

Updated February 7, 2024

**Monitoring Checklist for
S-230 Crew Boss (Single Resource)
(Blended)**

To ensure sufficient wildland fire training opportunities are available for private sector contractors who participate in the Pacific Northwest crew and engine/tender contracts, and that training delivery 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 FACT 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.

Redmond Air Center
Contract Operations Specialist
Aaron Olmos (541) 610-3674
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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 Field Managers Course Guide (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.

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** _____

S-230 (Blended) Course Administration

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?		
Translator's Name:		
Comments/Suggestions:		

Student Materials		
<i>Were the following materials utilized?</i>	Y	N
April 2012 NWCG S-230 (blended) course materials		
NFES 2975 S-230 Student Workbook		
NFES 1077 Incident Response Pocket Guide		
PMS 311-13 Single Resource Boss Position Task Book (students are instructed to bring to class in selection correspondence)		
Language Specific Course Materials Provided for Non-English-Speaking Students?		
NFES 2974 S-230 Instructor Guide		
NFES 2943 Wildland Fire Incident Management Field Guide (1 copy per student) (Students are instructed to bring to class in selection correspondence)		
Comments/Suggestions:		

Audiovisuals		
<i>Were audiovisual aids used to instruct including:</i>	Y	N
NFES 2976 S-230 CD-ROM Course Materials (contains instructor guide, student workbook, and Appendixes in bookmarked files in portable document format (pdf).		
Computer with LCD projector and presentation software		
A projector screen large enough to be viewed by the entire class.		
Flip charts with paper		
White boards		
Markers, both dry erase and permanent, in a variety of colors		

Comments/Suggestions:

Teaching Facility		
Did the Teaching Facility Provide for Adequate?	Y	N
Space?		
Lighting?		
Seating?		
Ventilation?		
An area for sand tables and demonstrations appropriate for field exercises included? (Cadre’s discretion)		
Comments/Suggestions:		

Course Administration		
	Y	N
Was Attendance Documented with the use of Sign in Sheet?		
Was a Course Agenda Provided?		
Was A Final Exam Administered?		
Were tactical decision game exercises included?		
Hands on Student Participation Observed?		
Comments/Suggestions:		

S-230 (blended)		
Unit 0 – Course Introduction		
Course Introduction (1/2 Hour) Start Time: _____ End Time: _____		
<i>Did the instructor address the following?</i>	Y	N
Introduce the course coordinator, instructors, and students.		
Discuss Course logistics.		
Present course overview.		
Discuss course expectations.		
Comments/Suggestions:		

Unit 1 – Crew Boss in Review		
(2 Hours) Start Time: _____ End Time: _____		
<i>Did the instructor cover the following objectives?</i>	Y	N
Recall content provided in Modules 1-8 of the online course.		
Apply knowledge and skills to scenario-based questions.		
Instructor will review the material covered in the online portion of the course.		
Student groups participate in a Jeopardy TM-style review game – the categories span the topics covered in modules 1-8 of the online course.		
Comments/Suggestions:		

Unit 2 – Tactical Decisions		
(3.5 Hours) Start Time: _____ End Time: _____		
<i>Did the instructor cover the following objectives?</i>	Y	N
Exercise decision making skills in a tactical context.		
Practice communicating decisions.		

