



NWCG Task Book for the Position of:
WILDLAND FIRE INVESTIGATION
TEAM MEMBER
(INTM)

**(POSITION PERFORMANCE REQUIRED ON A WILDFIRE
ASSIGNMENT)**

PMS 311-90

MAY 2008

Task Book Assigned To:

Trainee's Name: _____

Home Unit/Agency: _____

Home Unit Phone Number: _____

Task Book Initiated By:

Official's Name: _____

Home Unit Title: _____

Home Unit/Agency: _____

Home Unit Phone Number: _____

Home Unit Address: _____

Date Initiated: _____

**Verification/Certification of Completed Task Book
for the Position of:**

WILDLAND FIRE INVESTIGATION TEAM MEMBER

Final Evaluator's Verification

*To be completed **ONLY** when you are recommending the trainee for certification.*

I verify that (trainee name) _____ has successfully performed as a trainee by demonstrating all tasks for the position listed above and should be considered for certification in this position. All tasks are documented with appropriate initials.

Final Evaluator's Signature: _____

Final Evaluator's Printed Name: _____

Home Unit Title: _____

Home Unit/Agency: _____

Home Unit Phone Number: _____ Date: _____

Agency Certification

I certify that (trainee name) _____ has met all requirements for qualification in the above position and that such qualification has been issued.

Certifying Official's Signature: _____

Certifying Official's Printed Name: _____

Title: _____

Home Unit/Agency: _____

Home Unit Phone Number: _____ Date: _____

Additional copies of this publication are available through:
NWCG, Publications Management System at <http://www.nwcg.gov/pms/taskbook/taskbook.htm>

NATIONAL WILDFIRE COORDINATING GROUP (NWCG) POSITION TASK BOOK

NWCG Position Task Books (PTBs) have been developed for designated National Interagency Incident Management System (NIIMS) positions. Each PTB lists the competencies, behaviors and tasks required for successful performance in specific positions. Trainees must be observed completing all tasks and show knowledge and competency in their performance during the completion of this PTB.

Trainees are evaluated during this process by qualified evaluators, and the trainee's performance is documented in the PTB for each task by the evaluator's initials and date of completion. An Evaluation Record will be completed by all evaluators documenting the trainee's progress after each evaluation opportunity.

Successful performance of all tasks, as observed and recorded by an evaluator, will result in a recommendation to the agency that the trainee be certified in that position. Evaluation and confirmation of the trainee's performance while completing all tasks may occur on one or more training assignments and may involve more than one evaluator during any opportunity.

INCIDENT/EVENT CODING

Each task has a code associated with the type of training assignment where the task may be completed. The codes are: O = other, I = incident, WF = wildland fire, W = wildfire, RX = prescribed fire, WFU = wildland fire use, and R = rare event. The codes are defined as:

- O = Task can be completed in any situation (classroom, simulation, daily job, incident, prescribed fire, etc.).
- I = Task must be performed on an incident managed under the Incident Command System (ICS). Examples include wildland fire, structural fire, oil spill, search and rescue, hazardous material, and an emergency or non-emergency (planned or unplanned) event.
- WF = Task must be performed on a wildland fire incident (the term *wildland fire* includes wildfire/W, prescribed fire/RX, or wildland fire use/WFU).
- W = Task must be performed on a wildfire incident.
- RX = Task must be performed on a prescribed fire incident.
- WFU = Task must be performed on a wildland fire use incident.
- R = Rare events such as accidents, injuries, vehicle or aircraft crashes occur infrequently and opportunities to evaluate performance in a real setting are limited. The evaluator should determine, through interview, if the trainee would be able to perform the task in a real situation.

While tasks can be performed in any situation, they must be evaluated on the specific type of incident/event for which they are coded. For example, tasks coded W must be evaluated on a wildfire; tasks coded WFU must be evaluated on wildland fire use, and so on. Performance of any task on other than the designated assignment is not valid for qualification.

Tasks within the PTB are numbered sequentially; however, the numbering does NOT indicate the order in which the tasks need to be performed or evaluated.

The bullets under each numbered task are examples or indicators of items or actions related to the task. The purpose of the bullets is to assist the evaluator in evaluating the trainee; the bullets are not all-inclusive. Evaluate and initial ONLY the numbered tasks. DO NOT evaluate and initial each individual bullet.

A more detailed description of this process and definitions of terms are included in the *Wildland Fire Qualification System Guide*, PMS 310-1. This document can be found at <http://www.nwcg.gov/pms/docs/docs.htm>.

RESPONSIBILITIES

The responsibilities of the Home Unit/Agency, Trainee, Coach, Training Specialist, Evaluator, Final Evaluator and Certifying Official are identified in the *Wildland Fire Qualification System Guide*, PMS 310-1. It is incumbent upon each of these individuals to ensure their responsibilities are met.

INSTRUCTIONS FOR THE POSITION TASK BOOK EVALUATION RECORD

Evaluation Record #

Each evaluator will need to complete an evaluation record. Each evaluation record should be numbered sequentially. Place this number at the top of the evaluation record page and also use it in the column labeled "Evaluation Record #" for each numbered task the trainee has satisfactorily performed.

Trainee Information

Print the trainee's name, position on the incident/event, home unit/agency, and the home unit/agency address and phone number.

Evaluator Information

Print the Evaluator's name, position on the incident/event, home unit/agency, and the home unit/agency address and phone number.

Incident/Event Information

Incident/Event Name: Print the incident/event name.

Reference: Enter the incident code and/or fire code.

Duration: Enter inclusive dates during which the trainee was evaluated.

Incident Kind: Enter the kind of incident (wildfire, prescribed fire, wildland fire use, search and rescue, flood, hurricane, etc.).

Location: Enter the geographic area, agency, and state.

Management Type or Prescribed Fire Complexity Level: Circle the ICS organization level (Type 5, Type 4, Type 3, Type 2, Type 1, Area Command) or the prescribed fire complexity level (Low, Moderate, High).

Fire Behavior Prediction System (FBPS) Fuel Model Group: Circle the Fuel Model Group letter that corresponds to the predominant fuel type in which the incident/event occurred.

G = Grass Group (includes FBPS Fuel Models 1 – 3):

1 = short grass (1 foot); 2 = timber with grass understory; 3 = tall grass (1½ - 2 feet)

B = Brush Group (includes FBPS Fuel Models 4 – 6):

4 = Chaparral (6 feet); 5 = Brush (2 feet); 6 = dormant brush/hardwood slash;

7 = Southern rough

T = Timber Group (includes FBPS Fuel Models 8 – 10)

8 = closed timber litter; 9 = hardwood litter; 10 = timber (with litter understory)

S = Slash Group (includes FBPS Fuel Models 11 – 13)

11 = light logging slash; 12 = medium logging slash; 13 = heavy logging slash

Evaluator’s Recommendation

For 1 – 4, initial only one line as appropriate; this will allow for comparison with your initials in the Qualifications Record.

Record additional remarks/recommendations on an Individual Performance Evaluation, or by attaching an additional sheet to the evaluation record.

Evaluator’s Signature

Sign here to authenticate your recommendations.

Date

Document the date the Evaluation Record is being completed.

Evaluator’s Relevant Qualification (or agency certification)

List your qualification or certification relevant to the trainee position you supervised.

Note: Evaluators must be either qualified in the position being evaluated or supervise the trainee; Final Evaluators must be qualified in the trainee position they are evaluating.

Wildland Fire Investigation Team Member (INTM)

Competency: Assume position responsibilities.

Description: Successfully assume role of Wildland Fire Investigation Team Member and initiate position activities at the appropriate time according to the following behaviors.

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Ensure readiness for assignment.			
1. Gather information necessary to assess incident assignment and determine immediate needs and actions. <ul style="list-style-type: none"> • <i>Resource order information including mode of travel.</i> • <i>Reporting time and place.</i> • <i>Type of incident.</i> 	I		
2. Obtain and assemble materials needed during the case development phase of a wildland fire investigation. <ul style="list-style-type: none"> • <i>ICS forms</i> • <i>Law enforcement forms</i> • <i>ICP support supplies</i> • <i>Evidence collection materials</i> • <i>Diagramming materials</i> • <i>Casting materials</i> • <i>GPS (optional)</i> • <i>Investigation database software</i> • <i>Fire scene diagramming software (optional)</i> • <i>Technical Investigative Equipment</i> • <i>Specialized surveillance equipment other than Technical Investigative Equipment.</i> • <i>Local maps, contact lists and intelligence relating to the incident.</i> 	O		
Behavior: Understand and comply with incident safety procedures and practices.			
3. Demonstrate a comprehensive understanding of safety issues related to the case development aspects of a wildland fire investigation. <ul style="list-style-type: none"> • <i>Describe specialized safety considerations.</i> <ul style="list-style-type: none"> – <i>Origin and cause determination</i> – <i>Interview/interrogation</i> – <i>Surveillance</i> – <i>Other team operations</i> – <i>Search and arrest warrant execution</i> • <i>Prepare a job hazard analysis.</i> • <i>Provide safety briefing.</i> 	O		

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

Wildland Fire Investigation Team Member (INTM)

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Gather, update, and apply situational information relevant to the assignment.			
4. Obtain briefing from assignment supervisor. <ul style="list-style-type: none"> • <i>Organizational structure</i> • <i>Weather</i> • <i>Fire behavior</i> • <i>Communications</i> • <i>Resources</i> • <i>Safety</i> 	I		
5. Demonstrate a working knowledge of arson investigation strategies and tactics. <ul style="list-style-type: none"> • <i>Specialized arson investigation strategies</i> • <i>Static surveillance</i> • <i>Mobile surveillance</i> • <i>Aerial surveillance</i> • <i>Camera traps</i> • <i>Technical investigation equipment</i> • <i>Sequential timeline analysis</i> • <i>Rewards</i> • <i>Informants</i> • <i>Neighborhood canvass</i> • <i>Interrogation</i> • <i>Polygraphs</i> • <i>Physical and behavioral evidence analysis</i> • <i>Search warrants</i> • <i>K-9 tracking</i> • <i>Juvenile fire setter program</i> • <i>Firefighter arson</i> 	W		
6. Demonstrate proper knowledge of principles of wildland fire behavior as they relate to investigation. <ul style="list-style-type: none"> • <i>Weather and fire behavior forecasts.</i> • <i>Fire behavior calculations and computer modeling software used to support origin and cause determination.</i> • <i>Fire behavior calculations used to include/exclude causes.</i> • <i>Advantages/disadvantages of applying fire behavior data to fire cause conclusions.</i> 	O		

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

Wildland Fire Investigation Team Member (INTM)

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
7. Demonstrate the ability to conduct a second opinion analysis of a fire origin. <ul style="list-style-type: none"> • <i>Criteria for when a secondary analysis is required.</i> • <i>Assessment of preliminary documentation information.</i> • <i>Effects of weather/time on various indicators.</i> • <i>Determination of suppression actions.</i> • <i>Scene disturbance by preliminary investigators.</i> • <i>Scene security/evidence integrity issues.</i> • <i>Fire behavior information.</i> • <i>Witness information.</i> • <i>Difference of opinion with preliminary findings.</i> 	W		
Behavior: Establish effective relationships with relevant personnel.			
8. Conduct self in a professional manner. <ul style="list-style-type: none"> • <i>Respectful and courteous.</i> • <i>Respectful of public and private property.</i> 	I		
9. Establish and maintain positive interpersonal and interagency working relationships.	I		

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

Wildland Fire Investigation Team Member (INTM)

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Understand and comply with ICS concepts and team management principles.			
<p>10. Develop standard team organizational structure; relate team structure to investigation plan objectives. Describe various team investigative functions. List the necessary administrative tasks associated with team management.</p> <ul style="list-style-type: none"> • <i>ICS concept</i> • <i>Standard team organizational structure</i> • <i>Command function</i> • <i>Logistics function</i> • <i>Planning function</i> • <i>Operations function</i> • <i>Incident Action Plan</i> • <i>Daily briefings</i> • <i>Origin determination</i> • <i>Witness interviews</i> • <i>Tip line management</i> • <i>Security</i> • <i>Time keeping</i> • <i>Fiscal management</i> • <i>Media relations/media management</i> • <i>Information management</i> • <i>Documentation</i> • <i>Photography and video services</i> • <i>Clerical support</i> • <i>Investigative specialists</i> • <i>Reports</i> • <i>Attorney liaison</i> • <i>Evidence management</i> • <i>Coordinated surveillance</i> • <i>Inter-agency relationships/unified command</i> • <i>Resource staffing</i> • <i>Incident debriefings</i> • <i>Demobilization planning and implementation</i> 	W		

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

Wildland Fire Investigation Team Member (INTM)

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
11. Utilize arson investigation techniques and arson investigation team or task force management. Utilize arson investigation strategies and tactics. <ul style="list-style-type: none"> • <i>Arson ignition sources/factors</i> • <i>Origin and cause considerations</i> • <i>Behavioral evidence analysis</i> • <i>ICS team/task force organizational structure</i> • <i>Interagency operations/liaison</i> • <i>Unified command</i> • <i>Communications</i> • <i>Security</i> • <i>Operational compromise</i> • <i>Command post considerations</i> • <i>Media relations</i> • <i>Prosecutorial considerations</i> • <i>Administrative considerations</i> • <i>Information databases</i> • <i>Chronological pattern analysis</i> • <i>Spatial pattern analysis</i> • <i>Arson motive recognition</i> • <i>Special scene processing techniques</i> • <i>Modus operandi vs. signature/ritual behaviors</i> • <i>Linkage blindness</i> • <i>Types of fire setter</i> • <i>Special scene processing techniques establishing intent</i> 	W		

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

Wildland Fire Investigation Team Member (INTM)

Competency: Gather information and statements.

Description: Use suitable interview and interrogation techniques to gather information relevant to the case investigation in a timely manner to support submission of the case to legal staff.

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
<p>12. Gather and interpret information relevant to the case development phase of an investigation.</p> <ul style="list-style-type: none"> • <i>Weather data</i> • <i>Weather data records</i> • <i>Lightning map</i> • <i>Lightning data</i> • <i>Dispatch logs</i> • <i>ICS terminology</i> 	O		
<p>13. Interpret samples.</p> <ul style="list-style-type: none"> • <i>Lightning map</i> • <i>Weather data</i> • <i>Fire behavior report</i> • <i>Dispatch log</i> 	O		
<p>14. Obtain information from other sources.</p> <ul style="list-style-type: none"> • <i>Financial data</i> • <i>Criminal history</i> • <i>DMV information</i> • <i>Ownership/tax information</i> 	O		

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

Wildland Fire Investigation Team Member (INTM)

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
<p>15. Conduct witness interviews, obtain and record witness statements, and use that information to support findings in a case.</p> <ul style="list-style-type: none"> • <i>Identify and locate additional witnesses.</i> • <i>Use constructive interview format.</i> • <i>Develop material questions.</i> • <i>Document statements.</i> • <i>Use leading questions.</i> • <i>Identify key points.</i> • <i>Compose a witness statement.</i> • <i>Observe verbal and non-verbal behavioral cues.</i> • <i>Deal with a hostile or uncooperative witness.</i> • <i>Identify minimum subject identification requirements.</i> • <i>Summarize a witness statement in the report.</i> 	W		
<p>16. Obtain and conduct interrogations of suspects in cases where criminal charges may be filed.</p> <ul style="list-style-type: none"> • <i>Agency policy regarding interrogation</i> • <i>Interrogation legal requirements (Miranda Waiver)</i> • <i>Interrogation preparation</i> • <i>Basic interrogation techniques</i> • <i>Structured questions</i> • <i>Verbal behavioral cues</i> • <i>Non-verbal behavioral cues</i> • <i>Alternative themes</i> • <i>Specialized interrogation situations (e.g., juveniles, non-native language speakers, diminished capacity, multiple suspect elimination)</i> • <i>Polygraph</i> 	W		
<p>17. Legally search for and seize evidence related to a wildland fire investigation.</p> <ul style="list-style-type: none"> • <i>Legal requirements</i> • <i>Case law</i> • <i>Administrative warrants</i> • <i>Search warrants</i> • <i>Affidavit preparation</i> • <i>Post-warrant requirements</i> • <i>Integrate warrant findings into case file</i> 	W		

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

Wildland Fire Investigation Team Member (INTM)

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
18. Document, collect, and preserve evidence in accordance with current standards. <ul style="list-style-type: none"> • <i>Legal requirements and authorities for:</i> <ul style="list-style-type: none"> – <i>Collection</i> – <i>Documentation</i> – <i>Transfer</i> – <i>Storage</i> – <i>Preservation</i> – <i>Testing</i> – <i>Final disposition</i> • <i>Spoilation issues</i> • <i>Managing non-routine items</i> • <i>Impression evidence</i> • <i>Trace evidence</i> • <i>Computer and other electronic devices</i> • <i>Soils</i> • <i>DNA</i> • <i>Other evidence categories</i> • <i>Managing and cataloguing large amounts of evidence.</i> • <i>Integrate evidence into the investigation report.</i> • <i>Crime lab protocols and evidence collection assistance.</i> 	O		

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

Wildland Fire Investigation Team Member (INTM)

Competency: Communicate effectively.

Description: Use suitable communication techniques to share relevant information with appropriate personnel on a timely basis to accomplish objectives in a rapidly changing, high-risk environment.

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Ensure relevant information is exchanged during briefings and debriefings.			
19. Participate in briefings and After Action Reviews (AAR).	I		
Behavior: Prepare and present a case to administrative and legal staff.			
20. Prepare a comprehensive investigation plan for the case development phase of a wildland fire investigation. <ul style="list-style-type: none"> • <i>Preliminary assessment of facts</i> • <i>Goals, objectives, and scope</i> • <i>Milestones, timelines, and cutoff points</i> • <i>Investigative techniques</i> • <i>Specialized equipment needs</i> • <i>Administrative support</i> • <i>Additional resources</i> • <i>Jurisdictional issues</i> 	W		
21. Document the findings of an investigation and identify any specialized documentation requirements. <ul style="list-style-type: none"> • <i>Preliminary fire investigation reports</i> • <i>Fire behavior data</i> • <i>Witness statements</i> • <i>Photographs/video</i> • <i>Sketches and diagrams</i> • <i>Forensic analyses</i> • <i>Compliance records</i> • <i>Technical reports</i> • <i>Scientific research</i> • <i>Investigative depositions</i> • <i>Grand jury testimony</i> • <i>Engineered diagrams</i> 	W		
22. Present a case to administrators and/or attorneys for consideration of legal action. <ul style="list-style-type: none"> • <i>Final investigation report</i> • <i>Preliminary contacts with litigators</i> • <i>Investigation summary preparation</i> • <i>Professional relationship with legal staff</i> 	W		

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

Wildland Fire Investigation Team Member (INTM)

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
23. Make a professional appearance and present sworn testimony. <ul style="list-style-type: none"> • <i>Curriculum Vitae (provide copy)</i> • <i>Frye standard</i> • <i>Daubert v. Merrill-Dow Pharmaceuticals</i> • <i>Kumho Tire v. Carmichael</i> • <i>Michigan Millers Mutual v. Benfield</i> • <i>Wisegram v. Marley</i> • <i>Rule 702</i> • <i>Pre-testimony preparation</i> • <i>Courtroom demeanor</i> • <i>Deposition vs. testimony</i> • <i>Grand jury proceedings</i> • <i>Perjury</i> • <i>Fact vs. opinion</i> • <i>Voir dire</i> • <i>Qualifying as an expert</i> • <i>Cross examination</i> 	R		

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

Trainee Information

Printed Name:
 Trainee Position on Incident/Event:
 Home Unit/Agency:
 Home Unit /Agency Address and Phone Number:

Evaluator Information

Printed Name:
 Evaluator Position on Incident/Event:
 Home Unit/Agency:
 Home Unit /Agency Address and Phone Number:

Incident/Event Information

Incident/Event Name: _____ Reference (Incident Number/Fire Code): _____
 Duration: _____
 Incident Kind: Wildfire, Prescribed Fire, Wildland Fire Use, All Hazard, Other (specify): _____
 Location (include Geographic Area, Agency, and State): _____
 Management Type (circle one): Type 5, Type 4, Type 3, Type 2, Type 1, Area Command
OR Prescribed Fire Complexity Level (circle one): Low, Moderate, High
 FBPS Fuel Model Letter: G = Grass, B = Brush, T = Timber, S = Slash

Evaluator's Recommendation
 (Initial only one line as appropriate)

- _____ **1)** The tasks initialed and dated by me on the Qualification Record have been performed under my supervision in a satisfactory manner. The trainee has successfully performed all tasks in the PTB for the position. I have completed the Final Evaluator's Verification section and recommend the trainee be considered for agency certification.
- _____ **2)** The tasks initialed and dated by me on the Qualification Record have been performed under my supervision in a satisfactory manner. However, opportunities were not available for all tasks (or all uncompleted tasks) to be performed and evaluated on this assignment. An additional assignment is needed to complete the evaluation.
- _____ **3)** The trainee did not complete certain tasks in the PTB in a satisfactory manner and additional training, guidance, or experience is recommended.
- _____ **4)** The individual is severely deficient in the performance of tasks in the PTB for the position and additional training, guidance, or experience is recommended prior to another training assignment.

Record additional remarks/recommendations on an Individual Performance Evaluation, or by attaching an additional sheet to the evaluation record.

Evaluator's Signature: _____ Date: _____
 Evaluator's Relevant Qualification (or agency certification): _____

Trainee Information

Printed Name:

Trainee Position on Incident/Event:

Home Unit/Agency:

Home Unit /Agency Address and Phone Number:

Evaluator Information

Printed Name:

Evaluator Position on Incident/Event:

Home Unit/Agency:

Home Unit /Agency Address and Phone Number:

Incident/Event Information

Incident/Event Name:

Reference (Incident Number/Fire Code):

Duration:

Incident Kind: Wildfire, Prescribed Fire, Wildland Fire Use, All Hazard, Other (specify):

Location (include Geographic Area, Agency, and State):

Management Type (circle one): Type 5, Type 4, Type 3, Type 2, Type 1, Area Command
OR Prescribed Fire Complexity Level (circle one): Low, Moderate, High

FBPS Fuel Model Letter: G = Grass, B = Brush, T = Timber, S = Slash

Evaluator's Recommendation

(Initial only one line as appropriate)

- _____ **1)** The tasks initialed and dated by me on the Qualification Record have been performed under my supervision in a satisfactory manner. The trainee has successfully performed all tasks in the PTB for the position. I have completed the Final Evaluator's Verification section and recommend the trainee be considered for agency certification.
- _____ **2)** The tasks initialed and dated by me on the Qualification Record have been performed under my supervision in a satisfactory manner. However, opportunities were not available for all tasks (or all uncompleted tasks) to be performed and evaluated on this assignment. An additional assignment is needed to complete the evaluation.
- _____ **3)** The trainee did not complete certain tasks in the PTB in a satisfactory manner and additional training, guidance, or experience is recommended.
- _____ **4)** The individual is severely deficient in the performance of tasks in the PTB for the position and additional training, guidance, or experience is recommended prior to another training assignment.

Record additional remarks/recommendations on an Individual Performance Evaluation, or by attaching an additional sheet to the evaluation record.

Evaluator's Signature: _____ Date: _____

Evaluator's Relevant Qualification (or agency certification): _____