line Supervisor Certification

I certify that (Apprentice name) _____ has successfully completed and demonstrated competency in all tasks identified within this Work Process Competencies Checklist according to WFAP program requirements. I have reviewed and ensured that all tasks are documented and complete.

First Line Supervisor Signature:

First Line Supervisor Printed Name:

Home Unit Title:

Home Unit/Agency:

Home Unit Phone Number:

Date:

Unit Apprentice Manager Certification

I certify that (Apprentice Name) _____ has successfully completed this Work Process Competencies Checklist according to WFAP program requirements.

Apprentice Manager Signature:

Apprentice Manager Printed Name:

Home Unit Title:

Home Unit/Agency:

Home Unit Phone Number:

Date:

Comments:

References

In case of an inaccurate hyperlink, please inform the Wildland Fire Apprenticeship Program Staff. They can provide you with the updated link.

IFPM Standards

IFPM

- <http://www.ifpm.nifc.gov/>
- <http://www.fs.fed.us/fire/management/ifpm/>

Common IFPM Competencies

- http://www.ifpm.nifc.gov/standard/standard/Common_Competencies.pdf

Senior FF Competencies

- http://www.ifpm.nifc.gov/fire/checklists/SFF_Competency_Checklist.pdf

IA Dispatch Competencies

- http://www.ifpm.nifc.gov/fire/checklists/IADP_Competency_Checklist.pdf

Fuels Technician Competencies

- http://www.ifpm.nifc.gov/fire/checklists/PFFS_Competency_Checklist.pdf

Training References

Wildland Fire Safety

- http://www.doi.gov/safetynet/information/general/safety_program/index.html
- <http://www.fs.fed.us/safety/>
- <http://safenet.nifc.gov/>
- <https://www.safecom.gov/>
- <http://www.wildfirelessons.net/home>

Wildland Fire Preparedness

- <http://www.nifc.gov/FireFit/>
- <http://www.nifc.gov/nicc/mobguide/>
- http://www.nifc.gov/policies/pol_ref_hotshotOps.html
- <http://www.fs.fed.us/fire/publications/>
- <http://www.nwcg.gov/pms/docs/docs.htm>
- http://training.nwcg.gov/sect_fieldmanagers_courseguides.htm

Suppression

- <http://www.ifpm.nifc.gov/fire/competencies/seniorFF.pdf>
- http://www.fireleadership.gov/toolbox/documents/lces_gleason.html
- http://www.wildlandfire.com/docs/2003_n_before/10fireorders.htm
- http://www.fs.fed.us/fire/doctrine/philosophy/source_materials/10-SFOs-putnam.doc

Fuels Management

- <http://www.ifpm.nifc.gov/fire/competencies/FuelsSpecialist.pdf>
- [Esri Training](#)
- [MetEd » Education & Training](#)
- <http://www.fire.org/>
- https://wfdss.usgs.gov/wfdss/pdfs/FBTools_v3.pdf

Fire Business Practices

- <http://www.nwcg.gov/pms/pubs/large.html>
- http://www.nwcg.gov/pms/pubs/catalog/general_info.pdf

Fire Prevention and Education

- www.nwcg.gov/PMS/docs/patrolguide.pdf
- <http://www.firewise.org/?sso=0>

Dispatch

- <http://www.nifc.gov/nicc/mobguide/>
- <http://www.nifc.gov/nicc/>

Additional training resources

- www.nationalfiretraining.net
- <http://www.wfap.net/>
- <http://training.nwcg.gov/>
- <http://training.fema.gov/is/nims.aspx>