

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

**SINGLE RESOURCE BOSS
CREW (CRWB)
ENGINE (ENGB)
DOZER (DOZB)
TRACTOR/PLOW (TRPB)
FIRING (FIRB)
FELLING (FELB)
HELICOPTER (HELB)**

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

**PMS 311-13
NFES 2318**

March 2004

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: Great Basin Cache Supply Office
3833 S. Development Avenue
Boise, Idaho 83705
Order NFES 2318

Also available at <http://www.nwccg.gov/teams/pmswt/pms.htm>

NATIONAL WILDFIRE COORDINATING GROUP POSITION TASK BOOK

Position Task Books (PTBs) 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 NIIMS Wildland and Prescribed Fire Qualification System Guide, PMS 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 NIIMS Wildland and Prescribed Fire Qualification System Guide, PMS 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: SINGLE RESOURCE BOSS

This task book contains the required tasks for all single resource boss positions. Tasks 1-45 are generic to each position listed and are required for all single resource boss positions. Tasks 1-45 need to be completed only once. The trainee will need to complete position specific tasks listed after 1-45 to qualify for specific positions. If the trainee desires to qualify for more than one position covered in this task book, they will need to complete the position specific tasks for each position they are seeking.

The tasks required for each position are as follows:

Tasks 1-45 and 46	To qualify as Crew Boss (CRWB)
Tasks 1-45 and 47-59	To qualify as Engine Boss (ENGB)
Tasks 1-45 and 60-74	To qualify as Dozer Boss (DOZB)
Tasks 1-45 and 75-82	To qualify as Tractor/Plow Boss (TRPB)
Tasks 1-45 and 83-97	To qualify as Firing Boss (FIRB)
Tasks 1-45 and 98-106	To qualify as Felling Boss (FELB)
Tasks 1-45 and 107-116	To qualify as Helicopter Boss (HELB)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p><u>GENERAL</u></p> <p>1. <u>Obtain and assemble information and materials needed for kit.</u></p> <p>Kit will be assembled and prepared prior to receiving an assignment. Kit will contain critical items needed for the assignment and items needed for functioning during the first 48 hours. Kit will be easily transportable and within agency weight limitation (per National Interagency Mobilization Guide). The basic information and materials needed are:</p> <ul style="list-style-type: none"> • Incident specific reference materials • PMS 410-1, Fireline Handbook • Documentation materials • PMS 461, Incident Response Pocket Guide 	O		

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QUALIFICATION RECORD
Continuation Sheet

POSITION: SINGLE RESOURCE BOSS

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p>2. <u>Apply PMS 410-1, Fireline Handbook and the Incident Response Pocket Guide, contents data/information appropriately to:</u></p> <ul style="list-style-type: none"> • Determine fire assignments and personal equipment needs. • Explain ICS modular organizational development from initial attack to a multi-branch organizational level. • Communicate using clear text. • Explain reports and forms routinely used in the Single Resource Boss position. • Apply firefighting safety guides appropriately for Single Resource Boss position. • Explain the operations organization and Single Resource Boss duties within the organization. • Apply tactical and strategic guidelines required for your position in fireline location, line construction, back firing, burnout, equipment use, water use, mopup. • Utilize guides as applicable regarding aircraft use. • Utilize planning guides as appropriate for Single Resource Boss position. • Explain the flow of personnel going on and off duty in base camp. • Explain the Wildland/Urban Interface (WUI) Guidelines. 	O		

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POSITION: SINGLE RESOURCE BOSS

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
3. <u>Evaluate, train, and test assigned personnel to ensure they possess required skill and knowledge to perform assignment tasks.</u> <ul style="list-style-type: none"> • Maintain performance records. 	O		
4. <u>Organize assigned personnel into configurations which will meet incident/tactical objectives.</u>	I		
5. <u>Apply leadership and supervision skills to your assigned personnel.</u> <ul style="list-style-type: none"> • Assignments, standards, and time frames are met. • Control of assigned personnel is maintained on and off incident. <ul style="list-style-type: none"> – Communicate expectations of conduct and performance during assignment. • Problems encountered with inexperienced or poorly trained assigned personnel are resolved. 	I		

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Continuation Sheet

POSITION: SINGLE RESOURCE BOSS

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p>6. <u>Maintain assigned personnel in good mental and physical health.</u></p> <ul style="list-style-type: none"> • Assigned personnel are motivated to carry out assignments. • Morale problems are dealt with immediately. • Assigned personnel's physical health is maintained. • Fatigue producing conditions on fires are mitigated. 	W/ RX		
<p>7. <u>Establish and maintain positive interpersonal and interagency working relationships.</u></p> <ul style="list-style-type: none"> • Create a work environment that provides diversity and equal opportunity for all personnel assigned to the incident. 	O		
<p>8. <u>Provide for the safety and welfare of assigned personnel during the entire period of supervision.</u></p> <ul style="list-style-type: none"> • Recognize potentially hazardous situations. • Inform subordinates of hazards. • Control positions and function of resources. • Ensure that special precautions are taken when extraordinary hazards exist. • Ensure adequate rest and hydration is provided to assigned personnel. • Ensure agency work/rest guidelines are met. 	I		

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POSITION: SINGLE RESOURCE BOSS

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
9. <u>Utilize appropriate safety orders: Standard Fire Orders, Watch Out Situations, WUI Watch Out Situations, and agency policy.</u> <ul style="list-style-type: none"> • Develop plans based on safety guidelines. • Spot check tactical operations to compliance with safety guidelines. • Ensure all tactical operations comply with the principles of lookouts, communication, escape routes, safety zones (LCES). 	W/ RX		
<u>MOBILIZATION</u> 10. <u>Obtain resource order containing assignment information.</u> <ul style="list-style-type: none"> • Develop a Passenger/Cargo manifest if required by the Single Resource Boss position. • Inform subordinates of information contained on the resource order. 	O		
11. <u>Assemble package of individual time reports for each crew member and start a Crew Time Report.</u> <ul style="list-style-type: none"> • Ensure reports are accurate and complete for assigned personnel. 	O		

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POSITION: SINGLE RESOURCE BOSS

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
12. <u>Assemble personnel.</u> <ul style="list-style-type: none"> • Notify crew members of fire assignment for timely mobilization. • Assemble assigned personnel at rendezvous point at time required. • Assign personnel into configurations which best meet incident objectives. 	O		
13. <u>Inspect personnel and equipment.</u> <ul style="list-style-type: none"> • Safety equipment and personal gear meet minimum requirements of agency and safety guidelines in PMS-410-1, Fireline Handbook. • Condition of assigned personnel • Tools and equipment are ready for travel. 	O		
14. <u>Travel to rendezvous or check-in point.</u> <ul style="list-style-type: none"> • Maintain communication with dispatch. 	I		
15. <u>Report to the designated official at the check-in point providing information for completion of ICS 211, Check-in List.</u>	I		

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TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p><u>INCIDENT ACTIVITIES</u></p> <p>16. <u>Report to supervisor at rendezvous or check-in point.</u></p> <ul style="list-style-type: none"> • Receive organizational assignment from supervisor at rendezvous or check-in point. Acknowledge assignment. • Recheck readiness for assignment. Meet readiness requirements for assignment. • Brief supervisor about readiness of assigned personnel. Readiness assessment is accurate and understood by Strike Team/Task Force Leader. 	I		
<p>17. <u>Await assignment or further instructions.</u></p> <p>Maintain crew ready to move out on assignment.</p> <ul style="list-style-type: none"> • Make known assigned personnel status to supervisor. • Determine logistical needs and make them known. • Maintain equipment. • Recheck resources. 	I		

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POSITION: SINGLE RESOURCE BOSS

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
18. <u>Receive tactical assignment from supervisor.</u> <ul style="list-style-type: none"> • Special considerations and hazards. • Values to be protected. • Refer to briefing check list to insure adequate briefing is received. 	I		
19. <u>Brief subordinates.</u> <ul style="list-style-type: none"> • Refer to briefing checklist. • Brief face-to-face. • Information is given periodically and with every change from planned work. <ul style="list-style-type: none"> – Communications – Chain-of-command – Overall incident information 	I		
20. <u>Receive previous operational period information from supervisor you are relieving.</u>	I		
21. <u>Evaluate fuels, topography, and weather factors throughout entire operational period.</u> <ul style="list-style-type: none"> • Utilize belt weather kit. • Communicate to subordinates and supervisor. <ul style="list-style-type: none"> – Update weather changes, fire weather forecasts, etc. • Document observations. 	W/ RX		

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TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
22. <u>Identify escape routes and safety zones.</u> <ul style="list-style-type: none"> • Make them known to assigned personnel. • Flag route to assure awareness when necessary. 	W/ RX		
23. <u>Recognize the need for and describe procedures to take for public evacuation.</u> <ul style="list-style-type: none"> • Immediate need • Planned action 	O		
24. <u>Take special precautions for downhill and/or indirect line construction.</u> <ul style="list-style-type: none"> • Refer to Downhill Checklist. 	W/ RX		
25. <u>Modify production standards and time frames for accomplishment of fireline construction tasks under various fuels, topographic, and weather conditions.</u>	W/ RX		
26. <u>Adjust fireline location to meet specific conditions and provide for safety of assigned personnel.</u>	W/ RX		
27. <u>Describe an effective air drop in terms of flame length and rate of spread. Describe line construction to take advantage of retardant.</u>	O		

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TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
28. <u>Keep supervisor informed about progress, changes in conditions, fire behavior, and special events. Inform face-to-face, if possible.</u>	W/ RX		
29. <u>Complete fireline construction assignment.</u> <ul style="list-style-type: none"> • Determine type of line construction. • Locate fireline. • Reevaluate LCES as conditions change and work progresses. • Construct fireline based on principles of fireline construction, including burnout and backfiring. • Supervise portable pump/hose lay delivery system for tactical work assignment. 	W/ RX		
30. <u>Patrol a fire.</u> <ul style="list-style-type: none"> • Look for spots across lines. • Observe downwind areas utilizing sight and sound. • Frequently check dangerous areas on both sides of line. • Notify supervisor of slopovers. • Patrol until the fire is completely safe to leave or you are relieved. 	W/ RX		

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Continuation Sheet

POSITION: SINGLE RESOURCE BOSS

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
31. <u>Brief relief forces.</u> <ul style="list-style-type: none"> • Brief relief forces, fully describing current status/conditions/concerns regarding assignment. • Refer to briefing checklist. 	I		
32. <u>Conduct after action review.</u> <ul style="list-style-type: none"> • Refer to checklist. 	I		
33. <u>Travel to and from assignment.</u> <ul style="list-style-type: none"> • Have assigned personnel ready at specified location on time. • Arrange tool transport. • Manifest assigned personnel for helicopter, if needed. • Use time effectively during delays; e.g., critique assignment. • Take head count prior to departure. • Ensure driver/operator is alert, qualified and has had required rest. 	O		

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POSITION: SINGLE RESOURCE BOSS

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p>34. <u>Check in after operational period.</u></p> <ul style="list-style-type: none"> • Report status. • Check tools, supplies, and radios. • Complete timekeeping. • Obtain needed medical attention. • Ensure personnel and equipment are ready for next operational period. • Debrief supervisor on activities during operational period. 	I		
<p>35. <u>Demonstrate that, in the event that sickness, injury, or accident occurs during the operational period, the Single Resource Boss can:</u></p> <ul style="list-style-type: none"> • Ensure scene safety for responders and victim. • Maintain focus on incident objectives. <ul style="list-style-type: none"> – Delegate responsibilities as needed. • Ensure first aid treatment on the fireline. • Arrange for medical treatment and evacuation from the fireline. Know the difference between critical/non-critical fireline evacuations and the correct procedure for each. • Notify supervisor of fireline assigned personnel injury/sickness. • Complete agency medical and compensation for injury reports. • Consider critical/stress debriefing procedures. 	O		

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POSITION: SINGLE RESOURCE BOSS

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
36. <u>Arrange for logistical support needs during out-of-service period.</u> <ul style="list-style-type: none"> • Follow appropriate channels. 	I		
37. <u>Brief subordinates on rest area and camp layout.</u> <ul style="list-style-type: none"> • Use map of camp area and identify rest area and camp layout. 	I		
38. <u>Complete out-of-service assignment.</u> <ul style="list-style-type: none"> • Provide for personnel welfare. • Review standards of conduct during out-of-service periods. • Communicate to the Facilities Unit Leader location of assigned personnel. • Crew accountability is ensured. • Contact agency representative and inform of situation, status, personnel problems, and location while in camp. • Ensure low impact camping standards are practiced, where appropriate. 	O		
39. <u>Complete personnel evaluations.</u> <ul style="list-style-type: none"> • Complete to agency requirements. • Review with individual personnel prior to leaving incident. • Document training completed by subordinates. 	I		

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POSITION: SINGLE RESOURCE BOSS

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
40. <u>Complete ICS 214, Unit Log.</u> <ul style="list-style-type: none"> • Complete as required 	I		
<u>DEMOBILIZATION</u> 41. <u>Demobilize and check out.</u> <ul style="list-style-type: none"> • Receive demobilization instructions from incident supervisor. • Brief subordinate staff on demobilization procedures and responsibilities. • Ensure incident and agency demobilization procedures are followed. • If required, complete ICS 221, Demobilization Checkout and submit completed form to the appropriate person. 	I		
42. <u>Arrange/provide for en route logistical needs and check points in demobilization from incident.</u> <ul style="list-style-type: none"> • Arrangements are made similar to incident dispatch requirements. 	I		
43. <u>Assemble assigned personnel for departure from incident and brief supervisors/ subordinate personnel.</u> <ul style="list-style-type: none"> • Standards are similar to departure for incident actions. 	I		

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POSITION: SINGLE RESOURCE BOSS

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
44. <u>Depart incident for home or disassemble point if part of strike team/task force.</u> <ul style="list-style-type: none"> • Actions are similar to original dispatch to incident. 	I		
45. <u>Check-in with agency dispatcher prior to disassembly of crew at home location.</u> <ul style="list-style-type: none"> • Short critique with assigned personnel • Ensure that all assigned personnel have transportation to subsequent home base from point of mobilization. • Complete agency reports and records. 	I		
ADDITIONAL SPECIFIC TASKS FOR CREW BOSS, ENGINE BOSS, DOZER BOSS, TRACTOR/PLOW BOSS, FIRING BOSS, FELLING BOSS, OR HELICOPTER BOSS.			
<u>CREW BOSS</u> 46. <u>Supervise a 16 person crew meeting NWCG standards for the particular crew type on a Type 1, 2, or 3 incident.</u> <ul style="list-style-type: none"> • Multiple shifts 	I		

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POSITION: SINGLE RESOURCE BOSS

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<u>ENGINE BOSS</u>			
47. <u>Identify tactical capability and limitations of an engine.</u>	O		
48. <u>Identify capabilities and limitations of assigned engine personnel.</u>	O		
49. <u>Compare engine attack method alternatives to type of assignment.</u> <ul style="list-style-type: none"> • Apply different types of indirect and direct engine tactics. • Know the capabilities, characteristics, and application techniques of the various fire suppressant agents used, (e.g., wet water, foam, gel, blankets, etc.) in engine operations. 	O		
50. <u>Make specific tactical assignments for engine.</u> <ul style="list-style-type: none"> • Make assignments based on specific instructions from supervisor. 	W/ RX		
51. <u>Develop alternatives to primary plan based on the possibility of engine/equipment breakdown or failure.</u>	W/ RX		

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QUALIFICATION RECORD
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POSITION: SINGLE RESOURCE BOSS

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
52. <u>Make specific assignments to protect structures (residences, barns, garages, outbuildings).</u> <ul style="list-style-type: none"> • Placement of engine, personnel, hose • Evaluate and triage structures. • Identify special hazards (propane tanks, power lines, hazardous materials). • Structure preparation • Application of chemical agents (foam, gel) • Defensible space • Escape/emergency evacuation (cut and run) • Refuge/shelter considerations (fire shelter, vehicle, structure) • Entrapment avoidance • Water source availability 	O		
53. <u>Check engine communications systems. Ensure compatibility and operation.</u>	O		
54. <u>Locate water sources and check for volume, cleanliness, and permission from owner to use water source in engine resupply.</u>	O		

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TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
55. <u>Sustain water and chemical agent supply for engine assignment.</u> Maintain a supply of water to the fire, particularly on critical areas of the line. <ul style="list-style-type: none"> • Static supply (lakes, hydrants, creeks, fold-a-tanks, etc.) • Mobile supply (water tender shuttle) 	W/ RX		
56. <u>Obtain engine maintenance schedule and ensure engine is maintained.</u>	O		
57. <u>Coordinate and communicate with various fireline and support personnel required for engine assignment.</u>	W/ RX		
58. <u>Identify and correct performance deficiencies regarding equipment maintenance, mopup, driving, retardant operations, water source, and supply system.</u> <ul style="list-style-type: none"> • Complete assignment within time frame established by incident action plan. 	W/ RX		
59. <u>Direct engine operations in accordance with agency/unit standard operating procedures.</u>	I		

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POSITION: SINGLE RESOURCE BOSS

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<u>DOZER BOSS</u>			
60. <u>Identify capability of equipment and operator.</u> <ul style="list-style-type: none"> • Examine the protective equipment of dozer and operator for serviceability. • Complete inspection forms and note all unsafe items. • Determine dozer readiness for fireline duty, either day or night. • Check against agency specific guidelines. 	O		
61. <u>Inspect dozer and transport prior to and immediately after completing assignment, using dozer inspection checklist.</u> <ul style="list-style-type: none"> • Determine if any parts are worn, out of adjustment, or otherwise unacceptable. • Examine the protective equipment of dozer and operator for serviceability. • Complete inspection forms and note all unsafe items. • Determine dozer readiness for fireline duty, either day or night. • Check against agency specific guidelines. 	O		
62. <u>Notify supervisor of corrective action needed for dozer readiness.</u>	O		

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TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
63. <u>Assure clear communications by review and training of hand signals with operators, swampers, and spotters before they try to use them.</u>	O		
64. <u>Identify and mitigate hazards associated with dozer operations.</u>	O		
65. <u>Complete sizeup in determining what tactics will be used, decisions, and actions required before beginning attack.</u> <ul style="list-style-type: none"> • Single machine • Multiple dozers • Multiple types of equipment 	W		
66. <u>Locate and construct safety zones using dozer.</u> Safety zones are of adequate size according to fuel type, terrain, and burning conditions.	W/ RX		
67. <u>Locate and flag fireline for dozers to construct, given a portion of fire perimeter and general instructions as to fireline location and standards, using clinometer, compass, map, or global position system (GPS).</u>	O		

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TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
68. <u>Consider constructed improvements in dozer use.</u> <ul style="list-style-type: none"> • Take the necessary precautions to prevent dozer damage to fences, underground utilities, above ground utilities, archaeological and historical sites, paved roads, railroad tracks, structures, and other constructed improvements. • Recognize the safety hazards to dozer and personnel when using dozer around constructed improvements and take necessary precautions. • Determine appropriate actions based on property ownership. 	O		
69. <u>Use dozers tactically.</u> <ul style="list-style-type: none"> • Construct fireline safely, effectively, and to established standards. • Meet assignment objectives. • Identify environmental concerns and recommend mitigation measures. 	W/ RX		

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TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p>70. <u>Keep supervisor advised of progress, problems, and potentially dangerous situations in dozer use.</u></p> <p>Advise supervisor regarding:</p> <ul style="list-style-type: none"> • Availability of equipment • Dozer availability and location • Standards of line completed • Status of dozer progress in area of assignment • Dozer lines, waterbarred or not • Logistic needs, e.g., fuel, parts, relief operator • Down time per dozer 	I		
<p>71. <u>Receive feedback from supervisor in dozer use.</u></p> <p>Receive feedback regarding:</p> <ul style="list-style-type: none"> • Overall incident status • New assignment • Disposition and estimated time of arrival (ETA) of any equipment/supplies/personnel ordered • Evaluation of work accomplished • Special instructions • Safety considerations 	I		
<p>72. <u>Follow fueling of equipment precautions as necessary.</u></p>	O		

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TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
73. <u>Ensure operator follows safe loading and unloading procedures and parks dozer in secure area.</u>	O		
74. <u>Keep and record equipment and personnel time in dozer use.</u>	I		
<u>TRACTOR/PLOW BOSS</u>			
75. <u>Identify significant fuel models in assigned work area.</u> PMS 435-1, "Aids to Determine Fuel Models for Estimating Fire Behavior" Anderson, H.E., April '82 USDA FS.	O		
76. <u>Describe expected fire in each fuel model, when given simulated weather conditions.</u> • Correctly determine chains per hour when creeping, running, and spotting.	O		
77. <u>Identify capabilities of various types of tractor/plows.</u>	O		

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TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
78. <u>Utilize direct attack on downwind flank, head, and upwind flank.</u> <ul style="list-style-type: none"> • Describe burning conditions when direct attack may be safely used. • Describe plowing conditions when direct attack may be safely used. • Describe actions to take when suppressing a wildland fire using direct attack. 	W		
79. <u>Make indirect head attack with or without firing and not using a barrier.</u> <ul style="list-style-type: none"> • Describe conditions desirable for using an indirect head attack with and without firing and using a barrier. • Describe the proper method of constructing plowed lines when making an indirect head attack without firing and not using a barrier. 	O		
80. <u>Make indirect head attack using a barrier with and without firing.</u> <ul style="list-style-type: none"> • List steps required in making an indirect head attack using a barrier and firing. 	W		

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TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
81. <u>Make indirect flank attack using one or two tractors, separate, in pairs, or tandem.</u> <ul style="list-style-type: none"> • Identify the steps necessary in making an indirect downwind flank attack with one tractor. • Identify additional critical steps using two paired tractors. • Identify additional critical steps using two tandem tractors. • Identify additional critical steps using two tractors, one on each flank. • Identify critical steps involved with flank secured and when two tractors are making an indirect head attack and meeting from opposite directions. • Identify the steps necessary in making an upwind indirect flank attack with head secured with one tractor. • Identify additional steps with two tandem tractors. 	O		
82. <u>Identify capability of equipment and operator.</u>	W		
<u>FIRING BOSS</u>			
83. <u>As Single Resource Boss (Firing), attend plans meeting to exchange information and receive operational period plan.</u>	W		

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TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p>84. <u>Complete a pre-firing reconnaissance of assignment.</u></p> <ul style="list-style-type: none"> • Look for firing operation problem areas. • Escape routes (primary and secondary) • Topography • Fuels • Weather • Constructed and natural barriers • Apply safety considerations involved in a firing operation. 	W		
<p>85. <u>Operate, maintain, and use firing devices.</u></p> <p>Of the following firing devices, operate/maintain those used in own local area such as fusees, drip torch, pneumatic torch, grenades, power flame thrower, matches, aerial applications, propane torch, flare gun, aerial drip torch. Operate at minimum the fusee and drip torch. Diagnose and repair malfunctions in a drip torch.</p>	O		
<p>86. <u>Use backfire as an indirect attack method against a rapidly spreading wildland fire.</u></p> <p>Apply fire suppression firing methods and practices. Eliminate fuel in advance of the fire, change the direction of the fire, and/or slow the fire's progress in conformance with firing plan.</p>	W		

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TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
87. <u>Calculate probabilities of achieving objectives of backfiring or failure to fire.</u> <ul style="list-style-type: none"> • Apply fire behavior skills. 	W		
88. <u>Apply methodology to fire suppression in conjunction with established control lines and anchor points.</u>	W		
89. <u>Recognize and avert problems that might adversely affect a firing operation.</u>	W		
90. <u>Determine number of personnel and type and amount of equipment needed in a firing operation.</u>	W		
91. <u>Augment holding forces in firing by portable pumps and engine hose lays, dozers, tractor/plow, hand crews, and fixed-wing retardant and helitanker support.</u> Apply appropriately for the firing operation and availability of resources. Know tactics in using combinations of resources and apply them in accordance with agency policy and requirements.	W		

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TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
92. <u>Plan the protection of structures and improvements and evacuation of people located inside the area to be fired.</u> <ul style="list-style-type: none"> • Minimize property loss and provide for the safety of people located inside the area to be fired. 	W		
93. <u>Identify coordination process in firing.</u> <ul style="list-style-type: none"> • Coordinate with immediate supervisor, adjacent forces, logistics, planning, Fire Behavior Analyst, and Meteorologist. 	W		
94. <u>Develop firing tactics to be applied.</u> <ul style="list-style-type: none"> • Meet assignment requirements. Conform with agency policy and guidelines for firing. 	W		
95. <u>Brief firing team and make personnel and equipment assignments.</u>	W		
96. <u>Deploy firing crew in accordance with personnel and equipment assignments.</u>	W		

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TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p>97. <u>Use firing tactically and complete assignment.</u></p> <p>Complete a firing operation within the time frames established by operations action plan and supervisor. Firing objectives are met. Firing was performed safely.</p>	W		
<u>FELLING BOSS</u>			
<p>98. <u>Assess sawyer capabilities prior to fireline assignment.</u></p>	I		
<p>99. <u>Examine felling saw, tools, and supplies for completeness, serviceability, and safety.</u></p> <p>Saw is typical of the type used by industry fellers. Inspection forms are complete and all unsafe items noted.</p>	O		
<p>100. <u>Initiate corrective action needed to ready felling crew for task assignment.</u></p> <ul style="list-style-type: none"> • Correct deficiencies based on inspection of saw, tools, and supplies and analysis of need to complete task or assignment. 	O		
<p>101. <u>Adjust felling crew organization to meet changing considerations within guideline constraints from supervisor.</u></p>	W/ RX		

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TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
102. <u>Ensure the proper use, safety, servicing, and maintenance of saws.</u>	O		
103. <u>Keep the supervisor advised of felling crew progress, problems, and potentially dangerous situations.</u> • Follow coordination/ communication guidelines.	W/ RX		
104. <u>Coordinate felling and bucking progress with other supervisors in area.</u> • Coordinate according to directions/instructions from supervisor.	W/ RX		
105. <u>Evaluate any felling and bucking problems relating to personnel, equipment maintenance, fire activity, and hazards.</u> Take positive action to correct or avoid felling and bucking problems. Felling and bucking is accomplished safely, effectively, and to desired standards.	W/ RX		

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106. <u>Keep and record felling equipment and personnel time of each operational period.</u> <ul style="list-style-type: none"> • Forms are complete and accurate to the satisfaction of the Equipment Time Recorder, supervisor, and agency requirements. 	I		
<u>HELICOPTER BOSS</u>			
107. <u>Assemble Helicopter Manager kit.</u>	O		

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TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p>108. <u>Administer helicopter contracts/agreements and agency policy.</u></p> <ul style="list-style-type: none"> • Conduct pre-use inspection of helicopter and fuel service vehicle to ensure compliance with contract/agreement specifications as related to mission required equipment, systems, and operation. Document as per agency policy. • Ensure that required documents are current and onboard the aircraft, such as: Transportation of Hazardous Materials Guide and Department of Transportation (DOT) exemption, copy of contract/agreement, helicopter flight manual, aircraft logbook, agency aircraft data card. • Maintain communication with appropriate agency aircraft contracting/administrative personnel. • Establish daily work schedules for pilots, mechanics, and fuel truck drivers. • Complete daily diary, agency flight use summary, and appropriate cost summaries. • Complete agency incident/accident reports. 	O		

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TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p>109. <u>Provide helicopter and helicopter personnel tactical capabilities to incident supervisor.</u></p> <ul style="list-style-type: none"> • Identify missions that aircraft and pilot are approved to perform; passenger, cargo and water dropping capabilities, etc. • Identify qualifications and special capabilities of assigned helicopter personnel. • Identify helicopter accessories and equipment available in support vehicle and order additional equipment when needed. 	I		
<p>110. <u>Continuously monitor and document flight and/or duty hours of pilots, mechanics and fuel service vehicle drivers to ensure that agency limitations are not exceeded.</u></p> <ul style="list-style-type: none"> • Schedule and manage flight and duty times to meet current and projected work objectives. • Ensure that relief pilots, mechanics, etc., are scheduled and assigned when required. 	O		

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111. <u>Ensure that flight planning, flight following, and resource tracking requirements are met.</u> <ul style="list-style-type: none"> • Obtain Resource Order, Flight Request, or other mission information. • Work with pilot to develop agency and/or Federal Aviation Administration (FAA) flight plans. • Obtain appropriate radio frequencies, phone numbers, transponder codes, and area and hazard maps for mission. • Conduct or ensure that radio check-ins are accomplished at established intervals. 	I		
112. <u>Conduct pre-flight and post-flight briefings with flight, support, and helicopter crews.</u> <ul style="list-style-type: none"> • Establish mission objectives, time frames, reporting locations, travel routes. • Identify and discuss performance, safety, and/or efficiency problems encountered. • Identify adjustments in future operations. 	I		

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<p>113. <u>Ensure that helicopter pilot accurately completes and approves helicopter load calculation, reflecting current aircraft configuration, appropriate flight manual performance charts, and environmental conditions.</u></p> <ul style="list-style-type: none"> • Flight crew weights • Fuel quantity on board • Elevations at takeoff and landing sites • In-ground or Out-of-ground landing sites • Density altitude 	O		
<p>114. <u>Verify that helicopter is maintained to FAA and agency standards.</u></p> <ul style="list-style-type: none"> • Review aircraft logbook entries to ensure that scheduled maintenance inspections are completed at required intervals. • Contact agency maintenance specialist during unscheduled maintenance or major component replacement. • Facilitate return-to-service process. • Inform supervisor of current or future helicopter maintenance/unavailability. 	O		

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115. <u>Ensure that turbine power assurance checks are conducted and documented as required by agency.</u> <ul style="list-style-type: none"> • Contact agency maintenance specialist if trend analysis indicates sub-par engine performance. 	O		

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POSITION: SINGLE RESOURCE BOSS

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p>116. <u>Ensure helicopter safety policies are adhered to.</u></p> <ul style="list-style-type: none"> • Utilize risk management techniques and “go/no-go” checklist prior to each flight, to include airspace deconfliction, aerial hazard map, weather assessment, radio communications, etc. • Evaluate helispots and unimproved landing sites with Pilot in Charge (PIC); ensure that agency landing site standards are met. • Ensure that actual helicopter payloads do not exceed the calculated allowable payload. • Ensure that pre-flight briefings are conducted and the appropriate personal protective equipment (PPE) is utilized for all missions. • Ensure crash rescue/response procedures and equipment are established and communicated to all helicopter personnel. • Comply with all requirements in the Aviation Transport of Hazardous Materials Guide. • Follow all special mission agency safety requirements, such as heli-rappel, aerial ignition. 	W/ 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

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 Evaluation Record 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	1. Short Grass (1 foot)	Timber	8. Closed Timber Litter
Group	2. Timber (grass & understory)	Group	9. Hardwood Litter
	3. Tall Grass (2-1/2 feet)		10. Timber (litter understory)
Brush	4. Chaparral (6 feet)	Slash	11. Light Logging Slash
Group	5. Brush (2 feet)	Group	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' 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' 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' 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.</p> <p>_____ 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' 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.</p> <p>_____ 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>					