

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

**PRESCRIBED FIRE MANAGER TYPE 1
(RXM1)
PRESCRIBED FIRE MANAGER TYPE 2
(RXM2)**

United States
Department of the Interior

National Association of
State Foresters



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

**PMS 311-70
NFES 2480**

January 2000

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: PRESCRIBED FIRE MANAGER TYPE 1 & 2 (RXM1 & 2)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p><u>GENERAL</u></p> <p>1. <u>Review agency procedures, policies and regulations for prescribed fire as related to position through conversations with supervisor, and/or through reading of appropriate agency manuals and handbooks. Identify the relationship of the Prescribed Fire Behavior Analyst with other prescribed fire positions.</u></p>	O		
<p>2. <u>Review burn plan(s) prior to implementation.</u></p> <ul style="list-style-type: none"> • Describe the planning and approval process, including required burn plan components. • Set priorities for allocation of resources, given air quality and resource constraints. 	RX		

*Code: O = task can be completed in any situation (classroom, simulation, prescribed fire, daily job, etc.)
 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: PRESCRIBED FIRE MANAGER TYPE 1 & 2 (RXM1 & 2)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
3. <u>Establish and maintain positive interpersonal and interagency working relationships.</u> <ul style="list-style-type: none"> • Demonstrate communication skills as they relate to supervision. • Articulate performance requirements to subordinates. • Complete administrative documentation such as crew time reports, safety inspections, injury forms, shift records. • Evaluate on-the-job performance of subordinates and provide corrective measures. • Properly brief and instruct Burn Boss(es). • Develop subordinates through training and coaching. • Identify additional staffing needs. • Adhere to local policy for ordering, use and release of additional resources. • Lead and direct the actions of subordinates. • Evaluate the performance of subordinates and take appropriate action. 	O		

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QUALIFICATION RECORD
Continuation Sheet

POSITION: PRESCRIBED FIRE MANAGER TYPE 1 & 2 (RXM1 & 2)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p>4. <u>Act as liaison/coordinator between the burn organization(s) and other offices, agencies, air quality authorities, news media, transportation agencies, safety officials, and interested public.</u></p> <ul style="list-style-type: none"> • Notify appropriate people of the intent to burn, such as dispatch, fire staff, cooperators, and land owners. • Coordinate with resource specialist(s). • Recognize information and public education needs at appropriate level and respond productively and effectively. • Describe agency/burn plan objectives, accomplishments, planned actions, and requirements/needs of other agencies/cooperators as related to prescribed burning; e.g., emissions estimation for air quality authorities. 	RX		
<p><u>PRESCRIBED FIRE OPERATIONS</u></p> <p>5. <u>Coordinate with interdisciplinary managers during planning phases; e.g., cultural, silvicultural, biological.</u></p> <ul style="list-style-type: none"> • Properly schedule, notify and communicate, per agreements and burn plan(s). • Conduct pre-fire coordination and notification, and execute necessary agreements with local residents, land users, other government agencies, conservation groups, advisory boards, etc. 	RX		

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QUALIFICATION RECORD
Continuation Sheet

POSITION: PRESCRIBED FIRE MANAGER TYPE 1 & 2 (RXM1 & 2)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
6. <u>Monitor implementation costs and make the appropriate notifications.</u> <ul style="list-style-type: none"> • Determine cost limits set by agency guidelines. • Follow procedures for interagency funding, if applicable. 	O		
7. <u>Provide monitoring direction utilizing agency guidance.</u> <ul style="list-style-type: none"> • Assist in defining the appropriate monitoring level relevant to the resource management objectives. • Assist in selection of appropriate monitoring techniques. • Determine whether the achieved fire effects are desirable. Make necessary changes. 	O		
8. <u>Obtain and interpret long term weather information.</u> <ul style="list-style-type: none"> • Contact local and regional weather information offices. • Access appropriate weather data bases, such as National Fire Danger Rating System and National Weather Library. 	O		

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QUALIFICATION RECORD
Continuation Sheet

POSITION: PRESCRIBED FIRE MANAGER TYPE 1 & 2 (RXM1 & 2)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
9. <u>Identify air quality constraints relative to use of fire.</u>	RX		
10. <u>Identify the impacts of multiple prescribed fires on natural resources, local economy(ies), social demographics and political institutions.</u>	RX		
11. <u>Anticipate and evaluate public impacts resulting from prescribed fire/smoke.</u> <ul style="list-style-type: none"> • Coordinate with air quality authorities. • Use correct air quality compliance guidelines. • Direct use of appropriate smoke emissions prediction and smoke modeling software. • Interface with the media, as appropriate. 	RX		
<u>PRE-IGNITION OPERATIONS</u> 12. <u>Ensure pre-burn coordination and communication with the public and other agencies according to the burn plan(s); ensure necessary agreements are implemented.</u> <ul style="list-style-type: none"> • Properly schedule notifications per agreements in burn plan(s). • Monitor feedback from public/agencies notified, then make adjustments if necessary. 	RX		

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QUALIFICATION RECORD
Continuation Sheet

POSITION: PRESCRIBED FIRE MANAGER TYPE 1 & 2 (RXM1 & 2)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
13. <u>Using collected data, make “go/no-go” decision.</u> <ul style="list-style-type: none"> • Analyze multi-operational situations/factors to determine if burn plans can be implemented. • Recognize when prescribed parameters are not being met and take appropriate action. • Evaluate fire behavior conditions to determine resource needs for both ignition and control forces. • Determine consequences of “go/no-go” decision and notify appropriate personnel. • Notify appropriate people of intent to burn, such as land owners, fire staff, Agency Administrators, air quality regulators, and cooperators. 	RX		
14. <u>Brief Burn Boss(es) on operational procedures, objectives and hazards.</u>	RX		

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QUALIFICATION RECORD
Continuation Sheet

POSITION: PRESCRIBED FIRE MANAGER TYPE 1 & 2 (RXM1 & 2)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p><u>PRESCRIBED FIRE OPERATIONS</u></p> <p>15. <u>Remain in communication with Burn Boss(es), assigned supervisor, and adjoining entities as appropriate.</u></p> <ul style="list-style-type: none"> • Advise Burn Boss(es) of potential or impending safety concerns, such as changing weather. • Maintain contact with National Weather Service, appropriate Department of Environmental Quality, and Agency Administrator(s). • Communicate effectively. 	W/ RX		
<p>16. <u>Conduct operations in a safe manner according to the Standard Fire Orders, Watch Out Situations, LCES principles, burn plans, and agency specific policies and standards.</u></p> <ul style="list-style-type: none"> • Spot check tactical operations to ensure compliance with safety guidelines. • Recognize personnel fatigue symptoms and take corrective actions such as rotating duties and adjusting rest periods. 	W/ RX		

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QUALIFICATION RECORD
Continuation Sheet

POSITION: PRESCRIBED FIRE MANAGER TYPE 1 & 2 (RXM1 & 2)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
17. <u>Direct specific resources to complete operational assignments according to agency specific policies and standards to meet the burn plan(s) objectives.</u> <ul style="list-style-type: none"> • Supervise and coordinate the Prescribed Burn Bosses on multiple prescribed fires. • Implement agency policies and guidelines regarding multiple prescribed burns. • Prioritize operations and resource allocations (including initiation of additional fires, rehabilitation, etc.). • Manage multiple operations. • Ensure timely fire behavior and smoke management predictions are made. • Ensure on-site prescription variables are measured. • Protect cultural and natural resources, and capital improvements. • Lead and direct the actions of Burn Boss(es). 	RX		
18. <u>Coordinate the termination of burn(s) if smoke, resource, and/or fire management objectives are not being met.</u>	/R		
19. <u>As necessary, convert prescribed fire(s) to wildland fire(s) per agency policy, if not already done so by assigned Burn Boss(es).</u>	RX		

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QUALIFICATION RECORD
Continuation Sheet

POSITION: PRESCRIBED FIRE MANAGER TYPE 1 & 2 (RXM1 & 2)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
20. <u>Coordinate control actions on prescribed fire(s) converted to wildland fires until relieved by a qualified suppression resource.</u> <ul style="list-style-type: none"> • Identify needs for and coordinate requests for additional resources needed. 	/R		
21. <u>Coordinate the declaration of the prescribed fires out per agency policy.</u>	RX		
22. <u>Ensure evaluation and documentation of the accomplishment of fire objectives, operational procedures, and assigned personnel as related to fire and resource management planning.</u> <ul style="list-style-type: none"> • Collect, analyze, and summarize immediate post-burn fire effects and fire behavior evaluation data as specified in prescribed fire plan. • Compare results to original fire objectives and submit as part of prescribed fire report. • Complete all required documentation for the burn plan. • Recommend changes for incorporation in future burn plans. • Ensure the completion of the post-burn narrative reports, cost summaries, and unit logs necessary. 	RX		

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QUALIFICATION RECORD
Continuation Sheet

POSITION: PRESCRIBED FIRE MANAGER TYPE 1 & 2 (RXM1 & 2)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
23. <u>Ensure rehabilitation actions are accomplished in accordance with burn plans.</u> <ul style="list-style-type: none"> • Coordinate rehabilitation needs/efforts with Burn Boss(es), resource specialist(s), and Agency Administrator(s). 	RX		

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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>					