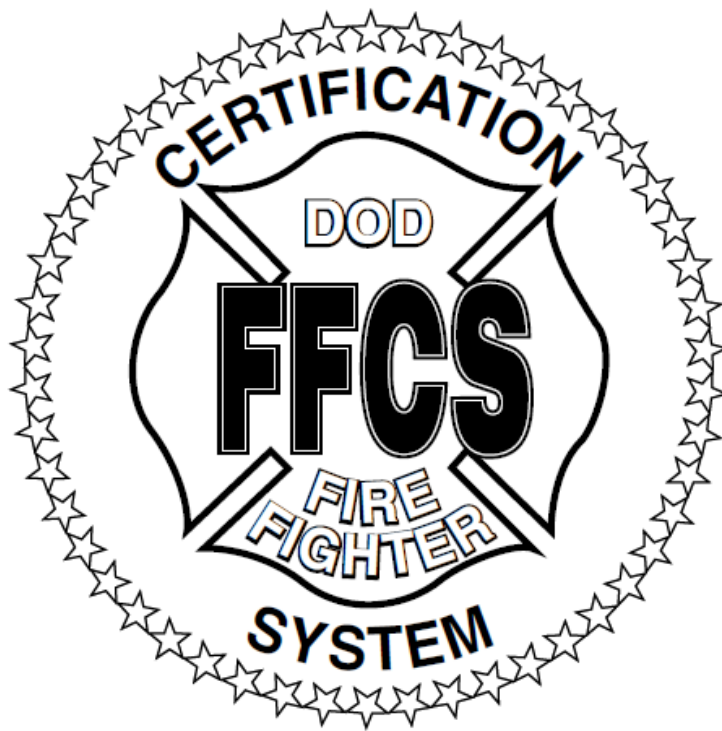


# CDC 10212W

## Fire Officer II

# Performance Test Supplement



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**Extension Course Program (A4L)**

**Air University**

**Air Education and Training Command**

# Acknowledgement

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# Table of Contents

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<b>General Guidance</b> .....	<b>iv</b>
<b>Evaluator Orientation</b> .....	<b>v</b>
<b>Grading Information</b> .....	<b>vi</b>
<b>Skill Test Summary Sheet</b> .....	<b>1</b>
<b>Skills Test #1 Human Resource Management</b> .....	<b>3</b>
Task #1 Specific Instructions and Information.....	3
Task #2 Specific Instructions and Information.....	5
Task #3 Specific Instructions and Information.....	7
<b>Skills Test #2 Community and Government Relations</b> .....	<b>9</b>
Task #4 Specific Instructions and Information.....	9
<b>Skills Test #3 Administration</b> .....	<b>11</b>
Task #5 Specific Instructions and Information.....	11
Task #6 Specific Instructions and Information.....	13
Task #7 Specific Instructions and Information.....	15
Task #8 Specific Instructions and Information.....	17
Task #9 Specific Instructions and Information.....	19
Task #10 Specific Instructions and Information.....	21
<b>Skills Test #4 Inspection and Investigation</b> .....	<b>23</b>
Task #11 Specific Instructions and Information.....	23
<b>Skills Test #5 Emergency Services Delivery</b> .....	<b>25</b>
Task #12 Specific Instructions and Information.....	25
Task #13 Specific Instructions and Information.....	27
Task #14 Specific Instructions and Information.....	29
<b>Skills Test #6 Health and Safety</b> .....	<b>31</b>
Task #15 Specific Instructions and Information.....	31
<b>Fire Officer II Performance Test Record</b> .....	<b>33</b>

# Performance Test Information

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## General Guidance

This performance test supplement is based on the 2014 Edition of NFPA 1021; *Standard for Fire Officer Professional Qualification* and provides the detailed performance test checklist items required for candidate testing. Performance tests shall not be conducted until the candidate has successfully completed the academic portion of the course by passing the End of Course final exam at an Air University approved test control facility (TCF). However, it is strongly encouraged that this supplement and the checklist it contains be used during the normal course of study. Candidates should practice the performance tests during study and up until testing is conducted. Practice is highly encouraged.

The prerequisite for obtaining DOD certification to Fire Officer II is Fire Officer I and Fire Instructor I.

Evaluators must be IFSAC or Pro Board certified at Fire Officer III level or higher with at least one year of experience at the Fire Officer II level.

This particular course uses several skills test. Within each skills test there are one or more tasks meeting the test objectives (NFPA line items). A “Task Summary” precedes each task checklist identifying all the evaluated elements associated with the task. This summary also provides the NFPA line items evaluated, the setting and tools/equipment needed for the listed tasks, and any evaluator guidance necessary for the task. Evaluators should review the checklist paying specific attention to any “Evaluator Guidance”.

Scenarios developed should be as realistic and complete as possible. A minimum of two scenarios must be developed for each performance test requiring one. This allows for the candidate to retest in case of first time failure. Additionally, scenarios should be changed periodically to dissuade future candidates from gaining an unfair advantage or allowing for test compromise.

Remember, official performance test notifications **must** be made at least ten (10) days prior to the actual performance test or the candidate’s performance test results will not be accepted by the DoD Administrative Center. Your performance test notifications must be made using the following web site. <http://www.dodffcert.com/performance/notify.cfm>. For specific program guidance see DoD Manual 6055.06, *DoD Fire and Emergency Services Certification Program*.

# Performance Test Information

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## Evaluator Orientation

You should read and understand the following orientation information before entering the specific skill station you will be evaluating. If there is any information within this orientation that you do not understand, you should contact the examination coordinator for clarification. We would like to thank you for donating your valuable time to assist with the evaluation of candidates in the practical examination. Your role as a skill station evaluator is critically important. You are to serve as an observer and recorder of the candidate's actions based on the criteria listed on the score sheet. There are a number of ways to successfully perform a skill. You should always remember that the way you were taught to perform a skill is not the only correct way to perform the skill. The ultimate criterion for successful completion of a skill is: "Did the final outcome meet the parameters set?"

This is a formal examination and not a teaching situation. Excessive dialogue between the evaluator and the candidate is discouraged. Peripheral or "nice to know" areas should not be discussed. Situations or questions that require you to demonstrate a procedure should be avoided. You should not ask leading questions. Do not condemn or condone a candidate's actions by expression, gesture, tone of voice, or attitude. Pay special attention to verbal and non-verbal language. Often, candidates interpret a word or action delivered in jest as being indicative of pass or fail, a value judgment, or a non-caring attitude.

You were asked to be an evaluator because your expertise adds credibility to the examination. Your knowledge on the subject allows you to ask the candidate(s) related questions to substantiate or define an action. If qualifying questions are necessary, they should be asked at the end of the station. At no time should you discuss any phase of the candidate's performance with the candidate.

Candidates are allowed to perform each skill once. If they appear overly nervous when first starting the exam, you may stop them and allow them to collect themselves before starting again. However, once a candidate initiates a course of action the candidate must be evaluated on the merits of that singular performance, as would happen in the field. You must provide qualifying information in the comments section of the score sheet for any performance that is identified as a mandatory failure item.

Visitors are not allowed in the testing area while testing is being conducted. The examination coordinator may be in the testing area if they are not obstructive to the testing.

You must document in the comments section the reason you marked a mandatory failure item. Additional comments are welcome, but remember to be specific. Instead of writing "He did a poor job", write exactly what the candidate did right or wrong. At no time should you discuss the performance with the candidate. You should never condemn or condone the candidate's actions by verbal or nonverbal means.

If the candidate reaches the time limit indicated on the score sheet before completing the procedure, you must stop the candidate and direct him/her to return to the staging area and wait for instructions to report to the next station. All tasks not completed should be scored a zero in the "points awarded" column.

Be very aware of the importance of consistency in giving instructions, setting up scenarios, and making and recording observations. Every effort should be made to ensure that all details of the examination scenario are identical for each candidate. Be aware of your own fatigue and if necessary take a break after notifying the examination coordinator.

You should have received individual written instructions concerning the specific skill and/or skill station you will be evaluating. If you do not understand any part of these instructions, do not start the evaluation process. Contact the examination coordinator for clarification.

It is also important to understand the grading process used during the evaluation. Additional information on grading the skills test is provided on the next page.

# Performance Test Information

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## Grading Information

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

Each of the performance test checklists contains an attainment standard. In this particular course the attainment standards are set at approximately 80% using an “X out of X” format while also containing a time limit. For example, an attainment standard may read, “Successful completion of at least 15 out of 18 items within 90 minutes.”

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

There are a total of six (6) skills test encompassing 15 separate tasks. Candidates must successfully complete **ALL** task within each skills test.

--AND--

Where the Standard/Element/Step on the Skills Test checklist is given a rating, the following criteria will be also be used to determine the pass/fail status of a candidate.

**Critical (C)** - This rating has been assigned to items, which, if omitted or performed incorrectly, would result in severe injury to, or death of, an individual. Should a firefighter fail to perform any one item rated as Critical (**C**), the firefighter would be unsuccessful in demonstrating the required proficiency level for that standard.

**Major (M)** - This rating refers to any item that is very important to the general safety of personnel and the successful completion of the evolution. Should a firefighter fail to perform any **three** items rated as Major (**M**), the firefighter would be unsuccessful in demonstrating the required proficiency level for that standard.

**General** - This rating although there is not symbol, has been given to all remaining items that in combination are relevant to the successful completion of the evolution. Should a firefighter fail to perform any **four** items rated as General, the firefighter would be unsuccessful in demonstrating the required proficiency level for that standard.

Should a firefighter fail to perform any combination of Major or General rated items resulting in a sum total of **four**, the firefighter would be unsuccessful in demonstrating the required proficiency level for that standard.

# Performance Test Information

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## Skill Test Summary Sheet

### Skills Test #1 – Human Resource Management

*NFPA Standard 1021, Paragraphs 5.2.1, 5.2.2, and 5.2.3*

Task #1. Initiate actions to maximize member performance and/or to correct unacceptable performance so that member and/or unit performance improves or the issue is referred to the next level of supervision. (5.2.1)

Task #2. Evaluate the job performance of assigned members so that each member's performance is evaluated accurately and reported according to human resource policies and procedures. (5.2.2)

Task #3. Create a professional development plan for a member of the organization so that the individual acquires the necessary knowledge, skills, and abilities to be eligible for the examination for the position. (5.2.3)

### Skills Test #2 – Community and Government Relations

*NFPA Standard 1021, Paragraph 5.3.1*

Task #4. Explain the benefits to the organization of cooperating with allied organizations so that the purpose for establishing external agency relationships is clearly explained. (5.3.1)

### Skills Test #3 – Administration

*NFPA Standard 1021, Paragraphs 5.4.1, 5.4.2, 5.4.3, 5.4.4, 5.4.5 and 5.4.6*

Task #5. Develop a policy or procedure so that the recommended policy or procedure identifies the problem and proposes a solution. (5.4.1)

Task #6. Develop a project or divisional budget so that capital, operating, and personnel costs are determined and justified. (5.4.2)

Task #7. Describe the process of purchasing, including soliciting and awarding bids, so that the needs of the organization are met within the applicable federal, state/provincial, and local laws and regulations. (5.4.3)

Task #8. Prepare a news release so that the information is accurate and formatted correctly. (5.4.4)

Task #9. Prepare a concise report for transmittal to a supervisor so that the information required for the AHJ is accurate and documented. (5.4.5)

Task #10. Develop a plan to accomplish change in the organization so that effective change is implemented in a positive manner. (5.4.6)

### Skills Test #4 – Inspection and Investigation

*NFPA Standard 1021, Paragraph 5.5.1*

Task #11. Determine the point of origin and preliminary cause of a fire to determine if arson is suspected so that law enforcement action is taken. (5.5.1)

# Performance Test Information

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## **Skills Test #5 – Emergency Service Delivery**

*NFPA Standard 1021, Paragraphs 5.6.1, 5.6.2 and 5.6.3*

Task #12. Produce operational plans so that required resources and their assignments are obtained and plans are carried out in compliance with *NFPA 1600* and approved safety procedures resulting in the mitigation of the incident. (5.6.1)

Task #13. 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. (5.6.2)

Task #14. Prepare a written report so that the major causes for service demands are identified for various planning areas within the service area of the organization. (5.6.3)

## **Skills Test #6 – Health and Safety**

*NFPA Standard 1021, Paragraph 5.7.1*

Task #15. Analyze a member's accident, injury, or health exposure history so that a report including action taken and recommendations made is prepared for a supervisor. (5.7.1)



## Skills Test #1 Human Resource Management

### Task #1 Specific Instructions and Information

<b>Tasks:</b>	Task #1. Initiate actions to maximize member performance and/or to correct unacceptable performance so that member and/or unit performance improves or the issue is referred to the next level of supervision. (5.2.1)
<b>Setting:</b>	Classroom, office or other suitable area as determined by the task.
<b>Tools/ Equipment:</b>	Department's human resource policies, procedures and appropriate administrative tools (computer, pen, pencils, paper, etc.).
<b>Attainment Standard:</b>	Completed task with all steps correct in 90 minutes.
<b>Evaluator's Guidance:</b>	Provide the candidate with an employee who is demonstrating a need for improvement adhering to agency policies or procedures for issues not related to fire ground operations.

TASK	STANDARDS / ELEMENTS / STEPS	YES	NO
Initiate actions to maximize member performance and/or to correct unacceptable performance. (5.2.1)	In accordance with NFPA 1021 <i>Standard for Fire Officer Professional Qualification</i> and local policies/procedures, the candidate		
	1. Reviewed human resource policies and procedures	_____	_____
	2. Reviewed member assistance and wellness program	_____	_____
	3. Reviewed necessary forms	_____	_____
	4. Reviewed a job description	_____	_____
	A. Reviewed current performance	_____	_____
	B. Reviewed applicable standards	_____	_____
	C. Identified areas met (or exceeded)	_____	_____
	D. Identified areas not met	_____	_____
	E. Identified goals for future performance	_____	_____
5. Recommended appropriate referral agency (if necessary)	_____	_____	
6. Referred to next level of supervision (if necessary)	_____	_____	
7. Documented all actions on proper forms	_____	_____	
8. Conducted a follow up session (if necessary)	_____	_____	
9. Completed task with all steps correct in 90 minutes	_____	_____	

# Competencies

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## Skills Test #1 Human Resource Management

### Task #2 Specific Instructions and Information

<b>Tasks:</b>	Task #2. Evaluate the job performance of assigned members so that each member's performance is evaluated accurately and reported according to human resource policies and procedures. (5.2.2)
<b>Setting:</b>	Classroom, office or other suitable area as determined by the task.
<b>Tools/ Equipment:</b>	Department policies, procedures and appropriate administrative tools (computer, pen, pencils, paper, etc.).
<b>Attainment Standard:</b>	Completed task with 8 of 9 steps correct in 60 minutes.
<b>Evaluator's Guidance:</b>	Provide the candidate with an employee who is demonstrating a need for improvement in job performance.

TASK	STANDARDS / ELEMENTS / STEPS	YES	NO
Evaluate the job performance of assigned members. (5.2.2)	In accordance with NFPA 1021 Standard for Fire Officer Professional Qualification and local policies/procedures, the candidate		
	1. Reviewed policies and procedures	_____	_____
	2. Acquired and completed all proper forms and all applicable blocks	_____	_____
	3. Reviewed/explained job performance standard	_____	_____
	4. Explained purpose and need of counseling	_____	_____
	5. Made recommendations for improvement	_____	_____
	6. Referred to next level of supervision (if necessary)	_____	_____
	7. Referred to appropriate referral agency (if necessary)	_____	_____
	8. Documented all actions	_____	_____
	9. Completed a follow up session (if necessary)	_____	_____
	10. Completed task with 8 of 9 steps correct in 60 minutes	_____	_____

# Competencies

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## Skills Test #1 Human Resource Management

### Task #3 Specific Instructions and Information

<b>Tasks:</b>	Task #3. Create a professional development plan (PDP) for a member of the organization so that the individual acquires the necessary knowledge, skills, and abilities to be eligible for the examination for the position. (5.2.3)
<b>Setting:</b>	Classroom, office or other suitable area as determined by the task.
<b>Tools/ Equipment:</b>	Department promotion policies, procedures and appropriate administrative tools (computer, pen, pencils, paper, etc.).
<b>Attainment Standard:</b>	Completed task all steps correct in 60 minutes.
<b>Evaluator's Guidance:</b>	Evaluator plays the role of the member requiring the PDP.

TASK	STANDARDS / ELEMENTS / STEPS	YES	NO
Create a professional development plan for a member of the organization. (5.2.3)	In accordance with NFPA 1021 <i>Standard for Fire Officer Professional Qualification</i> and local policies/procedures, the candidate		
	1. Explained why it is important to work with employees to create a PDP	_____	_____
	2. Identified the key elements of the PDP development process	_____	_____
	3. Defined career goals and objectives	_____	_____
	A. Identified knowledge needed	_____	_____
	B. Identified skills needed	_____	_____
	C. Identified work experience needed	_____	_____
4. Set up a timeline for achieving each goal or objective	_____	_____	
5. Worked with the employee to set up clear expectations	_____	_____	
6. Completed task with all steps correct in 60 minutes	_____	_____	

# Competencies

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## Skills Test #2 Community and Government Relations

### Task #4 Specific Instructions and Information

<b>Tasks:</b>	Task #4. Explain the benefits to the organization of cooperating with allied organizations so that the purpose for establishing external agency relationships is clearly explained. (5.3.1)
<b>Setting:</b>	Classroom, office or other suitable area as determined by the task.
<b>Tools/ Equipment:</b>	Department policies, procedures and appropriate administrative tools (computer, pen, pencils, paper, etc.).
<b>Attainment Standard:</b>	Completed task with all steps correct in 60 minutes.
<b>Evaluator's Guidance:</b>	Provide the candidate with a specific problem or issue within the local community for which the organization can influence or impact.

TASK	STANDARDS / ELEMENTS / STEPS	YES	NO
Explain the benefits to the organization of cooperating with allied organizations. (5.3.1)	In accordance with NFPA 1021 <i>Standard for Fire Officer Professional Qualification</i> and local policies/procedures, the candidate:		
	1. Prepared a background paper using the AHJ's approved format that:	_____	_____
	A. Explained agency's mission and goals	_____	_____
	B. Explained importance of working with other agencies to meet mission and goals	_____	_____
	C. Identified external organizations supporting the agency's mission and goals	_____	_____
	D. Explained the agency's capability to support external organizations	_____	_____
	E. Explained external agency's functions and how they interact with and support the mission	_____	_____
2. Completed task with all steps correct in 60 minutes	_____	_____	

# Competencies

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## Skills Test #3 Administration

### Task #5 Specific Instructions and Information

<b>Tasks:</b>	Task #5. Develop a policy or procedure so that the recommended policy or procedure identifies the problem and proposes a solution. (5.4.1)
<b>Setting:</b>	Classroom, office or other suitable area as determined by the task.
<b>Tools/ Equipment:</b>	Department's policies, procedures and appropriate administrative tools (computer, pen, pencil, paper, etc.).
<b>Attainment Standard:</b>	Completed task with 5 of 6 steps correct in 90 minutes.
<b>Evaluator's Guidance:</b>	Candidate option on the issue used to develop a policy or procedure.

TASK	STANDARDS / ELEMENTS / STEPS	YES	NO
Develop a policy or procedure. (5.4.1)	In accordance with NFPA 1021 <i>Standard for Fire Officer Professional Qualification</i> and local policies/procedures, the candidate:		
	1. Identified reason for new policy or change	_____	_____
	2. Identified a recommended solution to problem	_____	_____
	3. Referenced applicable standards	_____	_____
	4. Wrote policy/procedure within AHJ guidelines	_____	_____
	5. Ensured policy/procedure's intent was clear and fair	_____	_____
	6. Justified/supported recommended change(s)	_____	_____
	7. Completed task with 5 of 6 steps correct in 90 minutes	_____	_____

# Competencies

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## Skills Test #3 Administration

### Task #6 Specific Instructions and Information

<b>Task:</b>	Task #6. Develop a project or divisional budget so that capital, operating, and personnel costs are determined and justified. (5.4.2)
<b>Setting:</b>	Classroom, office or other suitable area as determined by the task.
<b>Tools/ Equipment:</b>	Department's budget policies, procedures and appropriate administrative tools (computer, pen, pencil, paper, etc.).
<b>Attainment Standard:</b>	Completed task with 7 of 8 elements correct in 2 hours.
<b>Evaluator's Guidance:</b>	The candidate shall base the annual budget increase on one of the following new requirements: equipment, apparatus, training, facility maintenance, or apparatus maintenance.

TASK	STANDARDS / ELEMENTS / STEPS	YES	NO
Develop a project or divisional budget. (5.4.2)	In accordance with NFPA 1021 <i>Standard for Fire Officer Professional Qualification</i> and local policies/procedures, the candidate:		
	1. Reviewed department's 12-month budget to calculate the funds necessary for new requirement	_____	_____
	A. Identified capital costs	_____	_____
	B. Identified operating costs	_____	_____
	C. Identified personnel costs	_____	_____
	2. Applied positive interpersonal communication skills within the department to reach a proposed budget	_____	_____
	3. Used a line-item format to individually estimate the personnel, operating, and supply cost for new requirement	_____	_____
4. Used a line-item format to calculate and summarize the total amount of funds necessary for new requirement	_____	_____	
5. Used the applicable budgetary format to provide reasonable justification to support one proposed item	_____	_____	
6. Completed task with 7 of 8 elements correct in 2 hours	_____	_____	

# Competencies

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## Skills Test #3 Administration

### Task #7 Specific Instructions and Information

<b>Task:</b>	Task #7. Describe the process of purchasing, including soliciting and awarding bids, so that the needs of the organization are met within the applicable federal, state/provincial, and local laws and regulations. (5.4.3)
<b>Setting:</b>	Classroom, office or other suitable area as determined by the task.
<b>Tools/ Equipment:</b>	Department's policies, procedures and appropriate administrative tools (computer, pen, pencils, paper, etc.).
<b>Attainment Standard:</b>	Completed task with all steps correct in 2 hours.
<b>Evaluator's Guidance:</b>	The evaluator will build a scenario that will challenge the candidate to describe fully the local policy for purchasing; to include soliciting and awarding bids (must have competitive bidding).

TASK	STANDARDS / ELEMENTS / STEPS	YES	NO
Describe the process of purchasing, including soliciting and awarding bids. (5.4.3)	In accordance with NFPA 1021 <i>Standard for Fire Officer Professional Qualification</i> and local policies/procedures, the candidate:		
	1. Wrote a background paper explaining the purchase process to include:	_____	_____
	A. Identifying requirements	_____	_____
	B. Budgeting for the expense	_____	_____
	C. Outlining the solicitation process	_____	_____
	D. Outlining the competitive bidding process	_____	_____
	E. Outlined the awarding process	_____	_____
	2. Report written in appropriate format (based on local agency requirements)	_____	_____
	3. Presented report to department leadership	_____	_____
	4. Completed task with all steps correct in 2 hours minutes	_____	_____

# Competencies

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## Skills Test #3 Administration

### Task #8 Specific Instructions and Information

<b>Tasks:</b>	Task #8. Prepare a news release so that the information is accurate and formatted correctly. (5.4.4)
<b>Setting:</b>	Classroom, office or other suitable area as determined by the task.
<b>Tools/ Equipment:</b>	Department's policies, procedures and appropriate administrative tools (computer, pen, pencils, paper, etc.).
<b>Attainment Standard:</b>	Completed task with all steps correct in 60 minutes.
<b>Evaluator's Guidance:</b>	Evaluator will provide the candidate with a scenario meeting the intent of the task.

TASK	STANDARDS / ELEMENTS / STEPS	YES	NO
Prepare a news release. (5.4.4)	In accordance with NFPA 1021 <i>Standard for Fire Officer Professional Qualification</i> , and local policies/procedures, the candidate		
	1. Summarized incident in first sentence.	_____	_____
	A. Who	_____	_____
	B. What	_____	_____
	C. When	_____	_____
	D. Where	_____	_____
	E. Why	_____	_____
	2. Placed most important facts first	_____	_____
	3. Structured sentence(s) 20 words or less	_____	_____
4. Structured paragraph(s) in five lines or less	_____	_____	
5. Used active voice	_____	_____	
6. Wrote clearly and concisely	_____	_____	
7. Attributed direct quotes and paraphrased statements properly	_____	_____	
8. Completed task with all steps correct in 60 minutes	_____	_____	

# Competencies

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## Skills Test #3 Administration

### Task #9 Specific Instructions and Information

<b>Tasks:</b>	Task #9. Prepare a concise report for transmittal to a supervisor so that the information required for the AHJ is accurate and documented. (5.4.5)
<b>Setting:</b>	Classroom, office or other suitable area as determined by the task.
<b>Tools/ Equipment:</b>	Department's policies, procedures and appropriate administrative tools (computer, pen, pencils, paper, etc.)
<b>Attainment Standard:</b>	Completed task with 8 of 10 steps correct in 60 minutes.
<b>Evaluator's Guidance:</b>	Evaluator will provide the candidate with a specific request for details such as trends, variances, or other related topics.

TASK	STANDARDS / ELEMENTS / STEPS	YES	NO
Prepare a concise report for transmittal to a supervisor. (5.4.5)	In accordance with NFPA 1021 <i>Standard for Fire Officer Professional Qualification</i> and local policies/procedures, the candidate:		
	1. Reviewed fire department record(s)	_____	_____
	2. Obtained data needed to update record	_____	_____
	3. Informed supervisor on:	_____	_____
	A. Accomplishments	_____	_____
	B. Problems	_____	_____
	C. Other related topics	_____	_____
	4. Provided data to assist in supervisor's decisions	_____	_____
5. Wrote report using complete sentences, correct grammar and proper syntax	_____	_____	
6. Proofread final report	_____	_____	
7. Completed task with 8 of 10 steps correct in 60 minutes	_____	_____	

# Competencies

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## Skills Test #3 Administration

### Task #10 Specific Instructions and Information

<b>Tasks:</b>	Task #10. Develop a plan to accomplish change in the organization so that effective change is implemented in a positive manner. (5.4.6)
<b>Setting:</b>	Classroom, office or other suitable area as determined by the task.
<b>Tools/ Equipment:</b>	Department's policies, procedures and appropriate administrative tools (computer, pen, pencils, paper, etc.)
<b>Attainment Standard:</b>	Completed task without 10 of 12 steps correct in 60 minutes.
<b>Evaluator's Guidance:</b>	Candidate's option on which policy to change and/or create.

TASK	STANDARDS / ELEMENTS / STEPS	YES	NO
Develop a plan to accomplish change in the organization. (5.4.6)	In accordance with NFPA 1021 <i>Standard for Fire Officer Professional Qualification</i> and local policies/procedures, the candidate:		
	1. Demonstrated the necessary qualities of a change agent	_____	_____
	A. Attitude	_____	_____
	B. Knowledge	_____	_____
	C. Skills	_____	_____
	2. Identified the steps of the change process	_____	_____
	3. Described how to overcome resistance to change	_____	_____
	4. Used an intervention method to successfully implement change in:	_____	_____
	A. Training and development	_____	_____
	B. Team building	_____	_____
	C. Modify job design	_____	_____
	D. Survey feedback	_____	_____
	5. Avoided common mistakes that lead to failure of change	_____	_____
6. Completed task with 10 of 12 steps correct in 60 minutes	_____	_____	

# Competencies

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## Skills Test #4 Inspection and Investigation

### Task #11 Specific Instructions and Information

<b>Tasks:</b>	Task #11. Determine the point of origin and preliminary cause of a fire to determine if arson is suspected so that law enforcement action is taken. (5.5.1)
<b>Setting:</b>	Classroom, office or other suitable area as determined by the task.
<b>Tools/ Equipment:</b>	Fire scene documentation (photographs, diagrams, sketches and other pertinent data), department's policies, procedures and appropriate administrative tools (computer, pen, pencils, paper, etc.).
<b>Attainment Standard:</b>	Completed task with 7 of 8 steps correct in 2 hours.
<b>Evaluator's Guidance:</b>	Evaluator provides fire scene photographs, diagrams, pertinent data, and/or sketches. If department does not have access to items please contact AFCEC for assistance.

TASK	STANDARDS / ELEMENTS / STEPS	YES	NO
Determine the point of origin and preliminary cause of a fire to determine if arson is suspected. (5.5.1)	In accordance with NFPA 1021 <i>Standard for Fire Officer Professional Qualification</i> and local policies/procedures, the candidate:		
	1. Identified area of greatest damage	_____	_____
	2. Identified area of origin	_____	_____
	3. Identified point of origin	_____	_____
	4. Identified material first ignited	_____	_____
	5. Identified ignition source	_____	_____
	6. Identified how material and ignition source came together	_____	_____
	7. Classified preliminary fire cause	_____	_____
	8. Determined if a specialized investigation was needed and requested as required	_____	_____
9. Completed task with 7 of 8 steps correct in 2 hours	_____	_____	

# Competencies

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## Skills Test #5 Emergency Services Delivery

### Task #12 Specific Instructions and Information

<b>Tasks:</b>	Task #12. Produce operational plans so that required resources and their assignments are obtained and plans are carried out in compliance with NFPA 1600 and approved safety procedures resulting in the mitigation of the incident. (5.6.1)
<b>Setting:</b>	Fire department training area or selected exercise building.
<b>Tools/ Equipment:</b>	Tactical worksheet, Operational plan(s), command vehicle, full-complement of command and control tools/equipment, and appropriate administrative tools (computer, pen, pencils, paper, etc.).
<b>Attainment Standard:</b>	Completed task with all steps correct in 60 minutes.
<b>Evaluator's Guidance:</b>	Provide the candidate with an emergency scenario requiring multi-unit operations and the current edition of NFPA 1600 to use in reviewing the pre-incident plans.

TASK	STANDARDS / ELEMENTS / STEPS	YES	NO
Produce and implement operational plans. (5.6.1)	In accordance with NFPA 1021 <i>Standard for Fire Officer Professional Qualification</i> and local policies/procedures, the candidate:		
	1. Implemented incident command system	_____	_____
	2. Reviewed pre-incident plan	_____	_____
	3. Analyzed likely incident scenarios	_____	_____
	4. Considered factors that may impact response	_____	_____
	A. Weather	_____	_____
	B. Number of occupants	_____	_____
	C. Hazardous materials	_____	_____
	D. Response location	_____	_____
	5. Identified Strategic goals	_____	_____
	1) Life safety	_____	_____
	2) Incident stabilization	_____	_____
	3) Property conservation	_____	_____
	6. Outlined Tactical objectives	_____	_____
	1) Safety of personnel	_____	_____
	2) Incident contained	_____	_____
	3) Incident mitigated	_____	_____
4) Restore the scene	_____	_____	
7. Initiated incident action plan	_____	_____	

# Competencies

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## Skills Test #5 (continued)

TASK	STANDARDS / ELEMENTS / STEPS	YES	NO
Produce and implement operational plans. ( <i>Continued</i> )	8. Activated personnel accountability system	_____	_____
	9. Addressed scene safety	_____	_____
	10. Called for additional resources (if needed)	_____	_____
	11. Completed task with all steps correct in 60 minutes	_____	_____



## Skills Test #5 Emergency Services Delivery

### Task #13 Specific Instructions and Information

<b>Tasks:</b>	Task #13. 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. (5.6.2)
<b>Setting:</b>	Fire Department Classroom or equivalent.
<b>Tools/ Equipment:</b>	Organization chart and appropriate administrative tools (computer, pen, pencils, paper, etc.)
<b>Attainment Standard:</b>	Completed task with all steps correct in 90 minutes.
<b>Evaluator's Guidance:</b>	Candidate may use data gathered from Task #12 (5.6.1) to accomplish this task. Scenario must warrant multi-unit response.

TASK	STANDARDS / ELEMENTS / STEPS	YES	NO
Develop and conduct a post-incident analysis. (5.6.2)	In accordance with NFPA 1021, <i>Standard for Fire Officer Professional Qualification</i> and local policies/procedures, the candidate:		
	1. Acquired standardized form, evaluated incident and conducted analysis	_____	_____
	2. Identified incident information	_____	_____
	A. Incident name	_____	_____
	B. Date	_____	_____
	C. Time	_____	_____
	D. Duration of incident	_____	_____
	E. Location	_____	_____
	F. Nature of incident	_____	_____
	3. Summarized incident	_____	_____
	A. First company on scene (lieutenant, engineer, fire fighters)	_____	_____
	B. Initial on-scene situation report	_____	_____
	C. Incident commander(s)	_____	_____
	D. Resource requirement and/or availability	_____	_____
	E. Strategic goals	_____	_____
	F. Tactical objectives	_____	_____
	G. Outcome	_____	_____
H. Observations	_____	_____	
I. Recommendations	_____	_____	

# Competencies

## Skills Test #5 (continued)

TASK	STANDARDS / ELEMENTS / STEPS	YES	NO
Develop and conduct a post-incident analysis. <i>(Continued)</i>	4. Identified health and safety issues	_____	_____
	A. Assigned safety officer	_____	_____
	B. Personal protective equipment	_____	_____
	C. Exposures	_____	_____
	D. Rehabilitation	_____	_____
	E. Personnel accountability	_____	_____
	F. Critical incident safety debrief	_____	_____
	G. Follow up	_____	_____
	5. Documented post incident analysis	_____	_____
	A. Debrief completed	_____	_____
	B. Incident report (NFIRS) completed	_____	_____
	C. Additional comments	_____	_____
	D. Signature of individual conducting the analysis	_____	_____
	6. Completed task with all steps correct in 90 minutes	_____	_____

## Skills Test #5 Emergency Services Delivery

### Task #14 Specific Instructions and Information

<b>Tasks:</b>	Task #14. Prepare a written report so that the major causes for service demands are identified for various planning areas within the service area of the organization. (5.6.3)
<b>Setting:</b>	Fire Department Classroom or equivalent.
<b>Tools/ Equipment:</b>	Incident response reports and appropriate administrative tools (computer, pen, pencils, paper, etc.).
<b>Attainment Standard:</b>	Completed task without 11 of 13 steps correct in 90 minutes.
<b>Evaluator's Guidance:</b>	Successful completion of Step C indicates at least 80% accuracy in identifying deficiencies in the information on the applicable AHJ report.

TASK	STANDARDS / ELEMENTS / STEPS	YES	NO
Prepare a written report. (5.6.3)	In accordance with NFPA 1021 <i>Standard for Fire Officer Professional Qualification</i> and local policies/procedures, the candidate:		
	1. Reviewed incident response reports	_____	_____
	2. Assessed service area risks	_____	_____
	A. Identified risks	_____	_____
	B. Determined cause of risks	_____	_____
	C. Categorized risks	_____	_____
	D. Prioritized risks	_____	_____
	E. Considered hazard categories	_____	_____
	3. Prepared a report of findings (candidate should choose appropriate format depending on results):	_____	_____
	A. Justification	_____	_____
	B. Recommendation	_____	_____
	C. Progress	_____	_____
	D. Progress and justification	_____	_____
E. Description	_____	_____	
4. Completed task with 11 of 13 steps correct in 90 minutes	_____	_____	

# Competencies

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## Skills Test #6 Health and Safety

### Task #15 Specific Instructions and Information

<b>Tasks:</b>	Task #15. Analyze a member's accident, injury, or health exposure history so that a report including action taken and recommendations made is prepared for a supervisor. (5.7.1)
<b>Setting:</b>	Classroom, office or other suitable area as determined by the task.
<b>Tools/ Equipment:</b>	Department's policies, procedures and appropriate administrative tools (computer, pen, pencils, paper, etc.)
<b>Attainment Standard:</b>	Completed task without 14 of 17 steps correct in 2 hours.
<b>Evaluator's Guidance:</b>	Provide the candidate with a facility with an occupancy designation as listed in NFPA 101, Life Safety Code.

TASK	STANDARDS / ELEMENTS / STEPS	YES	NO
Analyze a member's accident, injury, or health exposure history. (5.7.1)	In accordance with NFPA 1021, <i>Standard for Fire Officer Professional Qualification</i> and local policies/procedures, the candidate:		
	1. Obtained report (forms)	_____	_____
	2. Documented circumstances involving the incident	_____	_____
	A. Personnel involved	_____	_____
	B. Items/equipment involved	_____	_____
	C. Circumstances	_____	_____
	D. Cause	_____	_____
	3. Wrote report	_____	_____
	A. Complete sentences	_____	_____
	B. Correct grammar	_____	_____
	C. Proper syntax	_____	_____
	D. Factual statements	_____	_____
	4. Referenced guidance	_____	_____
	A. Policies	_____	_____
	B. Procedures	_____	_____
	C. SOP's	_____	_____
	5. Recommended solution (corrective action)	_____	_____
6. Included name of fire officer writing report	_____	_____	
7. Completed task without 14 of 17 steps correct in 2 hours	_____	_____	

# Competencies

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## Fire Officer II Performance Test Record

*NFPA 1021, 2014 Edition*

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

Performance Test Ref # \_\_\_\_\_ Date of Evaluation \_\_\_\_\_

Candidate's Name \_\_\_\_\_ SSN \_\_\_\_\_

Evaluator's Name \_\_\_\_\_ SSN \_\_\_\_\_

The candidate has PASSED/FAILED the performance tests criterion for the skills test marked below:

SKILLS TEST	PASSED	FAILED
1 – Human Resource Management	_____	_____
2 – Community and Government Relations	_____	_____
3 – Administration	_____	_____
4 – Inspection and Investigation	_____	_____
5 – Emergency Services Delivery	_____	_____
6 – Health and Safety	_____	_____

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

Objective(s):

Reason(s) for failure:

Candidate's Signature \_\_\_\_\_

Evaluator's Signature \_\_\_\_\_

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