

Updated February 10, 2022

**Monitoring Checklist
S-330 Task Force / Strike Team Leader**

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.

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-330 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		
	Y	N
<i>Were NWCG September 2014 course materials used?</i>		
NFES 2186 S-330 Student Workbook		
NFES 2185 S-330 CD-ROM Course Materials		
NFES 2184 S-330 Instructor Guide		
NFES 2785 S-330 Marre IAP Exercise Map		
NFES 1077 Incident Response Pocket Guide 1 per student		
NFES 2724 Interagency Standards for Fire and Fire Aviation Operations 1 copy per student		
Language Specific Course Materials Provided for Non-English Speaking Students?		
One handbook per student group:		
NFES 2160 Interagency Incident Business Management Handbook		
Comments/Suggestions:		

Audiovisuals		
<i>Were any audiovisual aids used to instruct including:</i>	Y	N
Computer with LCD projector and presentation software		
Viewing screen		
Flip charts with paper		

White boards		
Markers, both dry erase and permanent, in a variety of colors		
Comments/Suggestions:		

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

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

S-330 Course Objectives

Unit 0 – Introduction		
(1 Hour) Start Time: _____ End Time: _____		
<i>Did the instructor cover the following objectives?</i>	Y	N
Introduce the course coordinator, instructors, and students		
Discuss Course logistics		
Provide a course overview		
Discuss course expectations		
Identify course reference materials		
Discuss position responsibilities		
Review pre-course work		
Comments/Suggestions:		

Unit 1- Pre-Incident and Mobilization Responsibilities		
(3 Hours) Start Time: _____ End Time: _____		
<i>Did the instructor cover the following objectives?</i>	Y	N
Identify the responsibilities of the Task Force / Strike Team Leader before and during mobilization.		
Identify the capabilities and limitations of assigned personnel and equipment.		
Identify the responsibilities of the Task Force/Strike Team Leader during the check-in process.		
List information to be provided at the incident during the check-in process.		
Did the instructor review the unit objectives at the end of the unit?		
Comments/Suggestions:		

Unit 2 – Pre-Engagement		
(1.5 Hours) Start Time: _____ End Time: _____		
<i>Did the instructor cover the following objectives?</i>	Y	N
Discuss sources of information to develop incident situation awareness.		
Identify the actions necessary to ensure assigned resources are fully equipped and prepared for assignment.		
Identify the elements of a pre-engagement briefing.		
Did the instructor review the unit objectives at the end of the unit?		
Comments/Suggestions:		

Unit 3 – Tactical Engagement		
(7 Hours) Start Time: _____ End Time: _____		
<i>Did the instructor cover the following objectives?</i>	Y	N
Demonstrate the ability to receive and provide an operational briefing.		
Demonstrate the ability to manage assigned resources using the Incident Response Pocket Guide Risk Management Process in the exercises.		
List the factors required to establish and maintain communications with adjoining forces, your supervisor and assigned resources.		
Demonstrate the use of a field reference guide during tactical decision making exercises. (NFES 2943 Wildland Fire Incident Management Field Guide)		
Demonstrate the ability to modify the tactical plan.		
Demonstrate the ability to lead an After Action Review (AAR)		
List the responsibilities to complete at the end of engagement.		
Did the instructor review the unit objectives at the end of the unit?		
Comments/Suggestions:		

Unit 4 – Post Engagement		
(1 Hour) Start Time: _____ End Time: _____		
<i>Did the instructor cover the following objectives?</i>	Y	N
Describe procedures to prepare resources for the next operational period.		
Identify post engagement administrative policies.		
Did the instructor review the unit objectives at the end of the unit?		
Comments/Suggestions:		

Unit 5 – Responsibilities and Assessing Risk		
(2 Hours) Start Time: _____ End Time: _____		
<i>Did the instructor cover the following objectives?</i>	Y	N
Discuss duties and responsibilities of the TFLD/STL during initial attack assignments.		
Identify duties and responsibilities of the TFLD/STL during an incident transition.		
Identify duties and responsibilities of the TFLD/STL in a Type 3 incident organization.		
Identify methods to ensure assigned resources follow appropriate safety procedures.		
Describe appropriate actions to take on improved properties during a wildland/urban interface incident.		
Explain the process for directing a firing operation.		
Did the instructor review the unit objectives at the end of the unit?		
Comments/Suggestions:		

Unit 6 – Demobilization		
(30 minutes) Start Time: _____ End Time: _____		
<i>Did the instructor cover the following objectives?</i>	Y	N
Describe the process to prepare assigned resources for demobilization.		
List administrative duties for demobilization.		
List TFLD/STL responsibilities post incident		
Did the instructor review the unit objectives at the end of the unit?		
Comments/Suggestions:		

Unit 7 – Military Assignments (Optional)		
(1.5 Hours) Start Time: _____ End Time: _____		
<i>Did the instructor cover the following objectives?</i>	Y	N
Identify considerations when assigned as a Strike Team Leader/Military (STLM) or Military Crew Advisor (MCAD)		
Define military organization and assigned military counterparts that a STL may interact with during a military assignment.		
Did the instructor review the unit objectives at the end of the unit?		
Comments/Suggestions:		

Unit 8 – All Hazards		
(1.5Hours) Start Time: _____ End Time: _____		
<i>Did the instructor cover the following objectives?</i>	Y	N
Discuss all types of all-hazards incidents		
Discuss special considerations that a TFLD/STL needs to identify when assigned to an all-hazards incident.		
Did the instructor review the unit objectives at the end of the unit?		

Comments/Suggestions:

Final Examination
Final Examination (1 ½ Hours) Start Time: _____ End Time: _____
Comments/Suggestions:

