

Task Book for the role of:

# CERTIFIED SILVICULTURIST

Task Book Assigned To:

Candidate's Name:

Home Unit:

Home Unit Phone Number:

*The material contained in this book accurately defines the performance expected of the role for which it was developed. The primary purpose of the task book is to provide a structured tool and tracking method for the certification candidate and supervisor to track the progress toward becoming a Certified Silviculturist.*

**Verification of Completed Task Book for the role of:**

**Certified Silviculturist**

**Final Evaluator's Verification:**

*To be completed ONLY when candidate has met all requirements set forth in this task book.*

*We verify that  
has successfully completed all minimum training and performance competencies required  
for the position of Certified Silviculturist and is being recommended for Certification.*

Name:

Title and home unit:

**(Line Officer Signature and Date)**

Name:

Title and home unit:

**(Regional Forester Signature and Date)**

**Silviculture certification:**

*I certify that  
has satisfactorily demonstrated all core competencies and met all standards per Regional  
Requirements. The candidate has now achieved the role of Certified Silviculturist.*

Name:

Title and home unit:

**(Regional Director or Regional Director Representative Signature and Date)**

# Certified Silviculturist

## Position Task Book

### Overview

This Position Task Book (PTB) describes the candidate's qualifications for the role of certified silviculturist. Key components in this task book include the Signatures page; Task Table; the National Advanced Silviculture Program (NASP) Documentation and Completion Record; Appendix 1. Roles in Certification Process; Appendix 2. The Certification Process; and Appendix 3. Task Evaluation Record.

The Bureau of Indian Affairs (BIA) Regional Office has approved the use of this portfolio to document the candidate's training, evaluation records, and work experiences required to demonstrate the achievement of the standards described within the Core Competencies. Experience gained within and external to the agency will be reviewed and documented in this PTB, where appropriate.

To request the PTB, the Line Officer (i.e. Agency Superintendent or Forestry Program Manager) on behalf of the candidate, will send the candidate's resume and letter of interest to the Regional Forester, who will review the resume, sign off on task completion through previous work, and initiate the PTB for the candidate. Candidates will work with persons listed in *Appendix 1. Roles in Certification Process* throughout the certification process. Candidates should also work with related resource specialists within their program, and research scientists or professors. Regional Foresters may recommend mentors to candidates, as necessary.

The successful completion of all requirements identified in the PTB, as determined by qualified evaluators, will be the basis for recommending the candidate for final review by the Regional Forester. Qualified evaluators are subject matter experts (refer to *Appendix 1. Roles in Certification Process*). The Line Officer will verify that the candidate has successfully completed all minimum training and performance competencies and signs the PTB as a final evaluator prior to being sent to the Regional Office for review. Sample work products (such as prescriptions and other documents) and consultations with evaluators may also be used in the review process that leads to the decision to recommend certification.

Finalization of the certification process for official designation as a Certified Silviculturist requires the recommendation of the Regional Forester and final approval by the Regional Director through their signature. Central office candidates will coordinate with the Branch of Forest Inventory and Planning (FIP) for appropriate approval signatures designating certification. Candidates should be aware that certification through the Bureau of Indian Affairs does not automatically mean certification will be recognized by the USDA Forest Service or other federal agencies.

## Task Table

(Table 1) – Required tasks that demonstrate core competencies. Although tasks may be accomplished in any order, pre-NASP items are required before attending NASP (see page 10).

Column 1: A list of the twenty-nine tasks that demonstrate the core competencies or serve as building blocks to develop abilities needed for certification. They are grouped within the related core competency.

Column 2: Evidence of Task. The candidate will briefly document how they accomplished each task.

Column 3: Type of Evidence. The type of evidence required for each task is indicated. The applicable codes are:

FT = formal training

SS = self-study

OJT = on-the-job training

D = document-based (for example, a prescription, silvicultural input for a NEPA analysis, or an economic analysis may be listed as evidence).

Some tasks may have alternate or multiple acceptable evidence codes.

Column 4: A qualified evaluator will initial and date when tasks are successfully completed. Each evaluator may also provide information about their qualifications and complete an evaluation record for any tasks they evaluated (see Appendix 3. Task Evaluation).

Tasks within the PTB can be completed in any order and may satisfy more than one core competency.

*\*NOTE: The Regional Forester may substitute an applicable alternative where appropriate. The alternative task(s) should be clearly marked in the PTB. Should the candidate transfer to another BIA Region, they may be asked to satisfy a task that was previously substituted.*

## Supporting Evaluation Documentation

Each completed task in the Task Table needs documentation providing a detailed account on how the task was accomplished. Candidates and evaluators are encouraged to use the form in Appendix 3 (Task Evaluation Form), however Regional Foresters may use their discretion in allowing other forms of documentation.

**Table 1. Task Table**

Task	*Evidence of Task: List job experiences, trainings, and accomplishments	Type of Evidence: (see codes above)	Evaluator: Initial & date.
<b>Core Competency – Landscape Characterization</b>			
1. Describe the historic and current landscape vegetation condition trends.		D	Initial Date
2. Describe the desired landscape vegetation condition, potential successional pathways and the relationship to land and resources management plan objectives.		D	Initial Date
3. Describe the abiotic features that influence vegetation conditions within the landscape such as soils, landforms, water, climate, precipitation, etc.		D	Initial Date
4. Become familiar with landscape simulation models used in the Region as well as other landscape scale disturbance models as they pertain to Forest Management Plan Assessments of vegetation pattern and process at the landscape level including how natural range of variation helps to inform desired conditions.			Initial Date
<b>Core Competency – Stand Delineation and Condition</b>			
5. Complete stand exams using the locally defined protocol. Establish a survey design that is statistically sound and meets inventory needs.		D	Initial Date
6. Use project exam data to describe and display stand attributes such as: cover types; forest structure classes; potential natural vegetation types; disturbance regimes; volume and volume classes; seral stage; and stand condition.		D	Initial Date
7. Using vegetation inventory:			
a. Demonstrate the difference between stand average values and individual plot values as each relates to resources		D	Initial Date
b. Demonstrate proficiency in generating applicable stand data output reports that are needed to describe stand conditions.		D	Initial Date
8. Disturbance Agents: Work with forest health protection staff to:			
a. Recognize evidence of and susceptibility to common disturbance agents found within stands.			Initial Date
b. Identify signs and symptoms of both environmental and biological disturbance agents.			Initial Date
c. Understand the relationship between various disturbance agents, pest complexes, and other stand attributes.			Initial Date

Certified Silviculturist Position Task Book for *Type candidate's name here*

Task	*Evidence of Task: List job experiences, trainings, and accomplishments	Type of Evidence: (see codes above)	Evaluator: Initial & date.
9. Demonstrate understanding and correct application of basic principles of stand delineation. Show ability to blend forest stand biological conditions with its suitability as a management unit. Examples of factors to consider are topography, slope, aspect, soils, water features, road locations, unit size, logging systems, etc.			Initial Date
10. Collect, analyze, and maintain stand-based and spatial data.			Initial Date

**Core Competency - Legal Requirements, Management Direction, Desired Stand Condition**

11. Participate as vegetation specialist (Forester) on at least one project-level NEPA analysis or agency equivalent analysis.		D	Initial Date
12. Develop desired conditions at the stand level for a rotation in even aged stands or regulation accomplishment after multiple cutting cycles in uneven aged systems. Desired conditions are informed by management objectives from the Forest Management Plan and Project Level NEPA, such as growth and yield, composition and structure, soils, wildlife habitat, range, fuels, hydrology, scenery, recreation, cultural resources, providing for resilient forest stand conditions considering disturbance agents and a changing climate.		D	Initial Date
13. Understand Traditional Ecological Knowledge (TEK) including ecological relationships between vegetation and other resource disciplines (i.e. wildlife, cultural resources, recreation, fisheries, botany/native plants, ecology, fire, hydrology, soils, range, etc.).			Initial Date
14. Review Forest Management Plan and understand the components and management objectives related to vegetation management.		SS	Initial Date
15. Review 59 IAM Chapter 3-H NEPA Guidebook.		SS	Initial Date
16. Review 53 IAM 2-H Forest Management Planning Handbook		SS	Initial Date
17. Review the National Indian Forest Resources Management Act of 1990 (NIFRMA) and 25 CFR § 163.		SS	Initial Date
18. Review available climate change vulnerability assessments for the area.			Initial Date

Task	*Evidence of Task: List job experiences, trainings, and accomplishments	Type of Evidence: (see codes above)	Evaluator: Initial & date.
<b>Core Competency - Analysis of Management Alternatives</b>			
19. Complete stand diagnosis to determine treatments needed considering site capability, current conditions, management direction and desired future condition.		D	Initial Date
20. Develop treatment alternatives that are based on the principles of even-aged, two-aged, or uneven-aged silvicultural systems.		D	Initial Date
21. Evaluate the effects of treatment alternatives in meeting land management plan objectives and the NEPA purpose and need.		D	Initial Date
22. Complete economic analysis for a silvicultural project. Determine stand economic values using appropriate economic analysis tools. Understand capabilities and limitations of economic analyses when used to compare alternatives.		D	Initial Date
23. Understand the basic principle of growth and yield models used, such as FVS, as a tool to evaluate the alternatives of a silvicultural project. Understand their capabilities and limitations, their use as visualization models in public documents, and their ability to predict both tree and stand growth.		FT	Initial Date
<b>Core Competency - Implementation - ability to develop detailed prescriptions and implementation guides, address contingency and monitoring plans, and to develop and work with interdisciplinary coordination and mitigations.</b>			
<p>24. Silviculture Prescription</p> <p>Develop detailed site-specific operational prescriptions that include implementation guides, monitoring and evaluation plans that meet the minimum standards documented in 53 IAM Chapter 9 and/or any additional agency specific requirements. Prescriptions may include: Regeneration and intermediate harvests, treatments that prevent or mitigate effects from disturbance agents, fuel reduction treatments, mechanical or prescribed burns, and stand improvement treatments with no harvest.</p> <p>Accomplishment of this task may be encompassed by one or several projects and prescription documents.</p>		D	Initial Date

Certified Silviculturist Position Task Book for *Type candidate's name here*

Task	*Evidence of Task: List job experiences, trainings, and accomplishments	Type of Evidence: (see codes above)	Evaluator: Initial & date.
25. Timber Sale Preparation			
a. Layout sale units considering site and stand characteristics, technological limitations, and management objectives.		OJT	Initial Date
b. Implement tree-marking guidelines and assist in determining treatment constraints, and operational feasibility of silvicultural treatments and if prescribed treatments require special contract provisions or sale administration procedures.		OJT	Initial Date
c. Assist in project preparation by determining funds needed for completing post-harvest requirements of the project.		D	Initial Date
26. Sale Administration			
a. Participate in a post-harvest project review to monitor the work accomplished in accordance with NEPA, silvicultural prescription and land management objectives. The post project review should be conducted with an interdisciplinary team and evaluate if the activities met the objectives of the NEPA and sale documents.		OJT	Initial Date
b. Inspect timber sale operations. Understand how timber sale administration is affected by the prescribed silvicultural treatments. Re-evaluate feasibility of contract provisions after the timber sale contract is implemented by the purchaser.		OJT	Initial Date
27. Fuel Treatments (Regional Discretion)			
a. Work with fuel personnel to determine existing fuel loading utilizing available sampling methods. Identify appropriate crown and fuel models using inventory methods such as photo series, plot, or transect data.		OJT	Initial Date
b. Prior to the seasonal burn period, work with the burn boss in order to understand the burn plan and the objectives of the prescribed fire. <i>+If red carded, it is recommended the candidate works with the burn boss during implementation to evaluate the burn effects.</i>		OJT	Initial Date

*Certified Silviculturist Position Task Book for [Type candidate's name here](#)*

Task	*Evidence of Task: List job experiences, trainings, and accomplishments	Type of Evidence: (see codes above)	Evaluator: Initial & date.
28. Reforestation			
a. View a variety of site preparation techniques.		OJT	Initial Date
b. Understand local seed procurement processes and genetic considerations. Train or participate in cone/seed collections and storage/transport.			Initial Date
c. Monitor tree planting or site preparation for natural contract(s) or in-house operations. Understand overall planting operations including transportation, storage, and handling of seedlings. Also understand seasonal limitations, site limitations, and planting techniques.		OJT	Initial Date
d. Visit a supporting nursery at least once to become familiar with bare root, container, and native plant operations. Visit during lift and pack operations if possible.		OJT	Initial Date
e. Participate in design and implementation of plantation survival surveys for planted units and/or stocking exams for natural regeneration. Analyze results to determine if meeting or exceeding minimum stocking levels.		OJT	Initial Date
f. Track reforestation activities and assess reforestation needs.			Initial Date
29. Stand Improvement (SI) - Monitor stand improvement projects completed by contract or in-house.		OJT	Initial Date

## NASP Documentation and Completion Record for

NASP is a rigorous graduate-level training course with a curriculum focused on 1) ecological systems, 2) inventory and decision support, 3) landscape ecology and 4) advanced silviculture topics. Successful completion of NASP and any applicable regional or local module(s) are requirements for certification. Candidates with an advanced degree in, for example, silviculture, forest ecology, or forest science, may be eligible for partial or complete exemptions from specific modules. Exemptions shall be determined by the Regional Director and the candidate's supervisor, or representative, based on previously completed graduate-level coursework.

Prior to attending NASP, candidates must complete the following table 1 tasks: Silviculturist Task Book:

- Stand Examination: Task 5
- Stand Attribute Identification: Task 6
- Stand Delineation: Task 9
- Timber Sale Preparation: Task 25(a), and 25(b)
- Timber Sale Administration: Tasks 26(a), or 26(b)
- Reforestation: Tasks 28(a), 28(c), and 28(e)
- Stand Improvement: Task 29

Annually, eligible candidates will be offered the opportunity to submit a NASP application. The application package, which includes the candidate's letter of commitment and Forestry Program Manager support with a recommendation by the Regional Forester.

### NASP completion record

Module Completed	Regional Forester Signature
Module 1*	
Module 2*	
Module 3*	
Module 4*	
Regional Module	

\*Grade of B, or higher, is needed for successful completion.

## Appendix 1. Roles in Certification Process

Role	Responsibility	Tasks
Regional Director	Regional Director	Ensures silvicultural certification standards and policies are met; certifies silvicultural candidates upon successful completion of the Position Task Book (PTB).
Regional Director	Regional Forester, as delegated by the Regional Director	Initiates task book for candidates; recommend qualified mentors for candidates; selects NASP candidates for region; monitors NASP attendance & grades; engages with candidates and evaluators periodically during the process; reviews completed task book and recent work with other specialists, evaluators, or silviculturists as needed; and recommends certification to the Regional Director.
Line Officer	Agency Superintendent, Forestry Program Manager with line officer authority	Requests PTB initiation on behalf of candidate; provides letter of support for candidate to attend NASP; and signs as a final evaluator before task book goes to the regional office.
Evaluator	D, FT, OJT, and SS tasks: Forestry Program Manager, supervisor, silviculturist, resource specialist, subject matter expert, or training instructor	Understand the silviculture certification process and the core competency for the task they are evaluating. Coaches, teaches, directs experience as applicable to the task they are evaluating a candidate for; connects candidates with other silviculturists, subject matter experts, or resource specialists; signs and reviews their performance for applicable tasks.
Mentor	An experienced silviculturist	On a regular basis, pro-actively provides advice to the candidate on navigating the certification process by answering questions or questioning and challenging the candidate to think creatively; provides timely benchmark check-ins to ensure the candidate stays on track; connects candidates to other silviculturists, subject matter experts, and resource specialists; reviews and critiques prescriptions; recommends specialized training or work experience to fully meet the Minimum Standards and Core Competencies.

## Appendix 2. The Certification Process

	Candidate Requirements	Resulting Actions	Timeframe
Initialize task book	Express interest in becoming a certified silviculturist, has appropriate education and experience as follows:  Nominees possess a baccalaureate degree or higher in forestry meeting the OPM Individual Occupation Requirements for the GS-460 Forester Series and have a minimum of 3 years recent professional experience in silviculture or forest management. At least two years should have been at the field level.	Candidate's line officer or Forestry Program Manager requests task book from Regional Forester.	As appropriate
		Regional Forester reviews resume, crediting already-completed tasks, if appropriate.	
		Task book issued to candidate.	
Pre-NASP	Complete National Task Book pre-NASP requirements	Candidate submits regionally required NASP application package to the Regional Forester and completes the pre-NASP requirements in Table 1.	Prior to NASP call for nominations due date
	Request Forestry Program Manager to send a nomination letter of support to Regional Forester supporting NASP recommendation	Regional Forester makes selections and submits the NASP application package to Central Office for consideration into the NASP program.	By Central Office due date
NASP	Attend four 2-week University-based NASP modules, maintaining B average	Regional Forester monitors attendance and grades, discusses potential concerns with the Forestry Program Manager.	During course of NASP modules.
	Attend regional module(s)	Regional Forester determines if a regional module is required and identifies training opportunities.	Varies by Region
Post-NASP	Completes remaining tasks in PTB.	Evaluators sign off tasks and once completed sends PTB to line officer for final evaluator review and signature. Line officer then sends PTB to Regional Forester for final review.	The goal is to finish the task book within 1 year of completing NASP and any required regional module(s).
Certification Review	Provides supporting documentation as requested	Regional Forester reviews task book and selected documents through informal dialogue with candidate and other specialists, as needed.	Within 3 months of PTB being submitted
		Regional Forester recommends that the Regional Director certify the candidate.	

## Appendix 3. Task Evaluation

Each evaluator, with the candidate's input, completes an evaluation record for tasks performed by the candidate. An evaluation record can cover multiple tasks, if applicable. Successful completion of the task(s) will be indicated in the evaluator column of Table 1 in the Certified Silviculturist Position Task Book, with the evaluator's initials and date.

### Task evaluation record

<b>Candidate Name:</b>	
Evaluator Name:	
Evaluator Job Title or Relevant Qualification:	
Evaluator's Contact Information:	
Task(s) number and description from Table 1 of PTB:	

Narrative: Candidate provides a short description of what specific work was performed to complete the task.

Narrative: Evaluator states whether the candidate successfully completed the task and demonstrated competency to independently, if applicable, perform the task in the future. If the task was not completed successfully, then recommend the additional training, experience or guidance needed.

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Evaluator signature