

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

**ASSISTANT AREA COMMANDER,
LOGISTICS (ACLC)**

United States
Department of the Interior

National Association of
State Foresters



PMS 311-89
NFES 2621

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.

ASSISTANT AREA COMMANDER, LOGISTICS

POSITION TASK BOOK

The attached tasks of an Assistant Area Commander, Logistics are the standards against which a trainee Assistant Area Commander, Logistics should be evaluated. The evaluator should use the attached tasks as a basis to provide a written narrative regarding the readiness - or lack thereof - of the trainee Assistant Area Commander, Logistics to fulfill full functional performance as a national interagency Assistant Area Commander, Logistics.

IN ADDITION TO INITIALING TASKS AND COMPLETING THE EVALUATION BLOCK AT THE BACK OF THE TASK BOOK, EACH EVALUATOR SHOULD USE THE SPACE BELOW THE APPROPRIATE EVALUATION BLOCK TO WRITE THIS NARRATIVE THAT SUPPORTS THE FINAL RECOMMENDATION FOR CERTIFICATION.

QUALIFICATION RECORD

POSITION: ASSISTANT AREA COMMANDER, LOGISTICS (ACLC)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
1. <u>Obtain briefing from Area Commander; participate in briefing with Agency Administrator(s).</u>	I		
2. <u>Gather intelligence from incident Logistics Section Chiefs, coordination center, and other personnel responsible for incident.</u>	I		
3. <u>Evaluate and share all functional information for logistics with area command team members.</u>	I		
4. <u>Identify and order resources required for area command logistics operation; receive and process orders for all other area command functions.</u>	I		
5. <u>Determine work space requirements, location, and procurement procedures for the area command team.</u>	I		
6. <u>Establish and maintain working relations and communications with Incident Management Teams (IMT), coordination centers/expanded dispatch, agency personnel, cooperators, Comptroller, buying team, and others.</u>	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: ASSISTANT AREA COMMANDER, LOGISTICS (ACLC)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
7. <u>Evaluate effectiveness of current system of expanded dispatch and identify needed improvements. If delegated authority for expanded dispatch; provide adequate staff including expanded dispatch Coordinator; assure adequate facilities; determine scope of responsibility; and identify relationship with buying team.</u>	I		
8. <u>Establish procedures which facilitate communications; area command frequency coordination; sharing or reallocation of resources; and problem-solving or conflict resolution.</u>	I		
9. <u>Assist in developing area command demobilization priorities and procedures; ensure cache demobilization requirements are met; ensure demobilization actions are coordinated between IMT's and expanded dispatch.</u>	I		
10. <u>Assist area command plans in developing an area command transition plan.</u>	I		
11. <u>Provide information for the area command documentation package.</u>	I		

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QUALIFICATION RECORD
Continuation Sheet

POSITION: ASSISTANT AREA COMMANDER, LOGISTICS (ACLC)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
12. <u>Prepare performance appraisals for all area command logistics personnel; provide input for IMT performance appraisals.</u>	I		

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