A Publication of the
National Wildfire Coordinating Group

Sponsored by
United States
Department of Agriculture

United States
Department of the Interior

National Association of
State Foresters

NATIONAL INTERAGENCY INCIDENT MANAGEMENT SYSTEM

TASK BOOK FOR THE POSITION OF

MATERIALS HANDLER LEADER (WHLR)

PMS 311-92 **March 1999**
NFES 2624

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

Order NFES #2622

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: MATERIALS HANDLER LEADER (WHLR)

TASK	CODE*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
GENERAL			
1. Obtain and assemble information and material needed for a kit. Kit will be assembled and prepared prior to receiving an assignment. Kit will contain critical items needed for assignment and items needed for functioning during the first 48 hours. Kit will be easily transported and within agency weight limitation. The basic information and material needed are: • National Fire Equipment and Supply Catalog, NFES 0362 • Fire Equipment Storage and Refurbishing Standards Handbook - NFES 2249 • Pencils, pads	O		
MOBILIZATION			
2. Obtain complete information from dispatch upon initial activation. Prior to dispatch to reporting site, the following information is obtained. • Incident order number. • Request number. • Incident name. • Incident number (accounting code). • Reporting location. • Phone number. • Transportation arrangements and routes. • Reporting date and time.	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: MATERIALS HANDLER LEADER (WHLR)

TASK	CODE*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
3. Gather information. Gather all available information necessary to accurately assess assignment and determine immediate needs and action. • Cache manager's name. • Current situation. • Expected duration of assignment. • Is assignment to an established cache site or field location? • Lodging and transportation arrangements.	I		
CACHE ACTIVITIES 4. Arrive at cache site and check in. Arrive properly equipped at cache site within acceptable time limits. Check in according to agency guidelines.	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: MATERIALS HANDLER LEADER (WHLR)

TASK	CODE*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
5. Obtain briefing from Materials Handler Group Supervisor within the first operational period. • Obtain local administrative guidelines. • Local protocols. • Immediate supervisor. • Situation warranting Materials Handler Group Supervisor decision, attention or follow up action. • Existing organization structure. • Expectations from the Materials Handler Group Supervisor. • Operating procedures. • Local documentation process: refurbishment, kit, returns, receiving, etc. • Existing shift schedules. • Time keeping process.	I		
6. Organize and supervise function. • Recommend to Materials Handler Group Supervisor/Cache Manager needs for additional staffing and support items for current and expected workload. • Brief, supervise and keep function personnel informed. • Establish function's time frames and schedules. • Make assignments. • Spot check work. • Review and approve time. • Develop team work. • Provide OJT as needed.	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: MATERIALS HANDLER LEADER (WHLR)

TASK	CODE*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
7. Manage inventory allowing for correct documentation, storage, accountability and refurbishment of cache items. • Utilize designated document for reporting changes to the inventory. • Utilize automated cache inventory system for various business events and reports. • Utilize the NFES numbering system. • Recommend procedures for identifying inventory shortages/below minimum stocking levels. • Identify documentation of "property" items and ownership. • Implement standards and procedures in Fire Equipment and Storage Refurbishing Standards Handbook for all refurbishment tasks. • Identify availability of components to build required kits from automated inventory data base. • Follow established procedures to build kits in automated cache inventory system. • Gather kit components, utilize property # identified when applicable. • Lead/build various kits, using established packing list and applying specific standards provided through SOPs, handbooks, and local direction. • Utilize automated inventory system location as the basis for storage of cache items and/or as established. • Identify special storage needs and areas, based on regulations, item, hazardous material, etc.	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: MATERIALS HANDLER LEADER (WHLR)

TASK	CODE*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
8. Receiving— provide for receipt of cache items from various sources, identification, serviceability, follow-up action and proper disposition of the cache item. • Secure/validate accounting data for returns from an incident, requisition, or project transaction. • Inspect items received using the disposal criteria as established by Fire Equipment Storage and Refurbishing Standards Handbook. • Separate "ready for issue," "used" and "unserviceable items" for movement to appropriate location. • Document correct NFES identifier, item, quantity and quality received. • Document any discrepancies on freight bill, GSA document, incident waybill, etc. • Initiate appropriate documents and/or notes to correct quality and quantity discrepancies as established. • Secure work order number as established. • Ensure identification of accounting data on pallet, container etc., containing items requiring refurbishment. • Move items for refurbishment to designated area. • Perform refurbishment of items, using the Fire Equipment Storage and Refurbishing Standards Handbook. • Package/label, as necessary, to meet established standards.	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: MATERIALS HANDLER LEADER (WHLR)

TASK	CODE*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
• Store, per automated inventory system location, applicable regulations, or as established. • Dispose of unserviceable items in compliance with appropriate regulations. • Submit documents as established.			

*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: MATERIALS HANDLER LEADER (WHLR)

TASK	CODE*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
9. Distribute items, correct quantities, complete special handling, packaging/labeling, loading, delivery and documentation. • Review issue document and identify hazardous materials. • Identify any exceptions or limitations for hazardous material. • Identify transportation needs based on delivery date/time requested. • Request transportation service through established process. • Pull items per location code on issue documents. • Stage items in designated area. • Modify and correct kit packing list to reflect any modification based on transportation requirement and hazardous material item requested. • Package and label as required. Ensure material safety data sheets (MSDS) are included, as required. • Load shipment per established procedures. Notify carrier of hazardous material to assure correct procedures have been followed. • Prepare documents as necessary. a. Government bill of lading. b. Certified mail. c. UPS/air freight. d. Commercial sources. e. Fire equipment rental agreements. • Submit shipping documents and transportation info sheet to Supply personnel as required.	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: MATERIALS HANDLER LEADER (WHLR)

TASK	CODE*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
• Review shipping documents with carrier for placarding, weight distribution and special handling criteria.			
10. Prepare performance evaluation for function. • Complete objectively and forward to cache manager. • Counsel as appropriate. • Review task book.	I		
DEMOBILIZATION: 11. Demobilization and check-out. • Ensure that cache and agency demobilization procedures are followed.	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

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) 2. Timber (grass & understory) 3. Tall Grass (2-1/2 feet)	**Timber Group**	8. Closed Timber Litter 9. Hardwood Litter 10. Timber (litter understory)
Brush Group	4. Chaparral (6 feet) 5. Brush (2 feet) 6. Dormant brush-Hardwood Slash 7. Southern Rough	**Slash Group**	11. Light Logging Slash 12. Medium Logging Slash 13. Heavy Logging Slash

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		

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:_____

#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		

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:_____