



**File Code:** 5120

**Date:** March 9, 2004

**Route To:**

**Subject:** Incident Commander Type 3 (ICT3) Assessment Replacement Letter

**To:** Regional Foresters, Station Directors, Area Director, IITF Director, Job Corps, and  
WO Staff

This letter replaces the February 27, 2004, 5120 letter on the subject of Incident Commander Type 3 Assessment Simulations. This letter clarifies the certification and decertification requirements.

By April 30, 2004, each Region is required to assess ICT3's using simulations as required in Action Item 2 of the January 6 Cramer Accident Prevention Plan issued by the Chief's Accident Review Board. Forest Supervisors and District Rangers must assure these guidelines are followed.

These steps will guide implementation of the ICT3 certification process until the issuance of changes to the Forest Service Fire and Aviation Management Qualifications Handbook, FSH 5109.17:

1. All Forest Service employees currently qualified at ICT3 as their highest incident commander position are required to go through a certification process. Each ICT3 must successfully complete a timed simulation designed to evaluate their leadership and decision-making skills. Two simulations were developed and can be administered through a 3-D SIM computer simulation model or on a sandtable. Cadres are trained within each Region in the use of both these media and the certification process. ICT3's are encouraged to study for the simulation. Pre-simulation study materials are located at [www.nationalfiretraining.net](http://www.nationalfiretraining.net).
2. Unless they are decertified using the process described in this letter, all currently qualified ICT3's will remain qualified until April 30, 2004, and may be assigned as an ICT3 prior to completing the simulation. ICT3's who come on board after April 30, or who are unable to participate in the simulation prior to April 30, must be certified through the process before performing in an ICT3 position this fire season. The certification will remain in force until April 30, 2005, except where an individual is decertified for reasons as outlined in FSH 5109.17, sec. 22.6.
3. An individual shall be provided one additional opportunity to pass the simulation assessment if they fail the first attempt. ICT3's failing the first simulation will be critiqued concerning areas of improvement and provided at least 24 hours to study before attempting the second simulation. If an individual fails both simulations, they will be decertified (FSH 5109.17, sec. 22.6) as an ICT3. Re-certification will follow the process identified in FSH 5109.17, sec. 22.5.



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We are working in the interagency community to develop long-term assessment and certification processes for the ICT3 and other critical positions. We will continue to accept the qualifications of other NWCG members and their ICT3's.

A set of talking points are enclosed with this letter for clarification. However, if you have any further questions, contact the Branch Chief, Fire Training, Billy Terry, at 202-205-1488 or [bterry@fs.fed.us](mailto:bterry@fs.fed.us).

/s/ Robin L. Thompson (for)  
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cc: Billy Terry, Ed Hollenshead