



NWCG Task Book for the Positions of:

**HELICOPTER COORDINATOR
(HLCO)**

**AIR TACTICAL GROUP SUPERVISOR
(ATGS)**

(POSITION PERFORMANCE REQUIRED ON A WILDFIRE ASSIGNMENT)

PMS 311-18

JUNE 2009

Task Book Assigned To:

Trainee's Name: _____

Home Unit/Agency: _____

Home Unit Phone Number: _____

Task Book Initiated By:

Official's Name: _____

Home Unit Title: _____

Home Unit/Agency: _____

Home Unit Phone Number: _____

Home Unit Address: _____

Date Initiated: _____

The material contained in this book accurately defines the performance expected of the positions for which it was developed. Each position task book builds on tasks from previous prerequisite position task books. This task book is approved for use as a position qualification document in accordance with the instructions contained herein.

**Verification/Certification of Completed Task Book
for the Position of:**

_____ (position title)

Final Evaluator's Verification

*To be completed **ONLY** when you are recommending the trainee for certification.*

I verify that (trainee name) _____ has successfully performed as a trainee by demonstrating all tasks for the position listed above and should be considered for certification in this position. All tasks are documented with appropriate initials.

Final Evaluator's Signature: _____

Final Evaluator's Printed Name: _____

Home Unit Title: _____

Home Unit/Agency: _____

Home Unit Phone Number: _____ Date: _____

Agency Certification

I certify that (trainee name) _____ has met all requirements for qualification in the above position and that such qualification has been issued.

Certifying Official's Signature: _____

Certifying Official's Printed Name: _____

Title: _____

Home Unit/Agency: _____

Home Unit Phone Number: _____ Date: _____

Additional copies of this publication are available through:
NWCG, Publications Management System at <http://www.nwcg.gov/pms/taskbook/taskbook.htm>

NATIONAL WILDFIRE COORDINATING GROUP (NWCG) POSITION TASK BOOK

NWCG Position Task Books (PTBs) have been developed for designated National Interagency Incident Management System (NIIMS) positions. Each PTB lists the competencies, behaviors and tasks required for successful performance in specific positions. Trainees must be observed completing all tasks and show knowledge and competency in their performance during the completion of this PTB.

Trainees are evaluated during this process by qualified evaluators, and the trainee's performance is documented in the PTB for each task by the evaluator's initials and date of completion. An Evaluation Record will be completed by all evaluators documenting the trainee's progress after each evaluation opportunity.

Successful performance of all tasks, as observed and recorded by an evaluator, will result in a recommendation to the agency that the trainee be certified in that position. Evaluation and confirmation of the trainee's performance while completing all tasks may occur on one or more training assignments and may involve more than one evaluator during any opportunity.

INCIDENT/EVENT CODING

Each task has a code associated with the type of training assignment where the task may be completed. The codes are: O = other, I = incident, W = wildfire, RX = prescribed fire, W/RX = wildfire OR prescribed fire and R = rare event. The codes are defined as:

- O = Task can be completed in any situation (classroom, simulation, daily job, incident, prescribed fire, etc.).
- I = Task must be performed on an incident managed under the Incident Command System (ICS). Examples include wildland fire, structural fire, oil spill, search and rescue, hazardous material, and an emergency or non-emergency (planned or unplanned) event.
- W = Task must be performed on a wildfire incident.
- RX = Task must be performed on a prescribed fire incident.
- W/RX = Task must be performed on a wildfire OR prescribed fire incident.
- R = Rare events such as accidents, injuries, vehicle or aircraft crashes occur infrequently and opportunities to evaluate performance in a real setting are limited. The evaluator should determine, through interview, if the trainee would be able to perform the task in a real situation.

While tasks can be performed in any situation, they must be evaluated on the specific type of incident/event for which they are coded. For example, tasks coded W must be evaluated on a wildfire; tasks coded RX must be evaluated on prescribed fire and so on. Performance of any task on other than the designated assignment is not valid for qualification.

Tasks within the PTB are numbered sequentially; however, the numbering does NOT indicate the order in which the tasks need to be performed or evaluated.

The bullets under each numbered task are examples or indicators of items or actions related to the task. The purpose of the bullets is to assist the evaluator in evaluating the trainee; the bullets are not all-inclusive. Evaluate and initial ONLY the numbered tasks. DO NOT evaluate and initial each individual bullet.

A more detailed description of this process and definitions of terms are included in the *Wildland Fire Qualification System Guide*, PMS 310-1. This document can be found at <http://www.nwcg.gov/pms/docs/docs.htm>.

RESPONSIBILITIES

The responsibilities of the Home Unit/Agency, Trainee, Coach, Training Specialist, Evaluator, Final Evaluator and Certifying Official are identified in the *Wildland Fire Qualification System Guide*, PMS 310-1. It is incumbent upon each of these individuals to ensure their responsibilities are met.

INSTRUCTIONS FOR THE POSITION TASK BOOK EVALUATION RECORD

Evaluation Record #

Each evaluator will need to complete an evaluation record. Each evaluation record should be numbered sequentially. Place this number at the top of the evaluation record page and also use it in the column labeled "Evaluation Record #" for each numbered task the trainee has satisfactorily performed.

Trainee Information

Print the trainee's name, position on the incident/event, home unit/agency, and the home unit/agency address and phone number.

Evaluator Information

Print the Evaluator's name, position on the incident/event, home unit/agency, and the home unit/agency address and phone number.

Incident/Event Information

Incident/Event Name: Print the incident/event name.

Reference: Enter the incident code and/or fire code.

Duration: Enter inclusive dates during which the trainee was evaluated.

Incident Kind: Enter the kind of incident (wildfire, prescribed fire, search and rescue, flood, hurricane, etc.).

Location: Enter the geographic area, agency, and state.

Management Type or Prescribed Fire Complexity Level: Circle the ICS organization level (Type 5, Type 4, Type 3, Type 2, Type 1, Area Command) or the prescribed fire complexity level (Low, Moderate, High).

Fire Behavior Prediction System (FBPS) Fuel Model Group: Circle the Fuel Model Group letter that corresponds to the predominant fuel type in which the incident/event occurred.

G = Grass Group (includes FBPS Fuel Models 1 – 3):

1 = short grass (1 foot); 2 = timber with grass understory; 3 = tall grass (1½ - 2 feet)

B = Brush Group (includes FBPS Fuel Models 4 – 6):

4 = Chaparral (6 feet); 5 = Brush (2 feet); 6 = dormant brush/hardwood slash;

7 = Southern rough

T = Timber Group (includes FBPS Fuel Models 8 – 10)

8 = closed timber litter; 9 = hardwood litter; 10 = timber (with litter understory)

S = Slash Group (includes FBPS Fuel Models 11 – 13)

11 = light logging slash; 12 = medium logging slash; 13 = heavy logging slash

Evaluator's Recommendation

For 1 – 4, initial only one line as appropriate; this will allow for comparison with your initials in the Qualifications Record.

Record additional remarks/recommendations on an Individual Performance Evaluation, or by attaching an additional sheet to the evaluation record.

Evaluator's Signature

Sign here to authenticate your recommendations.

Date

Document the date the Evaluation Record is being completed.

Evaluator's Relevant Qualification (or agency certification)

List your qualification or certification relevant to the trainee position you supervised.

Note: Evaluators must be either qualified in the position being evaluated or supervise the trainee; Final Evaluators must be qualified in the trainee position they are evaluating.

Common Tasks for HLCO and ATGS

This task book contains tasks for the positions of Helicopter Coordinator (HLCO) and Air Tactical Group Supervisor (ATGS). The common tasks for both positions are listed first. The tasks specific to each position are listed following the common tasks.

Common Tasks	pages 6 – 15	(Tasks 1-41)
HLCO Specific Tasks	pages 16 – 17	(Tasks 42-51)
ATGS Specific Tasks	pages 18 – 23	(Tasks 52-78)

Competency: Assume position responsibilities.

Description: Successfully assume role of Air Tactical Group Supervisor and/or Helicopter Coordinator and initiate position activities at the appropriate time according to the following behaviors.

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Ensure readiness for assignment.			
1. Obtain and assemble information and materials needed for kit.	O		
2. Obtain complete information from dispatch upon assignment. <ul style="list-style-type: none"> • <i>Incident name</i> • <i>Incident order number</i> • <i>Request number</i> • <i>Incident phone number</i> • <i>Reporting time</i> • <i>Reporting location</i> • <i>Transportation arrangements/travel routes</i> • <i>Contact procedures during travel (telephone/radio)</i> • <i>Frequencies, contacts, hazards, other aircraft, special use air space</i> • <i>Flight following procedures</i> 	O		
3. Check in at assigned base of operations or with supervisor.	I		

Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.

Common Tasks for HLCO and ATGS

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Ensure availability, qualifications, and capabilities of resources to complete assignment.			
4. Evaluate aircraft capabilities and pilot qualifications per agency standards. <ul style="list-style-type: none"> • <i>Appropriate platform for the mission.</i> • <i>Proper carding of aircraft and pilot.</i> • <i>Avionics typing appropriate to the mission.</i> 	I		
Behavior: Gather, update, and apply situational information relevant to the assignment.			
5. Evaluate other incident aircraft and their capabilities; assign to suitable missions.	I		
6. Obtain information on location of any known hazards in the area.	I		
7. Gather airspace information. <ul style="list-style-type: none"> • <i>Confirm Temporary Flight Restriction (TFR) status.</i> • <i>Ensure adequate TFR dimensions.</i> • <i>Identify/de-conflict Special Use Airspace (SUA).</i> • <i>Identify other aircraft operating in area.</i> 	I		
8. Obtain information on retardant and suppressant use restrictions. <ul style="list-style-type: none"> • <i>Watersheds/fisheries</i> • <i>Visual impacts</i> • <i>Local use restrictions</i> 	W/RX		
9. Confirm communication frequencies, air-to-ground FM, air-to-air (helicopter and fixed-wing).	I		
10. Obtain Incident Action Plan (IAP) or relevant plan and incident map. <ul style="list-style-type: none"> • <i>Obtain daily update on incident objectives and tactics.</i> 	I		

Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.

Common Tasks for HLCO and ATGS

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
11. Identify division locations/boundaries and establish contact with ground forces.	I		
12. Obtain helicopter base information. <ul style="list-style-type: none"> • <i>Helispots/helibases (size and type capabilities).</i> • <i>Dip sites (locations and turn around times).</i> • <i>Drop points and roads.</i> • <i>Portable bases and locations.</i> 	W/RX		
Behavior: Establish effective relationships with relevant personnel.			
13. Establish and maintain positive interpersonal and interagency working relationships.	I		
Behavior: Ensure ability to use tools necessary to complete assignment.			
14. Demonstrate navigational tasks by plotting coordinates. <ul style="list-style-type: none"> • <i>Topographic maps</i> • <i>Sectional/World Aeronautical Charts (WACS)</i> • <i>Global Positioning System (GPS)</i> 	I		
15. Correctly prepare radios for operation. <ul style="list-style-type: none"> • <i>Program AM/FM radios.</i> • <i>Select proper frequency(ies).</i> • <i>Demonstrate proper audio panel use.</i> 	I		
Behavior: Establish organization structure, reporting procedures, and chain of command of assigned resources.			
16. Evaluate effectiveness of air tactical operations and recommend/coordinate adjustments to operations.	W/RX		

Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.

Common Tasks for HLCO and ATGS

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Understand and comply with ICS concepts and principles.			
17. Develop the organization structure necessary to manage the incident. <ul style="list-style-type: none"> • <i>Maintain appropriate span of control.</i> • <i>Utilize initial point (IP).</i> • <i>Utilize virtual fences.</i> • <i>Order additional supervision as required.</i> • <i>Establish flight routes.</i> 	I		
18. Coordinate with functional areas within the ICS structure. <ul style="list-style-type: none"> • <i>Initial attack structure</i> • <i>Extended attack/large fire</i> 	I		

Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.

Common Tasks for HLCO and ATGS

Competency: Lead assigned personnel.

Description: Influence, guide, and direct assigned personnel to accomplish objectives and desired outcomes in a rapidly changing, high-risk environment.

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Model leadership values and principles.			
19. Exhibit principles of duty. <ul style="list-style-type: none"> • <i>Be proficient in your job, both technically and as a leader.</i> • <i>Make sound and timely decisions.</i> • <i>Ensure tasks are understood, supervised and accomplished.</i> • <i>Develop your subordinates for the future.</i> 	I		
20. Exhibit principles of respect. <ul style="list-style-type: none"> • <i>Know your subordinates and look out for their well-being.</i> • <i>Keep your subordinates informed.</i> • <i>Build the team.</i> • <i>Employ your subordinates in accordance with their capabilities.</i> 	I		
21. Exhibit principles of integrity. <ul style="list-style-type: none"> • <i>Know yourself and seek improvement.</i> • <i>Seek responsibility and accept responsibility for your actions.</i> • <i>Set the example.</i> 	I		
Behavior: Ensure the safety, welfare, and accountability of assigned personnel.			
22. Provide for the safety and welfare of assigned resources. <ul style="list-style-type: none"> • <i>Recognize, mitigate and communicate potentially hazardous situations.</i> • <i>Monitor condition of assigned resources.</i> • <i>Account for assigned resources.</i> 	I		

Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.

Common Tasks for HLCO and ATGS

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Emphasize teamwork.			
23. Establish cohesiveness among assigned resources. <ul style="list-style-type: none"> • <i>Provide for open communication.</i> • <i>Seek commitment.</i> • <i>Set expectations for accountability.</i> • <i>Focus on the team result.</i> 	I		

Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.

Common Tasks for HLCO and ATGS

Competency: Communicate effectively.

Description: Use suitable communication techniques to share relevant information with appropriate personnel on a timely basis to accomplish objectives in a rapidly changing, high-risk environment.

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Ensure relevant information is exchanged during briefings and debriefings.			
24. Debrief with appropriate supervisor, personnel and pilots (e.g., Operations Section Chief/Air Operations Branch Director, Helibase personnel). <ul style="list-style-type: none"> • <i>Summarize and evaluate day's operation.</i> • <i>Make recommendations for succeeding operations.</i> 	I		
25. Participate in functional area briefings and After Action Reviews (AARs).	I		
Behavior: Ensure documentation is complete and disposition is appropriate.			
26. Compile daily statistics and provide to appropriate supervisor.	I		
Behavior: Communicate and ensure understanding of work expectations within the chain of command and across functional areas.			
27. Ensure priorities and tactics are communicated and understood throughout involved functional areas. <ul style="list-style-type: none"> • <i>Coordinate tactics and priorities with appropriate operations personnel.</i> 	O		

Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.

Common Tasks for HLCO and ATGS

Competency: Ensure completion of assigned actions to meet identified objectives.

Description: Identify, analyze, and apply relevant situational information and evaluate actions to complete assignments safely and meet identified objectives. Complete actions within established timeframe.

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
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Behavior: Administer and/or apply agency policy, contracts and agreements.

28. Monitor compliance with agency aviation regulations. <ul style="list-style-type: none"> • <i>Sunrise and sunset limitations.</i> • <i>Initiation and completion of incident reports.</i> • <i>Personal protective equipment (PPE).</i> • <i>Completion of financial records.</i> • <i>Flight and duty hour limitations.</i> 	I		
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Behavior: Gather, analyze, and validate information pertinent to the incident or event and make recommendations for setting priorities.

29. Recommend tactical aircraft needs for the next operational period.	W		
30. Complete size up according to established procedures. <ul style="list-style-type: none"> • <i>Report correct coordinates and location to dispatch.</i> • <i>Recommend additional resource needs.</i> • <i>Confirm responding aircraft.</i> 	W		
31. Validate TFR daily.	W		

Behavior: Make appropriate decisions based on analysis of gathered information.

32. Coordinate with Incident Commander and/or appropriate personnel. <ul style="list-style-type: none"> • <i>Confirm priorities.</i> • <i>Establish objectives.</i> • <i>Implement tactics.</i> 	I		
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Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.

Common Tasks for HLCO and ATGS

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Utilize information to produce outputs.			
33. Identify and map incident topography and landmarks in operating area. <ul style="list-style-type: none"> • <i>Fire perimeter</i> • <i>Spot fires</i> • <i>Roads</i> • <i>Hazards</i> 	W/RX		
Behavior: Take appropriate action based on assessed risks.			
34. Ensure the Risk Management Process is established and maintained.	I		
Behavior: Anticipate, recognize, and mitigate unsafe situations.			
35. Identify and immediately act on hazardous situations to incident aircraft. <ul style="list-style-type: none"> • <i>Violation of Fire Traffic Area procedures.</i> • <i>Inadequate communications.</i> • <i>Hazards (e.g., towers, power lines, wires, snags).</i> • <i>Potential for or changes in weather (e.g., thunderstorms, frontal systems).</i> 	I		
36. Identify and immediately act on hazardous situations to ground forces. <ul style="list-style-type: none"> • <i>Potential for or extreme fire behavior.</i> • <i>Spot fires.</i> • <i>Potential for or changes in weather (e.g., thunderstorms, frontal systems).</i> 	W/RX		
Behavior: Provide logistical support as necessary.			
37. Identify and plan for logistical support needs. <ul style="list-style-type: none"> • <i>Confirm/implement medevac plan.</i> • <i>Assist with logistical radio traffic as needed.</i> • <i>Coordinate cargo/personnel transport missions.</i> 	I		

Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.

Common Tasks for HLCO and ATGS

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Ensure compliance with all legal and safety requirements relevant to air operations.			
38. Watch for hazardous flight conditions and shut down aviation operations when necessary. <ul style="list-style-type: none"> • <i>Excessive winds or turbulence</i> • <i>Limited visibility</i> • <i>Shadows</i> • <i>Unsafe drop heights</i> • <i>Severe weather</i> 	W/RX		
Behavior: Transfer position duties while ensuring continuity of authority and knowledge and taking into account the increasing or decreasing incident complexity.			
39. Coordinate an efficient transfer of position duties when mobilizing/demobilizing (e.g., incoming Incident Management Team (IMT), host agency). <ul style="list-style-type: none"> • <i>Inform subordinate staff and IC.</i> • <i>Document follow-up action needed and submit to supervisor.</i> 	I		
Behavior: Plan for demobilization and ensure demobilization procedures are followed.			
40. Anticipate demobilization of resources. <ul style="list-style-type: none"> • <i>Identify excess resources.</i> • <i>Prepare schedule for demobilization.</i> 	I		
41. Ensure demobilization of resources. <ul style="list-style-type: none"> • <i>Brief subordinate staff on demobilization procedures and responsibilities.</i> • <i>Ensure incident and agency demobilization procedures are followed.</i> 	I		

Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.

HLCO Specific Tasks

Competency: Communicate effectively.

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Ensure relevant information is exchanged during briefings and debriefings.			
42. Obtain briefing from Helibase Manager and assignment from Air Tactical Group Supervisor.	I		
43. Brief assigned pilot on assignment, mission location, hazards, and communications.	I		
Behavior: Communicate and ensure understanding of work expectations within the chain of command and across functional areas.			
44. Confirm helicopter priorities to meet tactical objectives.	I		
45. Locate and confirm flight hazards and inform pilots.	I		
46. Give clear target descriptions to helicopter pilots.	W/RX		
47. Notify ground forces of incoming aircraft. <ul style="list-style-type: none"> Clearly establish targets and priorities for water drops. Ensure drop area is clear. 	W		
48. Coordinate efficient use of frequencies with air operations personnel. <ul style="list-style-type: none"> Request additional frequencies for bucket operations. Moving helicopters to division frequencies to support tactical/logistical missions. Request additional frequencies as needed. 	I		
49. Keep Air Tactical Group Supervisor or appropriate supervisor informed on mission progress.	W/RX		

Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.

HLCO Specific Tasks

Competency: Ensure completion of assigned actions to meet identified objectives.

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
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Behavior: Ensure compliance with all legal and safety requirements relevant to air operations.

50. Ensure positive control of helicopters in operating area (e.g., ingress and egress routes, flight routes between dip spots and target areas). <ul style="list-style-type: none"> • <i>Coordinate logistical flights.</i> • <i>Communicate and coordinate with Air Tactical Group Supervisor and/or Helibase Manager.</i> • <i>Coordinate with dip site manager.</i> 	W/RX		
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Behavior: Plan for demobilization and ensure demobilization procedures are followed.

51. Demobilize and check out. <ul style="list-style-type: none"> • <i>Receive demobilization instructions from incident supervisor.</i> • <i>Brief subordinate staff on demobilization procedures and responsibilities.</i> • <i>Ensure incident and agency demobilization procedures are followed.</i> • <i>If required, complete ICS 221, Demobilization Checkout and submit completed form to the appropriate person.</i> 	I		
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Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.

ATGS Specific Tasks

Competency: Assume position responsibilities.

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Ensure availability, qualifications, and capabilities of resources to complete assignment.			
52. Determine need for Helicopter Coordinator or other aerial supervision resources based on span of control.	I		
53. Plan coverage for air tactical group supervision during extended operational periods or while refueling. <ul style="list-style-type: none"> • <i>Alternative tactical aircraft</i> 	W		
Behavior: Gather, update, and apply situational information relevant to the assignment.			
54. Obtain information on available aircraft, Estimated Time of Arrivals (ETA), identification, and types. <ul style="list-style-type: none"> • <i>Airtankers</i> • <i>Helicopters</i> • <i>Lead planes</i> 	I		
55. Obtain tanker base information. <ul style="list-style-type: none"> • <i>Locations and turn around times.</i> • <i>Airbase capabilities/restriction (e.g., type and amount of retardant available, fueling and ramp capabilities).</i> • <i>Alternate airports.</i> 	W		

Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.

ATGS Specific Tasks

Competency: Lead assigned personnel.

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Coordinate interdependent activities.			
56. Establish target identification with ground forces and operating aircraft.	W/RX		
57. Coordinate with other incidents. <ul style="list-style-type: none"> • <i>Flight corridors</i> • <i>Flight routes</i> • <i>Frequency assignment</i> 	I		
58. Manage airspace in accordance with TFR.	I		
59. Coordinate aerial medevac as necessary.	R		

Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.

ATGS Specific Tasks

Competency: Communicate effectively.

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Ensure relevant information is exchanged during briefings and debriefings.			
60. Brief Air Tactical Group Supervisor pilot on mission requirements and crew resource management. <ul style="list-style-type: none"> • <i>Pilot properly carded for mission.</i> • <i>Aircraft scheduled maintenance items.</i> • <i>Flight and duty limitations.</i> • <i>Division of duties (radio workload, pre-/post-flight checks).</i> 	I		
61. Brief incoming pilots. <ul style="list-style-type: none"> • <i>Altimeter setting</i> • <i>Assigned altitude</i> • <i>Other aircraft over incident and location</i> • <i>Hazards</i> 	I		
62. Conduct tactical briefing with pilots. <ul style="list-style-type: none"> • <i>Objectives</i> • <i>Priorities</i> • <i>Communication plan</i> • <i>Tactics</i> 	I		
63. Debrief departing pilots. <ul style="list-style-type: none"> • <i>Drop evaluation</i> • <i>Reload instructions</i> 	I		
64. Brief relief Air Tactical Group Supervisor.	W		
65. Debrief with appropriate supervisor, personnel and incident pilots. <ul style="list-style-type: none"> • <i>Summarize and evaluate day's operation.</i> • <i>Make recommendations for succeeding operations.</i> 	I		

Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.

ATGS Specific Tasks

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Communicate and ensure understanding of work expectations within the chain of command and across functional areas.			
66. Notify ground forces of incoming aircraft. <ul style="list-style-type: none"> • <i>Confirm the target selection with ground forces and clear the drop zone.</i> • <i>Give final run notification to ground forces.</i> 	W		
67. Assist and/or develop air operations communications plan and recommend changes as needed.	I		

Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.

ATGS Specific Tasks

Competency: Ensure completion of assigned actions to meet identified objectives.

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
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Behavior: Gather, analyze, and validate information pertinent to the incident or event and make recommendations for setting priorities.

68. Determine retardant coverage level and adjust as necessary.	W		
69. Evaluate drop effectiveness with ground personnel.	W		
70. Relay drop effectiveness information to Airtanker Pilot or Airtanker Coordinator (lead plane).	W		

Behavior: Make appropriate decisions based on analysis of gathered information.

71. Request TFR as needed.	I		
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Behavior: Take appropriate action based on assessed risks.

72. Coordinate ordering of additional aerial resources with IC or appropriate personnel.	I		
73. Direct initial attack response. <ul style="list-style-type: none"> • <i>Identify incoming resources and establish communications.</i> • <i>Determine access for ground forces to the incident.</i> • <i>Order Airtanker Coordinator (lead plane or Aerial Supervision Module) if appropriate.</i> 	W		

Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.

ATGS Specific Tasks

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Ensure compliance with all legal and safety requirements relevant to air operations.			
74. Contact other aircraft working in the area prior to entering the Fire Traffic Area (FTA) and establish air traffic control (altitude and altimeter settings).	W		
75. Ensure positive control of aircraft in FTA. <ul style="list-style-type: none"> • <i>Maintain vertical and horizontal separation.</i> • <i>Establish ingress and egress routes (may require coordination with adjoining incidents).</i> • <i>Control logistical flights.</i> • <i>Approve non-incident or media aircraft flights.</i> 	W		
76. Coordinate and manage airspace in accordance with TFR. <ul style="list-style-type: none"> • <i>News media</i> • <i>Law enforcement</i> • <i>Non-incident aircraft</i> 	I		
Behavior: Coordinate and manage the use of multiple frequencies.			
77. Enforce frequency management for aviation operations.	I		
Behavior: Plan for demobilization and ensure demobilization procedures are followed.			
78. Identify surplus or excess aviation assets through appropriate channels. <ul style="list-style-type: none"> • <i>TFR cancellation</i> • <i>Release of frequencies</i> • <i>Release of aircraft</i> 	I		

Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.

Trainee Information

Printed Name:
 Trainee Position on Incident/Event:
 Home Unit/Agency:
 Home Unit /Agency Address and Phone Number:

Evaluator Information

Printed Name:
 Evaluator Position on Incident/Event:
 Home Unit/Agency:
 Home Unit /Agency Address and Phone Number:

Incident/Event Information

Incident/Event Name: _____ Reference (Incident Number/Fire Code): _____
 Duration: _____
 Incident Kind: Wildfire, Prescribed Fire, All Hazard, Other (specify): _____
 Location (include Geographic Area, Agency, and State): _____
 Management Type (circle one): Type 5, Type 4, Type 3, Type 2, Type 1, Area Command
OR Prescribed Fire Complexity Level (circle one): Low, Moderate, High
 FBPS Fuel Model Letter: G = Grass, B = Brush, T = Timber, S = Slash

Evaluator's Recommendation
 (Initial only one line as appropriate)

- _____ 1) The tasks initialed and dated by me on the Qualification Record have been performed under my supervision in a satisfactory manner. The trainee has successfully performed all tasks in the PTB for the position. I have completed the Final Evaluator's Verification section and recommend the trainee be considered for agency certification.
- _____ 2) The tasks initialed and dated by me on the Qualification Record have been performed under my supervision in a satisfactory manner. However, opportunities were not available for all tasks (or all uncompleted tasks) to be performed and evaluated on this assignment. An additional assignment is needed to complete the evaluation.
- _____ 3) The trainee did not complete certain tasks in the PTB in a satisfactory manner and additional training, guidance, or experience is recommended.
- _____ 4) The individual is severely deficient in the performance of tasks in the PTB for the position and additional training, guidance, or experience is recommended prior to another training assignment.

Record additional remarks/recommendations on an Individual Performance Evaluation, or by attaching an additional sheet to the evaluation record.

Evaluator's Signature: _____ Date: _____

Evaluator's Relevant Qualification (or agency certification): _____

Trainee Information

Printed Name:
 Trainee Position on Incident/Event:
 Home Unit/Agency:
 Home Unit /Agency Address and Phone Number:

Evaluator Information

Printed Name:
 Evaluator Position on Incident/Event:
 Home Unit/Agency:
 Home Unit /Agency Address and Phone Number:

Incident/Event Information

Incident/Event Name: _____ Reference (Incident Number/Fire Code): _____
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 Incident Kind: Wildfire, Prescribed Fire, All Hazard, Other (specify): _____
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Evaluator's Recommendation
 (Initial only one line as appropriate)

- _____ 1) The tasks initialed and dated by me on the Qualification Record have been performed under my supervision in a satisfactory manner. The trainee has successfully performed all tasks in the PTB for the position. I have completed the Final Evaluator's Verification section and recommend the trainee be considered for agency certification.
- _____ 2) The tasks initialed and dated by me on the Qualification Record have been performed under my supervision in a satisfactory manner. However, opportunities were not available for all tasks (or all uncompleted tasks) to be performed and evaluated on this assignment. An additional assignment is needed to complete the evaluation.
- _____ 3) The trainee did not complete certain tasks in the PTB in a satisfactory manner and additional training, guidance, or experience is recommended.
- _____ 4) The individual is severely deficient in the performance of tasks in the PTB for the position and additional training, guidance, or experience is recommended prior to another training assignment.

Record additional remarks/recommendations on an Individual Performance Evaluation, or by attaching an additional sheet to the evaluation record.

Evaluator's Signature: _____ Date: _____

Evaluator's Relevant Qualification (or agency certification): _____