

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**

**INITIAL ATTACK DISPATCHER  
(IADP)**

United States  
Department of the Interior

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



National Association of  
State Foresters

**PMS 311-60  
NFES 2640**

**October 2001**

<b>TASK BOOK ASSIGNED TO:</b>
INDIVIDUAL'S NAME, DUTY STATION, AND PHONE NUMBER
<b>TASK BOOK INITIATED BY:</b>
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

Order NFES # 2640

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

- C Satisfactorily demonstrating completion of all tasks for an assigned position within three years.
  - C Assuring the Evaluation Record is complete.
  - C Notifying home unit personnel when the PTB is completed and providing a copy.
  - C Keeping the original PTB in personal records.
3. The **Evaluator** is responsible for:
- C Understanding the Wildland and Prescribed Fire Qualifications System.
  - C Being qualified and proficient in the position being evaluated.
  - C Meeting with the trainee and determining past experience, current qualifications, and desired objectives/goals.
  - C Reviewing tasks with the trainee.
  - C Explaining to the trainee the evaluation procedures that will be utilized and which objectives may be attained.
  - C Identifying tasks to be performed during the evaluation period.
  - C 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.
  - C Completing the Evaluation Record found at the end of this PTB.
4. The **Final Evaluator** is responsible for:
- C 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:
- C Identifying incident evaluation opportunities.
  - C Assuring that trainees have met prerequisites.
  - C 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.
  - C Providing PTBs to approved trainees on the incident when home unit was unable to provide them.
  - C Documenting the assignment.
  - C Conducting progress reviews.
  - C Conducting a close-out interview with the trainee and evaluator and assuring that documentation is proper and complete.
  - C Notifying trainee's home unit.

## QUALIFICATION RECORD

### POSITION: INITIAL ATTACK DISPATCHER (IADP)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
1. <u>Obtains an orientation and initial briefing.</u>  C Orientation <ul style="list-style-type: none"> <li>- Organization chart/chain of command</li> <li>- Local facility emergency evacuation plans</li> <li>- Housing/transportation/meals/per diem</li> <li>- Shift schedule</li> <li>- Reference materials</li> <li>- Facility layout</li> </ul> C Initial Briefing <ul style="list-style-type: none"> <li>- Incident characteristics</li> <li>- Current resource status</li> <li>- Current situation status</li> <li>- Expected duration</li> <li>- Weather (current/expected)</li> <li>- Local protocols</li> <li>- Status of orders</li> <li>- Other significant action occurring nationally or within the area</li> <li>- Priorities</li> <li>- Critical resources</li> <li>- Expectations of management</li> <li>- Authorities delegated</li> <li>- Procurement procedures</li> </ul>	I		

- \*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: INITIAL ATTACK DISPATCHER (IADP)**

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
2. <u>Demonstrates the ability to work professionally with internal and external customers.</u>  - Co-workers - Public - Other agencies - Other dispatch offices - Tactical resources	O		
3. <u>Recognizes and responds appropriately to stress in the initial attack environment.</u>  C Shares appropriate information. C Maintains professional attitude. C Prioritizes duties. C Recognizes personal limits. C Asks for help when appropriate.	W		
4. <u>Exhibits situational awareness in the dispatch environment.</u>  C Adapts to rapidly changing situations. C Prioritizes dispatch tasks to accomplish mission. C Recognizes and identifies resource shortages.	I		

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**QUALIFICATION RECORD**  
**Continuation Sheet**

**POSITION: INITIAL ATTACK DISPATCHER (IADP)**

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
5. <u>Independently resolves questions and issues by using available sources and reference materials.</u>	W		
6. <u>Demonstrates oral and written communication skills.</u>  - Listening skills - Legible, complete documentation - Accurate, concise information transfer	O		
7. <u>Effectively utilizes and maintains forms and records.</u>  - Situation reports - Initial incident reports - Dispatch logs - Shift briefs - Flight requests/schedules - Accounting codes log - Resource orders - Local procurement documents	I		

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**QUALIFICATION RECORD**  
**Continuation Sheet**

**POSITION: INITIAL ATTACK DISPATCHER (IADP)**

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
8. <u>Demonstrates the ability to utilize computers and dispatch applications.</u>  C Basic computer skills that apply to: - File management - Editing - Printing - Internet - Electronic mail  C Basic computer programs that apply to: - Weather - Situation reports - Aviation - Resource tracking - Computerized dispatch	O		
9. <u>Demonstrates the ability to utilize dispatch telecommunications equipment.</u>	I		

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**QUALIFICATION RECORD**  
**Continuation Sheet**

**POSITION: INITIAL ATTACK DISPATCHER (IADP)**

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
10. <u>Utilizes and interprets maps.</u>  C Demonstrates the ability to utilize topographic maps. - Navigation - Interpretation  C Plots locations using coordinate systems. - Township/range/section - Latitude/longitude - VOR/bearing/distance - Universal Transverse Mercator (UTM)  C Directs resources to plotted location.  C Determines dispatch information displayed in map format. - Jurisdictions - Protection maps - Ownership - Hazard maps - Fuels maps - Lightning maps - Pre-planned dispatch - Fire management zones - Wilderness areas - Management areas	W		

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**QUALIFICATION RECORD**  
**Continuation Sheet**

**POSITION: INITIAL ATTACK DISPATCHER (IADP)**

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
11. <u>Demonstrates the ability to gather, produce and distribute information as required by national, geographic, and local guidelines.</u>  C Uses established methods to collect pertinent information and produce intelligence products. - Daily fire weather observations - Situation reports - Resource status - Fire statistics  C Retrieves and distributes appropriate intelligence products. - Spot weather forecast - a.m./p.m. forecast - Fire weather watch, red flag warnings, and other weather alerts - Fire danger rating indices - Specialized information as warranted by current situation: e.g., MAC priorities, etc. - Incident intelligence information - Lightning - Fire behavior trends	W		
12. <u>Establishes, displays and maintains current resource status.</u>	I		
13. <u>Monitors, prioritizes and coordinates radio traffic involving multiple frequencies.</u>	I		

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**QUALIFICATION RECORD**  
**Continuation Sheet**

**POSITION: INITIAL ATTACK DISPATCHER (IADP)**

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
14. <u>Dispatches tactical resources efficiently and effectively according to the hosting center's procedures.</u>  C Receives report and documents accurately. C Determines appropriate action. C Dispatches appropriate resources. C Insures size-up is received. C Supports incident needs as requested.	W		

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**QUALIFICATION RECORD**  
**Continuation Sheet**

**POSITION: INITIAL ATTACK DISPATCHER (IADP)**

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p>15. <u>Demonstrates a working knowledge of aircraft capabilities, use and safety.</u></p> <p>C Selects appropriate and cost effective aircraft for mission requirements.</p> <ul style="list-style-type: none"> <li>- Capabilities/limitations</li> <li>- Types</li> <li>- Cost comparison</li> <li>- Special use missions</li> <li>- Medevac</li> </ul> <p>C Identifies hazards and deconflicts airspace.</p> <ul style="list-style-type: none"> <li>- Frequency management</li> <li>- Airspace coordination</li> <li>- Temporary Flight Restrictions (TFR)</li> <li>- Special Use Airspace (SUA)</li> <li>- Military Operating Area (MOA)</li> <li>- Military Training Route (MTR)</li> <li>- Pilot briefings</li> <li>- Flight hazards</li> <li>- Aeronautical sectionals and military AP/1B</li> <li>- Maps</li> </ul> <p>C Plans and implements flight following procedures according to agency requirements.</p> <p>C Dispatches tactical aircraft.</p> <ul style="list-style-type: none"> <li>- Airtankers</li> <li>- Smokejumper aircraft</li> <li>- Lead planes</li> <li>- Air attack platforms</li> <li>- Helicopters</li> </ul>	W		

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**QUALIFICATION RECORD**  
**Continuation Sheet**

**POSITION: INITIAL ATTACK DISPATCHER (IADP)**

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
C Mobilizes aircraft for logistical missions. - Point to point - Special use  C Follows regulations and safety procedures for aircraft operations. - Federal Aviation Regulations - Flight plans - Duty limitations - Flight manager briefings - Start up/cut off times - Safecomms - Helicopter modules - Ramp management			

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**QUALIFICATION RECORD**  
**Continuation Sheet**

**POSITION: INITIAL ATTACK DISPATCHER (IADP)**

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p>16. <u>Provides and coordinates logistical support for initial and extended attack. Supports local office operations.</u></p> <p>C Receives requests, processes orders, and follows through to completion.</p> <ul style="list-style-type: none"> <li>- Local meals and housing</li> <li>- Transportation</li> <li>- Service and Supply Plan</li> <li>- Warehouse/cache</li> <li>- Resource mobilization/demobilization</li> </ul> <p>C Utilizes incident business management concepts to support operations.</p> <ul style="list-style-type: none"> <li>- Emergency Equipment Rental Agreements</li> <li>- Accounting codes</li> <li>- Casual hire</li> <li>- Time sheets</li> </ul> <p>C Uses local and national protocol to process off unit requests and travel arrangements.</p>	W		

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**QUALIFICATION RECORD**  
**Continuation Sheet**

**POSITION: INITIAL ATTACK DISPATCHER (IADP)**

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
17. <u>Demonstrates the ability to implement established emergency (non-suppression) dispatch plans.</u>  C Locates agency/local plans for: - Crash Rescue - Medevac - Search and Rescue - Hazmat - Natural disasters - Law Enforcement - Agency fatality protocols  C Responds appropriately to emergency situations. - Implements plan. - Makes proper notifications.	O		

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**QUALIFICATION RECORD**  
**Continuation Sheet**

**POSITION: INITIAL ATTACK DISPATCHER (IADP)**

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p>18. <u>Promotes and maintains a safe working environment.</u></p> <p>C Operates within established guidelines and procedures.</p> <ul style="list-style-type: none"> <li>- Demonstrates familiarity with guidelines and manuals as they relate to safety.</li> <li>- Uses agency manuals to resolve safety issues.</li> <li>- Directs dispatch operations in accordance with appropriate regulations.</li> </ul> <p>C Anticipates, recognizes and mitigates unsafe situations.</p> <ul style="list-style-type: none"> <li>- Exhibits situational awareness.</li> <li>- Distributes fire weather watches and red flag warnings.</li> <li>- Demonstrates an awareness of local hazards.</li> </ul> <p>C Initiates action as authorized to remedy identified safety situations and notifies supervisor.</p> <p>C Ensures appropriate documentation is completed according to agency policy.</p>	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.

- |                    |                                 |                     |                                |
|--------------------|---------------------------------|---------------------|--------------------------------|
| <b>Grass Group</b> | 1. Short Grass (1 foot)         | <b>Timber Group</b> | 8. Closed Timber Litter        |
|                    | 2. Timber (grass & understory)  |                     | 9. Hardwood Litter             |
|                    | 3. Tall Grass (2-1/2 feet)      |                     | 10. Timber (litter understory) |
| <b>Brush Group</b> | 4. Chaparral (6 feet)           | <b>Slash Group</b>  | 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**

<b>#1</b>	Evaluator's name: Incident/office title & agency:				
Evaluator's home unit address & phone:					
<b>Name and Location of Incident or Simulation (agency &amp; area)</b>	<b>Incident Kind (wildland fire, search &amp; rescue, etc.)</b>	<b>Number &amp; Type of Resources Pertinent to Trainee's Position</b>	<b>Duration (inclusive dates in trainee status)</b>	<b>Management Level or Prescribed Fire Complexity Level</b>	<b>NFFL Fuel Model(s)</b>
			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: _____					

<b>#2</b>	Evaluator's name: Incident/office title & agency:				
Evaluator's home unit address & phone:					
<b>Name and Location of Incident or Simulation (agency &amp; area)</b>	<b>Incident Kind (wildland fire, search &amp; rescue, etc.)</b>	<b>Number &amp; Type of Resources Pertinent to Trainee's Position</b>	<b>Duration (inclusive dates in trainee status)</b>	<b>Management Level or Prescribed Fire Complexity Level</b>	<b>NFFL Fuel Model(s)</b>
			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**

<b>#3</b>	Evaluator's name: Incident/office title & agency:				
Evaluator's home unit address & phone:					
<b>Name and Location of Incident or Simulation (agency &amp; area)</b>	<b>Incident Kind (wildland fire, search &amp; rescue, etc.)</b>	<b>Number &amp; Type of Resources Pertinent to Trainee's Position</b>	<b>Duration (inclusive dates in trainee status)</b>	<b>Management Level or Prescribed Fire Complexity Level</b>	<b>NFFL Fuel Model(s)</b>
			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: _____					

<b>#4</b>	Evaluator's name: Incident/office title & agency:				
Evaluator's home unit address & phone:					
<b>Name and Location of Incident or Simulation (agency &amp; area)</b>	<b>Incident Kind (wildland fire, search &amp; rescue, etc.)</b>	<b>Number &amp; Type of Resources Pertinent to Trainee's Position</b>	<b>Duration (inclusive dates in trainee status)</b>	<b>Management Level or Prescribed Fire Complexity Level</b>	<b>NFFL Fuel Model(s)</b>
			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: _____					