



NWCG Task Book for the Positions of:
HELIBASE MANAGER TYPE 2
(HEB2)
HELIBASE MANAGER TYPE 1
(HEB1)

PMS 311-20

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: _____

**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.

HEB2 and HEB1

Competency: Assume position responsibilities.

Description: Successfully assume role of Helibase Manager 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 availability, qualifications, and capabilities of resources to complete assignment.			
1. Order or release aircraft through appropriate channels if needed.	O		
2. Assess personnel qualifications and aircraft capabilities.	I		
Behavior: Gather, update, and apply situational information relevant to the assignment.			
3. Obtain initial briefing from supervisor. <ul style="list-style-type: none"> • <i>Incident objectives as stated in Incident Action Plan (IAP) or other relevant plan.</i> • <i>Operation strategy.</i> • <i>Location of helibase site.</i> • <i>Number and type of helicopters on site.</i> • <i>Incident and hazard maps.</i> 	I		
Behavior: Establish effective relationships with relevant personnel.			
4. Establish and maintain positive interpersonal and interagency working relationships.	I		
Behavior: Establish organization structure, reporting procedures, and chain of command of assigned resources.			
5. Identify helibase positions filled and staff other positions as needed.	I		

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

HEB2 and HEB1

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Understand and comply with Incident Command System (ICS) concepts and principles.			
6. Develop the organization structure necessary to manage the incident. • <i>Maintain appropriate span of control.</i>	I		
7. Coordinate with functional areas within the ICS structure.	I		

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

HEB2 and HEB1

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.			
8. 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		
9. 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		
10. 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.			
11. 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>Provide for care of assigned personnel and notify supervisor in event of sickness, injury, or accident.</i> 	I		

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

HEB2 and HEB1

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Establish work assignments and performance expectations, monitor performance, and provide feedback.			
12. Complete daily review of staffing requirements.	I		
13. Develop schedule/assignments based on IAP or relevant plan.	I		
14. Ensure subordinates understand assignment for operational period. <ul style="list-style-type: none"> • <i>Provide clear, concise instructions and allow for feedback.</i> 	I		
15. Continually evaluate performance. <ul style="list-style-type: none"> • <i>Communicate deficiencies immediately and take corrective action.</i> • <i>Provide training opportunities where available.</i> • <i>Complete personnel performance evaluations according to agency guidelines.</i> 	I		
16. Ensure adherence to pilot duty limitations and day-off schedules.	I		
Behavior: Emphasize teamwork.			
17. 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		

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HEB2 and HEB1

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Coordinate interdependent activities.			
18. Coordinate with other functional bases (e.g., helibases, helispots, camps, helitorch base, fuel depots, fixed-wing bases, helitanker sites, and dip sites). <ul style="list-style-type: none"> • <i>Staffing</i> • <i>Communications</i> • <i>Hazards</i> 	I		
19. Coordinate with Safety Officer to review plans and operation.	I		
20. Coordinate with Finance/Administration Section to monitor agreements. <ul style="list-style-type: none"> • <i>Land use</i> • <i>Water use</i> 	I		
21. Coordinate with Medical Unit. <ul style="list-style-type: none"> • <i>Review ICS 206, Medical Plan.</i> • <i>Identify medevac aircraft and crew.</i> • <i>Arrange briefing for medical personnel.</i> • <i>Provide list of equipment and qualified Emergency Medical Technicians (EMTs).</i> 	I		
22. Coordinate with local dispatch or Incident Management Team (IMT). <ul style="list-style-type: none"> • <i>Define initial attack responsibility.</i> • <i>Obtain hazard maps.</i> • <i>Contact vendors, technical specialist, etc.</i> 	I		

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

HEB2 and HEB1

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
23. Coordinate with Logistics Section. <ul style="list-style-type: none"> • <i>Supply (e.g., ordering procedures (ICS 213, General Message); aerial cargo (tag and mark with destination); back-haul from camps, line, helibase, and helispots; supplies and equipment).</i> • <i>Ground Support (e.g., personnel transportation, back-haul equipment, rented equipment usage).</i> • <i>Facilities (e.g., helibase security, sanitation/garbage pickup, sleeping areas/shade).</i> • <i>Communication (e.g., radios, batteries, and antennas, Victor frequencies, repeater placement/repair, cellular and satellite phones).</i> 	I		

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

HEB2 and HEB1

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. Coordinate with supervisor. <ul style="list-style-type: none"> • <i>Provide input for Air Operations Summary (aircraft availability, number of aircraft by type, hours of availability, etc.).</i> • <i>Receive mission objectives and priorities.</i> • <i>Share information on helibase activities, limitations.</i> • <i>Exchange information on maintenance schedules/unavailability.</i> • <i>Establish ordering procedures with helibase resources (ordering authority).</i> • <i>Report daily aircraft and equipment costs.</i> • <i>Request maps and IAP or relevant plan for flight crews.</i> 	I		
25. Coordinate with Air Tactical Group Supervisor and/or Helicopter Coordinator. <ul style="list-style-type: none"> • <i>Provide flight following.</i> • <i>Support tactical missions.</i> • <i>Provide for airspace coordination.</i> 	I		
26. Brief and debrief aircrews and helicopter personnel.	I		
27. Participate in functional area briefings and After Actions Reviews (AARs).	I		
Behavior: Ensure documentation is complete and disposition is appropriate.			
28. Establish and maintain helibase log.	I		
29. Complete Daily Helicopter Operations Briefing Checklist. <ul style="list-style-type: none"> • <i>Review with helibase personnel.</i> • <i>Ensure pilots sign Daily Helicopter Operations Briefing Checklist.</i> 	I		

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

HEB2 and HEB1

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
30. Ensure completion of required documentation. <ul style="list-style-type: none"> • <i>Daily cost summaries for aircraft and equipment (e.g., water trucks, fuel tenders, and other rental equipment).</i> • <i>Crew time reports</i> • <i>Potential claims</i> • <i>ICS 214, Unit Log</i> 	I		
31. Ensure helibase documentation is passed to appropriate personnel from IMT or local unit at time of demobilization.	I		
Behavior: Gather, produce and distribute information as required by established guidelines and ensure understanding by recipient.			
32. Post relevant plans. <ul style="list-style-type: none"> • <i>IAP or other relevant plan</i> • <i>Communication</i> • <i>Crash Rescue/Medevac Evacuation</i> 	I		
Behavior: Develop and implement plans and gain concurrence of affected agencies and/or the public.			
33. Participate in air operations planning. <ul style="list-style-type: none"> • <i>Inform Air Support Group Supervisor or Air Operations Branch Director of helibase activities.</i> • <i>Prepare resource capability chart.</i> • <i>Request or adjust Temporary Flight Restriction (TFR).</i> 	I		
34. Develop plans relevant to aviation operations. <ul style="list-style-type: none"> • <i>Crash Rescue/Medevac Evacuation Plan.</i> 	I		

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

HEB2 and HEB1

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
Behavior: Gather, analyze, and validate information pertinent to the incident or event and make recommendations for setting priorities.			
35. Inspect, approve, and number helispots. <ul style="list-style-type: none"> • <i>Location on IAP maps.</i> • <i>Limitations (e.g., Type I, II, III; medevac sites; Hover in Ground Effect (HIGE); Hover out of Ground Effect (HOGE)).</i> 	I		
36. Obtain weather briefings and updates.	I		
Behavior: Make appropriate decisions based on analysis of gathered information.			
37. Identify helispot locations and arrange for construction.	I		
38. Establish helibase. <ul style="list-style-type: none"> • <i>Site selection</i> • <i>Hazards</i> • <i>Land ownership</i> • <i>Communication needs</i> 	I		
39. Establish and monitor dipsites.	I		
Behavior: Take appropriate action based on assessed risks.			
40. Apply the Risk Management Process found in the IRPG and Fireline Handbook. <ul style="list-style-type: none"> • <i>Step 1: Situation Awareness</i> • <i>Step 2: Hazard Assessment</i> • <i>Step 3: Hazard Control</i> • <i>Step 4: Decision Point</i> • <i>Step 5: Evaluate</i> 	I		

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HEB2 and HEB1

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
41. Receive and respond to special mission requests.	I		

Behavior: Anticipate, recognize and mitigate unsafe situations.

42. Anticipate and correct potential actions or conditions that would affect safety. <ul style="list-style-type: none"> • <i>Helibase growth</i> • <i>Dust abatement</i> • <i>Communication</i> • <i>Traffic</i> 	I		
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Behavior: Ensure compliance with all legal and safety requirements relevant to air operations.

43. Ensure additional safety equipment is available at helibase. <ul style="list-style-type: none"> • <i>Personal protective equipment (PPE)</i> • <i>Fire extinguishers</i> • <i>Crash/rescue kit</i> 	I		
44. Implement helibase checklist. <ul style="list-style-type: none"> • <i>Establish flight following procedures.</i> • <i>Identify flight hazards (e.g., wires, cables, local wind, weather phenomena).</i> • <i>Establish fueling site and procedures.</i> • <i>Check load calculations for completeness, accuracy, and currency.</i> • <i>Establish traffic pattern for aircraft and vehicles.</i> • <i>Establish approach/departure paths for aircraft.</i> 	I		

Behavior: Ensure functionality of equipment.

45. Report equipment repair needs as appropriate.	I		
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Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.

HEB2 and HEB1

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Transfer position duties while ensuring continuity of authority and knowledge and taking into account the increasing or decreasing incident complexity.			
46. Coordinate an efficient transfer of position duties when mobilizing/demobilizing (e.g., incoming 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.			
47. Anticipate demobilization of resources. <ul style="list-style-type: none"> • <i>Identify excess resources.</i> • <i>Prepare schedule for demobilization.</i> 	I		
48. 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		
49. Coordinate demobilization with appropriate personnel from IMT or local unit. <ul style="list-style-type: none"> • <i>Aircraft</i> • <i>Personnel</i> • <i>Equipment</i> • <i>Radio frequencies</i> • <i>TFRs</i> 	I		

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

