

A Publication of the
**National Wildfire
Coordinating Group**

**NATIONAL INTERAGENCY
INCIDENT MANAGEMENT SYSTEM**

Sponsored by
United States
Department of Agriculture

TASK BOOK FOR THE POSITION OF

United States
Department of the Interior

**INCIDENT COMMANDER TYPE 1
(ICT1)
INCIDENT COMMANDER TYPE 2
(ICT2)**

National Association of
State Foresters

**(POSITION PERFORMANCE ON A WILDLAND
FIRE ASSIGNMENT REQUIRED)**



PMS 311-01
NFES 2300

March 1999

TASK BOOK ASSIGNED TO:
INDIVIDUAL'S NAME, DUTY STATION, AND PHONE NUMBER TASK BOOK INITIATED BY:
OFFICIAL'S NAME, TITLE, DUTY STATION, AND PHONE NUMBER
LOCATION AND DATE THAT TASK BOOK WAS INITIATED

The material contained in this book accurately defines the performance expected of the position for which it was developed. This task book is approved for use as a position qualification document in accordance with the instructions contained herein.

EVALUATOR

DO NOT COMPLETE THIS UNLESS YOU ARE RECOMMENDING THE TRAINEE FOR CERTIFICATION

**VERIFICATION / CERTIFICATION OF COMPLETED TASK BOOK
FOR THE POSITION OF**

FINAL EVALUATOR'S VERIFICATION

I verify that all tasks have been performed and are documented with appropriate initials.

I also verify that _____

has performed as a trainee and should therefore be considered for certification in this position.

FINAL EVALUATOR'S SIGNATURE AND DATE

EVALUATOR'S PRINTED NAME, TITLE, DUTY STATION, AND PHONE NUMBER

AGENCY CERTIFICATION

I certify that _____

has met all requirements for qualification in this position and that such qualification has been issued.

CERTIFYING OFFICIAL'S SIGNATURE AND DATE

CERTIFYING OFFICIAL'S NAME, TITLE, DUTY STATION, AND PHONE NUMBER

Additional copies of this publication may be ordered from:

National Interagency Fire Center
ATTN: Supply
3833 S. Development Avenue
Boise, Idaho 83705

NATIONAL WILDFIRE COORDINATING GROUP POSITION TASK BOOK

Position Task Books (PTB) have been developed for designated positions within the National Interagency Incident Management System. Each PTB lists the performance requirements (tasks) for the specific position in a format that allows a trainee to be evaluated against written guidelines. 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 of all the tasks may involve more than one evaluator and can occur on incidents, in classroom simulation, and in other work situations. **Designated PTBs require position performance during which the majority of required tasks are demonstrated on a single wildland or prescribed fire. Some positions require that specific tasks be performed on a wildland fire. Performance of these tasks on other kinds of incidents is NOT qualifying.** It is important that performance be critically evaluated and accurately recorded by each evaluator. All tasks must be evaluated before recommending certification. All bullet statements within a task which require an action (contain an action verb) must be demonstrated before that task can be signed off.

A more detailed description of this process, definitions of terms, and responsibilities are included in the Wildland and Prescribed Fire Qualification Guide 310-1. A brief list of responsibilities also appears below.

RESPONSIBILITIES:

1. The **Home Unit** is responsible for:
 - Selecting trainees based on the needs of the home unit and higher levels.
 - Ensuring that the trainee meets the training and experience requirements included in the Wildland and Prescribed Fire Qualification Guide 310-1.
 - Initiating PTBs to document task performance.
 - Explaining to the trainee the purpose and processes of the PTB as well as the trainee's responsibilities.
 - Providing opportunities for evaluation and/or making the trainee available for evaluation.
 - Providing an evaluator for local assignments.
 - Tracking progress of the trainee.
 - Confirming PTB completion.
 - Determining certification per local policy.
 - Issuing proof of certification.

2. The **Trainee** is responsible for:
 - Reviewing and understanding instructions in the PTB.
 - Identifying desired objectives/goals.
 - Providing background information to an evaluator.

- Satisfactorily demonstrating completion of all tasks for an assigned position within three years.
 - Assuring the Evaluation Record is complete.
 - Notifying home unit personnel when the PTB is completed and providing a copy.
 - Keeping the original PTB in personal records.
3. The **Evaluator** is responsible for:
- Understanding the Wildland and Prescribed Fire Qualifications System.
 - Being qualified and proficient in the position being evaluated.
 - Meeting with the trainee and determining past experience, current qualifications, and desired objectives/goals.
 - Reviewing tasks with the trainee.
 - Explaining to the trainee the evaluation procedures that will be utilized and which objectives may be attained.
 - Identifying tasks to be performed during the evaluation period.
 - Accurately evaluating and recording demonstrated performance of tasks. Satisfactory performance shall be documented by dating and initialing completion of the task. Unsatisfactory performance shall be documented in the Evaluation Record.
 - Completing the Evaluation Record found at the end of this PTB.
4. The **Final Evaluator** is responsible for:
- Signing the verification statement inside the front cover of the PTB when all tasks have been initialed and if the trainee is recommended for certification.
5. The **Incident Training Specialist** is responsible for:
- Identifying incident evaluation opportunities.
 - Assuring that trainees have met prerequisites.
 - Identifying and assigning a qualified evaluator that can provide a positive experience for the trainee, and making an accurate and honest appraisal of the trainee's performance.
 - Providing PTBs to approved trainees on the incident when home unit was unable to provide them.
 - Documenting the assignment.
 - Conducting progress reviews.
 - Conducting a close-out interview with the trainee and evaluator and assuring that documentation is proper and complete.
 - Notifying trainee's home unit.

QUALIFICATION RECORD

POSITION: INCIDENT COMMANDER TYPE 1 & 2 (ICT1 & 2)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p><u>GENERAL</u></p> <p>1. <u>Assume responsibility for the safety, welfare, and accountability of assigned personnel during the entire period of supervision.</u></p> <ul style="list-style-type: none"> • Establish standard by personal example. • Recognize potentially hazardous situations. • Inform subordinates of hazards. • Ensure that special precautions are taken when extraordinary hazards exist. • Ensure adequate rest is provided for all personnel. 	I		
<p>2. <u>Establish and maintain positive interpersonal and interagency working relationships.</u></p> <ul style="list-style-type: none"> • Create a work environment that provides diversity and equal opportunity for all personnel assigned to the incident. • Recognize functional capabilities and legal responsibilities of cooperating entities. 	I		

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 W = task must be performed on a wildland fire incident
 /R = Rare event—the evaluation assignment may not provide opportunities to demonstrate performance. The evaluator may be able to determine skills/knowledge through interview or the home office may need to arrange for another assignment or a simulation.

QUALIFICATION RECORD
Continuation Sheet

POSITION: INCIDENT COMMANDER TYPE 1 & 2 (ICT1 & 2)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p><u>MOBILIZATION</u></p> <p>3. <u>Gather necessary information and intelligence.</u></p> <p>Information may include:</p> <ul style="list-style-type: none"> • Check in location. • Reporting time (ETA). • Travel route. • Order number. • Assigned Incident Commander's (IC) name/location. • Agency Administrator's name and contact point. • Phone/radio contact procedure during travel. <p>Intelligence may include:</p> <ul style="list-style-type: none"> • All available information to accurately access incident. • Type of incident. • Current resource commitments. • Current situation status. • Expected duration of incident. • Terrain. • Weather (current and expected). • Agency Administrator's briefing requirements (as appropriate). 	I		
<p>4. <u>Based on information and intelligence gathered assess situation to determine immediate resource needs.</u></p> <ul style="list-style-type: none"> • Make appropriate decisions about immediate needs and actions. • Order additional resources through established channels. 	I		

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QUALIFICATION RECORD
Continuation Sheet

POSITION: INCIDENT COMMANDER TYPE 1 & 2 (ICT1 & 2)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p><u>INCIDENT TRANSITION</u></p> <p>Assure that safety is adequately considered in all phases of transition.</p> <p>5. <u>Meet with Agency Administrator for briefing.</u></p> <p>Acquire adequate information, direction, and authority to effectively manage the incident according to agency's requirements, and identify information gaps to be resolved.</p> <ul style="list-style-type: none"> • Debrief with outgoing IC. • Limitations. • Priorities. • Logistical concerns. • Considerations <ul style="list-style-type: none"> - Environmental concerns. - Safety. - Fiscal considerations or constraints. - Values to be protected (structures, improvements, etc.). <ul style="list-style-type: none"> - Evacuation/sheltering. - Political implications. - Legal potential. - Socio-economic issues. - Media. - Jurisdiction including adjacent jurisdictions, cooperating and assisting agencies. • Ordering process. • Points of contact/chain of command/line of authority. • Wildland Fire Situation Analysis (WFSA). • Reporting requirements. • Use of trainees. 	W		

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QUALIFICATION RECORD
Continuation Sheet

POSITION: INCIDENT COMMANDER TYPE 1 & 2 (ICT1 & 2)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<ul style="list-style-type: none"> • Documentation to obtain includes: <ul style="list-style-type: none"> - Pre-plans. - Land management plan(s). - WFSA. - Directories (phone, notification). - Written incident status summary. • Identify and establish working relationships with emergency operations center (EOC), communications centers, expanded dispatch or area command as needed. • Negotiate and establish incident objectives. 	W		
<p>6. <u>Obtain detailed briefing from current IC.</u></p> <ul style="list-style-type: none"> • Obtain complete, accurate ICS Form 201 and gather all information necessary. • Current and predicted situation. • Current organization and availability to integrate into incoming organization. • Actions to present. • Values to be protected. • Weather. • Facilities. • Problems. • Resources on scene and ordered. • Current efforts, both successful and unsuccessful. • Safety and hazards. • Effective strategies. 	I		
<p>7. <u>Review and execute Delegation of Authority.</u></p>	I		

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QUALIFICATION RECORD
Continuation Sheet

POSITION: INCIDENT COMMANDER TYPE 1 & 2 (ICT1 & 2)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
8. <u>Evaluate the need for unified command.</u> <ul style="list-style-type: none"> • All appropriate jurisdictional agencies are identified and represented in the unified command. • All Unified Commanders operate from the same command post throughout the incident. 	O		
9. <u>Hold unified command meeting.</u> <ul style="list-style-type: none"> • Meeting occurs prior to initial planning meeting. • All involved Unified Commanders attend. • Document the decisions. • Discuss the following topics and make workable decisions: <ul style="list-style-type: none"> - Review sequence of events. - Identify and document agency/functional concerns. - Evaluate concerns and resolve conflicts. - Develop incident objectives. - Agree on strategy. - Set priorities. - Agree on operational organization and substructure. - Agree on informational procedures. - Agree on cost sharing and ordering procedures. - Agree on protocols and procedures for joint decision making. 	R		

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QUALIFICATION RECORD
Continuation Sheet

POSITION: INCIDENT COMMANDER TYPE 1 & 2 (ICT1 & 2)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
10. <u>Develop and implement a plan for transition of command considering the following:</u> <ul style="list-style-type: none"> • Accurate assessment of the situation. • Incident needs. • Personnel sensitivities. • Agency relations. • When and how transition will occur. 	I		
11. <u>Transfer command.</u> <ul style="list-style-type: none"> • Complete transition of command in a timely, smooth, and efficient manner. • Inform all assigned personnel and agencies when transition occurs during both mobilization and demobilization. 	I		
<u>INCIDENT ADMINISTRATION</u> 12. <u>Assure that agreements are available and have been factored into overall incident management operations.</u> <ul style="list-style-type: none"> • Financial Agreements • Mutual Aid Agreements • Contracts • Labor relations • Memorandums of Understanding (MOU) • Interagency Agreements • Cost apportionment 	I		

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Continuation Sheet

POSITION: INCIDENT COMMANDER TYPE 1 & 2 (ICT1 & 2)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
13. <u>Identify the sources of incident funding and anticipate daily expenditures.</u> <ul style="list-style-type: none"> • Manage cost. • Identify approval authorities. • Ensure resource commitment is consistent with values to be protected. 	I		
14. <u>Maintain personal documentation.</u> <ul style="list-style-type: none"> • Maintain appropriate personal notes. • Document critical issues occurring on the incident. • Document all adverse personnel and performance actions. 	I		

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Continuation Sheet

POSITION: INCIDENT COMMANDER TYPE 1 & 2 (ICT1 & 2)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p><u>SAFETY</u></p> <p>15. <u>Integrate safety considerations into all aspects of incident management.</u></p> <ul style="list-style-type: none"> • Establish the safety environment for the organization. • Establish appropriate safety organization. • Establish and review safety considerations with the Safety Officer. Particular emphasis should be placed on: <ul style="list-style-type: none"> - Transportation - Air operations - Hazmat - Personnel - Critical incident management - Public safety - Urban interface - Work rest guidelines - R & R • Set a personal example by exhibiting appropriate behavior. • Review and update Incident Safety Analysis. 	I		
<p><u>INCIDENT MANAGEMENT</u></p> <p>16. <u>Assess situation to determine immediate action.</u></p> <ul style="list-style-type: none"> • Current objectives. • Strategy. • Resource capabilities. • Analyze current and predicted situations and accurately identify appropriate resource(s) and planning needs. 	I		

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QUALIFICATION RECORD
Continuation Sheet

POSITION: INCIDENT COMMANDER TYPE 1 & 2 (ICT1 & 2)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
17. <u>Develop clear and concise operational period incident objectives.</u> <ul style="list-style-type: none"> • Objectives are measurable and attainable. • Objectives meet Agency Administrator's direction. 	I		
18. <u>Validate strategy and tactics.</u> <ul style="list-style-type: none"> • Develop and analyze alternative strategies to ensure that strategy selected best supports established objectives. • Approve tactics that are commensurate with available resources, incident objectives, and safety considerations. 	I		
19. <u>Evaluate staffing needs required to manage the incident.</u> <ul style="list-style-type: none"> • Organize to meet the needs for management and control of the incident. • Assure consistency with ICS organizational structure. • Identify training opportunities. • Ensure established dispatch channels are utilized to order resources. • Release excess staff. • Request appropriate technical specialists to cope with special conditions on the incident. 	I		

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QUALIFICATION RECORD
Continuation Sheet

POSITION: INCIDENT COMMANDER TYPE 1 & 2 (ICT1 & 2)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
20. <u>Evaluate special conditions, existing or predicted, that require technical expertise.</u> <ul style="list-style-type: none"> • Wildland fire use for resource benefit. • Hazardous materials. • Geological hazard. • Land management policies. • Long range planning needs. • Urban interface needs. • Incident accident investigation. • Law enforcement needs. 	R		

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QUALIFICATION RECORD
Continuation Sheet

POSITION: INCIDENT COMMANDER TYPE 1 & 2 (ICT1 & 2)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
21. <u>Conduct initial command and general staff briefing and establish team protocols.</u> <ul style="list-style-type: none"> • Foster a concept of professionalism that includes intolerance for unsafe work practices and empowers firefighters to influence safe working conditions. • Identify hazards and consider safety standards. • Identify expectations of IC and Agency Administrator(s). • Brief staff on current situation, resource status, and planned actions. • Establish deadlines for staff. • Cover the following information with staff: <ul style="list-style-type: none"> - Contents of the Incident Action Plan (IAP). - Organization summary. - Current incident activities. - Status of resources ordered and assigned. - Time and location of planning meeting and briefings. - Special instructions including specific delegation of authority for functions. - Incident time schedules and reporting requirements. 	I		

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Continuation Sheet

POSITION: INCIDENT COMMANDER TYPE 1 & 2 (ICT1 & 2)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
22. <u>Oversee the planning process.</u> <ul style="list-style-type: none"> • Ensure established safety standards are in place and observed. • Identify planning meeting attendees and notify them of time and location of planning meeting so that they can acquire and assimilate necessary information. • Communicate current situation and resource status. • Products of the planning meeting include: <ul style="list-style-type: none"> - Validated incident objectives. - Validated strategy/tactics for next operational period. - List of resources and support/service required to implement tactical plan. - Evaluation of need for unified command. - Realistic contingency plan. - LCES analysis. • Ensure logistical support is available for implementation of the IAP. 	I		
23. <u>Approve the IAP.</u> <ul style="list-style-type: none"> • Ensure plan is complete, accurate, realistically attainable, and supports the incident objectives. 	I		

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QUALIFICATION RECORD
Continuation Sheet

POSITION: INCIDENT COMMANDER TYPE 1 & 2 (ICT1 & 2)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
24. <u>Supervise staff activities.</u> <ul style="list-style-type: none"> • Ensure interfunctional, interagency coordination and communication occurs. • Demonstrate assertive leadership. • Hold staff individually accountable for decisions and actions within their functions. • Make spot checks often enough to identify and resolve problems that could affect the outcome of the incident. • Monitor incident activities to assure accomplishment of the IAP. • Provide support and assistance as appropriate. • Meet deadlines and ensure meetings are on time. 	I		
25. <u>Review and approve information releases and participate in media interviews.</u> <ul style="list-style-type: none"> • Present a positive, professional image to the public and the media during interviews. • Inform the public. • Follow established information protocol for information releases. • Ensure releases are timely and accurate. • Establish external communication protocols with the affected publics. 	I		

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QUALIFICATION RECORD
Continuation Sheet

POSITION: INCIDENT COMMANDER TYPE 1 & 2 (ICT1 & 2)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p>26. <u>Assure accurate and timely internal information flow occurs at all levels of the incident.</u></p> <ul style="list-style-type: none"> • Provide information as required by the Agency Administrator and agency policy or guidelines. • Provide everyone with a need to know with accurate, complete information in a timely manner. • Participate in briefings. • Ensure that briefings are accurate and timely: <ul style="list-style-type: none"> - Include crews, supervisors, and others during incidents. - Include personnel en route. - Ensure that personnel are kept current on incident status. - Information exchange spanning operational periods occurs. • Brief external support organizations. • Ensure systematic debriefings occur that provide adequate intelligence to all staff for decision-making, evaluation, and adjusting operations. • Review intelligence documents for accuracy, timeliness, and appropriate distribution. 	I		

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POSITION: INCIDENT COMMANDER TYPE 1 & 2 (ICT1 & 2)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
27. <u>Reassess incident status.</u> <ul style="list-style-type: none"> • Continually evaluate overall incident response. Modify response as necessary to ensure that the needs of the incident are met. Consider the following elements: <ul style="list-style-type: none"> - IAP. - Incident objectives. - Strategy. - Tactics. - Need for unified command. - Agency Administrator's direction. - Organization and staffing. - Safety and hazard mitigation. • Wildland Fire Situation Analysis. 	I		
<u>DEMOBILIZATION</u> 28. <u>Initiate demobilization process.</u> <ul style="list-style-type: none"> • Initiate demobilization process early enough in the incident so that an adequate plan is in place prior to the actual need to demobilize resources. • Establish realistic release priorities. • Ensure demobilization plan addresses agency, cooperating/assisting agency, and incident requirements. • Minimize contract, transportation, and personnel costs. • Brief subordinate staff on demobilization procedures and responsibilities. • Ensure that incident and agency demobilization procedures are followed. 	I		

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POSITION: INCIDENT COMMANDER TYPE 1 & 2 (ICT1 & 2)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
29. <u>Debrief command and general staff.</u> <ul style="list-style-type: none"> • Assure incident situation status information is current and complete. • Identify strengths and weaknesses. • Identify commendations and recommendations that need to be made. 	I		
30. <u>Transfer command to relieving IC as appropriate.</u> <ul style="list-style-type: none"> • Ensure a complete, accurate, detailed briefing occurs. • Utilize transition plan. • Assure respective command and general staff brief their counterparts. 	I		
31. <u>Evaluate performance of subordinates as required by agency policy.</u> <ul style="list-style-type: none"> • Complete performance evaluations prior to their release from the incident. • Discuss performance evaluations with the individual. • Facilitate a process to deal with substandard performance or conduct. 	I		

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POSITION: INCIDENT COMMANDER TYPE 1 & 2 (ICT1 & 2)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
32. <u>Ensure incident documentation package is complete.</u> <ul style="list-style-type: none"> • Ensure documentation package is current, complete, and is organized according to agency requirements. • Ensure retention of appropriate personal documentation. 	I		
33. <u>Participate in incident close-out with Agency Administrator with regard to the following:</u> <ul style="list-style-type: none"> • Participation meets agency requirements. • Timely, complete incident information available to the agency in the requested format. • Incident analysis includes a summary of incident actions, significant events, key decisions made, effective outcomes, problems, and recommendations for future action. • Receive performance evaluation. • Present commendations and recommendations. 	I		

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INSTRUCTIONS for EVALUATION RECORD

There are four separate blocks allowing evaluations to be made. These evaluations may be made on incidents, simulation in classroom, or in daily duties, depending on what the position task book indicates. This should be sufficient for qualification in the position if the individual is adequately prepared. If additional blocks are needed, a page can be copied from a blank task book and attached.

COMPLETE THESE ITEMS AT THE START OF THE EVALUATION PERIOD:

Evaluator's name, incident/office title, and agency: List the name of the evaluator, his/her incident position (on incidents) or office title, and agency.

Evaluator's home unit address and phone: Self explanatory

#: The number in the upper left corner of the experience block identifies a particular experience or group of experiences. This number should be placed in the column labeled "Evaluation Record #" on the Qualification Record for each task performed satisfactorily.

Location of Incident/Simulation: Identify the location where the tasks were performed by agency and office.

Incident Kind: Enter kind of incident, e.g., wildland fire, prescribed fire, search and rescue, flood, etc.

COMPLETE THESE ITEMS AT THE END OF THE EVALUATION PERIOD:

Number and Type of Resources: Enter the number of resources and types assigned to the incident pertinent to the trainee's task book position.

Duration: Enter inclusive dates during which the trainee was evaluated. This block may indicate a span of time covering several small and similar incidents if the trainee has been evaluated on that basis, i.e., several initial attack fires in similar fuel types.

Management Level or Prescribed Fire Complexity Level: Indicates ICS organization level, i.e., Type 5, Type 4, Type 3, Type 2, Type 1, Area Command or prescribed fire complexity level (low, moderate, high).

NFFL Fuel Model: For wildland fire and prescribed fire experience, enter number (1-13) of the fuel model(s) in which the incident occurred and under which the trainee was evaluated.

Grass Group	1. Short Grass (1 foot)	Timber Group	8. Closed Timber Litter
	2. Timber (grass & understory)		9. Hardwood Litter
	3. Tall Grass (2-1/2 feet)		10. Timber (litter understory)
Brush Group	4. Chaparral (6 feet)	Slash Group	11. Light Logging Slash
	5. Brush (2 feet)		12. Medium Logging Slash
	6. Dormant brush-Hardwood Slash		13. Heavy Logging Slash
	7. Southern Rough		

Recommendation: Check as appropriate and/or make comments regarding the future needs for development of this trainee.

Date: List the date the record is being completed.

Evaluator's initials: Initial here to authenticate your recommendations and to allow for comparison with initials in the Qualifications Record.

Evaluator's relevant red card rating: List your certification relevant to the trainee position you supervised.

Evaluation Record

TRAINEE NAME

TRAINEE POSITION

#1	Evaluator's name: Incident/office title & agency:				
Evaluator's home unit address & phone:					
Name and Location of Incident or Simulation (agency & area)	Incident Kind (wildland fire, search & rescue, etc.)	Number & Type of Resources Pertinent to Trainee's Position	Duration (inclusive dates in trainee status)	Management Level or Prescribed Fire Complexity Level	NFFL Fuel Model(s)
			to		
The tasks initialed & dated by me have been performed under my supervision in a satisfactory manner by the above named trainee. I recommend the following for further development of this trainee. _____ The individual has successfully performed all tasks for the position and should be considered for certification. _____ The individual was not able to complete certain tasks (comments below) or additional guidance is required. _____ Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation. _____ The individual is severely deficient in the performance of tasks for the position and needs further training (both required & knowledge and skills needed) prior to additional assignment(s) as a trainee. Recommendations: _____ Date: _____ Evaluator's initials: _____ Evaluator's relevant red card (or agency certification) rating: _____					

#2	Evaluator's name: Incident/office title & agency:				
Evaluator's home unit address & phone:					
Name and Location of Incident or Simulation (agency & area)	Incident Kind (wildland fire, search & rescue, etc.)	Number & Type of Resources Pertinent to Trainee's Position	Duration (inclusive dates in trainee status)	Management Level or Prescribed Fire Complexity Level	NFFL Fuel Model(s)
			to		
The tasks initialed & dated by me have been performed under my supervision in a satisfactory manner by the above named trainee. I recommend the following for further development of this trainee. _____ The individual has successfully performed all tasks for the position and should be considered for certification. _____ The individual was not able to complete certain tasks (comments below) or additional guidance is required. _____ Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation. _____ The individual is severely deficient in the performance of tasks for the position and needs further training (both required & knowledge and skills needed) prior to additional assignment(s) as a trainee. Recommendations: _____ Date: _____ Evaluator's initials: _____ Evaluator's relevant red card (or agency certification) rating: _____					

Evaluation Record (Continuation Sheet)

TRAINEE NAME

TRAINEE POSITION

#3	Evaluator's name: Incident/office title & agency:				
Evaluator's home unit address & phone:					
Name and Location of Incident or Simulation (agency & area)	Incident Kind (wildland fire, search & rescue, etc.)	Number & Type of Resources Pertinent to Trainee's Position	Duration (inclusive dates in trainee status)	Management Level or Prescribed Fire Complexity Level	NFFL Fuel Model(s)
			to		
The tasks initialed & dated by me have been performed under my supervision in a satisfactory manner by the above named trainee. I recommend the following for further development of this trainee. _____ The individual has successfully performed all tasks for the position and should be considered for certification. _____ The individual was not able to complete certain tasks (comments below) or additional guidance is required. Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation. _____ The individual is severely deficient in the performance of tasks for the position and needs further training (both required & knowledge and skills needed) prior to additional assignment(s) as a trainee. Recommendations: _____ Date: _____ Evaluator's initials: _____ Evaluator's relevant red card (or agency certification) rating: _____					

#4	Evaluator's name: Incident/office title & agency:				
Evaluator's home unit address & phone:					
Name and Location of Incident or Simulation (agency & area)	Incident Kind (wildland fire, search & rescue, etc.)	Number & Type of Resources Pertinent to Trainee's Position	Duration (inclusive dates in trainee status)	Management Level or Prescribed Fire Complexity Level	NFFL Fuel Model(s)
			to		
The tasks initialed & dated by me have been performed under my supervision in a satisfactory manner by the above named trainee. I recommend the following for further development of this trainee. _____ The individual has successfully performed all tasks for the position and should be considered for certification. _____ The individual was not able to complete certain tasks (comments below) or additional guidance is required. Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation. _____ The individual is severely deficient in the performance of tasks for the position and needs further training (both required & knowledge and skills needed) prior to additional assignment(s) as a trainee. Recommendations: _____ Date: _____ Evaluator's initials: _____ Evaluator's relevant red card (or agency certification) rating: _____					