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CDC 10213

Fire Officer III

Supplementary Material for Volume 1: Performance Test



Extension Course Program (A4/L)
Air University
Air Education and Training Command

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AFSC 10213

Acknowledgement

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Performance Test Instructions

This performance test supplement is based on the 2009 Edition of National Fire Protection Association (NFPA) 1021; *Standard for Fire Officer Professional Qualifications*. 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 Career Development Course (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 testing is conducted. Practice is highly encouraged.

This particular course uses 7 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.

Many of the performance test tasks for the Fire Officer III require the use or completion of forms, letters, and other authority having jurisdiction documentation items. Performance tests must be completed in a proctored environment. Ideally, the candidate should be allowed the use of a word processor (computer) and necessary research documents as they are identified in the “tools/equipment” section of the performance test. The proctor’s primary responsibility is to monitor the student’s work to ensure that the candidate is completing their own work, had not previously completed the task and is simply downloading the work, and that the candidate is not using any form of performance test checklist while being evaluated to ensure all elements of performance test are completed. Candidates may use the checklist only during practice sessions. Scenarios developed (when required for completion of the task) by the proctor should be as realistic and as complete as possible and development should be accomplished by a current Fire Officer III or IV, preferably the Assistant Chief of Training/Operations or Deputy/Fire Chief. If possible, all “scenarios” should be actual situations occurring at the candidate’s installation. Proctors should review the checklist paying specific attention to the “Candidate/Evaluator” notes. Additionally, scenarios should be changed periodically to dissuade future candidates from gaining an unfair advantage or allowing for test compromise.

Once the candidate completes the performance test the proctor should accept all completed papers and assist the candidate in packaging them in accordance with Attachment 1 and submit the entire product to:

HQ AFCESA/CEXF
139 Barnes Dr., Suite 1
Attn: F&ES Administrative Center
Tyndall AFB FL 32403-5319

Final evaluation for Fire Officer III is completed by the DOD Fire Fighter Certification Administrative Center.

Remember, official performance test notifications must be made prior to the actual mailing of the performance test binder to AFCESA 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>

Grading Criteria

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 Fire Fighter Certification Program Video* P/N #612288.

The following criteria will be used to evaluate and determine the pass/fail status of a candidate. Each of the performance test checklists contains an attainment standard. In this particular CDC the attainment standards are set at approximately 80% using an “X out of X” format while also containing a time limit. For example, an attainment standard may read, “Successful completion of at least 15 out of 18 items within 90 minutes.”

If for some reason a particular element/step or standard cannot be completed and the candidate’s installation cannot simulate or create the item, then the evaluator may mark the item “Not Applicable” (N/A). The evaluator may then readjust the score by multiplying the remaining checklist items by .80 to determine the number correct required. For example, a performance test requires that 12 out of 15 items be successfully completed and 2 of the 15 items are marked N/A then the evaluator must multiply the remaining 13 items by .80 ($13 \times .80 = 10.4$ or 11). The new required minimum passing score is now 11 out of 13 items.

Additionally, there are a total of 21 performance tests in this CDC. Candidates must successfully complete (minimum of 80% score) and pass 17 of these tests. In other words they may fail a total of 4-performance tests and still pass the overall performance evaluation for the level. Papers not meeting the intent of the standard will be returned for correction. Only those papers not meeting the standard need to be resubmitted (do not return the entire package). Instructions for completion will be included in any package not meeting standards and requiring more work.

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Human Resource Management

SKILLS TEST #1 – Human Resource Management

Performance Test Summary Sheet

Objectives: NFPA Standard 1021, Chapter 6, Paragraphs 6.2.1, 6.2.2, 6.2.3, 6.2.4, 6.2.5, 6.2.6 and 6.2.7

- Tasks:**
1. Demonstrate the administration of personnel and assignments for a two month period by preparing duty/shift rosters. Write a narrative description of how and why personnel were selected for assignment positions.
 2. Demonstrate your administration of a civilian recruiting program by developing procedures and writing a report for hiring members so the process is valid and reliable.
 3. Demonstrate your administration of a civilian promotion program by developing procedures and writing a report for promoting members so the process is valid, reliable and nondiscriminatory.
 4. Demonstrate your administration of a professional development program by establishing methods and procedures to develop and motivate members. Write a report on the process.
 5. Demonstrate your administration by developing a proposal to improve a fire department employee benefit program with strong justification. Write a report on the proposal.
 6. Demonstrate your administration by developing a plan with justification to accommodate an employee's special needs. Write a report on the proposal.
 7. Demonstrate your administration by developing a continuing education training program for your department. Write a report on the proposal.

Human Resource Management

Performance Test Item – Personnel Assignments

Personnel

Classification: Fire Officer III

Objective: NFPA Standard 1021, Chapter 6, Paragraph 6.2.1

Task: Demonstrate the candidate's administration skills of personnel and assignments for a two month period by preparing duty/shift rosters, given knowledge, training and experience of available members. Write a narrative report of how and why personnel were selected for assignment positions.

Setting: Fire Department training classroom or equivalent.

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

Attainment

Standard: Successful completion of at least 11 out of 14 checklist items.

Evaluator's

Guidance: DO NOT use actual names of department personnel or violate Privacy Act information; use first name and last initial or number for identification purposes. All papers and reports are to be typed, double-spaced, neat, legible, and presented in a professional format.

Human Resource Management

ELEMENTS/STEPS	STANDARDS	YES	NO
Demonstrate the administration of personnel and assignments for a two month period by preparing duty/shift rosters. Write a narrative description of how and why personnel were selected for assignment positions.	In accordance with the CDC reference material and department policies / procedures, candidate:		
	a. Reviewed and evaluated:		
	1. Reference materials	___	___
	2. Department policies & procedures	___	___
	3. Union contract (if applicable)	___	___
	4. Duty position descriptions	___	___
	5. Available human resources	___	___
	b. Duty rosters address / reflect:		
	1. Two month period	___	___
	2. Positions filled for each shift	___	___
	3. Name & initial number of personnel assigned to each position	___	___
	4. Levels of or minimum staffing	___	___
	c. Narrative report explains:		
	1. Reason for selecting individuals for assignment	___	___
	2. How rosters were constructed	___	___
	3. How personnel were selected	___	___
	4. Unusual circumstances	___	___
5. Additional information demonstrating that you have met the requirements of this objective	___	___	

Human Resource Management

Performance Test Item – Hiring Procedures

Personnel

Classification: Fire Officer III

Objective: NFPA Standard 1021, Chapter 6, Paragraph 6.2.2

Task: Demonstrate your administration skills of a civilian recruiting program, given organization regulations and standards, by developing procedures and writing a report for hiring members so the process is valid and reliable.

Setting: Fire Department training classroom or equivalent.

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

Attainment

Standard: Successful completion of at least 9 out of 11 checklist items.

Evaluator's

Guidance: Evaluators / Supervisors should encourage students to develop a hiring process from “scratch” and not utilize the federal government / DOD or service specific hiring procedures. Purpose of this objective is for students to demonstrate comprehension of all the possible elements involved in hiring new firefighters. All papers and reports are to be typed, double-spaced, neat, legible, and presented in a professional format.

Human Resource Management

ELEMENTS/STEPS	STANDARDS	YES	NO	
Demonstrate your administration of a civilian recruiting program by developing procedures and writing a report for hiring members so the process is valid and reliable.	In accordance with the CDC reference material and department policies / procedures, candidate:			
	a. Reviewed and evaluated:			
	1. Reference materials		___	___
	2. Department policies & procedures		___	___
	3. Union contract (if applicable)		___	___
	4. Applicable federal, state, and local laws		___	___
	5. Community's demographics and department's diversity		___	___
	b. Narrative report contains and explains:			
	1. Job advertisement announcing openings		___	___
	2. Description of application procedures		___	___
	3. Description how candidates are selected		___	___
	4. Lists & description of steps in hiring process		___	___
	5. Unusual Circumstances		___	___
	6. Additional information demonstrating that you have met the requirements of this objective		___	___

Human Resource Management

Performance Test Item – Promotion Program

Personnel

Classification: Fire Officer III

Objective: NFPA Standard 1021, Chapter 6, Paragraph 6.2.3

Task: Demonstrate your administration of a civilian promotion program by developing procedures and writing a report for promoting members so the process is valid, reliable and nondiscriminatory.

Setting: Fire Department training classroom or equivalent.

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

Attainment

Standard: Successful completion of at least 9 out of 11 checklist items.

Evaluator's

Guidance: Evaluators / Supervisors should encourage students to develop a promotion program from "scratch" and not utilize the federal government / DOD or service specific promotion procedures. Purpose of this objective is for students to demonstrate comprehension of all the possible elements involved in promoting new firefighters. All papers and reports are to be typed, double-spaced, neat, legible, and presented in a professional format.

Human Resource Management

ELEMENTS/STEPS	STANDARDS	YES	NO
Demonstrate your administration of a civilian promotion program by developing procedures and writing a report for promoting members so the process is valid, reliable and nondiscriminatory.	In accordance with the CDC reference material and department policies / procedures, candidate:		
	a. Reviewed and evaluated:		
	1. Reference materials	<input type="checkbox"/>	<input type="checkbox"/>
	2. Department policies & procedures	<input type="checkbox"/>	<input type="checkbox"/>
	3. Union contract (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
	4. Applicable federal, state, and local laws	<input type="checkbox"/>	<input type="checkbox"/>
	5. Community's demographics and department's diversity	<input type="checkbox"/>	<input type="checkbox"/>
	6. Position Job Description	<input type="checkbox"/>	<input type="checkbox"/>
	b. Narrative report contains and explains:		
	1. Job advertisement announcing promotion position	<input type="checkbox"/>	<input type="checkbox"/>
	2. Description of promotion procedures	<input type="checkbox"/>	<input type="checkbox"/>
	3. Description how candidates are evaluated and selected	<input type="checkbox"/>	<input type="checkbox"/>
	4. Lists & description of steps in promotion process	<input type="checkbox"/>	<input type="checkbox"/>
	5. What makes the program fair & equitable	<input type="checkbox"/>	<input type="checkbox"/>
6. Description how to determine a promotional program selects the best candidate	<input type="checkbox"/>	<input type="checkbox"/>	
7. Additional information demonstrating that you have met the requirements of this objective	<input type="checkbox"/>	<input type="checkbox"/>	

Human Resource Management

Performance Test Item – Professional Development

Personnel

Classification: Fire Officer III

Objective: NFPA Standard 1021, Chapter 6, Paragraph 6.2.4

Task: Demonstrate your administration of a professional development program by establishing methods and procedures to develop and motivate members. Write a report on the process.

Setting: Fire Department training classroom or equivalent.

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

Attainment

Standard: Successful completion of at least 8 out of 10 checklist items.

Evaluator's

Guidance: DO NOT use actual names of department personnel or violate Privacy Act information. Purpose of this objective is for students to demonstrate comprehension of all the possible elements involved in professional development of firefighters. All papers and reports are to be typed, double-spaced, neat, legible, and presented in a professional format.

Human Resource Management

ELEMENTS/STEPS	STANDARDS	YES	NO
Demonstrate your administration of a professional development program by establishing methods and procedures to develop and motivate members. Write a report on the process.	In accordance with the CDC reference material and department policies / procedures, candidate:		
	a. Reviewed and evaluated:		
	1. Reference materials		
	2. Department policies & procedures		
	3. Union contract (if applicable)		
	4. Applicable federal, state, and local laws		
	b. Narrative report contains and explains:		
	1. Individual goal setting and standards		
	2. Description of evaluation procedures		
	3. Confidentiality, legal aspects and documentation		
	4. Lists & description of counseling process		
	5. How communicated to employee		
	6. Additional information demonstrating that you have met the requirements of this objective		

Human Resource Management

Performance Test Item – Employee Benefit

Personnel

Classification: Fire Officer III

Objective: NFPA Standard 1021, Chapter 6, Paragraph 6.2.5

Task: Demonstrate your administration by developing a proposal to improve a fire department employee benefit program with strong justification. Write a report on the proposal.

Setting: Fire Department training classroom or equivalent.

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

Attainment

Standard: Successful completion of at least 8 out of 10 checklist items.

Evaluator's

Guidance: Purpose of this objective is for students to demonstrate comprehension of all the possible elements involved in proposing a new firefighter benefit. All papers and reports are to be typed, double-spaced, neat, legible, and presented in a professional format.

Human Resource Management

ELEMENTS/STEPS	STANDARDS	YES	NO
Demonstrate your administration by developing a proposal to improve a fire department employee benefit program with strong justification. Write a report on the proposal.	In accordance with the CDC reference material and department policies / procedures, candidate:		
	a. Reviewed and evaluated:		
	1. Reference materials		
	2. Department policies & procedures		
	3. Union contract (if applicable)		
	4. Applicable federal, state, and local laws		
	b. Narrative report contains and explains:		
	1. Goal / objectives of benefit		
	2. Confidentiality, legal aspects and documentation (tracking)		
	3. Lists and description of program		
	4. Target audience and how communicated to employee		
	5. Needs analysis and justification		
	6. Cost, timetable, and how implemented		
	7. Additional information demonstrating that you have met the requirements of this objective		

Human Resource Management

Performance Test Item – Employee Accommodation

Personnel

Classification: Fire Officer III

Objective: NFPA Standard 1021, Chapter 6, Paragraph 6.2.6

Task: Demonstrate your administration by developing a plan with justification to accommodate an employee's special needs. Write a report on the proposal.

Setting: Fire Department training classroom or equivalent.

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

Attainment

Standard: Successful completion of at least 7 out of 9 checklist items.

Evaluator's

Guidance: Purpose of this objective is for students to demonstrate comprehension of all the possible elements involved in accommodating a firefighter's special need. The evaluator should provide the candidate with the scenario. All papers and reports are to be typed, double-spaced, neat, legible, and presented in a professional format.

Human Resource Management

ELEMENTS/STEPS	STANDARDS	YES	NO	
Demonstrate your administration by developing a plan with justification to accommodate an employee's special needs. Write a report on the proposal.	In accordance with the CDC reference material and department policies / procedures, candidate:			
	a. Reviewed and evaluated:			
	1. Reference materials		___	___
	2. Department policies & procedures		___	___
	3. Union contract (if applicable)		___	___
	4. Applicable federal, state, and local laws		___	___
	b. Narrative report contains and explains:			
	1. Description of employee's need		___	___
	2. Confidentiality, legal aspects and documentation addressed		___	___
	3. Lists and description of proposed solution		___	___
4. Cost, timetable, how implemented and justification		___	___	
5. Additional information demonstrating that you have met the requirements of this objective		___	___	

Human Resource Management

Performance Test Item – Education Training Program

Personnel

Classification: Fire Officer III

Objective: NFPA Standard 1021, Chapter 6, Paragraph 6.2.7

Task: Demonstrate your administration by developing a continuing education training program for your department. Write a report on the proposal.

Setting: Fire Department training classroom or equivalent.

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

Attainment

Standard: Successful completion of at least 8 out of 10 checklist items.

Evaluator's

Guidance: Purpose of this objective is NOT to develop a monthly training schedule, but a professional continuing education program. Example could be sending your Fire Inspectors to a NFPA Life Safety Code seminar once a year. All papers and reports are to be typed, double-spaced, neat, legible, and presented in a professional format.

Human Resource Management

ELEMENTS/STEPS	STANDARDS	YES	NO
Demonstrate your administration by developing a continuing education training program for your department. Write a report on the proposal.	In accordance with the CDC reference material and department policies / procedures, candidate:		
	a. Reviewed and evaluated:		
	1. Reference materials	<input type="checkbox"/>	<input type="checkbox"/>
	2. Department policies & procedures	<input type="checkbox"/>	<input type="checkbox"/>
	3. Union contract (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
	4. Applicable federal, state, and local laws	<input type="checkbox"/>	<input type="checkbox"/>
	b. Narrative report contains and explains:		
	1. Description of education shortfall	<input type="checkbox"/>	<input type="checkbox"/>
	2. Confidentiality, legal aspects and documentation	<input type="checkbox"/>	<input type="checkbox"/>
	3. Lists and description of proposed solution	<input type="checkbox"/>	<input type="checkbox"/>
	4. Cost, timetable, how implemented and justification	<input type="checkbox"/>	<input type="checkbox"/>
	5. Continuing education tracking	<input type="checkbox"/>	<input type="checkbox"/>
	6. Additional information demonstrating that you have met the requirements of this objective	<input type="checkbox"/>	<input type="checkbox"/>

SKILLS TEST #2 – Community and Government Relations

Performance Test Summary Sheet

Objectives: NFPA Standard 1021, Chapter 6, Paragraphs 6.3 and 6.3.1

Tasks:

1. Demonstrate the administration of a community awareness program by developing a public service education/training program that enhances fire prevention and life safety issues. Write a narrative report on the proposal.

Community and Government

Performance Test Item – Community Awareness Program

Personnel

Classification: Fire Officer III

Objective: NFPA Standard 1021, Chapter 6, Paragraph 6.3.1

Task: Demonstrate the administration of a community awareness program by developing a public service education/training program that enhances fire prevention and life safety issues. Write a narrative report on the proposal.

Setting: Fire Department training classroom or equivalent.

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

Attainment

Standard: Successful completion of at least 10 out of 12 checklist items.

Evaluator's

Guidance: All papers and reports are to be typed, double-spaced, neat, legible, and presented in a professional format.

Community and Government

ELEMENTS/STEPS	STANDARDS	YES	NO
Demonstrate the administration of a community awareness program by developing a public service education/training program that enhances fire prevention and life safety issues. Write a narrative report on the proposal.	In accordance with the CDC reference material and department policies / procedures, candidate:		
	a. Reviewed, conducted and evaluated:		
	1. Reference materials	___	___
	2. Department policies & procedures	___	___
	3. Community Demographics	___	___
	4. Applicable federal, state, and local laws	___	___
	5. Community needs analysis	___	___
	b. Narrative report contains and explains:		
	1. Description of community need, hazard or risk	___	___
	2. Confidentiality, legal aspects and documentation addressed	___	___
	3. Lists and description of proposed solution	___	___
	4. Target audience and anticipated results	___	___
	5. Cost, timetable, how implemented and justification	___	___
	6. Customer service principle addressed	___	___
7. Additional information demonstrating that you have met the requirements of this objective	___	___	

Administration

SKILLS TEST #3 – Administration

Performance Test Summary Sheet

Objectives: NFPA Standard 1021, Chapter 6, Paragraphs 6.4.1, 6.4.2, 6.4.3, 6.4.4, 6.4.5, and 6.4.6

- Tasks:**
1. Develop a comprehensive budget that addresses and justifies capital, operating, and personnel cost.
 2. Develop a comprehensive budget management system so that the department stays within the financial plan of the AHJ and remains in good standing for future budget cycles.
 3. Develop a comprehensive system for soliciting & awarding bids ensuring competitive bidding.
 4. Develop records management system policies & procedures that are valid, complete and accurate; that includes timely review and for continuous improvement.
 5. Given an area to be protected, conduct an evaluation of your Fire Emergency Services organization and develop a comprehensive model plan addressing resources utilization and continuous improvement.

Performance Test Item – Divisional or Departmental Budget

Personnel

Classification: Fire Officer III

Objective: NFPA Standard 1021, Chapter 6, Paragraph 6.4.1

Task: Develop a comprehensive budget that addresses and justifies capital, operating, and personnel cost for your department. Write a narrative report explaining.

Setting: Fire Department training classroom or equivalent.

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

Attainment

Standard: Successful completion of at least 11 out of 14 checklist items.

Evaluator's

Guidance: Evaluators, DO NOT give the firefighter student your actual department's budget. Students may use their actual department, but should research the information themselves without access to the department's budget. Evaluators may give the students a fictional department to work with. The budget itself may be presented in Microsoft Excel format. A narrative report explaining the budget is to be typed, double-spaced, neat, legible, and presented in a professional format.

Administration

ELEMENTS/STEPS	STANDARDS	YES	NO	
Develop a comprehensive budget that addresses and justifies capital, operating, and personnel cost for your department. Write a narrative report.	In accordance with the CDC reference material and department policies / procedures, candidate:			
	a. Reviewed, conducted and evaluated:			
	1. Reference materials		___	___
	2. Department policies & procedures		___	___
	3. Applicable federal, state, and local laws		___	___
	4. Supplies for new or existing programs		___	___
	5. Apparatus, station, or equipment repairs identified		___	___
	6. New equipment or facilities required		___	___
	7. Apparatus or equipment routine maintenance schedules		___	___
	b. Budget and narrative report:			
	1. Addresses capital costs		___	___
	2. Addresses operating costs		___	___
	3. Addresses personnel costs		___	___
	4. Legal aspects and documentation addressed		___	___
	5. Justifications included for new programs where required		___	___
6. Timetable and how implemented included		___	___	
7. Customer service to community ensured		___	___	

Performance Test Item – Budget Management System

Personnel

Classification: Fire Officer III

Objective: NFPA Standard 1021, Chapter 6, Paragraph 6.4.2

Task: Develop a comprehensive budget management system so that the department stays within the financial plan of the Authority Having Jurisdiction (AHJ) and remains in good standing for future budget cycles.

Setting: Fire Department training classroom or equivalent.

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

Attainment

Standard: Successful completion of at least 8 out of 10 checklist items.

Evaluator's

Guidance: A narrative report explaining the budget control system is to be typed, double-spaced, neat, legible, and presented in a professional format.

Administration

ELEMENTS/STEPS	STANDARDS	YES	NO
Develop a comprehensive budget management system so that the department stays within the financial plan of the AHJ and remains in good standing for future budget cycles.	In accordance with the CDC reference material and department policies / procedures, candidate:		
	a. Reviewed and evaluated:		
	1. Reference materials		
	2. Department policies & procedures		
	3. Applicable federal, state, and local laws		
	4. Reviewed current department budget for revenue & expenditures to date		
	b. Budget system report contains:		
	1. Description of traditional budget control methods		
	2. Description of your proposed system of budget control		
	3. Explanation of how your system will control the budget and address risk management		
	4. Legal aspects and documentation addressed		
	5. Justification for new system		
	6. Timetable and how implemented included		

Performance Test Item – Soliciting & Awarding Bids

Personnel

Classification: Fire Officer III

Objective: NFPA Standard 1021, Chapter 6, Paragraph 6.4.3

Task: Develop a comprehensive system for soliciting & awarding bids ensuring competitive bidding.

Setting: Fire Department training classroom or equivalent.

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

Attainment

Standard: Successful completion of at least 7 out of 9 checklist items.

Evaluator's

Guidance: The purpose of this objective is to not describe the current DOD process for soliciting and awarding bids, but for the student to develop a system from scratch. A sample item purchase/bid and a narrative report explaining the bid process is to be typed, double-spaced, neat, legible, and presented in a professional format.

Administration

ELEMENTS/STEPS	STANDARDS	YES	NO
Develop a comprehensive system for soliciting & awarding bids ensuring competitive bidding.	In accordance with the CDC reference material and department policies / procedures, candidate:		
	a. Reviewed and evaluated:		
	1. Reference materials	___	___
	2. Department policies & procedures	___	___
	3. Applicable federal, state, and local laws	___	___
	b. Narrative report contains:		
	1. Lists of steps in the process	___	___
	2. Description of each step in the process	___	___
	3. List of potential vendors for purchase item selected by student	___	___
	4. Estimated cost of purchase for budgeting purposes	___	___
	5. Funding source and justification for the purchased item	___	___
	6. Sample of how bids will be evaluated to assure that specified item purchased will be received.	___	___

Performance Test Item – Records Management System

Personnel

Classification: Fire Officer III

Objective: NFPA Standard 1021, Chapter 6, Paragraph 6.4.4 & 6.4.5

Task: Develop records management system policies & procedures that are valid, complete and accurate; that includes timely review and for continuous improvement.

Setting: Fire Department training classroom or equivalent.

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

Attainment

Standard: Successful completion of at least 7 out of 9 checklist items.

Evaluator's

Guidance: A narrative report explaining the records management system is to be typed, double-spaced, neat, legible, and presented in a professional format.

Administration

ELEMENTS/STEPS	STANDARDS	YES	NO
Develop records management system policies & procedures that are valid, complete and accurate; that includes timely review and for continuous improvement.	In accordance with the CDC reference material and department policies / procedures, candidate:		
	a. Reviewed and evaluated:		
	1. Reference materials	<input type="checkbox"/> <input type="checkbox"/>	
	2. Department policies & procedures	<input type="checkbox"/> <input type="checkbox"/>	
	3. Applicable federal, state, and local laws	<input type="checkbox"/> <input type="checkbox"/>	
	b. Narrative report contains:		
	1. Description of current records management system (how it works, hardware & software components)	<input type="checkbox"/> <input type="checkbox"/>	
	2. Description of records and data currently captured	<input type="checkbox"/> <input type="checkbox"/>	
	3. List of reports developed from your current records management system	<input type="checkbox"/> <input type="checkbox"/>	
	4. Legal aspects of system and issues of confidentiality and Privacy Act information	<input type="checkbox"/> <input type="checkbox"/>	
5. List of recommendations, with explanations, for improvement	<input type="checkbox"/> <input type="checkbox"/>		
6. Explanation how your improvements will ensure reliability, validity, timely review and continuous improvement	<input type="checkbox"/> <input type="checkbox"/>		

Performance Test Item – Continuous Organizational Improvement

Personnel

Classification: Fire Officer III

Objective: NFPA Standard 1021, Chapter 6, Paragraph 6.4.6

Task: Given an area to be protected, conduct an evaluation of your Fire Emergency Services organization and develop a comprehensive model plan addressing resources utilization and continuous improvement.

Setting: Fire Department training classroom or equivalent.

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

Attainment

Standard: Successful completion of at least 11 out of 13 checklist items.

Evaluator's

Guidance: The purpose of this objective is for students to develop a plan for self-accrediting their departments. Examples are the Commission on Fire Accreditation International, Inc; NFPA 1201; or the Air Force's Fire & Emergency Services Assessment Program. Students are not required to develop an entire inspection checklist, but a policy/procedure on what areas will be addressed and how the program is managed. A narrative report explaining the records management system is to be typed, double-spaced, neat, legible, and presented in a professional format.

Administration

ELEMENTS/STEPS	STANDARDS	YES	NO
<p>Given an area to be protected, conduct an evaluation of your Fire Emergency Services organization and develop a comprehensive model plan addressing resources utilization and continuous improvement.</p>	<p>In accordance with the CDC reference material and department policies / procedures, candidate:</p>		
	<p>a. Reviewed, conducted and evaluated:</p>		
	<p>1. Reference materials</p>	<p>___ ___</p>	
	<p>2. Department policies & procedures</p>	<p>___ ___</p>	
	<p>3. Applicable federal, state, and local laws</p>	<p>___ ___</p>	
	<p>4. Community risk analysis</p>	<p>___ ___</p>	
	<p>5. Community hazards and needs</p>	<p>___ ___</p>	
	<p>6. Required resources for protection</p>	<p>___ ___</p>	
	<p>7. Various accreditation programs available and best practices</p>	<p>___ ___</p>	
	<p>b. Narrative report contains:</p>		
	<p>1. Description of accreditation program and how it works</p>	<p>___ ___</p>	
	<p>2. Description of data to be captured and reports generated</p>	<p>___ ___</p>	
	<p>3. Timetable, cost and how implemented</p>	<p>___ ___</p>	
	<p>4. Legal aspects of system and issues of confidentiality and Privacy Act</p>	<p>___ ___</p>	
<p>5. How communicated to employees</p>	<p>___ ___</p>		
<p>6. Explanation how your improvements will ensure reliability and validity of fire protection services to the community, accounts for timely review and continuous improvement within the department</p>	<p>___ ___</p>		

Inspections and Investigations

SKILLS TEST #4 – Inspections and Investigations

Performance Test Summary Sheet

Objectives: NFPA Standard 1021, Chapter 6, Paragraphs 6.5.1 and 6.5.2

- Tasks:**
1. Evaluate department's inspection program utilizing AHJ goals, objectives, performance data, and resources to determine effectiveness.
 2. Develop a plan identifying a community problem and facilitation of a new code or public education program.

Inspections and Investigations

Performance Test Item – Inspection Program

Personnel

Classification: Fire Officer III

Objective: NFPA Standard 1021, Chapter 6, Paragraph 6.5.1

Task: Evaluate department's inspection program utilizing AHJ goals, objectives, performance data, and resources to determine effectiveness.

Setting: Fire Department training classroom or equivalent.

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

Attainment

Standard: Successful completion of at least 9 out of 11 checklist items.

Evaluator's

Guidance: A narrative report explaining the records management system is to be typed, double-spaced, neat, legible, and presented in a professional format.

Inspections and Investigations

ELEMENTS/STEPS	STANDARDS	YES	NO
Evaluate department's inspection program utilizing AHJ goals, objectives, performance data, and resources to determine effectiveness.	In accordance with the CDC reference material and department policies / procedures, candidate:		
	a. Reviewed, conducted and evaluated:		
	1. Reference materials	___	___
	2. Department policies & procedures	___	___
	3. Applicable federal, state, and local laws	___	___
	4. Community risk analysis	___	___
	5. Community hazards and needs	___	___
	b. Narrative report contains:		
	1. Goals and objectives of the current program	___	___
	2. Description of data captured and reports generated	___	___
	3. Timetable, cost and how program is implemented	___	___
	4. Target audience and how communicated to customers	___	___
	5. Results of inspection program review	___	___
	6. If not effective, recommendations to improve	___	___

Inspections and Investigations

Performance Test Item – Fire Safety Deficiency

Personnel

Classification: Fire Officer III

Objective: NFPA Standard 1021, Chapter 6, Paragraph 6.5.2

Task: Develop a plan identifying a community problem and facilitation of a new code or public education program.

Setting: Fire Department training classroom or equivalent.

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

Attainment

Standard: Successful completion of at least 9 out of 11 checklist items.

Evaluator's

Guidance: Students may either develop a new code, legislation, or a public education program in order to complete this objective. A narrative report explaining the records management system is to be typed, double-spaced, neat, legible, and presented in a professional format.

Inspections and Investigations

ELEMENTS/STEPS	STANDARDS	YES	NO
Develop a plan identifying a community problem and facilitation of a new code or public education program.	In accordance with the CDC reference material and department policies / procedures, candidate:		
	a. Reviewed, conducted and evaluated:		
	1. Reference materials	___	___
	2. Department policies & procedures	___	___
	3. Applicable federal, state, and local laws	___	___
	4. Community risk analysis	___	___
	5. Community hazards and needs	___	___
	b. Narrative report contains:		
	1. Description of solution	___	___
	2. Timetable, cost and how solution is implemented	___	___
	3. Target audience and how communicated to public	___	___
	4. Legal aspects of system and issues of confidentiality and Privacy Act	___	___
	5. Explanation how your solution will ensure reliability, validity, and continuous improvement	___	___
	6. Additional information demonstrating that you have met the requirements of this	___	___

Emergency Services Delivery

SKILLS TEST #5 – Emergency Services Delivery

Performance Test Summary Sheet

Objectives: NFPA Standard 1021, Chapter 6, Paragraphs 6.6.1, 6.6.2 and 6.6.3

- Tasks:**
1. Develop incident action plan from an emergency incident requiring multiple agency response with the resources assigned properly to mitigate the emergency incident.
 2. Conduct a Post-Incident Analysis for a multi-agency response so that all aspects are addressed, communicated and processed.
 3. Develop a plan for mutual aid request and create a mutual aid agreement with outside agencies for additional resources when needs exceed capability.

Emergency Services Delivery

Performance Test Item – Incident Accident Plan (IAP)

Personnel

Classification: Fire Officer III

Objective: NFPA Standard 1021, Chapter 6, Paragraph 6.6.1

Task: Develop incident action plan from an emergency incident requiring multiple agency response with the resources assigned properly to mitigate the emergency incident.

Setting: Fire Department training classroom or equivalent.

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

Attainment

Standard: Successful completion of at least 14 out of 17 checklist items.

Evaluator's

Guidance: Incident scenario is located in Attachment 2 of this booklet. Blank ICS forms are located on various government or commercial website and must be utilized. A narrative report explaining the entire emergency scenario & timeline is to be typed, double-spaced, neat, legible, and presented in a professional format.

Please Note: The scenario and below line item requirements are intentional vague and missing required information. This is to challenge the student and develop an understanding of all the challenges of a major emergency. Students are allowed leeway to adlib the scenario, so long as not to weaken the objectives of this performance test item.

Emergency Services Delivery

ELEMENTS/STEPS	STANDARDS	YES	NO
Develop incident action plan and narrative report from an emergency incident requiring multiple agency response with the resources assigned properly to mitigate the emergency incident.	In accordance with the CDC reference material and department policies / procedures, candidate:		
	a. Reviewed and evaluated:		
	1. Reference materials and scenario	___	___
	2. Department policies & procedures	___	___
	3. Applicable federal/state/local laws	___	___
	4. Department's mutual aid agreements	___	___
	b. IAP and narrative report addresses:		
	1. Evaluation of situation	___	___
	2. Identification of available & utilized resources	___	___
	3. ICS forms / IAP completed	___	___
	4. Communications plan	___	___
	5. Initial radio report, size-up, and how command was established	___	___
	6. Command mode & make-up	___	___
	7. Organizational chart	___	___
8. Strategy – identify and explain	___	___	
9. Resource assignments and objectives	___	___	
10. Water supply	___	___	
11. Placement of apparatus and personnel assignments	___	___	
12. Scene safety requirements addressed per NFPA 1500	___	___	
13. How command was terminated	___	___	

Emergency Services Delivery

Performance Test Item – Post Incident Analysis (PIA)

Personnel

Classification: Fire Officer III

Objective: NFPA Standard 1021, Chapter 6, Paragraph 6.6.2

Task: Conduct a Post-Incident Analysis for a multi-agency response so that all aspects are addressed, communicated and processed.

Setting: Fire Department training classroom, fire ground or equivalent.

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

Attainment

Standard: Successful completion of at least 11 out of 14 checklist items.

Evaluator's

Guidance: Students are required to conduct a Post Incident Analysis for an actual multi-agency emergency or exercise. Attachment 3 provides sample Post Incident Analysis forms. A narrative report explaining the Post Incident Analysis briefing and contents is to be typed, double-spaced, neat, legible, and presented in a professional format.

Emergency Services Delivery

ELEMENTS/STEPS	STANDARDS	YES	NO
Conduct a Post-Incident Analysis for a multi-agency response so that all aspects are addressed, communicated and processed.	In accordance with the CDC reference material and department policies / procedures, candidate:		
	a. Reviewed and evaluated:		
	1. Reference materials		
	2. Department policies & procedures		
	3. Applicable federal/state/local laws		
	4. Department's Post Incident Analysis forms		
	b. PIA and narrative report explains:		
	1. Summary of emergency or exercise		
	2. Proper forms utilized		
	3. Safety officer position(s)		
	4. Personnel protective equipment		
5. Medical or chemical exposures			
6. Rehabilitation			
7. Accountability			
8. Critical incident stress			
9. Follow-up			
10. Incident strengths & weaknesses			
11. Memo with signature of evaluator verifying actual PIA was completed			

Emergency Services Delivery

Performance Test Item – Mutual Aid Plan

Personnel

Classification: Fire Officer III

Objective: NFPA Standard 1021, Chapter 6, Paragraph 6.6.3

Task: Develop a plan for mutual aid request and create a mutual aid agreement with outside agencies for additional resources when needs exceed capability.

Setting: Fire Department training classroom or equivalent.

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

Attainment

Standard: Successful completion of at least 10 out of 13 checklist items.

Evaluator's

Guidance: Students are to develop a policy or procedure how and when to request mutual aid and then create a mutual aid agreement. A narrative report explaining the mutual aid policy/procedures and agreement is to be typed, double-spaced, neat, legible, and presented in a professional format.

Emergency Services Delivery

ELEMENTS/STEPS	STANDARDS	YES	NO
Develop a plan for mutual aid request and create a mutual aid agreement with outside agencies for additional resources when needs exceed capability.	In accordance with the CDC reference material and department policies / procedures, candidate:		
	a. Reviewed and evaluated:		
	1. Reference materials	<input type="checkbox"/>	<input type="checkbox"/>
	2. Department policies & procedures	<input type="checkbox"/>	<input type="checkbox"/>
	3. Applicable federal/state/local laws	<input type="checkbox"/>	<input type="checkbox"/>
	b. Mutual aid agreement and narrative report explains:		
	1. Cost, timetable, how implemented and justification for mutual aid program	<input type="checkbox"/>	<input type="checkbox"/>
	2. Levels of minimum staffing	<input type="checkbox"/>	<input type="checkbox"/>
	3. Union issues (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
	4. Reimbursement of funds	<input type="checkbox"/>	<input type="checkbox"/>
5. Liability	<input type="checkbox"/>	<input type="checkbox"/>	
6. Security concerns	<input type="checkbox"/>	<input type="checkbox"/>	
7. Confidentiality, legal aspects and documentation required	<input type="checkbox"/>	<input type="checkbox"/>	
8. Ensuring customer service is guaranteed on/off installation	<input type="checkbox"/>	<input type="checkbox"/>	
9. Unusual circumstances	<input type="checkbox"/>	<input type="checkbox"/>	
10. Additional information demonstrating that you have met the requirements of this objective	<input type="checkbox"/>	<input type="checkbox"/>	

SKILLS TEST #6 – Health and Safety

Performance Test Summary Sheet

Objectives: NFPA Standard 1021, Chapter 6, Paragraphs 6.7.1

Tasks:

1. Develop a Health and Safety program for your organization that is measurable and incorporates local and national trends.

Health and Safety

Performance Test Item – Department Health & Safety Program

Personnel

Classification: Fire Officer III

Objective: NFPA Standard 1021, Chapter 6, Paragraph 6.7.1

Task: Develop a Health and Safety program for your organization that is measurable and incorporates local and national trends.

Setting: Fire Department training classroom or equivalent.

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

Attainment

Standard: Successful completion of at least 12 out of 15 checklist items.

Evaluator's

Guidance: A narrative report explaining the health and safety program is to be typed, double-spaced, neat, legible, and presented in a professional format.

Health and Safety

ELEMENTS/STEPS	STANDARDS	YES	NO
Develop a Health and Safety program for your organization that is measurable and incorporates local and national trends.	In accordance with the CDC reference material and department policies / procedures, candidate:		
	a. Reviewed and evaluated:		
	1. Reference materials	___	___
	2. Department policies & procedures	___	___
	3. Applicable federal/state/local laws	___	___
	4. National statistical data and trends of firefighter injuries and fatalities	___	___
	b. Program and narrative report explains:		
	1. Physical fitness and wellness aspects	___	___
	2. Accident/injury prevention	___	___
	3. HazMat/Medical exposure	___	___
	4. Risk management	___	___
5. Confidentiality, legal aspects and documentation required	___	___	
6. Recruitment & selection impact	___	___	
7. Cost, timetable, how implemented and justification for program	___	___	
8. Target audience and how communication to employee	___	___	
9. Statistical data of accidents/injuries from past years (numbers, cost, time lost, etc.)	___	___	
10. Address major areas of NFPA 1500	___	___	
11. Additional information demonstrating that you have met the requirements of this objective	___	___	

Emergency Management

SKILLS TEST #7 – Emergency Management

Performance Test Summary Sheet

Objectives: NFPA Standard 1021, Chapter 6, Paragraphs 6.8.1

Tasks: 1. Write a narrative report for integration of Fire Emergency resources into the local community emergency management plans.

Emergency Management

Performance Test Item – Integration of Fire Services

Personnel

Classification: Fire Officer III

Objective: NFPA Standard 1021, Chapter 6, Paragraph 6.8.1

Task: Write a narrative report for integration of Fire Emergency resources into the local community emergency management plans.

Setting: Fire Department training classroom or equivalent.

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

Attainment

Standard: Successful completion of at least 10 out of 13 checklist items.

Evaluator's

Guidance: The objective of this performance test item IS NOT to develop a mutual aid agreement nor integration of fire emergency forces with the off installation entities. The report should explain how fire service resources integrate into/with the installation's emergency management plan and fellow emergency responders (police, medical, emergency management, etc.). The narrative report explaining the health and safety program is to be typed, double-spaced, neat, legible, and presented in a professional format.

Emergency Management

ELEMENTS/STEPS	STANDARDS	YES	NO
Write a narrative report for integration of Fire Emergency resources into the local community emergency management plans.	In accordance with the CDC reference material and department policies / procedures, candidate:		
	a. Reviewed and evaluated:		
	1. Reference materials	___	___
	2. Department policies & procedures	___	___
	3. Applicable federal/state/local laws	___	___
	4. Organization's / Installation's Emergency Management Plan	___	___
	b. Narrative report explains:		
	1. Local emergency management plan	___	___
	2. Local emergency management planning committee description, function, roles and responsibilities	___	___
	3. How fire emergency services works w/ Local emergency management planning committee	___	___
4. Possible major disasters and emergency requirements of installation	___	___	
5. Fire emergency services resources available	___	___	
6. Emergency operations centers	___	___	
7. National Incident Management System and Incident Command System	___	___	
8. How communication to employee	___	___	
9. Additional information demonstrating that you have met the requirements of this objective	___	___	

Fire Officer III

Oral Presentation Station Performance Document

Date of Evaluation _____

Candidate's Name _____

Evaluator's Name _____

INSTRUCTIONS: Because of the difficulty performing these objective evaluations in a classroom setting and evaluation by the DOD Certification & Training Administrative Center, the Fire Chief or Deputy Fire Chief will evaluate this task. Once the candidate has completed all required paper assignments and supporting documents; prior to mailing the entire binder to the Administrative Center, the candidate will make an oral and visual presentation to their Fire Chief or Deputy Fire Chief.

The topic of the presentation will be about ONE of the before mentioned papers (NFPA line item) completed by the candidate. Presentation should be oral & visual (recommend use of Microsoft PowerPoint) and briefly discuss the assignment requirements, scenario, and the candidate solution. The Fire Chief or Deputy Fire Chief evaluator is encouraged to hold a question & answer session upon completion of the candidate's presentation.

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.

Signatures listed below certifies that the candidate has completed the oral presentation outlined above and is qualified to perform tasks in accordance with NFPA 1021, *Fire Officer Professional Qualifications*, chapter 6.

Candidate's Signature _____

Fire Chief's Signature _____

Attachment I

We know what you are doing is not easy because we designed it that way. The notebook projects were designed so you could demonstrate your knowledge and skills as a fire officer. We are interested in how you can manage, create, analyze, document, and justify. That is what chief officers are required to do. You are the chief officers of the future. Your performance will be judged not on how well you maintain the status quo, but on how well you are able to innovate and find creative solutions in a changing environment, and provide the services for which you are responsible. The papers in the notebooks, while meeting the standards, should also reflect new and creative solutions.

GUIDELINES FOR INDIVIDUAL PAPERS

DO's

A. Read and understand the NFPA Standards and those of the CDC.

B. Break up written papers by making short and to the point paragraphs. A continuous four or five page paper with no paragraph breaks is difficult to read and comprehend.

- i. Use bullets, numbers, or an outline form to set off important points.
- ii. Use charts, graphs, tables, maps, graphics to illustrate points, make comparisons, show data, locations, etc. Remember a picture is worth a thousand words.
- iii. Many of the individual papers are too brief. They do not contain enough information about the subject or a thorough explanation that adequately supports the statements that are made.
- iv. All papers are to be type written, use plain paper, Times New Roman or equivalent font, 10-12 pitch.
- v. Papers are to have 1-inch margin on all sides.
- vi. Papers should be approximately 3-5 pages each, double-spaced.
- vii. Papers should contain performance test item number (e.g. 6.2.1), page numbers, and date.

C. Some papers present information without any support or documentation. If it is worth stating, it should be worth documenting and supporting.

- i. Be original. Be creative. Explore new ideas and methods. Don't repeat methods, ideas, and concepts that are traditional or outdated systems that are in place.
- ii. Papers are to be written as indicated in the "Notes to Evaluator/Candidate" and should be explanatory in nature. In other words we expect that you tell us how the particular task is accomplished at your installation. Instances where a scenario is used or the particular task is not normally performed at your installation you should explain how it would be done if it had to be done.

Attachment I

DON'TS

A. Don't Plagiarize! If it's copyrighted you must either get the owner's permission and/or use proper writing etiquette to recognize the author.

B. Do not place any of the pages in protective covers.

GUIDELINES FOR COMPLETE SUBMITTAL PACKAGE

1. All items submitted for evaluation are to be collected by the proctor.
2. The proctor and the candidate will assemble the final product for submittal.
3. All items will be placed in a plain white binder capable of holding all materials
4. Items to include in the binder are:
 - a. Copy of the Cover Letter signed by the Fire Chief requesting certification to the Fire Officer III level.
 - b. Copy of the **AU/A4L** scorecard or CDSAR printout for the academic completion of the CDC.
 - c. The performance test checklist broke down with each representative paper and supporting documents following the appropriate checklist.
 - d. Oral presentation station performance document signed by the Fire Chief (located at end of document prior to Attachment I).
 - e. Mail tracking number.
5. Mail entire package to:

HQ AFCESA/CEXF
Attn: Administrative Center
139 Barnes Dr., Suite 1
Tyndall AFB, FL 32403-5319

Attachment II

To be used with Emergency Services Delivery - Incident Accident Planning

NFPA 1021, Chapter 6, Paragraph 6.6.1

Incident Description

Your fire department dispatcher receives a call at 0043 for a fire at the Main Gate Motel which is located approximately ½ mile from the main gate of your facility. The address is 420 Smith Highway.

The mutual aid agreement specifies that the initial response to this location is your installation's fire department. The prefire plan and emergency response plans suggest your fire department is first due with two engines and a chief officer. The county fire department which provides protection to the area will respond with two engines, one ladder and a chief officer.

You are the shift commander and the only chief officer on duty. Each of your engines is staffed with one company officer and three fire fighters. The approximate travel time from your station to the Main Gate Motel is approximately three minutes.

Enroute to the Main Gate Motel your dispatcher informs you that they have received a number of calls for this fire and that there are calls for help from people trapped in the building. The dispatcher also informs you that the county units consisting of Chief 304, Engine 320, Engine 321, Ladder 320 and Rescue 340 are enroute. Their estimated time of arrival is approximately five (5) minutes after your arrival. You will arrive with the first two engines and will assume command. You will remain in command for the duration of the incident. There is heavy fire and smoke showing from the two end rooms on the second floor, nearest to the street.

The county engines and ladder are each staffed with one company officer and two fire fighters.

WATER SUPPLY

There is one hydrant (#1) that is located adjacent to Smith Highway at the entrance to the motel. This hydrant is connected to an 8 inch main and is capable of flowing 1,250 gallons per minute at 20 psi residual.

There is a second hydrant (#2) located on Smith Highway that is approximately 750 feet away. This hydrant is connected to the same 8 inch main and is capable of flowing 1,250 gallons per minute at 20 psi residual.

TIME OF YEAR

August

Attachment II

WEATHER

80 degrees F
Humidity - high
Wind – calm

RESOURCES

Your department

- Initial response

Chief 2	1 Chief Officer		
Engine 7	1,000 gpm	1 Company Officer	3 fire fighters
Engine 8	1,000 gpm	1 Company Officer	3 fire fighters

County department

- Initial response

Chief 304	1 Chief Officer		
Engine 320	1,000 gpm	1 Company Officer	2 fire fighters
Engine 321	1,250 gpm	1 Company Officer	2 fire fighters
Ladder 320	75 feet	1 Company Officer	2 fire fighters
Rescue 340	BLS	2 firefighter/EMT	

- Additional resource available (all county assets except for Rescue 10)

Engine 322	1,000 gpm	1 Company Officer	2 fire fighters
Engine 325	1,250 gpm	1 Company Officer	2 fire fighters
Ladder 327	75 feet	1 Company Officer	2 fire fighters
Rescue 10	BLS	2 firefighter/EMT	

MAIN GATE MOTEL

The following is a description of the Main Gate Motel.

The motel is a two story wood frame structure that was constructed in 1976 before the county adopted a building or fire prevention code. The county fire marshal has been working with the owner to upgrade the fire protection features in the building, but has only been successful in having individual smoke detectors installed in each of room. A local fire alarm system was installed when the building was constructed. This system has heat actuated devices installed in the corridors, manual pull stations at the end of each corridor and audible/visual warning devices on each floor.

Attachment II

CONSTRUCTION

- Wood frame
- Pitched roof - lightweight manufactured wood trusses with plywood sheathing
- Interior finish is gypsum board
- Open stairways at each end of the structure
- Windows in each room are horizontal sliding in aluminum frames
- Individual room doors are non rated metal, and are not self closing. All are equipped with deadbolts and chains.

SIZE

- 320 feet long
- 50 feet wide
- Each room is 22 feet by 15 feet
- There are 40 rooms per floor
- The corridor on each floor is 6 feet wide
- Ceilings are 8 feet above the floor

HEATING AND AIR CONDITIONING

- Individual electrically powered cooling/heating units in each room

UTILITIES

- There is one utility room located on the first floor in the center of the building that contains two liquefied petroleum gas fired hot water heaters, the main electrical distribution panel, a commercial washer and dryer, plus storage for linens and cleaning supplies.

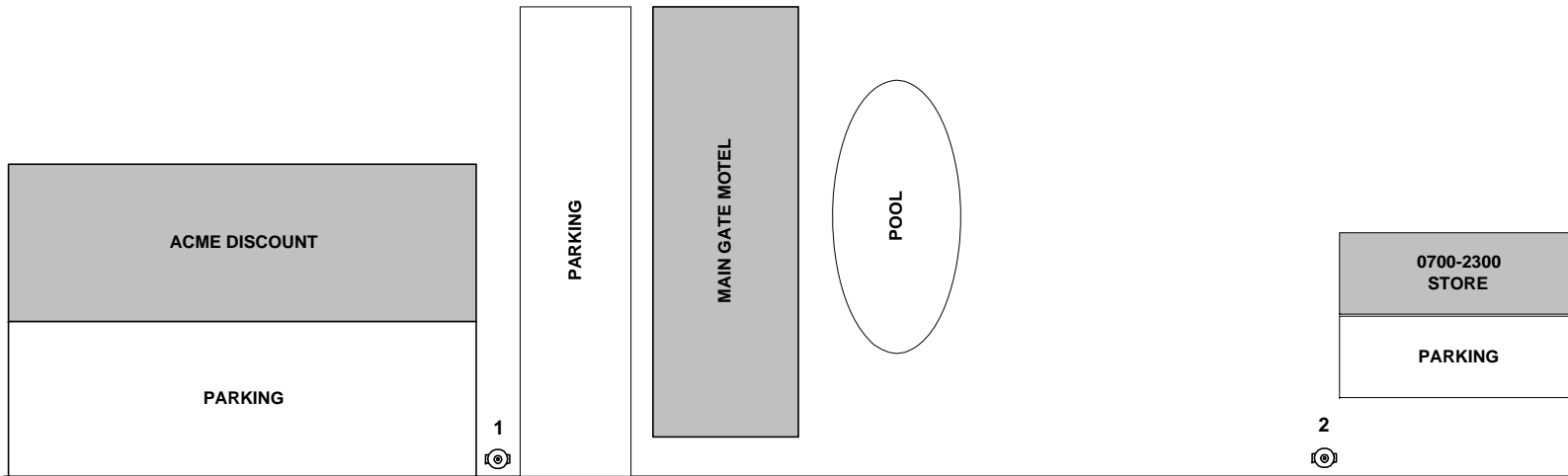
FIRE PROTECTION

- Smoke detectors in each room - not connected to a fire alarm system
- Local fire alarm system - heat detectors in the corridors, manual pull stations, audible warning devices on each floor
- Portable fire extinguishers

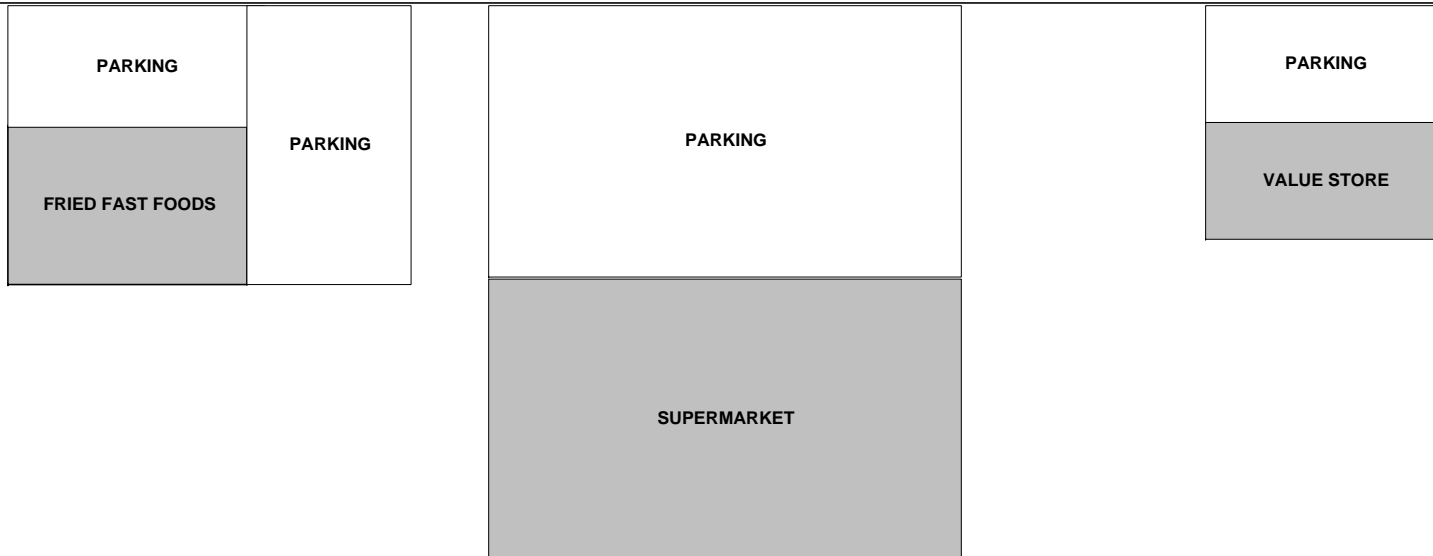
ACCESS

- Parking in the front of the building
- Rear of the building has a concrete walkway and a swimming pool
- There is no fire apparatus access to the rear of the building

Attachment II



SMITH HIGHWAY



NOT TO SCALE

Performance Test Record

Fire Officer III

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.

Performance Test Ref # _____ Date of Evaluation _____

Candidate's Name _____ SSN _____

Evaluator's Name _____ SSN _____

Candidate PASSED/FAILED the Telecommunicator Performance Tests stations marked below:

STATION	PASSED	FAILED
Human Resource Management		
Community & Government Relations		
Administration		
Inspections & Investigations		
Emergency Services Delivery		
Health & Safety		
Emergency Management		

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

Objective(s):

Reason(s) for failure:

Candidate's Signature _____

Evaluator's 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."

Student Notes

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