

Updated February 4, 2022

Monitoring Checklist L-180 Human Factors in the Wildland Fire Service

To ensure that sufficient wildland fire training opportunities are available for private sector contractors who participate in the Pacific Northwest crew and engine/tender contracts, and that this training meets or exceeds National Wildfire Coordination Group (NWCG) standards, the Pacific Northwest Wildfire Coordination Group (PNWCG) has entered into memorandums of understanding (MOUs) with representatives of two groups of training providers. The groups are firefighting contractor associations (FCA) and public training providers (PTP).

The United States Forest Service (USFS) MOU Representative and staff administer the FCA MOUs for PNWCG and monitor FCA courses and instructors.

The Interagency Zone Training Committee (IZTC) representatives perform PTP MOUs administration for PNWCG and monitor PTP courses and instructors in their respective geographic zones of responsibility. The IZTC may also be asked to have representatives monitor FCA courses by the MOU-Rep when needed.

This checklist outlines the key facilities, course concepts and teaching elements that course monitors should be observing and documenting.

Course monitors will introduce themselves to the lead instructor and explain that they are evaluating the course per the Memorandum of Understanding (MOU). Course monitoring checklists (see APPENDIX A) for each NWCG course being monitored will be provided to the IZTC member agency representative monitors in advance of assignments. The checklists will serve as both a form for evaluating the course instruction and a report to be sent to the IZTC. Course checklists may be completed through course monitoring and by examination of the written agenda, lesson plan, test(s), student evaluations or other documents presented by the instructor. Upon completion of the course monitoring/evaluation, monitor will scan and email the completed monitoring documentation to the R-6 Fire Contract Operations inbox SM.FS.fact@usda.gov (within 2-3 working days of monitoring course delivery). The R-6 Fire Contract Operations Specialist will then forward monitoring documentation to the (FCA) or (PTP) the training provider is affiliated with; within ten (10) working days of training delivery.

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NOTE: Serious deficiencies include omitting required course modules, substitution of training material that results in dropping portions of required course material, course instruction time varying greatly from recommendations listed in the NWCG Standards for Course Delivery, (PMS 901-1), required oral and written testing not done or done with open book, or other deficiencies that limit the ability of students to learn the course objectives.

Monitoring Checklist
L-180 Human Factors in the Wildland Fire Service

FCA / PTP Course Monitor

Name of Monitor _____ Phone: _____

Address _____ Unit/Agency _____

Course Location _____ Date: _____

Lead Instructor _____ Phone: _____

Address _____ Certifying Association _____

Unit Instructor _____ Phone: _____

Address _____ Certifying Association _____

Unit Instructor _____ Phone: _____

Address _____ Certifying Association _____

Interpreter _____ Phone: _____

Address _____ Certifying Association _____

Language Requirements		
	Y	N
Non-English Speaking Students Present?		
Instructor able to Converse Fluently in Language of Non-English Speaking Students?		
If Instructor was Non-Fluent in Specific Language, was a Fluent Translator Present?		
Translators Name:		
Comments/Suggestions:		

Student Materials		
<i>Were any of the materials below handed out?</i>	Y	N
NWCG December 2008 version course materials used?		
NFES 2986 L-180 Student Workbook		
NFES 1077 Incident Response Pocket Guide, PMS 461 / each student has a copy		
Language Specific Course Materials Provided for Non-English-Speaking Students?		
Comments/Suggestions:		

Audiovisuals		
	Y	N
NFES 002985 L180 DVD		
Dry Erase/Chalk Board/Flip Charts?		
Language Specific A/V Aids Provided for Non-English-Speaking Students?		
Comments/Suggestions:		

Teaching Facility		
Did the Teaching Facility Provide for Adequate?	Y	N
Space?		
Lighting?		
Seating?		
Ventilation?		
Comments/Suggestions:		

Course Administration		
	Y	N
Was Daily Attendance Documented with the use of Sign in Sheets?		
Was a Course Agenda Provided?		
Was A Final Test Administered?		
Were Field Exercises Included?		
Hands on Student Participation Observed?		
Comments/Suggestions:		

Unit 0: Working in the Wildland Fire Service		
(5 minutes) Start Time: _____ End Time: _____		
	Y	N
<i>Did the instructor cover the following objectives?</i>		
Introduce instructors and students.		
Discuss administrative concerns.		
Explain the purpose of the course.		
Explain course objectives.		
Discuss expectations.		
Comments/Suggestions:		

Unit 1: Working in the Wildland Fire Service		
(15 minutes) Start Time: _____ End Time: _____		
	Y	N
Agree that firefighters have a responsibility to reduce errors.		
Agree that firefighters have a responsibility to learn and improve their performance.		
Describe the relationship between situation awareness, reality, and perception.		
Describe the relationship between situation awareness, observation, and communication.		
Agree that firefighters have a responsibility to be aware of their situation.		

Comments/Suggestions:		

Unit 2: Communication		
(90 minutes) Start Time: _____ End Time: _____		
	Y	N
Recall common sender-receiver communication errors.		
Construct a direct statement from an indirect statement.		
Identify existing standard communication procedures and opportunities to initiate standard communication procedures in the work environment.		
Describe the Five Communications Responsibilities.		
Agree that firefighters have a responsibility to communicate.		

Comments/Suggestions:		

Unit 3: Barriers to Situation Awareness		
(60 minutes) Start Time: _____ End Time: _____		
	Y	N
Identify hazardous attitude barriers and their impacts on situation awareness.		
Identify stress reaction barriers and their impacts on situation awareness.		
Agree that firefighters have a responsibility to minimize barriers.		

Comments/Suggestions:		

Unit 4: Decision Making		
(60 minutes) Start Time: _____ End Time: _____		
	Y	N
Describe the process of preplanning and its role in decision making.		
Describe the situation awareness self-check tool and its role in decision making.		
Agree that firefighters have a responsibility to minimize risk.		
Comments/Suggestions:		

Unit 5: Team Cohesion		
(45 minutes) Start Time: _____ End Time: _____		
	Y	N
Describe the relationship between teamwork and the human performance concepts discussed in the previous lessons.		
Agree that firefighters have a responsibility to work as a member of a team.		
Comments/Suggestions:		

