



FIRE OFFICER I

PRACTICAL SKILLS

CERTIFICATION EVALUATION PACKET

(NFPA Standard 1021, 2014 Edition)

**Department of Public Safety
Alaska Fire Standards Council
5700 E. Tudor Road
Anchorage, Alaska 99507
(907)269-5052**

<https://dps.alaska.gov/AFSC/Home>

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FIRE OFFICER I PRACTICAL SKILLS JOB PERFORMANCE REQUIREMENTS CORRELATION MATRIX (NFPA 1021, 2014 Edition)

2014 Skill Sheet	NFPA Section	Tasks	Certification JPR Requirements:
	DESCRIPTION: 4.1 General		
FOI 1	4.1.2	Communicate in writing using local AHJ technology	Mandatory- Local Product
	DESCRIPTION: 4.2 Human Resource Management		
FOI 1	4.2.1	Assign tasks or responsibility at an emergency	Mandatory- Local Product
FOI 2	4.2.2	Assign tasks or responsibility at station or other location	Mandatory- Local Product
FOI 3	4.2.3	Direct units during a training evolution	Mandatory- Local Product
FOI 4	4.2.4	Recommend action for member related problem	Mandatory- Test Site
	4.2.5	Apply human resource policies	Mandatory- Test Site
FOI 2	4.2.6	Coordinate the completion of assigned tasks and projects	Mandatory- Local Product
	DESCRIPTION: 4.3 Communication and Government Relations		
FOI 5	4.3.1	Initiate action to a community need	Random- Test Site
FOI 6	4.3.2	Initiate action to a citizen's concern	Random- Test Site
FOI 7	4.3.3	Respond to a public inquiry	Random- Test Site
	DESCRIPTION: 4.4 Administration		
FOI 8	4.4.1	Recommend changes to existing department policy and execute	Mandatory- Local Product
	4.4.2	Execute routine unit-level administrative functions	Mandatory- Local Product
FOI 9	4.4.3	Prepare a budget request	Mandatory- Local Product
FOI 10	4.4.4	Explain management components of organization	Mandatory- Local Product
FOI 11	4.4.5	Explain needs and benefits of collecting incident response data	Mandatory- Local Product
	DESCRIPTION: 4.5 Inspection and Investigation		
FOI 12	4.5.1	Conduct fire inspection	Mandatory- Local Product
FOI 13	4.5.2	Develop pre-incident plan	Random- Test Site
FOI 14	4.5.3	Secure incident scene	Mandatory- Test Site
	DESCRIPTION: 4.6 Emergency Service Delivery		
FOI 15	4.6.1	Develop initial action plan	Mandatory- Test Site
FOI 16	4.6.2	Implement action plan – Complete two classroom and two field drills (4 total)	Mandatory- Local Product
FOI 17	4.6.3	Conduct post incident analysis	Random- Test Site
	DESCRIPTION: 4.7 Health and Safety		
FOI 18	4.7.1	Apply safety regulations	Random- Test Site
FOI 19	4.7.2	Conduct safety violation incident investigation	Mandatory- Test Site
FOI 20	4.7.3	Explain the benefits of physical fitness and medical wellness	Mandatory- Local Product
		Fire Officer I Equipment List	
		Fire Officer I Facility List	

- **Mandatory-Test Site:** Indicates a job performance requirement practical skill that must be completed at the test site during a certification examination
- **Mandatory Product Portfolio:** Indicates a job performance requirement practical skill that must be prepared locally by the candidate before the test date, evaluated and authorized by the candidate Chief Officer/Supervisor, reviewed by the Lead Instructor/Training Officer, and submitted to the AFSC Certifying Officer at the test site during a certification written examination.
- **Random-Test Site:** Indicates a job performance requirement practical skill that the AFSC shall select for completion at a test site during a certification examination.

Skill Sheet Packet Instruction

Purpose of the Skill Sheets

All skills listed in this packet are consistent with [NFPA 1021: Standard for Fire Officer Professional Qualifications, 2014 edition](#). The Alaska Fire Standards Council (AFSC) provides these skill sheets as the basis for Fire Officer I testing and certification.

Description & Use

For certification purposes, the final skill examination will consist of a series of mandatory skill from this packet.

1. These skills sheets are for use by the Training Program Manager/Training Officer, or designee, and Fire Officer I candidate. Use of this packet throughout a training course will assist in verifying candidate competency and completion of the [Fire Officer I Training Record](#).
2. For eligibility to complete the final certification examination, a candidate must demonstrate competency in all skills during training.
3. This packet encompasses the requisite skills for Fire Officer I for use during final testing for certification. Fire Officer I courses material should utilize this packet to prepare candidates for the certification exam.
4. The final skills examination will consist of skills selected from this packet. A candidate must successfully perform each skill while being evaluated on performance competency by an AFSC examination representative.
5. The Certifying Officer will notify candidates which skills they will be required to complete at the start of the practical skills portion on the date of the examination.
6. The Training Officer/Training Program Manager or designee must complete and sign the Fire Officer I Training Record for each candidate before a candidate can begin the final skills examination. The Fire Officer I Training Record shall become a permanent part of the candidate's local training record, and this information shall be kept on file in accordance with local fire department procedures.

Grading Criteria

1. The Training Program Manager/Training Officer, or designee, shall evaluate all Fire Officer I skill sheet elements throughout a course. There are no specific critical points designated within the practical skill sheets, and the Certifying Officer (CO) will require the candidate to repeat an individual practical skill station if *all* of the listed skill items on a selected sheet are not completed by the candidate.
2. The Certifying Officer (CO) will require the candidate to repeat final examination practical skill items if all listed skills are not completed.
3. Addressing real-time skills scenario's during the final examination is not always feasible and the Training Program Manager/Training Officer, or designee, shall ensure that the candidate can provide the Certifying Officer, or designated Evaluator, documentation of completed skill items listed on these pages. These skill sheets must be completed by the candidate prior to the final test date and available for review by the Certifying Officer.

Artificialities of Training and Testing

Training and testing for Fire Officer I levels can only approximate on the job activities of a Fire Officer . There are artificialities to training and testing for Fire Officer I candidates. In certain environments, the Training Program Manager/Training Officer, or designee, and the candidate must be able to adapt to simulations during the final examination to complete the required practical skills. The design of a Fire Officer I course must enable the candidate to develop skills pertaining to the fundamentals of fire department leadership. The Training Program Manager/Training Officer, or designee, must prepare candidates for situations that may occur throughout the training and testing environment.

Final Skills Evaluation

The AFSC designated Certifying Officer (CO) conducts the final examination and has the overall test site authority. The CO is required to perform his or her duties as outlined in the [Certification Policy Manual](#).

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For preparation of the final examination, the designated CO must communicate with the Test Site Coordinator to ensure an adequate test site location is available. The Test Site Coordinator is responsible for preparation of all test site equipment/materials and arranging designated evaluators for the date of the practical examination. The CO must verify that all required elements are adequate for testing and will approve all designated Evaluators. Designated Evaluators shall receive training appropriate for the test site and are required to complete an [Evaluator Code of Ethics Compliance](#) agreement before testing begins.

The completion of each job performance requirement in the FO I Training Record is required before certification testing. The course Lead Instructor is responsible for the completing the candidate Training Record prior to the final exam. Due to time constraints during the final examination, the candidate cannot perform some skills in the presence of the Certifying Officer. The Training Program Manager/Training Officer (or designee) shall ensure each candidate has completed all practical skill items and verify that each candidate has prepared a final examination packet for final review by the CO.

Final Examination Packet

The final examination packet shall consist of the following:

Completed Skills for Evaluation at the Local Level: <i>Pre-Examination Requirements</i>			
<u>FOI 1</u>	4.1.2 4.2.1	Communicate in writing using local AHJ technology; Assign tasks at an emergency incident	Mandatory- Local Product
<u>FOI 2</u>	4.2.2 4.2.6	Assign and coordinate task completion of member assignments for nonemergency tasks and products	Mandatory- Local Product
<u>FOI 3</u>	4.2.3	Direct units during a training evolution	Mandatory- Local Product
<u>FOI 8</u>	4.4.1 4.4.2	Recommend changes to existing department policy and execute routine administrative functions	Mandatory- Local Product
<u>FOI 9</u>	4.4.3	Prepare a budget request	Mandatory- Local Product
<u>FOI 10</u>	4.4.4	Explain management components of organization	Mandatory- Local Product
<u>FOI 11</u>	4.4.5	Collect incident response data	Mandatory- Local Product
<u>FOI 12</u>	4.5.1	Conduct fire inspection	Mandatory- Local Product
<u>FOI 16</u>	4.6.2	Implement action plan- Complete two classroom and two field drills (4 total)	Mandatory- Local Product
<u>FOI 20</u>	4.7.3	Explain the benefits of physical fitness and medical wellness	Mandatory- Local Product

Additional Notes on Final Evaluations:

1. Candidates shall be dressed in accordance with their department policy and procedure during the final practical examination.
2. A candidate shall perform all related skills correctly.
3. Some skill evaluations may include a time limit. An Evaluator may use a digital or analog watch/stopwatch for final skills evaluation. Prior to the start of the practical examination, the CO must inspect and approve all timing devices used during final skills evaluations.
4. Some skills may require the use of equipment or documentation for the final presentation. Unless otherwise indicated, it is permissible for the candidate to prepare or assemble the required equipment or paperwork at any time, if this does not interfere with the core skill, task, or evolution.
5. Candidates must be prepared to complete skills under a variety of conditions. Optimal conditions often exist during training and skills practice, but candidates must be prepared to adapt to changing conditions that can occur in actual instructional situations. The Evaluator ultimately determines if the candidate has met the criteria specified on the skill(s) under evaluation.
6. For final examination, the performance of a skill, task, or evolution is not required to be done in the exact order of the steps (as outlined on the skill sheet), unless it is critical to a particular task. For example, a person must don turnout gear before donning an SCBA.

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7. Some skills may require that a candidate verbalizes information about a particular task or procedure. In such cases, any question(s) from the Evaluator to the candidate must be limited to those that satisfy the criteria listed on the skill sheet, and a question cannot exceed the scope of the Fire Officer requirements.

Fire Officer I Final Evaluation Forms

Following is a brief outline of the reference materials and forms for use at an FO I final skills evaluation.

FO I Course Material Reference

- a. [NFPA 1021: Standard for Fire Officer Professional Qualifications, 2014 edition](#)
- b. FO I Text/Curriculum
 - IFSTA, *Fire and Emergency Services Company Officer*, 4th Edition
 - Jones and Bartlett, *Fire Officer Principles and Practice*, 3rd Edition
- c. FO I Training Record (this must be completed and signed off by the Training Program Manager/Training Officer, or designee,)
- d. Practical Skills and Final Examination Packet

Final Skills Examination

- a. Candidate *Training Record is reviewed by the CO to ensure all elements have been completed
- b. Candidate completes the written and practical examination administered by the CO
- c. Certifying Officer reviews each Final Examination Packet for each candidate
- d. Certifying Officer transfers pass/fail information to the [Practical Examination Report Form](#)
- e. Written exam, Practical Examination Report Form and signed application are forwarded to AFSC
- f. AFSC FO I certificate is issued upon successful completion of the written and practical exam

**Note: The Training Program Manager/Training Officer, or designee, shall file the candidate's completed Training Record in accordance with local agency procedures.*

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Candidate:	Date:
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PRACTICAL SKILL REQUIREMENTS

FOI-2

STANDARD: NFPA 1021: 4.2.2; 4.2.6	SKILL Assign Non-Emergency Tasks AREA: Coordinate Task Completion
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TASKS: Assign tasks or responsibilities to unit members, so that the instructions are complete, clear, and concise; safety considerations are addressed; and the desired outcomes are conveyed.

Coordinate the completion of assigned tasks and projects by members, so that the assignments are prioritized, a plan for the completion of each assignment is developed, and members are assigned to specific tasks and are supervised and held accountable throughout the completion of the assignment(s).

PERFORMANCE OUTCOME: The candidate will assume the role of company officer and demonstrate supervision of other firefighters at a station. The candidate will demonstrate the ability to plan and to set priorities and issue instructions for frequently assigned unit tasks based on department policy.

EQUIPMENT: Fire station or other work location, radio unit, department policies and procedures (SOP/SOG), forms/reports, and notepad/clipboard or computer.

CONDITIONS: Given an assignment under non-emergency conditions, a list of projects and tasks, and the job requirements of subordinates, the candidate shall demonstrate the ability to:

No.	TASK STEPS	TEST		RETEST 1		RETEST 2	
		P	F	P	F	P	F
1.	Assign tasks or responsibilities to unit-members at a station or other work location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Give instructions that are complete, clear, and concise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Set priorities for subordinate member(s) assigned projects and communicate desired outcome of assigned tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Efficiently utilize available personnel and equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Provide appropriate safety equipment to each member based on task	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Provide for adequate supervision of each member	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Create a written plan that fully accomplishes the assignment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Address all safety considerations as appropriate for the scenario	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Evaluator:		<i>Retest Evaluator 1:</i>	
		<i>Retest Evaluator 2:</i>	

Comments:

PRODUCT BASED SKILL REQUIREMENT TO BE COMPLETED AT THE LOCAL LEVEL USING AHJ SPECIFIC POLICY AND PROCEDURE- *REQUIRES CHIEF OFFICER SIGNATURE BELOW*

I verify that the above information is true and complete and attest that the candidate has met and performed all listed task steps as indicated.

<i>Chief Officer Name</i>	<i>Signature</i>	<i>Date</i>
<i>Certifying Officer Signature</i>		<i>Date</i>

<u>Overall Skill Sheet Result:</u>
Pass (P): <input type="checkbox"/> Fail (F): <input type="checkbox"/>

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Candidate:	Date:
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PRACTICAL SKILL REQUIREMENTS

FOI-3

STANDARD: NFPA 1021: 4.2.3	SKILL AREA: Direct Units During Training Evolution
TASK: Direct unit members during a training evolution, so that the evolution is performed in accordance with safety plans, efficiently, and as directed.	
PERFORMANCE OUTCOME: The candidate shall demonstrate the ability to distribute issue-guided directions to unit members during training evolutions.	
EQUIPMENT: Fire training structure or simulated fire-ground location, radio unit, department policies and procedures (SOP/SOG), forms/reports, and notepad/clipboard or computer.	
CONDITIONS: Given a company training evolution and training policies and procedures, the candidate shall demonstrate the ability to:	

No.	TASK STEPS	TEST		RETEST 1		RETEST 2	
		P	F	P	F	P	F
1.	Appropriately assign tasks or responsibilities to unit-members during a training evolution	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Give instructions that are complete, clear, and concise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Communicate desired outcome of assigned tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Efficiently utilize available personnel and equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Monitor for improper task completion, training deficiencies, or safety issues and promptly correct (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Confirm that evolutions are complete appropriately as directed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Provide for adequate supervision of each member	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Address all safety considerations as appropriate for the scenario	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Evaluator:		<i>Retest Evaluator 1:</i>	
		<i>Retest Evaluator 2:</i>	
Comments:			

PRODUCT BASED SKILL REQUIREMENT TO BE COMPLETED AT THE LOCAL LEVEL USING AHJ SPECIFIC POLICY AND PROCEDURE- *REQUIRES CHIEF OFFICER SIGNATURE BELOW*

I verify that the above information is true and complete and attest that the candidate has met and performed all listed task steps as indicated.

<i>Chief Officer Name</i>	<i>Signature</i>	<i>Date</i>
 <i>Certifying Officer Signature</i>	 	<i>Date</i>

<u>Overall Skill Sheet Result:</u>
Pass (P): <input type="checkbox"/> Fail (F): <input type="checkbox"/>

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Candidate:	Date:
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NFPA 1021- 2014 Ed.

PRACTICAL SKILL REQUIREMENTS

FOI-4

STANDARD: NFPA 1021: 4.2.4; 4.2.5	SKILL Recommend Member Assistance AREA: Apply Human Resource Policies
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TASK: Recommend action for member-related problems, so that the situation is identified and the actions taken are within the established policies and procedures.

TASK: Apply human resource policies and procedures, so that policies and procedures are followed

PERFORMANCE OUTCOME: The candidate shall demonstrate the ability to recommend a course of action for a member in need of assistance following AHJ policies and procedure. *(Examples include: substance abuse, acute, chronic, and delayed stress; and health, financial, personal, family, and other situations that adversely affect a member's job performance.)* Demonstrate the ability to communicate orally and in writing and to relate interpersonally

EQUIPMENT: Department policies and procedures (SOP/SOG), forms/reports, and notepad/clipboard or computer.

CONDITIONS: Given a member with a situation requiring assistance and the member assistance, policies and procedures, the candidate shall demonstrate the ability to:

No.	TASK STEPS	TEST		RETEST 1		RETEST 2	
		P	F	P	F	P	F
1.	Ensure the privacy of conversation with subordinate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Relate with subordinate interpersonally to understand and apply knowledge of post-critical incident stress, and/or other stress-related situations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Demonstrate a caring, mature, and responsible attitude	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Properly identify the core problem related to the subordinate's issue	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Communicate orally with candidate to discuss a course of action towards a solution in accordance with AHJ policy and procedure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Provide a written recommendation for further action to supervisor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Evaluator:		Retest Evaluator 1:	
		Retest Evaluator 2:	

Comments:

_____ *Certifying Officer Name* _____ *Date*

_____ *Certifying Officer Signature*

<u>Overall Skill Sheet Result:</u>
Pass (P): <input type="checkbox"/> Fail (F): <input type="checkbox"/>

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Candidate:	Date:
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NFPA 1021- 2014 Ed.

PRACTICAL SKILL REQUIREMENTS

FOI-6

STANDARD: NFPA 1021: 4.3.2	SKILL AREA: Respond to Citizen Concern
TASK: Initiate action to a citizen’s concern, so that the concern is answered or referred to the correct individual for action and all policies and procedures are complied with.	
PERFORMANCE OUTCOME: The candidate will appropriately respond to a routine request from a citizen of the community (e.g. concern related to fire department/fire personnel, etc.) The candidate shall demonstrate familiarity with public relations and the ability to communicate verbally.	
EQUIPMENT: Department policies and procedures (SOP/SOG), forms/reports, and notepad/clipboard or computer.	
CONDITIONS: Given the organization’s policies and procedures, the candidate shall demonstrate the ability to:	

No.	TASK STEPS	TEST		RETEST 1		RETEST 2	
		P	F	P	F	P	F
1.	Give immediate attention to the Citizen’s complaint	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Assure Citizen that action will be taken to address the concern	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Demonstrate a respectful, professional, and courteous attitude	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Allow the Citizen time to adequately communicate the concern	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Properly identify Citizen concern(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Initiate proper action as required by policy and procedure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Refer notification of complaint to the proper individual, if applicable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Demonstrate understanding/compliance with policies and procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Evaluator:		<i>Retest Evaluator 1:</i>	
		<i>Retest Evaluator 2:</i>	

Comments:	

Certifying Officer Name

Date

Certifying Officer Signature

<p align="center"><u>Overall Skill Sheet Result:</u></p> <p align="center">Pass (P): <input type="checkbox"/> Fail (F): <input type="checkbox"/></p>
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Candidate:	Date:
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PRACTICAL SKILL REQUIREMENTS

FOI-7

STANDARD: NFPA 1021: 4.3.3	SKILL AREA: Respond to Public Inquiry
TASK: Respond to a public inquiry, so that the inquiry is answered accurately, courteously, and in accordance with applicable policies and procedures.	
PERFORMANCE OUTCOME: The candidate shall demonstrate the ability to relate interpersonally and to respond to public inquiries.	
EQUIPMENT: Department policies and procedures (SOP/SOG), forms/reports, and notepad/clipboard or computer.	
CONDITIONS: Given policies and procedures, the candidate shall demonstrate the ability to:	

No.	TASK STEPS	TEST		RETEST 1		RETEST 2	
		P	F	P	F	P	F
1.	Answer a public inquiry professionally, accurately, and courteously	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Demonstrate ability to effectively communicate verbally	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Demonstrate effective written communication, if applicable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Properly identify basis of inquiry and appropriate response	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Respond to the public inquiry in a timely fashion or refer notification of complaint to the proper individual, if applicable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Demonstrate understanding/compliance with policies and procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Evaluator:		<i>Retest Evaluator 1:</i>	
		<i>Retest Evaluator 2:</i>	
Comments:			

_____ *Certifying Officer Name* _____ *Date*

_____ *Certifying Officer Signature*

<u>Overall Skill Sheet Result:</u>
Pass (P): <input type="checkbox"/> Fail (F): <input type="checkbox"/>

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Candidate:	Date:
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PRACTICAL SKILL REQUIREMENTS

FOI- 8

STANDARD: NFPA 1021: 4.4.1; 4.4.2	SKILL Recommend Change to Policy AREA: Execute Routine Admin Functions
TASKS: Recommend changes to existing departmental policies and/or implement a new departmental policy at the unit level, so that the policy is communicated to and understood by unit members. Execute routine unit-level administrative functions, so that the reports and logs are complete and files are maintained in accordance with policies and procedures.	
PERFORMANCE OUTCOME: The candidate shall demonstrate the ability to relate interpersonally and communicate change in a positive manner using oral and written communications	
EQUIPMENT: Department policies and procedures (SOP/SOG), forms/reports, and notepad/clipboard or computer.	
CONDITIONS: Given a new department policy, the candidate shall demonstrate the ability to:	

No.	TASK STEPS	TEST		RETEST 1		RETEST 2	
		P	F	P	F	P	F
1.	Describe new policy in a manner understandable to unit member(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Communicate why the new policy is necessary to unit member(s) and answer questions appropriately	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Demonstrate proper completion of new policy reports and logs according to policies and procedures, as applicable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Verify reports and logs are completed by unit member(s) according to policies and procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Determine that applicable files are maintained according to policies and procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Adequately communicate information to unit member(s) verbally and in writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Demonstrate understanding/compliance with policies and procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Evaluator:		<i>Retest Evaluator 1:</i>	
		<i>Retest Evaluator 2:</i>	
Comments:			

PRODUCT BASED SKILL REQUIREMENT TO BE COMPLETED AT THE LOCAL LEVEL USING AHJ SPECIFIC POLICY AND PROCEDURE- *REQUIRES CHIEF OFFICER SIGNATURE BELOW*

I verify that the above information is true and complete and attest that the candidate has met and performed all listed task steps as indicated.

<i>Chief Officer Name</i>	<i>Signature</i>	<i>Date</i>
<i>Certifying Officer Signature</i>		<i>Date</i>

<u>Overall Skill Sheet Result:</u>
Pass (P): <input type="checkbox"/> Fail (F): <input type="checkbox"/>

AFSC FIRE OFFICER I PRACTICAL SKILLS EVALUATION PACKET

Candidate:	Date:
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NFPA 1021- 2014 Ed.

PRACTICAL SKILL REQUIREMENTS

FOI-9

STANDARD: NFPA 1021: 4.4.3	SKILL AREA: Prepare a Budget Request
TASK: Prepare a budget request, so that the request is in the proper format and is supported with data.	
PERFORMANCE OUTCOME: The candidate shall demonstrate the ability to create a budget request using the proper forms, procedures, and supporting data, and communicate a budget request in writing.	
EQUIPMENT: Budget planning, department policies and procedures (SOP/SOG), budget request forms, special reports, and notepad/clipboard.	
CONDITIONS: Given a department need, the candidate shall demonstrate the ability to:	

No.	TASK STEPS	TEST		RETEST 1		RETEST 2	
		P	F	P	F	P	F
1.	Obtain proper budget request forms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Research revenue sources for budget	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Obtain supporting data to the budget request	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Develop and organize an outlined budget plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Produce completed written plan using the appropriate forms and reports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Submit complete budget packet to proper budget coordinator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Demonstrate understanding/compliance with budget policies and procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Evaluator:		<i>Retest Evaluator 1:</i>	
		<i>Retest Evaluator 2:</i>	

Comments:

PRODUCT BASED SKILL REQUIREMENT TO BE COMPLETED AT THE LOCAL LEVEL USING AHJ SPECIFIC POLICY AND PROCEDURE- *REQUIRES CHIEF OFFICER SIGNATURE BELOW*

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<i>Chief Officer Name</i>	<i>Signature</i>	<i>Date</i>	<u>Overall Skill Sheet Result:</u> Pass (P): <input type="checkbox"/> Fail (F): <input type="checkbox"/>
<i>Certifying Officer Signature</i>		<i>Date</i>	

AFSC FIRE OFFICER I PRACTICAL SKILLS EVALUATION PACKET

Candidate:	Date:
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NFPA 1021- 2014 Ed.

PRACTICAL SKILL REQUIREMENTS

FOI-10

STANDARD: NFPA 1021: 4.4.4	SKILL AREA: Communicate Organization Purpose
TASK: Explain the purpose of each management component of the organization, so that the explanation is current and accurate and clearly identifies the purpose and mission of the organization.	
PERFORMANCE OUTCOME: The candidate will provide a current copy of his or her department’s organizational chart with defined responsibilities and duties. The candidate should review the organizational chart and recommend changes to improve the efficiency of his or her organization. Suggested changes must include written justification. If no changes are identified, then written support to the organizational structure must be created. If the candidate has no department organizational chart then he or she shall create one with written defined responsibilities and duties.	
EQUIPMENT: Department policies and procedures (SOP/SOG), forms/reports, mission of the organization, notepad/clipboard or computer, and organization chart.	
CONDITIONS: Given an organizational chart, the candidate shall demonstrate the ability to:	

No.	TASK STEPS	TEST		RETEST 1		RETEST 2	
		P	F	P	F	P	F
1.	Communicate verbally in a clear and concise manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Identify the structure of an organization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Identify the functions of management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Communicate the mission of the organization in writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Communicate the defined responsibilities and duties of the organization in writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Correct, reinforce, or develop defined management components of an organization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Evaluator:		<i>Retest Evaluator 1:</i>	
		<i>Retest Evaluator 2:</i>	

Comments:

PRODUCT BASED SKILL REQUIREMENT TO BE COMPLETED AT THE LOCAL LEVEL USING AHJ SPECIFIC POLICY AND PROCEDURE- *REQUIRES CHIEF OFFICER SIGNATURE BELOW*

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<i>Chief Officer Name</i>	<i>Signature</i>	<i>Date</i>
<i>Certifying Officer Signature</i>		<i>Date</i>

<u>Overall Skill Sheet Result:</u>
Pass (P): <input type="checkbox"/> Fail (F): <input type="checkbox"/>

AFSC FIRE OFFICER I PRACTICAL SKILLS EVALUATION PACKET

Candidate:	Date:
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NFPA 1021- 2014 Ed.

PRACTICAL SKILL REQUIREMENTS

FOI- 11

STANDARD: NFPA 1021: 4.4.5	SKILL AREA: Collect Incident Response Data
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TASK: Explain the needs and benefits of collecting incident response data, so that incident response reports are timely and accurate.

PERFORMANCE OUTCOME: The candidate will collect all incident response data and complete all organizational incident response forms. The candidate will then conduct a post-incident analysis of the incident using proper policies and procedures and shall demonstrate the ability to communicate both orally and in writing.

EQUIPMENT: Department policies and procedures (SOP/SOG), forms/reports, and computer/agency records management system.

CONDITIONS: Given the goals and mission of the organization, the candidate shall demonstrate the ability to:

No.	TASK STEPS	TEST		RETEST 1		RETEST 2	
		P	F	P	F	P	F
1.	Collect and record information throughout incident	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Condense information to an understandable format	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Demonstrate the ability to communicate orally and in writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Conduct an incident response report using proper policies, forms and procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Conduct a post-incident analysis using proper policies, forms and procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Evaluator:		<i>Retest Evaluator 1:</i>	
		<i>Retest Evaluator 2:</i>	

Comments:	
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PRODUCT BASED SKILL REQUIREMENT TO BE COMPLETED AT THE LOCAL LEVEL USING AHJ SPECIFIC POLICY AND PROCEDURE- *REQUIRES CHIEF OFFICER SIGNATURE BELOW*

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<i>Chief Officer Name</i>	<i>Signature</i>	<i>Date</i>	<p><u>Overall Skill Sheet Result:</u></p> <p>Pass (P): <input type="checkbox"/> Fail (F): <input type="checkbox"/></p>
<i>Certifying Officer Signature</i>		<i>Date</i>	

AFSC FIRE OFFICER I PRACTICAL SKILLS EVALUATION PACKET

Candidate:	Date:
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NFPA 1021- 2014 Ed.

PRACTICAL SKILL REQUIREMENTS

FOI- 12

STANDARD: NFPA 1021: 4.5.1	SKILL AREA: Conduct Fire Inspection
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TASK: Describe the organization’s procedures for conducting fire inspections, so that all hazards, including hazardous materials, are identified, approved forms are completed, and approved action is initiated:

PERFORMANCE OUTCOME: Candidate will assume the role of a Company Officer and will conduct a fire inspection of an occupancy listed below. All findings of the inspection shall be documented in accordance with approved policies and procedures of the AHJ.

EQUIPMENT: Department policies and procedures (SOP/SOG), forms/reports, and notepad/clipboard or computer, and one of the following occupancies:

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

CONDITIONS: Given an occupancy listed above, the candidate shall demonstrate the ability to:

No.	TASK STEPS	TEST		RETEST 1		RETEST 2	
		P	F	P	F	P	F
1.	Initiate initial contract with courtesy and professionalism.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Obtain cooperation by emphasizing the reasoning behind the inspection and pre-incident plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Exhibit professional appearance and demeanor for the site visit.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Include all elements of the fire inspection according to policy. Forms to include site specific hazards and hazardous materials.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Include all elements and inspection according to policy, forms, drawings, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Produce a completed fire inspection document using the appropriate forms and reports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Communicate effectively using both verbal and written methods.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Demonstrate the ability to apply the appropriate codes and standards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Evaluator:		<i>Retest Evaluator 1:</i>	
		<i>Retest Evaluator 2:</i>	

Comments:

PRODUCT BASED SKILL REQUIREMENT TO BE COMPLETED AT THE LOCAL LEVEL USING AHJ SPECIFIC POLICY AND PROCEDURE- *REQUIRES CHIEF OFFICER SIGNATURE BELOW*

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<i>Chief Officer Name</i>	<i>Signature</i>	<i>Date</i>
<i>Certifying Officer Signature</i>		<i>Date</i>

<u>Overall Skill Sheet Result:</u>
Pass (P): <input type="checkbox"/> Fail (F): <input type="checkbox"/>

AFSC FIRE OFFICER I PRACTICAL SKILLS EVALUATION PACKET

Candidate:	Date:
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NFPA 1021- 2014 Ed.

PRACTICAL SKILL REQUIREMENTS

FOI-13

STANDARD: NFPA 1021: 4.5.2	SKILL AREA: Develop Pre-Incident Plan
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TASK: Identify construction, alarm, detection, and suppression features that contribute to or prevent the spread of fire, heat, and smoke throughout the building or from one building to another, so that a pre-incident plan is developed:

PERFORMANCE OUTCOME: The candidate will complete all elements of the assigned task. Include candidate's narrative on task completion, forms, photos/drawings etc., department policy or procedure.

EQUIPMENT: Department policies and procedures (SOP/SOG), forms/reports, preplan documents, and notepad/clipboard or computer, and one of the following occupancies:

- | | |
|---------------------|-------------------------|
| (1) Public assembly | (6) Industrial |
| (2) Educational | (7) Manufacturing |
| (3) Institutional | (8) Storage |
| (4) Residential | (9) Mercantile |
| (5) Business | (10) Special properties |

CONDITIONS: Given an occupancy listed above, the candidate shall demonstrate the ability to:

No.	TASK STEPS	TEST		RETEST 1		RETEST 2	
		P	F	P	F	P	F
1.	Initiate initial contract with courtesy and professionalism.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Obtain cooperation by emphasizing the reasoning behind the inspection and pre-incident plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Exhibit professional appearance and demeanor for the site visit.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Include all elements of the fire pre-incident plan report according to policy, to include site specific hazards, hazardous materials, forms, and drawings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Produce a completed fire pre-incident plan document using the appropriate forms and reports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Communicate effectively using both verbal and written methods.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Evaluator:		<i>Retest Evaluator 1:</i>	
		<i>Retest Evaluator 2:</i>	

Comments:

<i>_____</i> Certifying Officer Name	<i>_____</i> Date
<i>_____</i> Certifying Officer Signature	

<u>Overall Skill Sheet Result:</u>
Pass (P): <input type="checkbox"/> Fail (F): <input type="checkbox"/>

AFSC FIRE OFFICER I PRACTICAL SKILLS EVALUATION PACKET

Candidate:	Date:
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NFPA 1021- 2014 Ed.

PRACTICAL SKILL REQUIREMENTS

FOI-14

STANDARD: NFPA 1021: 4.5.3	SKILL AREA: Secure Incident Scene
TASK: Secure an incident scene, so that unauthorized persons can recognize the perimeters of the scene and are kept from restricted areas, and all evidence or potential evidence is protected from damage or destruction.	
PERFORMANCE OUTCOME: The candidate shall demonstrate the ability to establish perimeters at an incident scene.	
EQUIPMENT: Department policies and procedures (SOP/SOG), camera/video device, forms/reports, notepad/clipboard or computer, and barricades/scene tape/rope.	
CONDITIONS: Given and incident scene, the candidate shall demonstrate the ability to:	

No.	TASK STEPS	TEST		RETEST 1		RETEST 2	
		P	F	P	F	P	F
1.	Identify the need for a fire investigation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Protect evidence from damage or destruction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Adequately secure the fire scene with perimeters easily recognizable to unauthorized persons	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Ensure that unauthorized entry into restricted areas is prevented	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Identifies potential witnesses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Establish need for investigator and properly make a request	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Evaluator:		<i>Retest Evaluator 1:</i>	
		<i>Retest Evaluator 2:</i>	

Comments:	
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_____	_____
<i>Certifying Officer Name</i>	<i>Date</i>

<i>Certifying Officer Signature</i>	

<u>Overall Skill Sheet Result:</u>
Pass (P): <input type="checkbox"/> Fail (F): <input type="checkbox"/>

AFSC FIRE OFFICER I PRACTICAL SKILLS EVALUATION PACKET

Candidate:	Date:
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NFPA 1021- 2014 Ed.

PRACTICAL SKILL REQUIREMENTS

FOI-15

STANDARD: NFPA 1021: 4.6.1	SKILL AREA: Develop Initial Action Plan
TASK: Develop an initial action plan, so that resources are deployed to control the emergency.	
PERFORMANCE OUTCOME: The candidate shall demonstrate the ability to analyze emergency scene conditions; to activate the local emergency plan, including localized evacuation procedures; to allocate resources; and to communicate orally.	
EQUIPMENT: Department policies and procedures (SOP/SOG), department forms/reports, notepad/clipboard or computer, and radio unit.	
CONDITIONS: Given a simulated fire scenario and assigned emergency response resources, the candidate shall demonstrate the ability to:	

No.	TASK STEPS	TEST		RETEST 1		RETEST 2	
		P	F	P	F	P	F
1.	Analyze and use information from size-up	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Develop and implement an effective initial action plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Verbally communicate the action plan to personnel in an effective manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Allocate resources in a reasonable, safe, and prudent manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Determine localized evacuation procedures relevant to the scenario	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Determine supervision and accountability needs for personnel/units	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Implement and operate within the emergency management system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Evaluator:		<i>Retest Evaluator 1:</i>	
		<i>Retest Evaluator 2:</i>	

Comments:

<i>Certifying Officer Name</i>	<i>Date</i>
<i>Certifying Officer Signature</i>	

<u>Overall Skill Sheet Result:</u>
Pass (P): <input type="checkbox"/> Fail (F): <input type="checkbox"/>

AFSC FIRE OFFICER I PRACTICAL SKILLS EVALUATION PACKET

Candidate:	Date:
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NFPA 1021- 2014 Ed.

PRACTICAL SKILL REQUIREMENTS

FOI-16

STANDARD: NFPA 1021: 4.6.2	SKILL AREA: Implement Action Plan
TASK: Implement an action plan at an emergency operation, so that resources are deployed to mitigate the situation.	
PERFORMANCE OUTCOME: The candidate shall be able to implement an incident management system, perform an information assessment, communicate orally, and supervise and account for assigned personnel under emergency conditions.	
EQUIPMENT: Department policies and procedures (SOP/SOG), department forms/reports, notepad/clipboard or computer, and radio unit.	
CONDITIONS: Given an incident type and assigned resources, he candidate shall demonstrate the ability to:	

No.	TASK STEPS	TEST		RETEST 1		RETEST 2	
		P	F	P	F	P	F
1.	Effectively implement an action plan within an incident management system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Effectively communicate assignments to personnel orally	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Deploy and utilize available resources to mitigate the situation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Maintain supervision and accountability for all personnel/units	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Utilize all resources in a reasonable, safe, and prudent manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Maintain supervision and accountability for all personnel/units	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Effectively operate within the incident command system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Appropriately address all safety considerations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Complete written report using local technology	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Evaluator:		<i>Retest Evaluator 1:</i>	
		<i>Retest Evaluator 2:</i>	
Comments:			

PRODUCT BASED SKILL REQUIREMENT TO BE COMPLETED AT THE LOCAL LEVEL USING AHJ SPECIFIC POLICY AND PROCEDURE- *REQUIRES CHIEF OFFICER SIGNATURE BELOW*

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<i>Chief Officer Name</i>	<i>Signature</i>	<i>Date</i>
<i>Certifying Officer Signature</i>		<i>Date</i>

<p><u>Overall Skill Sheet Result:</u></p> <p>Pass (P): <input type="checkbox"/> Fail (F): <input type="checkbox"/></p>
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AFSC FIRE OFFICER I PRACTICAL SKILLS EVALUATION PACKET

Candidate:	Date:
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NFPA 1021- 2014 Ed.

PRACTICAL SKILL REQUIREMENTS

FOI-17

STANDARD: NFPA 1021: 4.1.2; 4.6.3	SKILL AREA: Conduct Post Incident Analysis
TASK: Develop and conduct a post-incident analysis, so that all required critical elements are identified and communicated, and the approved forms are completed and processed in accordance with policies and procedures.	
PERFORMANCE OUTCOME: The candidate shall demonstrate the ability to write reports, to communicate orally, and to evaluate skills related to emergency operations.	
EQUIPMENT: Department policies and procedures (SOP/SOG), department forms/reports, and notepad/clipboard or computer.	
CONDITIONS: Given a simulated single unit incident and post incident analysis policies, procedures, and forms, the candidate shall demonstrate the ability to:	

No.	TASK STEPS	TEST		RETEST 1		RETEST 2	
		P	F	P	F	P	F
1.	Identify and analyze critical elements from an incident	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Utilize the information in a reasonable and prudent manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Effectively communicate post-incident analysis using both oral and written methods.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Evaluate response tactics, emergency operations, and customer service skills related to the incident	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Conduct a post-incident analysis using proper policies, forms and procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Complete written report using local technology	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Evaluator:		<i>Retest Evaluator 1:</i>	
		<i>Retest Evaluator 2:</i>	
Comments:			

<i>_____</i> Certifying Officer Name	<i>_____</i> Date
<i>_____</i> Certifying Officer Signature	

<u>Overall Skill Sheet Result:</u>
Pass (P): <input type="checkbox"/> Fail (F): <input type="checkbox"/>

AFSC FIRE OFFICER I PRACTICAL SKILLS EVALUATION PACKET

Candidate:	Date:
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NFPA 1021- 2014 Ed.

PRACTICAL SKILL REQUIREMENTS

FOI-18

STANDARD: NFPA 1021: 4.1.2; 4.7.1	SKILL AREA: Apply Safety Regulations
TASK: Apply safety regulations at the unit level, so that required reports are completed, in-service training is conducted, and member responsibilities are conveyed.	
PERFORMANCE OUTCOME: The candidate shall demonstrate the ability to identify safety hazards, communicate orally and in writing, and conduct in-service training to department personnel.	
EQUIPMENT: Department policies and procedures (SOP/SOG), forms/reports, and notepad/clipboard or computer.	
CONDITIONS: Given safety policies and procedures the candidate shall demonstrate the ability to:	

No.	TASK STEPS	TEST		RETEST 1		RETEST 2	
		P	F	P	F	P	F
1.	Correctly identify a local safety hazard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Conduct appropriate in-service safety training in accordance with department policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Communicate applicable safety hazards to personnel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Effectively convey member responsibility towards safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Communicate safety hazards in writing and complete required forms and reports in accordance with policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Evaluator:		<i>Retest Evaluator 1:</i>	
		<i>Retest Evaluator 2:</i>	
Comments:			

<i>_____</i> Certifying Officer Name	<i>_____</i> Date
<i>_____</i> Certifying Officer Signature	

<u>Overall Skill Sheet Result:</u>
Pass (P): <input type="checkbox"/> Fail (F): <input type="checkbox"/>

AFSC FIRE OFFICER I PRACTICAL SKILLS EVALUATION PACKET

Candidate:	Date:
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NFPA 1021- 2014 Ed.

PRACTICAL SKILL REQUIREMENTS

FFI- 19

STANDARD: NFPA 1021: 4.1.2; 4.7.2	SKILL AREA: Conduct Safety Incident Investigation
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TASK: Conduct an initial safety violation incident investigation, so that the incident is documented and reports are processed in accordance with policies and procedures of the AHJ.

PERFORMANCE OUTCOME: The candidate shall demonstrate the ability to communicate orally and in writing and to conduct interviews during an initial safety violation incident investigation.

EQUIPMENT: Department policies and procedures (SOP/SOG), forms/reports, camera/video device, and notepad/clipboard or computer.

CONDITIONS: Given a safety violation incident scenario and investigation forms, the candidate shall demonstrate the ability to:

No.	TASK STEPS	TEST		RETEST 1		RETEST 2	
		P	F	P	F	P	F
1.	Conduct safety violation incident investigation based on a scenario	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Make appropriate notifications to supervisor in accordance with policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Utilize appropriate equipment and resources to document incident and conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Interview all witnesses to obtain facts relevant to the incident	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Identify and document factors contributing to the safety violation incident	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Complete required forms and reports in accordance with policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Evaluator:		<i>Retest Evaluator 1:</i>	
		<i>Retest Evaluator 2:</i>	

Comments:

<i>Certifying Officer Name</i>	<i>Date</i>
<i>Certifying Officer Signature</i>	

<u>Overall Skill Sheet Result:</u>
Pass (P): <input type="checkbox"/> Fail (F): <input type="checkbox"/>

AFSC FIRE OFFICER I PRACTICAL SKILLS EVALUATION PACKET

Candidate:	Date:
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NFPA 1021- 2014 Ed.

PRACTICAL SKILL REQUIREMENTS

FOI- 20

STANDARD: NFPA 1021: 4.1.2; 4.7.3	SKILL AREA: Explain Wellness Program Benefits
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TASK: Explain the benefits of being physically and medically capable of performing assigned duties and effectively functioning during peak physical demand activities, so that the need to participate in wellness and fitness programs is explained to members.

PERFORMANCE OUTCOME: Candidate will perform a case study related to documentation of national death and injuries in the fire service and how fire service safety and wellness initiatives can help prevent these issues. The candidate must show examples of how his or her organization is supporting wellness programs and what improvements could be made to current programs within his or her organization. The candidate must present a targeted case study to personnel within his or her organization.

EQUIPMENT: Department policies and procedures (SOP/SOG), forms/reports, and notepad/clipboard or computer.

CONDITIONS: Given current fire service trends and local AHJ policies, the candidate shall demonstrate the ability to:

No.	TASK STEPS	TEST		RETEST 1		RETEST 2	
		P	F	P	F	P	F
1.	Identify a current/relevant issue that is related to death and injuries in the fire service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Use case study information to identify improvements to local wellness and fitness initiative programs (or establish fire service safety and wellness and fitness initiatives for her or his department)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Present a wellness and fitness initiative program to members of his or her organization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Demonstrate ability to effectively communicate orally and in writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Evaluator:		<i>Retest Evaluator 1:</i>	
		<i>Retest Evaluator 2:</i>	

Comments:

PRODUCT BASED SKILL REQUIREMENT TO BE COMPLETED AT THE LOCAL LEVEL USING AHJ SPECIFIC POLICY AND PROCEDURE- *REQUIRES CHIEF OFFICER SIGNATURE BELOW*

I verify that the above information is true and complete and attest that the candidate has met and performed all listed task steps as indicated.

<i>Chief Officer Name</i>	<i>Signature</i>	<i>Date</i>
<i>Certifying Officer Signature</i>		<i>Date.</i>

<u>Overall Skill Sheet Result:</u>
Pass (P): <input type="checkbox"/> Fail (F): <input type="checkbox"/>

AFSC FIRE OFFICER I PRACTICAL SKILLS EVALUATION PACKET

FIRE OFFICER I PRACTICAL SKILLS EVALUATION MATRIX			
CORE JOB PERFORMANCE REQUIREMENTS FOR TESTING			
(NFPA 1021, 2014 Edition)			
Skill Sheet #	NFPA Section-	Tasks	*Certification Requirements: 10- Mandatory Local Product 4- Mandatory Test Site 2- Random Test Site
Product Based Skills Evaluated at Local Level: <i>Pre-Examination Requirements</i>			
<u>FOI 1</u>	4.1.2 4.2.1	Communicate in writing using local AHJ technology; Assign tasks at an emergency incident	Mandatory- Local Product
<u>FOI 2</u>	4.2.2 4.2.6	Assign and coordinate task completion of member assignments for nonemergency tasks and projects	Mandatory- Local Product
<u>FOI 3</u>	4.2.3	Direct units during a training evolution	Mandatory- Local Product
<u>FOI 8</u>	4.4.1 4.4.2	Recommend changes to existing department policy and execute routine administrative functions	Mandatory- Local Product
<u>FOI 9</u>	4.4.3	Prepare a budget request	Mandatory- Local Product
<u>FOI 10</u>	4.4.4	Explain management components of organization	Mandatory- Local Product
<u>FOI 11</u>	4.4.5	Collect incident response data	Mandatory- Local Product
<u>FOI 12</u>	4.5.1	Conduct fire inspection	Mandatory- Local Product
<u>FOI 16</u>	4.6.2	Implement action plan- Complete two classroom and two field drills (4 total)	Mandatory- Local Product
<u>FOI 20</u>	4.7.3	Explain the benefits of physical fitness and medical wellness	Mandatory- Local Product
Mandatory Practical Skills: <i>Final Examination Requirement</i>			
<u>FOI 4</u>	4.2.4 4.2.5	Recommend action for member related problem; Apply human resource policies	Mandatory- Test Site
<u>FOI 14</u>	4.5.3	Secure incident scene	Mandatory- Test Site
<u>FOI 15</u>	4.6.1	Develop initial action plan	Mandatory- Test Site
<u>FOI 19</u>	4.7.2	Conduct safety violation incident investigation	Mandatory- Test Site
Type 1 Random Practical Skills: <i>One Selected for Final Examination Requirement</i>			
<u>FOI 5</u>	4.3.1	Address community need	Random- Test Site
<u>FOI 6</u>	4.3.2	Initiate action to a citizen's concern	Random- Test Site
<u>FOI 7</u>	4.3.3	Respond to a public inquiry	Random- Test Site
Type 2 Random Practical Skills: <i>One Selected for Final Examination Requirement</i>			
<u>FOI 13</u>	4.5.2	Develop pre-incident plan	Random- Test Site
<u>FOI 18</u>	4.7.1	Apply safety regulations	Random- Test Site
<u>FOI 17</u>	4.6.3	Conduct post incident analysis	Random- Test Site

* Local verification of product based skills shall be completed within the Fire Officer I candidates department, or during a Fire Officer course, and skills check off shall be evaluated by a Chief Officer, Training Officer, or Lead Instructor with a final review signature by the Fire Officer I Lead Instructor. ALL completed **Mandatory- Local Product** skill sheets must be assembled in a packet and available for review by the Certifying Officer at the test site for the final certification examination.

AFSC FIRE OFFICER I PRACTICAL SKILLS EVALUATION PACKET

Fire Officer I Required Equipment			Related Skill Sheet(s)
<input type="checkbox"/>	1	AHJ forms/reports (including budget request forms, preplan forms, other special reports)	1-20
<input type="checkbox"/>	2	Appropriate personnel protective equipment	All
<input type="checkbox"/>	3	Barricades/scene tape/rope (traffic cones/pylons, marking ribbon, etc.)	1
<input type="checkbox"/>	4	Camera/video device,	14,19
<input type="checkbox"/>	5	<u>NFPA 1021: Standard for Fire Officer Professional Qualifications, 2014 edition</u>	All
<input type="checkbox"/>	6	<u>NFPA 1500:Standards on Occupational Safety and Health Program</u>	All
<input type="checkbox"/>	7	Notebook/clipboard or computer	1-20
<input type="checkbox"/>	8	Organization chart	10
<input type="checkbox"/>	9	Organization mission statement	10
<input type="checkbox"/>	10	Radio unit	1,2,3,15
<input type="checkbox"/>	11	Records management system	11
<input type="checkbox"/>	12	Standard Operating Procedures (SOP)/Standard Operating Guidelines (SOG)	All
<input type="checkbox"/>			

Fire Officer I Required Facility			Related Skill Sheet(s)
<input type="checkbox"/>	1	Commercial structure for conducting a fire inspection	12,13
<input type="checkbox"/>	2	Fire pumper apparatus: <ul style="list-style-type: none"> • equipped with appropriate safety restraints (seatbelts) • water tank • pumping system 	1
<input type="checkbox"/>	3	Fire Station/bay	2,
<input type="checkbox"/>	4	Fire Training Structure	1,3,12,14-17, 19,20
<input type="checkbox"/>	5	Office or administrative work space	2,4-11,18,19, 20
<input type="checkbox"/>			

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