

Agency Administrator (AADM) Task Book Guidelines & FAQs - 2022

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/sites/default/files/redbook-files/Chapter05.pdf> and
- the Agency Administrator Resources webpage: <https://wfmrda.nwcg.gov/agency-administrator-toolbox/agency-administrator-resources> (includes an electronic version of the AADM Task Book and an electronic Evaluator Record)

Task Book Initiation

Who needs an Agency Administrator Task Book?

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 Task Book, but is required to maintain currency at the desired level (*see Currency section*).

Who can initiate an Agency Administrator Task Book?

Task Books are initiated by the Forest Supervisor or their designee. For Forest Supervisors, the Regional Forester or their designee initiates the Task Book.

What is the process for initiating a Task Book?

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, continuing education and experience requirements.

2. Once initiated, Task Book cover page (with current certification level seeking circled/selected) 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 Task Book 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*).

What is my AADM certification level while I have a Task Book open?

The Agency Administrator is a trainee for the certification level of the currently open Task Book. For example, an Agency Administrator certified at the wildfire Working level with a Journey AADM Task Book open would be an AADM, Working and AADM-T Journey. This means that the Agency Administrator could be assigned as the AA for a Type 3 incident, but would need a qualified Journey Coach for a Type 2 incident.

Certification levels by open taskbook.

	Current Task Book Open:		
Currently certified As:	Working/Low	Journey/Moderate	Advanced/High
None	AADM-T (Working/Low)		
Working/Low		AADM (Working/Low) AADM- T (Journey/Mod)	
Journey/Moderate			AADM (Journey/Moderate) AADM- T (Advanced)

Additionally, an Agency Administrator representative is sometimes utilized when the qualified AA cannot be present. An Agency Administrator representative that carries out Agency Administrator roles and responsibilities as delegated.

Can I work on tasks in the AADM Task Book ahead of the level I am currently seeking?

Yes, sometimes an AADM-Trainee is on an incident one level above the certification level they are seeking. If appropriate, the AA Coach or Evaluator may sign off on Advanced tasks because they are performing on a Type 1 incident. For example, *Task #92: Participate in development of WFDSS decision and write rationale section (Type 1)*. If the AADM-T (Journey) Trainee completes this task at the Type 1 level, the AA Coach or Evaluator could sign that task as complete in the Advanced section of the AADM Task Book even though the AA is not yet certified at the Journey level. **However, certification levels cannot be “skipped”**. An AA must fully complete and be certified at each level, in order. It is best to function at each certification level for a time to gain experience before moving to the next level. Remember, every AA does not necessarily need to get to the Advanced or High certification level. Certification levels needed should be determined at the time of the Task Book initiation with the Forest Supervisor or Regional Forester.

The AADM Task Book provides a method to help ensure that experience and tasks completed on an incident are documented, but there is not timeline for this. Agency Administrators, Coaches and Evaluators should ensure that AADM-Trainees are getting quality experience and are truly ready for the certification level at final evaluation.

Task Book Certification

What is the process for Task Book review and certification?

1. Once core competencies have been completed and evaluated, the task book holder will submit the completed task book to their respective Forest Training Officer, who will review the task book for completion and will validate required training completion per 310-1 supplemental standards. The Unit Supervisor (i.e. Forest Supervisor, Regional Forester) will then review and recommend the taskbook to move forward towards certification. The Forest Training Officer will then send the Task Book to the Regional Training Officer, who will review and forward on to the Regional Line Officer Team (RLOT).
2. The RLOT in coordination with the Regional Fire and Aviation Director or their designee will review and evaluate task books based on demonstrated experience and training and will recommend AA certification levels.
3. The Fire Director will then take recommendations forward to the Regional Forester or designee. The Regional Forester makes the determination of certification level.
4. 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.
5. RLOTs are encouraged to conduct these reviews twice a year.
6. RLOT/Regional Training Officer will provide copy of annual/bi-annual Forest AA designations to Forest Fire Training Officer.

How much time should it take to complete a Task Book?

It is not expected that an AA task book be completed in one season. The focus is to improve competency and to gain exposure and experience. The focus of the task book is not to accelerate time to certification. Each situation is unique and not every Agency Administrator is required to reach Advanced/High certification. Agency Administrators should discuss the certification level (for both wildfire and prescribed fire) needed with their Forest Supervisor/Regional Forester or designee and determine the best approach to gaining the core competencies.

Will my Agency Administrator Task Book expire if I do not document tasks each year?

An AADM Task Book 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 Task Book will expire if is not completed in three years from the date of the task book initiation (or date of first evaluation record). If the task book expires, a new task book will need to be initiated. Prior experience documented in the expired task book may be taken into account in completion of the new task book at the discretion of the certifying official. If new requirements are added to the task book, 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*.

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 Task Book or the line officer experience record. The “grandfather” transition period ended in 2020.

I am coming from another agency where I was considered a qualified Agency Administrator. How does my agency experience transfer to Forest Service certification levels?

There is not a set process for recognizing AA experience from another agency. In general, it is recommended that the AA start a USFS taskbook from the beginning. However, this is a case by case situation and appeal can be made to the Regional Forester from the Forest Supervisor.

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 Task Book or assignments as Agency Administrator on incidents of appropriate level within a *five-year* interval. For example, if you are certified at the Wildfire Journey level, you must perform as the AA on a Type 2 wildfire at least once in a five year interval. There are additional ways to maintain currency, see below.

How do I maintain currency of my certification level?

The wildfire and prescribed fire certification pathways can be found on the Agency Administrator Resources webpage: <https://wfmrda.nwcg.gov/agency-administrator-toolbox/agency-administrator-resources> and are summarized below:

Wildfire	Prescribed Fire
<ol style="list-style-type: none"> 1. Perform as an AA, AA Rep or Coach on <i>an appropriate type incident</i> at least once/ 5 years. 2. Other training and activities that help maintain currency, participate in: <ul style="list-style-type: none"> • Fire Support or Review Team (FLA, FAST) • RLOT, NLOT or NFLC • Training Cadre for courses such as S420, M581, M582, L380, S520 • Incident Staff Rides or Simulations. 	<ol style="list-style-type: none"> 1. Perform as an AA or AA Coach for Prescribed Fire at least once/ 5 years. 2. Participate in other training and activities such as: <ul style="list-style-type: none"> • Prescribed Fire Implementation Team/Crew • RT 300 Burn Boss Refresher • RLOT, NLOT or NFLC • Review Team Member or Leader for Rx related Review • RX Fire Training Cadre member (RX301, PFTC, etc.)

What courses should I be taking?

Specific courses *required* for each certification level are described in Chapter 5 of the Red Book and listed below. In addition, continuing education courses are required (at least one at both the Journey/Moderate and Advanced/High certification levels). There are many valuable courses that you are encouraged to take. A list of courses can be found here:

https://wfmrda.nwcg.gov/sites/default/files/docs/Line_Officer/Agency_Admin_Toolbox/AA_Training_Primer.pdf

Course	Certification Level (Wildfire/ Prescribed Fire)		
	Working/Low	Journey/Moderate	Advanced/High
Risk Mgt 101 (only need to take it once)	X		
M-581 – <i>Fire Program Management, an Overview</i>	X		
M-582 – <i>Leading Complex Fire Programs</i>			X
WFDSS for AAs (annual refresher encouraged)	X		
At least 1 Continuing Education course		X	X
AA Prescribed Fire Workshop (@PFTC)*			X (High)

**For High complexity prescribed fire certification level: M-582, Fire Program Management, Leading Complex Fire Programs OR Agency Administrators Prescribed Fire Workshop at the Prescribed Fire Training Center (recommended for AAs seeking more hands-on prescribed fire experience).*

Two items of note regarding courses:

1. The *Agency Administrator Prescribed Fire Workshop* at the Prescribed Fire Training Center (PFTC) is not required (due to capacity issues), but is strongly recommended for any AAs with a prescribed fire program, beginning at the Low Complexity level. For the High complexity prescribed fire certification level, the AA Workshop at PFTC can count in place of M-582.
2. In 2020 & 2021, a training waiver for M-582 was issued due to the difficulty of the offering during COVID. There is no waiver planned for 2022 as M-582 is accepting most students. If you took advantage of the M-582 waiver in 2021 to move to the Advanced or High certification level, be sure to enroll in the next available offering.

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

Agency Administrators should record experience and training using the line officer experience record found on <https://wfmrda.nwcg.gov/agency-administrator-toolbox/agency-administrator-resources>. This should be submitted annually to the Forest Training Officer for updates in IQCS.

What happens if I am unable to maintain currency?

The currency requirements was increase to 5 years, based on feedback from AAs. If you are not able to maintain currency using the above methods, the RLOT will review with the task book 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 task book requirements, but lapse in currency, you will need to do a recertifying assignment.

Evaluator Role

- Utilize the *Instructions for Evaluator* on Page 5 of the AADM Task book.
- Evaluator needs to be an AADM certified at level evaluating or higher.
- Evaluators can apply flexibility to coding to include experience from All Hazard incidents. For example, “W” can be evaluated as “I” for all hazards where not wildfire-specific.
- Utilize the Pathways Chart (<https://wfmrda.nwcg.gov/agency-administrator-toolbox/agency-administrator-resources>) to ensure training and experience are met.
- Recommendation for Certification from the Evaluator should be solid. 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, with updates twice a year (April and October).
- Annually identify priority AAs for training and experience, utilize list when assigning AAs.
- Task Book tracking and review (twice/year).
- 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 to inform decision making.

Other

- AADM Task Book refresh is scheduled for 2023, if needed.
- Please work with your local and regional training officers to ensure that AADM is on your redcard when you are certified or AADM (t) trainee.
- Task Book feedback, please utilize this [form](#).