

CHAPTER 2: MANDATORY AND RECURRING TRAINING

Introduction

Training is a vital part of good program management and contributes directly to the BLM effectiveness and efficiency by:

- Helping to maintain and improve employee performance.
- Providing employees with the job competencies necessary to accommodate changing policies, technology, equipment or mission assignments.
- Providing for the BLM's future staffing requirements through the systematic development of employees.
- Keeping employees abreast of the "state of the art" and maintaining specialized proficiencies.
- Developing skills unavailable through existing recruitment sources.
- Providing training to meet employee needs in conformance with BLM policy and mission.

BLM policy states that only personnel who are certified as being fully qualified will be assigned duties in wildland fire suppression or prescribed fire. All fire personnel will meet specific agency training, experience, and qualification requirements for incident assignments. Additional training which is deemed necessary to improve employee proficiency and safety but is not addressed within the NWCG curriculum will be offered to the employee and taken in a timely manner.

Training Tables

The tables presented on the following pages list training (not all-inclusive) that BLM employees are required to, or are suggested to, take depending on BLM policy and mission. A guide to the tables is presented below:

Legend for the Manual or Authority Column:

- H-1112 = Safety and Health for Field Operations Handbook
- CFR = Code of Federal Regulations
- DM = Departmental Manual
- HRM = Human Resources Management (Denver National Centers)
- IM = Instruction Memorandum
- NHRMC = National Human Resources Management Center
- Redbook = Interagency Standards for Fire and Fire Aviation Operations
- TC = National Training Center

Directives (IMs and IBs) are available on the Job Aid Web site at http://www.blm.gov/nifc/st/en/prog/fire/training/fire_training/publications/job_aid/links/directives.html.

Definitions for the Type of Training Column:

- BLM Fire = Training required of BLM fire personnel only
Corporate = Training (departmental or agency) required of all BLM personnel
- NIIMS = Training required of all personnel participating in fire suppression or prescribed fire activities

BLM-specific training and qualifications for various fire positions is presented in [Chapter 3, BLM-Specific Requirements and Positions – Supplemental to the PMS 310-1](#).

Requirements for fire management positions are outlined in the Interagency Fire Program Management Qualifications Standards and Guide. The Interagency Fire Program Management Qualification Standards and Guide can be found in its entirety on the IFPM website: <http://www.ifpm.nifc.gov/>.

Required Training

Type of Training	Type of Employee	Manual or Authority	<ul style="list-style-type: none"> • Length • Recurrence • Training Location 	<ul style="list-style-type: none"> • Course Completion • Tracking Method • Type of Training
Annual Leadership	All supervisors, managers, and executives	Yearly IM from Assistant Director, HRM	<ul style="list-style-type: none"> • 24 hours • Annually • Locally 	<ul style="list-style-type: none"> • Manually • Corporate
Bloodborne Pathogen (Level 1)	All employees handling or potentially exposed to medical waste, blood or body fluids	CFR, 29, Part 1910.1030 H-1112-2, Topics 2.2 and 10.10	<ul style="list-style-type: none"> • 2 hours • Once • Locally 	<ul style="list-style-type: none"> • Manually • Corporate
Commercial Drivers License (CDL)	Drivers of 26,000 pounds or greater GVWR vehicles or Type 3-5 engines, or drivers hauling hazardous materials	CFR, 49, Part 383-395 H-1112-2, Topic 4.2.B Individual State Laws	<ul style="list-style-type: none"> • Hours differ by state • Refresher every 5 years • Locally 	<ul style="list-style-type: none"> • Manually or DOI Learn • Corporate
Contracting Officer Representative (COR) (#1500-14BC)	All CORs for construction and service contracts	DOI-Acquisition Regulations (DIAR) 1401.670-3 BLM Manual 1510-1.670	<ul style="list-style-type: none"> • 24 hours initially • Refresher (See next) • DOI Learn course https://doilearn.doi.gov/ 	<ul style="list-style-type: none"> • Manually or DOI Learn • Corporate

Type of Training	Type of Employee	Manual or Authority	<ul style="list-style-type: none"> • Length • Recurrence • Training Location 	<ul style="list-style-type: none"> • Course Completion Tracking Method • Type of Training
COR Refresher (#1500-14SS)	All CORs	DIAR 1401.670-3 BLM Manual 1510-1.670	<ul style="list-style-type: none"> • 8 hours • Every 3 years • NTC broadcast via satellite 	<ul style="list-style-type: none"> • Manually or DOI Learn • Corporate
Cardio-pulmonary Resuscitation (CPR)	All field employees	CFR, 26, Part 1910.151 BLM Manual 9215.2.22B H-1112-2, Topic 10.2	<ul style="list-style-type: none"> • 4 hours • Every 2 years • Locally 	<ul style="list-style-type: none"> • Manually • Corporate
Defensive Driving	All BLM Drivers	BLM Manual 9215.2.22A H-1112-2, Topic 4.2.E	<ul style="list-style-type: none"> • 4 hours • Every 3 years • Locally or DOI Learn online course https://doilearn.doi.gov/ 	<ul style="list-style-type: none"> • Manually • Corporate
Departmental Orientation Module	All new employees	Yearly IM from Assistant Director, HRM	<ul style="list-style-type: none"> • 2 hours • Once • Locally or DOI online course http://www.doiu.nbc.gov/orientation/ 	<ul style="list-style-type: none"> • Manually • Corporate
Discrimination and Whistleblowing in the Workplace	All employees	IM from Chief Human Capital Management Project Director	<ul style="list-style-type: none"> • 1 hour • Every 2 years • DOI Learn online course https://doilearn.doi.gov/ 	<ul style="list-style-type: none"> • DOI Learn • Corporate

Type of Training	Type of Employee	Manual or Authority	<ul style="list-style-type: none"> • Length • Recurrence • Training Location 	<ul style="list-style-type: none"> • Course Completion Tracking Method • Type of Training
Do What's Right: Equal Employment Opportunity and Conduct for the Wildland Fire Community	All fire personnel	Redbook	<ul style="list-style-type: none"> • 2 hours • Annually • Locally 	<ul style="list-style-type: none"> • Manually or IQCS • BLM Fire
Employee Orientation (#1400-01 SS)	All new employees	Yearly IM from Assistant Director, HRM	<ul style="list-style-type: none"> • 2 hours • Once • NTC course or locally 	<ul style="list-style-type: none"> • Manually or DOI Learn • Corporate
EEO and Diversity Training	Managers/ Supervisors	Contact Debie Chivers (208) 387-5454 for information	<ul style="list-style-type: none"> • 4 hours • Annually • Locally or varies 	<ul style="list-style-type: none"> • Manually • Corporate
Ethics	All who file confidential financial disclosure reports and CORs	CFR, 5, Part 2638.703 Yearly IM from Director, NHRMC	<ul style="list-style-type: none"> • 1 hour minimum • Every 3 years • Locally 	<ul style="list-style-type: none"> • Manually • Corporate
Ethics	All employees	CFR, 5, Part 2638.703 Yearly IM from Director, NHRMC	<ul style="list-style-type: none"> • 1 hour minimum • Once • Locally or DOI online course <a data-bbox="1291 1157 1587 1222" href="http://training.nbc.gov/ethics/">http://training.nbc.gov/ethics/	<ul style="list-style-type: none"> • Manually or DOI Learn • Corporate

Type of Training	Type of Employee	Manual or Authority	<ul style="list-style-type: none"> • Length • Recurrence • Training Location 	<ul style="list-style-type: none"> • Course Completion Tracking Method • Type of Training
Federal Information Systems Security Awareness	All personnel using BLM systems	CFR, 5, Part 930.301-305 Computer Security Act of 1987 OMB Circular A-130	<ul style="list-style-type: none"> • 1 hour • Annually • DOI Learn online course https://doilearn.doi.gov/ 	<ul style="list-style-type: none"> • DOI Learn • Corporate
Fire Management Leadership	All District/Resource Area Managers and Field Managers	Redbook	<ul style="list-style-type: none"> • 24 hours • One time • National Advanced Fire and Resource Institute (NAFRI) 	<ul style="list-style-type: none"> • Manually • BLM Fire
First Aid	All field employees	CFR, 26, Part 1910.151 BLM Manual 9215.2.22B H-1112-2, Topic 10.2	<ul style="list-style-type: none"> • 4 hours • Every 3 years • Locally 	<ul style="list-style-type: none"> • Manually • Corporate
First Responder Awareness Level	All field and fire personnel potentially discovering hazardous substances	CFR, 29, Part 1910.120(q) H-1112-2, Topics 2 and 7 IM from WO Redbook	<ul style="list-style-type: none"> • 2 hours initially Annual refresher https://doilearn.doi.gov/ • Locally/NTC computer-based course 	<ul style="list-style-type: none"> • Manually or DOI Learn • Corporate

Type of Training	Type of Employee	Manual or Authority	<ul style="list-style-type: none"> • Length • Recurrence • Training Location 	<ul style="list-style-type: none"> • Course Completion Tracking Method • Type of Training
Freedom of Information Act (FOIA)	All BLM employees (including temporary hires)	BLM Manual 1278 and 1400-410 Yearly WO IM	<ul style="list-style-type: none"> • 1 hour • Annually • DOI Learn online course https://doilearn.doi.gov/ 	<ul style="list-style-type: none"> • Manually or DOI Learn • Corporate
HazCom (Employee Right-to-Know)	All employees using products with hazardous ingredients	CFR, 29, Part 1910.1200 H-1112-2, Topics 2 and 7	<ul style="list-style-type: none"> • 2 hours • One time • Locally 	<ul style="list-style-type: none"> • Manually • Corporate
Hazardous Waste Operations and Emergency Response	All field personnel involved with emergency response as determined by JHA/risk assessment	CFR, 29, Part 1910.120 H-1112-2, Topic 2	<ul style="list-style-type: none"> • 40 hours initially • 8-hour annual refresher • Locally or varies 	<ul style="list-style-type: none"> • Manually • Corporate
Integrated Charge Card Training (#1500-11)	All BLM integrated charge cardholders	BLM Interim Manual 1512 Section .2	<ul style="list-style-type: none"> • 2 hours initially • Refresher a minimum of once every 3 years • https://chargecardtraining.nbc.gov/ • https://cctrain.nbc.gov 	<ul style="list-style-type: none"> • Manually or DOI Learn • Corporate
Introduction to Supervision (1 st Forty) (#1430-12PV)	All new supervisors	Yearly IM from Assistant Director, HRM	<ul style="list-style-type: none"> • 40 hours within 6 months of appointment • N/A • DOI Learn/NTC instructor-led course 	<ul style="list-style-type: none"> • Manually or DOI Learn • Corporate

Type of Training	Type of Employee	Manual or Authority	<ul style="list-style-type: none"> • Length • Recurrence • Training Location 	<ul style="list-style-type: none"> • Course Completion Tracking Method • Type of Training
Introduction to Supervision (2 nd Forty) (#1430-12PV)	All new supervisors	Yearly IM from Assistant Director, HRM	<ul style="list-style-type: none"> • 40 hours within first year of appointment • N/A • Locally 	<ul style="list-style-type: none"> • Manually or DOI Learn • Corporate
IQCS User Training	All authorized IQCS users	IQCS Project Team	<ul style="list-style-type: none"> • 24 hours • Once • Locally 	<ul style="list-style-type: none"> • Manually • Corporate
Local Fire Management Leadership	All Acting District/Resource Area Managers and Field Managers	Redbook	<ul style="list-style-type: none"> • 24 hours • One time • Regional Training Centers 	<ul style="list-style-type: none"> • Manually • BLM Fire
Orientation to the Privacy Act	All BLM employees, contractors, interns, or volunteers	Federal Records Act (FRA) and CFR 36 Yearly IM from NTC Director	<ul style="list-style-type: none"> • 1 hour • Annually • DOI Learn online course https://doilearn.doi.gov/ 	<ul style="list-style-type: none"> • DOI Learn • Corporate
Records Management Awareness	All BLM employees, contractors, interns, or volunteers	Federal Records Act (FRA) and CFR 36 Yearly IM from NTC Director	<ul style="list-style-type: none"> • 1 hour • Annually • DOI Learn online course https://doilearn.doi.gov/ 	<ul style="list-style-type: none"> • DOI Learn • Corporate

Specialized Required Training

Some training may be required due to a position the employee may hold or a Job Hazard Analysis (JHA) requirement.

Type of Training	Type of Employee	Manual or Authority	<ul style="list-style-type: none"> • Length • Recurrence • Training Location 	<ul style="list-style-type: none"> • Course Completion • Tracking Method • Type of Training
Annual Fireline Safety Refresher	All personnel participating in fire suppression or prescribed fire activities	BLM Manual 9215 Redbook	<ul style="list-style-type: none"> • 4 hours minimum • Annually • Locally http://www.nifc.gov/wfstar/index.htm 	<ul style="list-style-type: none"> • IQCS • NIIMS
ATV Operation	ATV operators	IM from the Director H-1112-1, Chapter 14.4 Redbook	<ul style="list-style-type: none"> • 8 hours initially • Refresher every 3 years • Locally 	<ul style="list-style-type: none"> • Manually • Corporate
Basic Helicopter and/or Fixed Wing Safety	All personnel participating in special-use flights and flight crews	352 DM, Aviation Management H-1112-2, Topic 6	<ul style="list-style-type: none"> • 4 hours minimum • Every 3 years • Locally 	<ul style="list-style-type: none"> • Manually • Corporate
Basic Wildland Fire Training (S-130/S-190)	All personnel filling ICS positions on the fireline	Redbook	<ul style="list-style-type: none"> • 32 hours • One time • Locally 	<ul style="list-style-type: none"> • IQCS • NIIMS

Type of Training	Type of Employee	Manual or Authority	<ul style="list-style-type: none"> • Length • Recurrence • Training Location 	<ul style="list-style-type: none"> • Course Completion • Tracking Method • Type of Training
Critical Incident Stress Management (CISM)	All personnel who wish to participate as part of a CISM Team	Redbook	<ul style="list-style-type: none"> • 16–24 hours • One time (Suggest periodic refresher training) • Locally 	<ul style="list-style-type: none"> • Manually • Corporate
Disaster Assistance Response Team (DART)	All personnel participating as DART team members	Redbook	<ul style="list-style-type: none"> • 32 hours • One time (offered every 3 years) • Varies 	<ul style="list-style-type: none"> • Manually • Corporate
Firearms	All non-law enforcement personnel required to use firearms	H-1112-2, Topic 17	<ul style="list-style-type: none"> • 4 hours (classroom) • One time • Annual range practice 	<ul style="list-style-type: none"> • Manually • Corporate
Forklift Driving	All personnel required to operate a forklift	CFR, 29, Part 1910.178 H-1112-2, Topic 11	<ul style="list-style-type: none"> • 2 hours • Annual refresher • Locally 	<ul style="list-style-type: none"> • Manually • Corporate
Six Minutes for Safety (focusing on high-risk, low frequency activities)	All fireline personnel	Redbook	<ul style="list-style-type: none"> • Varies • Daily during fire season • Locally or online 	<ul style="list-style-type: none"> • Manually • Corporate
Watercraft Operation	All personnel required to operate a watercraft	485 DM 22 H-1112-2, Topic 14	<ul style="list-style-type: none"> • 24 hours initially • Refresher 8 hours every 5 years • Locally 	<ul style="list-style-type: none"> • Manually • Corporate

Type of Training	Type of Employee	Manual or Authority	<ul style="list-style-type: none"> • Length • Recurrence • Training Location 	<ul style="list-style-type: none"> • Course Completion Tracking Method • Type of Training
Wildland Fire Power Saws (S-212)	All fire program saw operators	Redbook	<ul style="list-style-type: none"> • 32 hours • One time (Must also complete the Position Task Book appropriate to the “A” class saw operations) • Locally 	<ul style="list-style-type: none"> • IQCS • BLM Fire
Winch Operation	All personnel required to operate a vehicle winch	H-1112-2, Topic 2.2	<ul style="list-style-type: none"> • 2 hours • Annual refresher • Locally 	<ul style="list-style-type: none"> • Manually • Corporate
Work Capacity Test	Fire personnel as indicated, per position in PMS 310-1	BLM Manual 9213-1 PMS 310-1 Redbook	<ul style="list-style-type: none"> • Varies • Annually • Locally 	<ul style="list-style-type: none"> • IQCS • NIIMS
Oil and Gas Hazard Recognition and Mitigation	All fire personnel whose offices have oil and gas operations within their fire suppression jurisdictions	Redbook	<ul style="list-style-type: none"> • Varies • Annually • Locally 	<ul style="list-style-type: none"> • Manually • Corporate



Suggested Training

Type of Training	Type of Employee	Manual or Authority	<ul style="list-style-type: none"> • Length • Recurrence • Training Location 	<ul style="list-style-type: none"> • Course Completion • Tracking Method • Type of Training
Fire Regime Condition Class	All employees with interest	IM from the Director http://web.blm.gov/internal/fire/Directives/2005/faim2005027.pdf	<ul style="list-style-type: none"> • 6 – 8 hours • As updated • Online course: http://www.frcc.gov/ 	<ul style="list-style-type: none"> • Manually or DOI Learn • Corporate
Radio Programming	All employees using handheld or mobile radios	None	<ul style="list-style-type: none"> • Varies • As updated • Online instructions: http://www.fireradios.net 	<ul style="list-style-type: none"> • Manually • Corporate
Resource Advisor	All personnel working as Resource Advisors	Resource Advisor's Guide for Wildland Fire (PMS 313)	<ul style="list-style-type: none"> • 8 hours • One time • Locally 	<ul style="list-style-type: none"> • Manually • Corporate

Application Training

Application systems have become a very important part in the way that Fire and Aviation Management community performs their functions from dispatch to fuels management. Training employees to effectively use these systems is a challenge, but a very necessary part of the training program. Training in these systems is a must and should be coordinated at the State or Geographic Area Training Units. Below is a list of some of the application systems used. For additional applications refer to the NWCG Information Resource Management's Web site at http://www.nwcg.gov/teams/pmo/products/inventory/inv_alpha.htm.

Application Name	Area of Interest	Function	Remarks	Course Completion Tracking Method
BehavePlus Fire Modeling System; BehavePlus	Fire Management	Windows application to predict wildfire behavior for fire management purposes.	FBAN, LTAN, and prescribed fire/fuels personnel use this.	Manually
CONSUME	Fuels Management	Consume 2.1 is an interactive fuel consumption model that predicts total and smoldering fuel/biomass consumption during prescribed fires and wildland fires. Predictions are based on weather data, the amount and fuel moisture of fuels, and a number of other factors.	Prescribed fire/fuels personnel use this program.	Manually

Application Name	Area of Interest	Function	Remarks	Course Completion Tracking Method
Fire Occurrence Reporting System; 1202	Fire Management	Automates the business of reporting fires. Fire reports are official records of fires or other incidents managed by the wildland fire management program. They include descriptive and statistical information such as cause, location, action taken, damage, costs, final size, etceteras.	Inputs done primarily by Dispatch; reports can be run by management. http://www.nifc.blm.gov/nsdu/fire_reporting/BLM/doc/	Manually
Fire Program Analysis; FPA	Fire Management	The purpose of the Fire Program Analysis (FPA) System is to provide managers with a common interagency process for fire management planning and budgeting to evaluate the effectiveness of alternative fire management strategies through time, to meet land management goals and objectives. FPA is driven by quantified fire objectives and performance measures for the full scope of fire management activities.	http://www.fpa.nifc.gov/index.html	Manually

Application Name	Area of Interest	Function	Remarks	Course Completion Tracking Method
FireFamily Plus; FFP	Dispatch	Software for summarizing and analyzing daily weather observations and computing fire danger indices based on the National Fire Danger Rating System (NFDRS). Determine ERC and BI for staffing levels.	Inputs done primarily by Dispatch and Predictive Services.	Manually
First Order Fire Effects Model; FOFEM	Fuels Management	FOFEM is an easy-to-use computer program for predicting effects of prescribed fire and wildfire. FOFEM predicts fuel consumption, smoke production, tree mortality, soil heating and burnout. FOFEM contains data and prediction equations that apply throughout the contiguous U.S. for forest and rangeland vegetation type that experience fire. The program uses four geographic regions and SAF/FRES vegetation types.	FBAN, LTAN, and prescribed fire/fuels personnel use this.	Manually
Incident Qualifications and Certification System; IQCS	Fire Management	Provides fire managers with detailed qualifications, certification, and training information to certify employees in fire or other technically skilled jobs.	IQCS security is roles and permission-based. Who and what the user is able to see and do in IQCS is based on their roles and permissions.	Manually

Application Name	Area of Interest	Function	Remarks	Course Completion Tracking Method
I-Suite	Incident Management	The I-Suite application consists of the Incident Resource Status System (IRSS), Incident Cost Accounting and Reporting System (ICARS), Incident Time System (ITS) and the Incident Action Plan (IAP). Together, these applications are called the "I-Suite" These applications are integrated, which means that they have a similar user interface, and share a common database.	Used by Incident Management Teams	Manually
National Fire Plan Operations and Reporting System; NFPORS	Fuels Management	NFPORS is an interagency system designed to assist field personnel in managing and reporting accomplishments for fuels work conducted under the National Fire Plan.	Fuels program required to use it.	Manually
Resource Ordering and Status System; ROSS	Dispatch, Incident Management Teams	Automates the business processes related to resource status and resource ordering.	Employee does inputs, dispatch uses to mobilize resources.	Manually

Application Name	Area of Interest	Function	Remarks	Course Completion Tracking Method
Risk Assessment and Mitigation Strategies (RAMS)	Fuels Management Prevention	The purpose of RAMS is to provide a consistent process for developing prevention and fuels management programs. RAMS allows users to prioritize areas within their planning unit, consider various prevention and/or fuels treatment alternatives, and develop a budget.	http://www.nifc.blm.gov/nsdu/fire_planning/rams/ http://www.nifc.blm.gov/nsdu/fire_planning/rams/Overview.pdf	Manually
Weather Information Management System; WIMS	Dispatch, Fire Management	A comprehensive system that helps users manage weather information weather data.	Inputs done primarily by Dispatch	Manually
Wildfire Fire Situation Analysis Plus; WFSAP Plus	Fire Management	WFSAP Plus is an automated tool designed to facilitate and improve decision making for wildland fire management. The software helps organize, analyze and present data used in a Wildland Fire Assessment (WFA), preparing a Wildland Fire Implementation Plan (WFIP), and Wildland Fire Situation Analysis (WFSAP).	WFSAP is a decision analysis process. Used to aid in completing the Wildland Fire Situation Analysis document. Agency Administrator and IMT use the document to see if suppression decisions are being met.	Manually

Application Name	Area of Interest	Function	Remarks	Course Completion Tracking Method
Wildland Computer-Aided Dispatch; WildCad	Dispatch	Wildland fire dispatch system for small and medium-sized centers; locates incidents, prints response cards, tracks availability, maintains database for reports.		Manually

H-1112 = Safety and Health for Field Operations Handbook

CFR = Code of Federal Regulations

DM = Departmental Manual

HRM = Human Resources Management

IM = Instruction Memorandum

NHRMC = National Human Resources Management Center

Redbook = Interagency Standards for Fire and Fire Aviation Operations

TC = Training Center