

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

**INFORMATION OFFICER TYPE 3
(IOF3)**

United States
Department of the Interior

National Association of
State Foresters



**PMS 311-07
NFES 2306**

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: INFORMATION OFFICER TYPE 3 (IOF3)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p><u>GENERAL</u></p> <p>1. <u>Obtain and assemble information and materials needed for kit.</u> Kit will be assembled and prepared prior to receiving an assignment. Kit will contain critical items needed for functioning during the first 48 hours. Kit will be easily transportable and within agency weight limitation (per National Mobilization Guide).</p> <p>Suggested kit items:</p> <ul style="list-style-type: none"> • Position manual. • PMS 410-1, Fireline Handbook. • ICS Form 214, Unit Log. • ICS Form 213, General Message. • Printing calculator. • Telephone and contact documentation log sheets. • Local media directory. • Camera/film. • Appropriate office supplies. 	O		
<p>2. <u>Ensure the safety and welfare of assigned personnel during the entire period of supervision.</u></p> <ul style="list-style-type: none"> • Recognize potentially hazardous situations. • Inform subordinates of hazards. • Ensure that special precautions are taken when extraordinary hazards exist. • Ensure adequate rest is provided to all unit personnel. 	I		

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 I = task must be performed on an incident (flood, fire, prescribed fire, search & rescue, planned event, etc.)
 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.
 RX = task must be performed on a prescribed fire incident

QUALIFICATION RECORD
Continuation Sheet

POSITION: INFORMATION OFFICER TYPE 3 (IOF3)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p>3. <u>Demonstrate familiarity with communications equipment, procedures, and basic functions/capabilities of:</u></p> <ul style="list-style-type: none"> • Hand-held, portable, multi-channel radios. • Portable scanner. • Cellular telephone. • Facsimile machine (FAX). 	O		
<p>4. <u>Maintain positive interpersonal relationships.</u></p> <ul style="list-style-type: none"> • Maintain positive working relationships with all co-workers, incident personnel, local publics, and agencies. • Employ good listening/responding skills with co-workers, incident personnel, media, and public. • Obviously support cooperating and participating agencies in contacts with the media and public. Written materials (news releases, fact sheets) should reflect support of other agencies. • Demonstrate respect for, and sensitivity toward, all cultures in contacts with incident personnel, public, and media, and in all written materials. • Ensure that information personnel maintain a neat and professional appearance at all times. • Practice “service concept” with public/media/incident personnel. 	O		

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QUALIFICATION RECORD
Continuation Sheet

POSITION: INFORMATION OFFICER TYPE 3 (IOF3)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p><u>MOBILIZATION</u></p> <p>5. <u>Obtain complete information from dispatch upon initial activation.</u></p> <ul style="list-style-type: none"> • Incident name. • Incident order number. • Request number. • Incident number. • Reporting location (drop point). • Phone contacts. • Radio frequencies. • Transportation arrangements/travel routes. • Reporting times. 	I		
<p>6. <u>Gather all available information necessary to accurately assess incident, make appropriate decisions about immediate needs and actions including:</u></p> <ul style="list-style-type: none"> • Assigned Incident Commander's name/location. • Type of incident. • Current resource commitments. • Current situation status. • Expected duration of incident. • Terrain. • Weather (current and expected). • Agency Administrator's briefing. 	O		

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QUALIFICATION RECORD
Continuation Sheet

POSITION: INFORMATION OFFICER TYPE 3 (IOF3)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<u>INCIDENT ACTIVITIES</u>			
7. <u>Arrive at incident and check in:</u> <ul style="list-style-type: none"> • Properly equipped. • Within acceptable time limits. • According to agency guidelines. 	I		
8. <u>Establish contact with Incident Commander or Lead Information Officer to obtain briefing. Review Incident Commander's ICS Form 201 (Incident Briefing), and ICS Form 202 (Summary of Incident Organization), if available.</u> <ul style="list-style-type: none"> • Contact responsible agencies' public affairs staff for briefing on local issues. • Obtain local information. • Obtain media contact list. 	O		
9. <u>Review available documentation.</u> <ul style="list-style-type: none"> • Incident Action Plan. • Strategy objectives and WSFA, as appropriate. 	O		

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Continuation Sheet

POSITION: INFORMATION OFFICER TYPE 3 (IOF3)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
10. <u>Determine expectations of Incident Commander/Agency Administrator regarding gathering and disseminating of information.</u> <ul style="list-style-type: none"> • Participation in interviews. • Media access (ground and air). • Release of sensitive information. • Investigation and cause. • Need or location of information center. 	O		
11. <u>Establish system/schedule for obtaining incident information.</u> <ul style="list-style-type: none"> • ICS Form 209's. • Communication with agency dispatch. • Follow-up briefings from Incident Commander. 	O		
12. <u>Determine immediate staffing and resource needs.</u> <ul style="list-style-type: none"> • Assess incident complexity and media interest. • Gather additional supplies to support effort, if needed. 	O		

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Continuation Sheet

POSITION: INFORMATION OFFICER TYPE 3 (IOF3)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p>13. <u>Prepare a fact sheet and/or news release that describes the nature of the incident and addresses who, what, where, when, and why.</u></p> <ul style="list-style-type: none"> • Size. • Location (proximity to well-known locations or communities). • Time and date of origin. • Cause (if cleared). • What is threatened. • Resources to be protected. • Costs to date. • Damages (property and resources). • Current and expected weather conditions. • Predicted containment/control. • Agencies/jurisdiction. • Cooperating agencies. • Equipment and resources committed and responding. 	O		
<p>14. <u>Initiate contact and respond to inquiries from media.</u></p> <ul style="list-style-type: none"> • Call wire services with initial information and updates. • Provide phone numbers for media to call for further information. • Document all media contacts on media log. • Document key activities/highlights on Unit Log, ICS Form 214. 	O		

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TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
15. <u>Participate in briefings/meetings.</u> <ul style="list-style-type: none"> • Develop information updates based on information received. • Apprise Incident Commander of sensitive information and community needs. 	I		
16. <u>Follow safety procedures and be aware of incident-specific hazards.</u> <ul style="list-style-type: none"> • Have available and use appropriate personal protective equipment. • Follow established safety procedures. • Consider LCES. • Brief media and public on safety concerns of the incident. 	I		

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Continuation Sheet

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TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p>17. <u>Serve as Information Officer.</u></p> <ul style="list-style-type: none"> • Serve as contact point for media calling the incident. • Gather information and prepare/update fact sheet/news release. • Clear information release with the Lead Information Officer. • Inform media outlets of information center, phone numbers, location, and operating hours. • Conduct interview and provide updates to media calling the information center. • Maintain log of media names, organization, and types of requests for information. • Follow up on media requests for callbacks and additional information. • Gather and prepare releases on environmental, safety, prevention, rehabilitation, and other messages about the incident. • Arrange and schedule phone and in-person interviews for the media with incident personnel. • Arrange and schedule media overflights of the incident and obtain information on media personnel and media aircraft. • Provide personal protective equipment to media covering incident. • Provide ground transportation and escorts for media. • Obtain clearance for access to incident from operations personnel. 	I		

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<ul style="list-style-type: none"> • Obtain updated maps and other visuals to aid IOFs and other incident personnel in briefing the media on incident status. • Determine when Incident Commander and other personnel will be available for media interviews. • Serve as incident spokesperson. • Arrange interviews/briefings for the media with Incident Commander and other incident personnel. • Take photographs and video of the incident and related activities. • Be alert to rumors and take appropriate action. 			
<p>18. <u>Handle community relations responsibilities, as needed.</u></p> <ul style="list-style-type: none"> • Make initial contacts and updates for community leaders and other local cooperating public service. • Obtain community street maps, emergency numbers for local contacts. • Update and post incident fact sheet or newsletter at various locations in community. • Moderate, host or prepare for information briefings. • Inform affected public about evacuation centers. 	I		

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Continuation Sheet

POSITION: INFORMATION OFFICER TYPE 3 (IOF3)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
19. <u>Prepare and disseminate information internally to personnel on incident.</u> <ul style="list-style-type: none"> • Establish bulletin boards(s) at ICP and other incident locations. • Assist with development of newsletter as appropriate. • Develop news clipping sheet for posting at bulletin board locations. 	I		
20. <u>Incorporate approved special messages and information into routine incident information.</u> <ul style="list-style-type: none"> • Prevention. • Public safety. • Ecosystem management. • Resource and environmental protection measures. • Interagency cooperation. • Fire rehabilitation and resource recovery programs. • Recognition and praise for local community and volunteer support. 	O		
21. <u>Prepare briefing materials for VIP visits and assist with planning, coordination, and logistics for visits.</u>	O		

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TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
22. <u>Respond to special situations within incident.</u> <ul style="list-style-type: none"> • Prepare briefing paper/news release for approval of Lead Information Officer, Incident Commander or Agency Administrator. 	O		
23. <u>Coordinate with other information functions.</u> <ul style="list-style-type: none"> • MAC group. • Area command. • Dispatch. • NIFC. • Cooperating agencies. • Other incidents. 	O/R		
24. <u>Complete and submit required ICS documentation and other documentation as requested by Incident Commander and/or Agency Administrator.</u>	O		
<u>DEMOBILIZATION</u>			
25. <u>Assist in the preparation of the Demobilization Plan.</u>	O		
26. <u>Evaluate performance of subordinates as required by agency policy.</u>	O		

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QUALIFICATION RECORD
Continuation Sheet

POSITION: INFORMATION OFFICER TYPE 3 (IOF3)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
27. <u>Demobilize and check out.</u> <ul style="list-style-type: none"> • Receive demobilization instructions from supervisor. • Ensure that incident and agency demobilization procedures are followed (complete and submit ICS Form 221 if required). 	O		
28. <u>Assist with post-incident information strategy and procedure.</u> <ul style="list-style-type: none"> • Assist in organizing briefing material and documentation materials for jurisdictional agency information staff. • Assist jurisdictional agency with the preparation of a post incident information strategy. 	O		

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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		
<p>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.</p> <p>_____ The individual has successfully performed all tasks for the position and should be considered for certification.</p> <p>_____ 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.</p> <p>_____ 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.</p> <p>Recommendations: _____</p> <p>Date: _____ Evaluator's initials: _____ Evaluator's relevant red card (or agency certification) rating: _____</p>					

#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		
<p>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.</p> <p>_____ The individual has successfully performed all tasks for the position and should be considered for certification.</p> <p>_____ 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.</p> <p>_____ 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.</p> <p>Recommendations: _____</p> <p>Date: _____ Evaluator's initials: _____ Evaluator's relevant red card (or agency certification) rating: _____</p>					