

CDC 10212W

Fire Officer II

Performance Test



**Air Force Institute for Advanced Distributed Learning
Air University
Air Education and Training Command**

Acknowledgement

Preparation of this supplement was aided through the cooperation and courtesy of the International Fire Service Training Association (IFSTA). Permission to use the information from IFSTA is gratefully acknowledged.

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Performance Test Instructions

This performance test provides detailed performance checklist items for candidate testing. Performance tests should not be conducted until the candidate has successfully completed the academic portion of the CDC. However, it is strongly encouraged that this supplement and the checklist it contains be used during the normal course of study. Candidates may practice the performance tests at anytime during study and up until performance testing is conducted. Practice is highly encouraged.

This particular course uses five workstations. Within each workstation there are several tasks and objectives (NFPA line items). A "Performance Summary Sheet" precedes each workstation or group of evaluated tasks. This sheet lists the NFPA line items evaluated and the specific tasks that must be accomplished. Each performance test lists the setting and tools/equipment required for the listed tasks.

Remember, official performance test notifications must be made ten days prior to the actual performance test or the candidate's performance test results will not be accepted by the DoD Administrative Center. For specific program guidance see DoD Manual 6055.6. Your performance test notifications must be made using the following web site.
<http://www.dodffcert.com/performance/notify.cfm>

It is important also to understand the grading process used during the evaluation. For a full overview of the CDC process and performance testing please view the *Department of Defense Firefighter Certification Program Video* P/N # 612888. Additional information on the grading is on the next page of this supplement.

Grading Criteria

The following criteria will be used to evaluate and determine the pass/fail status of a candidate.

Each task has an attainment standard listed. The attainment standards for each performance test item include an "x of x" as well as a time element. You will find the "x of x" will always equate to a **minimum** of 80%. You will also find the time allotted for completion of each task is intentionally structured to allow you ample time for success. Understand, you must adhere to both of these elements of the attainment standard to successfully pass this evaluation.

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1. Human Resource Management

Skills Test 1 - Human Resource Management

Performance Test Summary Sheet

Objectives: NFPA Standard 1021, Chapter 5, paragraphs 5.2.1 and 5.2.2

- Tasks:**
1. Initiate actions to maximize member performance and/or to correct unacceptable performance.
 2. Evaluate the job performance of assigned members.

1. Human Resource Management

Performance Test Item – Maximize Member Performance

**Personnel
Classification:** Fire Officer II

Objective: NFPA Standard 1021, Chapter 5, paragraph 5.2.1

Task: Initiate actions to maximize member performance and/or to correct unacceptable performance, given human resource policies and procedures, so that member and/or unit performance improves or the issue is referred to the next level of supervision.

Setting: Fire Department Facility (classroom or office).

**Tools
Equipment:** Department's policies, procedures and appropriate administrative tools (computer, pen, pencils, paper, etc.).

**Attainment
Standard:** Successfully complete 6 of 7 of all element/steps within 3 hours.

1. Human Resource Management

Performance Test Item – Evaluate Member Performance

**Personnel
Classification:** Fire Officer II

Objective: NFPA Standard 1021, Chapter 5, paragraph 5.2.2

Task: Evaluate the job performance of assigned members, given personnel records and evaluation forms, so each member's performance is evaluated accurately and reported according to human resource policies and procedures.

Setting: Fire Department facility (classroom or office).

**Tools
Equipment:** Computer, pen/pencil, writing paper, personnel records, evaluation forms and policies and procedures.

**Attainment
Standard:** Successfully complete 8 of 9 element/steps within 60 minutes.

1. Human Resource Management

ELEMENTS/STEPS	STANDARDS	YES	NO
1. Evaluate the job performance of assigned members.	1. In accordance with NFPA standards, IFSTA Manuals, <u>Effective Supervisory Practices</u> , and local policies and procedures:		
	A. Reviewed policies and procedures	___	___
	B. Acquired and completed all proper forms and all applicable blocks	___	___
	C. Reviewed/explained job performance standard	___	___
	D. Explained purpose and need of counseling	___	___
	E. Made recommendations for improvement	___	___
	F. Referred to next level of supervision (if necessary)	___	___
	G. Referred to appropriate referral agency (if necessary)	___	___
	H. Documented all actions	___	___
	I. Completed a follow up session (if necessary)	___	___

2. Administration

Skills Test 2 – Administration

Performance Test Summary Sheet

Objectives: NFPA Standard 1021, Chapter 5, paragraphs 5.4.1, 5.4.2, 5.4.3, 5.4.4 and 5.4.5

- Tasks:**
1. Develop a policy or procedure so that the recommended policy or procedure identifies the problem and proposes a solution.
 2. Develop a project or divisional budget.
 3. Describe the process of purchasing in order to ensure competitive bidding.
 4. Prepare a news release.
 5. Prepare a concise report for transmittal to a supervisor.

Performance Test Item – Develop Policy and Procedures

Personnel Classification:	Fire Officer II
Objective:	NFPA Standard 1021, Chapter 5, paragraph 5.4.1
Task:	Develop a policy or procedure so that the recommended policy or procedure identifies the problem and proposes a solution.
Setting:	Fire Department Facility (classroom or office).
Tools Equipment:	Department's policies, procedures and appropriate administrative tools (computer, pen, pencil, paper, etc.).
Attainment Standard:	Successfully complete 5 of 6 element/steps within 90 minutes.

2. Administration

ELEMENTS/STEPS	STANDARDS	YES	NO
1. Develop a policy or procedure so that the recommended policy or procedure identifies the problem and proposes a solution.	1. In accordance with NFPA standards, IFSTA Manuals, <u>Effective Supervisory Practices</u> , and local policies and procedures:		
Note: Candidate option on which policy or procedure	A. Identified reason for new policy or change	___	___
	B. Identified a recommended solution to problem	___	___
	C. Referenced applicable standards	___	___
	D. Wrote policy/procedure within AHJ guidelines	___	___
	E. Ensured policy/procedure's intent was clear and fair	___	___
	F. Justified/Supported recommended change(s)	___	___

Performance Test Item – Budget Development

Personnel Classification:	Fire Officer II
Objective:	NFPA Standard 1021, Chapter 5, paragraph 5.4.2
Task:	Given schedules and guidelines concerning its preparation, develop a project or divisional budget whereas capitol, operating, and personnel costs are determined and justified.
Setting:	Fire Department Facility (classroom or office).
Tools Equipment:	Computer, printer, applicable references (e.g. local department's current budget, local policies, procedures).
Attainment Standard:	Successfully complete 4 of 5 elements/steps within 2 hours. All papers and reports are to be typed, double-spaced, neat and legible.

2. Administration

ELEMENTS/STEPS	STANDARDS	YES	NO
1. Develop a divisional budget to include a new requirement <ul style="list-style-type: none"> a. equipment b. apparatus c. apparatus maintenance d. facilities maintenance 	1. In accordance with NFPA standards, IFSTA Manuals, <u>Effective Supervisory Practices</u> , and local policies and procedures: <ul style="list-style-type: none"> A. Reviewed department's 12-month budget to calculate the funds necessary for new requirement. <ul style="list-style-type: none"> 1. Identified capitol costs 2. Identified operating costs 3. Identified personnel costs B. Applied positive interpersonal communication skills within the department to reach a proposed budget. C. Used a line-item format to individually estimate the personnel, operating, and supply cost for new requirement. D. Used a line-item format to calculate and summarize the total amount of funds necessary for new requirement. E. Used the applicable budgetary format to provide reasonable justification to support one proposed item. 	_____	_____
Evaluators Note: The candidate will be allowed to pick one of the following new requirements from the supplied listing.			

Performance Test Item – Soliciting and Awarding Bids

**Personnel
Classification:** Fire Officer II

Objective: NFPA Standard 1021, Chapter 5, paragraph 5.4.3

Task: Describe the process of purchasing, including soliciting and awarding bids, in order to ensure competitive bidding.

Setting: Fire Department Facility (classroom or office).

**Tools
Equipment:** Department's policies, procedures and appropriate administrative tools (computer, pen, pencils, paper, etc.).

**Attainment
Standard:** **Note to Evaluator:** The evaluator will build a scenario that will challenge the candidate to describe fully the local policy for purchasing, to include soliciting and awarding bids (must have competitive bidding). Successfully complete this task in 2 hours. All papers and reports are to be typed, double-spaced, neat and legible.

2. Administration

ELEMENTS/STEPS	STANDARDS	YES	NO
1. Describe the process of purchasing in order to ensure competitive bidding. Evaluator's Note: Evaluator is charged to create a scenario to ensure the candidate is completely knowledgeable on this process.	1. In accordance with NFPA standards, IFSTA Manuals, <u>Effective Supervisory Practices</u> , and local policies and procedures: A. Illustrated the process of purchasing fully, included soliciting and awarding bids competitive bidding was ensured	_____	_____

Performance Test Item – Prepare a News Release

**Personnel
Classification:** Fire Officer II

Objective: NFPA Standard 1021, Chapter 5, paragraph 5.4.4

Task: Prepare a news release, given an event or topic, so that the information is accurate and formatted correctly.

Note: Evaluator will prepare a fire incident scenario.

Setting: Fire Department Facility (classroom or office).

**Tools
Equipment:** Fire Incident report, appropriate administrative tools (computer, pen, pencils, paper, etc.).

**Attainment
Standard:** Successfully complete 6 of 7 elements/steps within 60 minutes.

2. Administration

ELEMENTS/STEPS	STANDARDS	YES	NO
<p>1. Prepare a news release</p> <p><u>Scenario</u> Incident #1021 occurred on 03 November 2003, at 13:24 hours, hazardous materials incident involving a 10,000-gallon rail tank car shipment of a corrosive liquid in the base rail yard. First arriving units found a leak of continuing nature and approximately 20 gallons of product on the ground. Twenty fire fighters including members of the regional hazardous materials unit sealed the leak and confined the spill to the rail yard area. No evacuations were implemented and no injuries reported.</p>	<p>1. In accordance with NFPA standards, IFSTA Manuals, <u>Effective Supervisory Practices</u>, and local policies and procedures:</p> <p>A. Summarized incident in first sentence.</p> <p>1. Who 2. What 3. When 4. Where 5. Why</p> <p>B. Placed most important facts first</p> <p>C. Structured sentence(s) 20 words or less</p> <p>D. Structured paragraph(s) in five lines or less</p> <p>E. Used active voice</p> <p>F. Wrote clearly and concisely</p> <p>G. Attributed directed quotes and paraphrased statements properly</p>	<p>___</p> <p>___</p> <p>___</p> <p>___</p> <p>___</p> <p>___</p> <p>___</p> <p>___</p> <p>___</p>	<p>___</p> <p>___</p> <p>___</p> <p>___</p> <p>___</p> <p>___</p> <p>___</p> <p>___</p>

Performance Test Item – Prepare a Report

**Personnel
Classification:** Fire Officer II

Objective: NFPA Standard 1021, Chapter 5, paragraph 5.4.5

Task: Prepare a concise report for transmittal to a supervisor, given fire department records(s) and a specific request for details such as trends, variances, or other related topics.

Setting: Fire Department Facility (classroom or office).

**Tools
Equipment:** Fire Department record(s) and appropriate administrative tools (computer, pen, pencils, paper, etc.).

**Attainment
Standard:** Successfully complete 5 of 6 elements/steps in 60 minutes.

2. Administration

ELEMENTS/STEPS	STANDARDS	YES	NO
1. Prepare a concise report for transmittal to a supervisor.	1. In accordance with NFPA standards, IFSTA Manuals, <u>Effective Supervisory Practices</u> , and local policies and procedures:		
	A. Reviewed fire department record(s)	___	___
	B. Obtained data needed to update record	___	___
	C. Informed supervisor using reports	___	___
	1. Accomplishments		
	2. Problems		
	3. Other related topics		
	D. Provided data to assist in supervisor's decisions	___	___
	E. Wrote report using complete sentences, correct grammar and proper syntax	___	___
	F. Proofread final report	___	___

Skills Test 3 - Inspections and Investigations

Performance Test Summary Sheet

Objectives: NFPA Standard 1021, Chapter 5, paragraphs 5.5.1 and 5.5.2

- Tasks:**
1. Describe the procedures for conducting fire inspections.
 2. Determine the point of origin and preliminary cause of a fire.

3. Inspections and Investigations

Performance Test Item – Conduct a Fire Inspection

Personnel Classification: Fire Officer II

Objective: NFPA Standard 1021, Chapter 5, paragraph 5.5.1

Task: Describe the procedures for conducting fire inspections, given any of the following occupancies, so that all hazards, including hazardous materials, are identified, approved forms are completed, and approved action is initiated.

Note: Candidate can choose one of the following occupancies:

- | | |
|-------------------------------|------------------------|
| 1) Assembly | 7) Business |
| 2) Educational | 8) Industrial |
| 3) Health care | 9) Storage |
| 4) Detention and correctional | 10) Unusual structures |
| 5) Residential | 11) Mixed occupancies |
| 6) Mercantile | |

Setting: Fire Department facility (classroom or office).

Tools Equipment: Inspection manual or checklist, computer, pen, pencil, writing paper and applicable reference materials.

Attainment Standard: Successfully complete 6 of 7 elements/steps within a 2 hour period.

3. Inspections and Investigations

Performance Test Item – Determine Fire Cause and Origin

Personnel Classification:	Fire Officer II
Objective:	NFPA Standard 1021, Chapter 5, paragraph 5.5.2
Task:	Determine the point of origin and preliminary cause of a fire, given a fire scene, photographs, diagrams, pertinent data and/or sketches, to determine if arson is suspected.
Setting:	Fire Department facility and/or fire scene.
Tools Equipment:	Computer, printer, pencils, pens, paper, fire scene photographs, diagrams, pertinent data, and/or sketches.
Attainment Standard:	Successfully complete 7 of 8 elements/steps with a 2 hour period.

4. Emergency Service Delivery

Skills Test 4 - Emergency Service Delivery

Performance Test Summary Sheet

Objectives: NFPA Standard 1021, Chapter 5, paragraphs 5.6.1 and 5.6.2

- Tasks:**
1. Produce operational plans resulting in the mitigation of the incident (multi-unit response).
 2. Develop and conduct a post-incident analysis.

4. Emergency Service Delivery

Performance Test Item – Operational Plans

Personnel Classification: Fire Officer II

Objective: NFPA Standard 1021, Chapter 5, paragraph 5.6.1

Task: Given an emergency incident requiring multi-unit operations, produce an operational plan so that the required resources and their assignments are obtained and plans are carried out in compliance with approved safety procedures resulting in the mitigation of the incident.

Setting: Fire Department training area or exercise facility.

Tools Equipment: Tactical worksheet, Operational plan (s), command vehicle, full-complement of command and control tools/equipment.

Attainment Standard: Successfully complete 5 of 6 elements/steps within 60 minute period.

4. Emergency Service Delivery

ELEMENTS/STEPS	STANDARDS	YES	NO
1. On a multi-unit response, produce operational plans so that resources and their assignments are obtained and plans are carried out resulting in the mitigation of the incident.	1. In accordance with NFPA standards, IFSTA Manuals, and local policies and procedures:		
	A. Implemented incident command system	___	___
Note: Evaluator constructs a scenario for candidate involving a multiple-unit response.	B. Developed or Reviewed operation plans	___	___
	C. Initiated incident action plan implementing:	___	___
	1. Strategic goals	___	___
	a. Life safety		
	b. Incident stabilization		
	c. Property conservation		
	2. Tactical objectives	___	___
	a. Safety of personnel		
	b. Incident contained		
	c. Incident mitigated		
	d. Restore the scene		
	D. Activated personnel accountability system	___	___
	E. Addressed scene safety	___	___
	F. Called for additional resources (if needed)	___	___

4. Emergency Service Delivery

Performance Test Item – Post Incident Analysis

Personnel Classification:	Fire Officer II
Objective:	NFPA Standard 1021, Chapter 5, paragraph 5.6.2
Task:	Develop and conduct a post-incident analysis.
Setting:	Classroom/Office/Training area/selected exercise facility.
Tools Equipment:	Department's policies, procedures and appropriate administrative tools (computer, pen, pencils, paper, etc.), pre/post-incident plan form, tools/equipment necessary to complete analysis.
Attainment Standard:	Successfully complete 4 of 5 elements/steps within a 90 minute period.

4. Emergency Service Delivery

ELEMENTS/STEPS	STANDARDS	YES	NO
1. Given a multi-unit incident, develop and conduct a post-incident analysis.	1. In accordance with NFPA standards, IFSTA Manuals, and local policies and procedures:		
Note: Candidate uses data gathered from previous performance test item (5.6.1) to accomplish this task.	A. Acquired standardized form, evaluated incident and conducted analysis	___	___
Utilize Attachment I or local equivalent to complete this item	B. Identified incident information	___	___
	1. Incident name 2. Date 3. Time 4. Duration of incident 5. Location 6. Nature of incident		
	C. Summarized incident	___	___
	1. First company on scene (lieutenant, engineer, fire fighters) 2. Initial on-scene situation report 3. Incident commander(s) 4. Resource requirement and/or availability (Scenario must warrant multi-unit response) 5. Strategic goals 6. Tactical objectives 7. Outcome 8. Observations 9. Recommendations		
	D. Identified health and safety issues	___	___
	1. Assigned safety officer 2. Personal protective equipment 3. Exposures 4. Rehabilitation 5. Personnel accountability 6. Critical incident safety debrief 7. Follow up		

4. Emergency Service Delivery

ELEMENTS/STEPS	STANDARDS	YES	NO
E. Documented post incident analysis		___	___
	<ol style="list-style-type: none">1. Debrief completed2. Incident report (NFIRS) completed3. Additional comments4. Signature of individual conducting the analysis		

5. Health and Safety

Skills Test 5 – Health and Safety

Performance Test Summary Sheet

Objectives: NFPA Standard 1021, Chapter 5, paragraph 5.7.1

Tasks:

1. Analyze a member's accident, injury, or health exposure history and prepare a report for a supervisor.

Performance Test Item – Analyze Member’s Accident, Injury, or Health Exposure

Personnel Classification:	Fire Officer II
Objective:	NFPA Standard 1021, Chapter 5, paragraph 5.7.1
Task:	Analyze a member’s accident, injury, or health exposure history and prepare a report for a supervisor.
Setting:	Fire Department facility (classroom or office).
Tools Equipment:	Report form and administrative tools (computer, pen, pencil, writing paper, etc.).
Attainment Standard:	Successfully complete 5 of 6 elements/steps within a 2 hour period.

5. Health and Safety

ELEMENTS/STEPS	STANDARDS	YES	NO
1. Analyze a member's accident, injury, or health exposure history and prepare a report for a supervisor	1. In accordance with NFPA standards, IFSTA Manuals, <u>Effective Supervisory Practices</u> , and local policies and procedures		
	A. Obtained report (forms)	___	___
	B. Documented circumstances involving the incident	___	___
	1. Personnel involved 2. Items/equipment involved 3. Circumstances 4. Cause		
	C. Wrote report	___	___
	1. Complete sentences 2. Correct grammar 3. Proper syntax 4. Factual statements		
	D. Referenced guidance	___	___
	1. Policies 2. Procedures 3. SOP's		
	E. Recommended solution (corrective action)	___	___
	F. Included name of fire officer writing report	___	___

Performance Test Record

Fire Officer II

INSTRUCTIONS: This form must be completed and kept on file. A copy of this form is also required to be submitted with the candidate's certification package.

Date of Evaluation _____

Candidate Rank/Name _____ **SSN** _____

Evaluator Rank/Name _____ **SSN** _____

The candidate has PASSED/FAILED the Fire Officer II Performance Tests for the stations marked below:

Performance Test Station	Passed	Failed
Human Resource Management		
Administration		
Inspection and Investigation		
Emergency Service Delivery		
Health and Safety		

If candidate has failed the performance evaluation, provide the following information:
(Use additional sheets, if necessary)

Objective(s):

Reason for failure:

Candidate Signature _____

Evaluator Signature _____

"FOUO. This document contains information exempt from mandatory disclosure under the FOIA. Exemption 5 U.S.C. 552(b)(6) applies. This information is also protected by the Privacy Act of 1974 and must be safeguarded from unauthorized disclosure."

Attachment I – Post Incident Analysis Worksheet

**POST INCIDENT ANALYSIS
WORKSHEET**
Sample: Use local departmental form

Incident Information

Incident Name _____

Date _____ Time of Alarm _____ Duration of Incident _____

Location _____

Incident Nature _____

Incident Summary

First-In Officer (name and company) _____

First-In Situation Report (include a description of the situation, resources available, actions taken)

Incident Commander(s) (name and company)

Resource Requirements (include both personnel and equipment used) _____

Response Objectives

1. _____
2. _____
3. _____

Action Options

1. _____
2. _____
3. _____

Results _____

Attachment I – Post Incident Analysis Worksheet

Health & Safety Issues

Health concerns, signs and symptoms, and possible long-term effects due to exposure:

Health concerns, signs and symptoms, and possible long-term effects due to use of PPE:

Rehabilitation provided _____

Critical Incident Stress Debriefing Required

Safety Officer (name and company) _____

Follow-up Contact Person (name, title, and phone number) _____

Documentation

Debriefing Completed

Incident Reports Completed

Additional Comments _____

Post Incident Analysis Leader (name and company) _____