



# Agency Administrator (AADM) Taskbook Guidelines & FAQs - 2020

**Resources:** For the most current Agency Administrator certification levels, definitions, processes and records, please refer to the latest version of:

- the Red Book, Chapter 5 <https://www.nifc.gov/PUBLICATIONS/redbook/2020/Chapter05.pdf>  
and
- the Agency Administrator Toolbox [https://wfmrda.nwcg.gov/line\\_officer\\_resources.php](https://wfmrda.nwcg.gov/line_officer_resources.php)

## Taskbook Initiation

### **Who needs an Agency Administrator Taskbook?**

Any Agency Administrator seeking to gain initial certification level (Working or Low) or to advance in certification level. (see *Currency and Grandfather Clause section*)

### **What if I want to maintain my current certification level (i.e. not advance in certification level), what is required?**

If an Agency Administrator is not seeking to advance in certification and wishes to maintain current certification levels, the AA is not required to initiate a Taskbook, but is required to maintain currency at the desired level. (see *Currency section*)

### **Who can initiate an Agency Administrator Taskbook?**

Taskbooks are initiated by the Forest Supervisor or their designee. For Forest Supervisors, the Regional Forester or their designee initiates the taskbook.

### **What is the process for initiating a Taskbook?**

1. Discussion with Forest Supervisor or Regional Forester or designee about the requirements and expectations of the Agency Administrator including the level of certification needed /desired, the continuing education requirements and the experience requirements.
2. Once initiated, taskbook cover page (with current certification level seeking circled) should be copied and sent to the Forest Training Officer and Regional Line Officer Team (RLOT) to track.
3. Agency Administrator Trainee (AADM-T) will then utilize the taskbook to complete the tasks to achieve core competencies through incident/ prescribed fire assignments and training. Evaluation will be completed by an Agency Administrator certified at least at the certification level the Trainee is seeking. This evaluator can be an assigned AADM Coach or the qualified AADM for the incident or prescribed fire (see *Evaluator Role*)



# **Taskbook Certification**

## **What is the process for taskbook review and certification?**

1. Once core competencies have been completed and evaluated, the taskbook holder will submit the completed taskbook to their respective RLOT. Task books will be reviewed and evaluated based on demonstrated experience and training. RLOT will recommend AA certification levels.
2. RLOT will then send taskbook to the Regional Training Officer, they or their designee will review the taskbook for completion and validate required training completion per 310-1 supplement standards; if complete they will enter into IQCS.
3. Certified task books will be returned to the trainee, and a copy of certification page will be sent to the local training officer for record maintenance.
4. RLOTs are encouraged to conduct these reviews twice a year, in April and October.
5. A formal letter from the regional forester will be transmitted to the forest supervisors and training officers who will then update the IQCS records as needed.

## **How much time should it take to complete a taskbook?**

The focus of the taskbook is to build AA core competencies through documented exposure and experience. Each situation is unique so there is no set timetable for completion other than the maximum three years from first evaluation (see expiration question below). Agency Administrators should discuss the certification level (for both wildfire and prescribed fire) needed with their Forest Supervisor/Regional Forester and determine the best approach to gaining the core competencies.

## **Will my Agency Administrator taskbook expire if I do not document tasks each year?**

A taskbook is valid for three years from the date of initiation. Upon documentation of the first evaluation record, the three-year time span is reset. The taskbook will expire if is not completed in three years from the date of the taskbook initiation (or date of first evaluation record). If the taskbook expires, a new taskbook will need to be initiated. Prior experience documented in the expired taskbook may be taken into account in completion of the new taskbook at the discretion of the certifying official. If new requirements are added to the taskbook, any individual who has begun the evaluation process need not take any newly required course(s) for that position. Additionally, personnel who are qualified in a position before the implementation of a revision *may* retain certification *at the discretion of their agency*.

## **How do I get myself set up for being ordered through ROSS as an AADM?**

- Work with your local training officer to make sure you have an IQCS employee number and that your responder record is transmitted to the ordering system.
- Update your experience sheet at a minimum annually, if certification has changed during the year send your certification updates to the RLOT or designee using the IQCS Responder form - [https://iqcsweb.nwcg.gov/sites/default/files/2017-10/IQCS\\_Responder\\_Update.pdf](https://iqcsweb.nwcg.gov/sites/default/files/2017-10/IQCS_Responder_Update.pdf) - The local training officer will be updated with the certification changes biannually when the RLOT or designee sends the updated list of to the local training officers.



## How will an AADM be ordered – what is the process?

- Assignments for each incident as a qualified or trainee AADM will be the responsibility of the RLOTS or their designee. If there are needs to share resources region to region the NLOT representative will assist with determination of the qualified or trainee AADM.
- Once availability and qualification of the AADM is determined, that name will be submitted through the ordering system for fire (eg ROSS or IROC) and the individual will receive a resource order.
- The orders will be a name request and the position code will be AADM.
- If there are “special” needs that should be included with the order – rental vehicle, computer etc that should be worked out with the home unit dispatching center prior to mobilizing.

## Currency and Grandfather Clause

### Who is ‘grandfathered’ in at current certification level?

In 2019 and 2020, Agency Administrators may have been “grandfathered” into certification levels based on experience/training in wildland and prescribed fire gained up to 2020. In 2020, any experience and training gained should be documented using the Agency Administrator taskbook or the IQCS experience record. The “grandfather” transition period ends in 2020.

### What is the Currency requirement?

Currency is certified annually by the Regional Forester or designee for frequency of demonstrated exercise of Core Competencies through activities such as those described in the taskbook or assignments as Agency Administrator on incidents of appropriate level within a three-year interval.

### How do I maintain currency of my certification level?

The wildfire and prescribed fire certification pathways can be found on the Agency Administrator Toolbox webpage: [https://wfmrda.nwcg.gov/line\\_officer\\_resources.php](https://wfmrda.nwcg.gov/line_officer_resources.php) and are summarized below:

Wildfire	Prescribed Fire
<ol style="list-style-type: none"><li>1. Perform as an AA, AA Rep or Coach on an appropriate type incident at least once/ 3years.</li><li>2. Other training and activities that help maintain currency, participate in:<ul style="list-style-type: none"><li>• Fire Support or Review Team (FLA, FAST)</li><li>• RLOT, NLOT or NFLC</li><li>• Training Cadre for courses such as S420, M581, M582, L380, S520</li><li>• Incident Staff Rides or Simulations.</li></ul></li></ol>	<ol style="list-style-type: none"><li>1. Perform as an AA or AA Coach for Prescribed Fire at least once/ 3 years.</li><li>2. Participate in other training and activities such as:<ul style="list-style-type: none"><li>• Prescribed Fire Implementation Team/Crew</li><li>• RT 300 Burn Boss Refresher</li><li>• RLOT, NLOT or NFLC</li><li>• Review Team Member or Leader for Rx related Review</li><li>• RX Fire Training Cadre member (RX301, PFTC, etc.)</li></ul></li></ol>

### How do I record my experience and training to maintain currency?

Agency Administrators should record experience and training using the IQCS experience record found on [https://iqcsweb.nwcg.gov/sites/default/files/documents/IQCS\\_Responder\\_Update.pdf](https://iqcsweb.nwcg.gov/sites/default/files/documents/IQCS_Responder_Update.pdf) .This should be submitted annually to the Forest Training Officer for updates in IQCS.



## What happens if I am unable to maintain currency within three years?

If you are not able to maintain currency within three years using the above methods, the RLOT will review the taskbook with the initiator (Forest Supervisor or Regional Forester or designee) to make a recommendation for certification level. Final certification level determinations are the responsibility of the Regional Forester or designee. If you meet all taskbook requirements, but lapse in currency, you will need to do a recertifying assignment. This lapse in currency, and follow up determination will need to be communicated to the RLOT for the management of the regional certified and trainees. This information will then be shared with the local training officers bi-annually so updates can be made at the local level.

## Evaluator Role

- Utilize the *Instructions for Evaluator* on Page 5 of the AADM Taskbook.
- Evaluator needs to be an AADM certified at level evaluating or higher.
- Utilize the Pathways Chart ([https://wfmrda.nwcg.gov/line\\_officer\\_resources.php](https://wfmrda.nwcg.gov/line_officer_resources.php)) to ensure training and experience are met.
- When making a Recommendation for Certification, Evaluator should be *confident* that the AADM-T is fully capable of performing AA duties at the recommended certification level.

## Regional Line Officer Team (RLOT) or Equivalent:

### Roles and Responsibilities

- Publish Region's list of Agency Administrators and certification levels (qualified and trainees), with updates twice a year (April and October), send the updated list to the local training officers to update IQCS.
- Annually identify priority AAs for training and experience, utilize the RLOT list when assigning AAs to incidents or assignments.
- Facilitate AA certification recommendations to the Regional Forester or designee (twice/year).
- Staff and operate an AA Desk to ensure appropriate training assignments and coach/shadow matches.
- Encourage the use of Risk Management Assistance tools, including a Trade-Off Analysis by AAs by facilitating coach-shadow assignment with RMA-experienced AAs whenever possible.

*The National Line Officer Team (NLOT) is interested in your feedback and questions. Please contact your Regional NLOT representative or submit a question not addressed above to NLOT through this link: [AA Cert FAQs](#)*

