



TIFMAS Cooperators

Please note we have made some changes to how TIFMAS qualifications are approved. Effective May 1, 2016 Position Task Books for Wildland qualifications from FFI through STEN will be approved at the local level by the Fire Chief or his/her designee. This will require the Chief or designee to fill out, sign, and submit the appropriate qualification cover sheet (located on the TIFMAS WEBSITE) with the completed task book and at least one 225 performance evaluation to tifmas@tfs.tamu.edu .

The process to get the two basic qualifications, FFII and All Hazard Structure, will remain the same and needs to be completed prior to any requests for additional qualifications. This will continue to require the individual to go to the online application and submit an application for one or both of these basic qualifications. The Chief will continue to receive an email verifying the application. This is required so each firefighter can be added to the database and to validate his/her position with the department.

The language in the TIFMAS Business Manual will be updated in the near future to reflect these changes. All tasks book submitted prior to this change will be reviewed and processed under this new process by TIFMAS and require no further action on your part. If any additional information or clarification is required you will be contacted. Thank You for your patience, we believe these changes will improve the qualification process for TIFMAS.



TIFMAS Position Task Book Review Directions for Agency Representatives

Required Items for a complete position task book:

- **The first required step prior to initiating tasks books is for each applicant to go to the TIFMAS WEBSITE and submit an application for the Basic Wildland and All Hazard (structural) qualification.**
 - This application submittal establishes the firefighter in the system and provides the mechanism for TIFMAS to verify your status with the fire department.
 - If the applicant currently has these two qualifications in the system there is no need to re-submit.
- **Steps/Process for Position Task Book Approval and Submittal.**
 1. PTB was properly initiated by Fire Chief or designee.
 2. PTB has a final evaluation page, signed by a qualified final evaluator.
 3. PTB has a signed Agency Certification.
 4. Trainee documents experience in a minimum of two fuel types. (Aside from FFTI, ENOP and FAI3)
 5. Trainee documents the minimum assignments required per qualification, which provide adequate experience and time for the position being qualified for. (2 trainee records for FFTI, ENOP and FAL3 and 3 trainee records for ENGB and STEN)
 6. Trainee documents a minimum of two different evaluators with positive review.
 7. All tasks pertinent to the position being approved have an evaluation review number and are initialed and dated.
 8. Trainee has submitted a minimum of one satisfactory ICS 225 performance evaluation with task book.
 9. Task book is current and completed within 3 years of the first evaluation, unless an extension was requested.
- **When TIFMAS receives the Position Task Book, verification of all requirements will be completed. As soon as this is completed the new qualifications will be added to the firefighters TIFMAS records and a new TIFMAS card will be printed and mailed to the fire department.**

Note: This list is a guideline to assist agency representatives in reviewing their department's position task books. This is to insure Qualification standards are met by all.