

NFPA 1021: 2020 Edition, Chapter 5 Fire Officer II

Below please find what has been previously approved by the Committee on Accreditation (COA) for this level of certification. This example does not take into consideration “Document Review”, “Portfolio”, or “Other testing methods.”

If your agency selects completing their online Assessment Methodology Matrix (AMM) utilizing these test methods, our Technical Analysts may place your application under a COA meeting consent agenda bypassing the usual COA review.

The spaces identified below with an “**X**” must be replaced with the appropriate cognitive test item numbers (e.g. Questions 1,4,6,7,9, etc.) or the score sheet numbers under Product, Psychomotor/Process methods as score sheet numbers (e.g.- SS 101, 202, and 304, etc.).

	Knowledge-Based Assessments (graded after submission)		Performance-Based Assessments (graded in real-time as they are performed)	
Section	Cognitive (e.g. Multiple Choice, Short Answer, Discretionary Time with Resources)	Product (e.g., document or develop a budget, proposal, lesson plan)	Psychomotor (Primarily an observable physical task. e.g., don, doff)	Process (Primarily a mental or verbalized task. e.g., inspect)
5.2.1	Initiate actions to maximize member performance and/or to correct unacceptable performance, given human resource policies and procedures, so that member and/or unit performance improves or the issue is referred to the next level of supervision.			
5.2.1				X
5.2.1(A)	Requisite Knowledge. Human resource policies and procedures, problem identification, organizational behavior, organizational culture, group dynamics, leadership styles, types of power, and interpersonal dynamics.			
5.2.1 (A)	X			
5.2.1(B)	Requisite Skills. The ability to communicate, to solve problems, to increase teamwork, and to counsel members.			

5.2.1 (B)			X
5.2.2 Evaluate the job performance of assigned members, given personnel records and evaluation forms, so that each member's performance is evaluated accurately and reported according to human resource policies and procedures.			
5.2.2		X	X
5.2.2(A) Requisite Knowledge. Human resource policies and procedures, job descriptions, objectives of a member evaluation program, and common errors in evaluating.			
5.2.2 (A)	X		
5.2.2(B) Requisite Skills. The ability to communicate and to plan and conduct evaluations.			
5.2.2 (B)		X	X
5.2.3 Create a professional development plan for a member of the organization, given the requirements for promotion, so that the individual acquires the necessary knowledge, skills, and abilities to be eligible for the examination for the position.			
5.2.3		X	X
5.2.3(A) Requisite Knowledge. Development of a professional development guide and job shadowing.			
5.2.3 (A)	X		
5.2.3(B) Requisite Skills. The ability to communicate.			
5.2.3 (B)			X
5.3.1 Supervise multi-unit implementation of a community risk reduction (CCR) program given an AHJ CRR plan, policies, and procedures, so that community needs are addressed.			
5.3.1			X
5.3.1(A) Requisite knowledge. Community demographics and service organizations, verbal and nonverbal communication, and the role and mission of the department and its CRR plan.			
5.3.1(A)	X		

5.3.1(B) Requisite Skills. Familiarity with public relations and the ability to supervise and communicate.			
5.3.1(B)		X	X
5.3.2 Explain the benefits to the organization of cooperating with allied organizations, given a specific problem or issue in the community, so that the purpose for establishing external agency relationships is clearly explained.			
5.3.2			X
5.3.2(A) Requisite Knowledge. Agency mission and goals and the types and functions of external agencies in the community.			
5.3.2 (A)	X		
5.3.2(B) Requisite Skills. The ability to develop interpersonal relationships and to communicate.			
5.3.2 (B)			X
5.4.1 Develop a policy or procedure, given an assignment, so that the recommended policy or procedure identifies the problem and proposes a solution.			
5.4.1		X	
5.4.1(A) Requisite Knowledge.Policies and procedures and problem identification.			
5.4.1 (A)	X		
5.4.1(B) Requisite Skills.The ability to communicate in writing and to solve problems.			
5.4.1 (B)		X	X
5.4.2 Develop a project or divisional budget, given schedules and guidelines concerning its preparation, so that capital, operating, and personnel costs are determined and justified.			
5.4.2		X	
5.4.2(A) Requisite Knowledge.The supplies and equipment necessary for ongoing or new projects; repairs to existing facilities; new equipment, apparatus maintenance, and personnel costs; and appropriate budgeting system.			

5.4.2 (A)	X		
5.4.2(B) Requisite Skills. The ability to allocate finances, to relate interpersonally, and to communicate.			
5.4.2 (B)		X	X
5.4.3 Describe the process of purchasing, including soliciting and awarding bids, given established specifications, in order to ensure competitive bidding so that the needs of the organization are met within the applicable federal, state/provincial, and local laws and regulations.			
5.4.3			X
5.4.3(A) Requisite Knowledge.Purchasing laws, policies, and procedures.			
5.4.3 (A)	X		
5.4.3(B) Requisite Skills.The ability to use evaluative methods and to communicate.			
5.4.3 (B)		X	X
5.4.4 Prepare a media release, given an event or topic, so that the information is accurate and formatted correctly.			
5.4.4		X	
5.4.4(A) Requisite Knowledge.Policies and procedures and the format used for media releases by various outlets, including the use of social media in accordance with AHJ policies and procedures.			
5.4.4 (A)	X		
5.4.4(B) Requisite Skills.The ability to communicate.			
5.4.4 (B)		X	
5.4.5 Prepare a concise report for transmittal to a supervisor, given fire department record(s) and a specific request for details such as trends, variances, or other related topics, so that the information required for the AHJ is accurate and documented.			
5.4.5		X	
5.4.5(A) Requisite Knowledge.The data processing system.			

5.4.5 (A)	X		
5.4.5(B) Requisite Skills.The ability to communicate in writing and to interpret data.			
5.4.5 (B)		X	X
5.4.6 Develop a plan to accomplish change in the organization, given an agency's change of policy or procedures, so that effective change is implemented in a supportive manner.			
5.4.6		X	
5.4.6(A) Requisite Knowledge. Planning and implementing change.			
5.4.6 (A)	X		
5.4.6(B) Requisite Skills. The ability to clearly communicate.			
5.4.6 (B)		X	X
5.5.1 Determine the area of origin and preliminary cause of a fire, given a fire scene, photographs, diagrams, pertinent data, and/or sketches, to determine if arson is suspected so that law enforcement action is taken.			
5.5.1			X
5.5.1(A) Requisite Knowledge.Indications of arson, common causes of fire, methods to preserve and protect the general area of origin, basic origin and cause determination, fire growth and development, and documentation of preliminary fire investigative procedures.			
5.5.1 (A)	X		
5.5.1(B) Requisite Skills.The ability to investigate a fire scene and identify the general area of origin, implement procedures to preserve and protect sources of ignition within that general area of origin, and communicate.			
5.5.1 (B)			X
5.6.1 Produce operational plans, given an emergency incident requiring multi-unit operations, the current editions of NFPA 1600, NFPA 1700, NFPA 1710, and NFPA 1720; and AHJ-approved safety procedures, so that required resources and their assignments are obtained and plans are carried out in			

compliance with NFPA 1600, NFPA 1700, NFPA 1710, and NFPA 1720 and approved safety procedures resulting in the mitigation of the incident.

[5.6.1](#)

X

5.6.1(A) Requisite Knowledge. Standard operating procedures; national, state/provincial, and local information resources available for the mitigation of emergency incidents; an incident management system; and a personnel accountability system.

[5.6.1 \(A\)](#)

X

5.6.1(B) Requisite Skills. The ability to implement an incident management system, to communicate, to supervise and account for assigned personnel under emergency conditions, and to serve in command staff and unit supervision positions within the Incident Management System.

[5.6.1 \(B\)](#)

X

5.6.2 Develop and conduct a post-incident analysis, given multi-unit incident and post-incident analysis policies, procedures, and forms, so that all required critical elements are identified and communicated and the approved forms are completed and processed.

[5.6.2](#)

X

5.6.2(A) Requisite Knowledge. Elements of a fire- or rescue-related post-incident analysis, basic building construction, basic fire protection systems and features, basic water supply, basic fuel loading, fire growth and development, and departmental procedures relating to dispatch response, strategy tactics and operations, sources of any emergency operations controlling authority, including EMS protocols, if applicable, and customer service.

[5.6.2 \(A\)](#)

X

5.6.2(B) Requisite Skills. The ability to write reports, to communicate, and to evaluate skills.

[5.6.2 \(B\)](#)

X

X

5.6.3 Prepare a written report, given incident reporting data from the jurisdiction, so that the major causes for service demands are identified for various planning areas within the service area of the organization.

[5.6.3](#)

X

5.6.3(A) Requisite Knowledge. Analyzing data.

5.6.3 (A)	X		
5.6.3(B) Requisite Skills. The ability to write clearly and to interpret response data correctly to identify the reasons for service demands.			
5.6.3 (B)		X	X
5.7.1 Analyze a member's accident, injury, or health exposure history, given a case study, so that a report including action taken and recommendations made is prepared for a supervisor.			
5.7.1			X
5.7.1(A) Requisite Knowledge. The causes of unsafe acts, health exposures, or conditions that result in accidents, injuries, occupational illnesses, or deaths; and requirements for reporting and receiving information related to health exposures.			
5.7.1 (A)	X		
5.7.1(B) Requisite Skills. The ability to communicate and to interpret accidents, injuries, occupational illnesses, or death reports.			
5.7.1 (B)		X	X

