

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

DIVISION/GROUP SUPERVISOR (DIVS)

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

**PMS 311-09
NFES 2310**

June 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 2310

Also available at <http://www.nwcg.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 simulations, 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 PMS 310-1, NIIMS Wildland and Prescribed Fire Qualification System Guide. 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 PMS 310-1, NIIMS Wildland and Prescribed Fire Qualification System Guide.
 - 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 closeout interview with the trainee and evaluator and assuring that documentation is proper and complete.
 - Notifying trainee's home unit.

QUALIFICATION RECORD

POSITION: DIVISION/GROUP SUPERVISOR (DIVS)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p><u>MOBILIZATION</u></p> <p>1. <u>Obtain incident mobilization information.</u></p> <ul style="list-style-type: none"> • Gather information necessary to assess incident assignment and determine immediate needs and actions. <ul style="list-style-type: none"> – Resource order information including mode of travel – Reporting time and place – Type of incident – Authorization for use of equipment (laptops, cell phones, rental vehicle) 	I		
<p><u>INCIDENT ACTIVITIES</u></p> <p>2. <u>Obtain a briefing from the Branch Director, Operations Section Chief, or Incident Commander.</u></p> <ul style="list-style-type: none"> • Request and receive briefing from Branch Director or Operations Section Chief. Briefing includes Incident Briefing per Incident Response Pocket Guide (IRPG). • Obtain current Incident Action Plan (IAP) if available. 	I		

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 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: DIVISION/GROUP SUPERVISOR (DIVS)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
3. <u>Identify resources assigned to division/group.</u> <ul style="list-style-type: none"> • On established incident, review division/group assignment from initial briefing notes and IAP to identify resources assigned to the division/group by type and quantity. • On developing incidents, prepare list of assigned resources. Determine their location and status and verify that resources have completed the check-in process. • Review division/group assignments. Identify and resolve span of control issues. 	I		
4. <u>Identify kind, type, and number of resources required to achieve control objectives.</u> <ul style="list-style-type: none"> • Consider weather, fuels, terrain, fire behavior, kinds and types of resources, resource availability, and safety factors. • Using line production tables in IRPG or Fireline Handbook, calculate control forces. • Calculate control forces using the intuitive method. 	W/ RX		

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QUALIFICATION RECORD
Continuation Sheet

POSITION: DIVISION/GROUP SUPERVISOR (DIVS)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p>5. <u>Ensure assigned resources meet qualification requirements, including contract compliance.</u></p> <ul style="list-style-type: none"> • Inspect personnel for qualifications and personal protective equipment. • Ensure crew overhead complies with English language comprehension requirements. • Ensure all required tools, supplies, and communications are in compliance. • Ensure Ground Support inspects equipment when applicable. • Document all inspection actions. Report resource status to Operations and/or Finance Section Chief. 	I		
<p>6. <u>Provide subordinates tactical briefings following the IRPG briefing format.</u></p> <ul style="list-style-type: none"> • Ensure subordinates understand assignment(s). Determine their ability to complete assignment within time frame. • Discuss alternate plan based on IAP strategies, control objectives, and type of resources available. • Establish division specific risk management process. Establish LCES, mitigation, and control measures. Include aircraft, ground equipment, hazards, terrain, medical procedures, adjacent resources, and personnel accountability. 	I		

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QUALIFICATION RECORD
Continuation Sheet

POSITION: DIVISION/GROUP SUPERVISOR (DIVS)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
7. <u>Obtain briefing from previous shift supervisor.</u>	I		
8. <u>Implement IAP control objectives and special instructions for division/group.</u> <ul style="list-style-type: none"> • Ensure resources have obtained logistical needs. • Monitor work progress and evaluate incident situation. Make personal observation by walking, driving, or monitoring from air. • Assess fire behavior and adjust tactics appropriately. • Evaluate different uses of single and combined resources based on tactical needs within division/group (structure protection, perimeter control, etc.). • Assign responsibilities for segments within division when appropriate. • Prepare for and conduct burnout operations. • Inform Branch Director or Operations Section Chief of the following information as appropriate: <ul style="list-style-type: none"> – Conditions affecting division/group operations. – Hazardous conditions. – Situation status in assigned work area. – Unresolved conflicts with adjacent divisions/groups. – Effectiveness of air operations within division/group area. 	I		

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QUALIFICATION RECORD
Continuation Sheet

POSITION: DIVISION/GROUP SUPERVISOR (DIVS)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<ul style="list-style-type: none"> • Obtain periodic reports from subordinates and adjacent resources on progress. Compare accomplishments to division ICS 204, Assignment List. • Adjust the tactical plan in response to opportunities or problems encountered. • Ensure assigned personnel are following the IRPG risk management process. • Develop recommendations for next operational period. • In an emergency, take appropriate action based on IAP procedure. Notify your supervisor of the situation and document actions taken. • Conclude each operational period with an after action review. 			
<p>9. <u>Execute a prepared structure protection plan.</u></p> <ul style="list-style-type: none"> • Make resource assignments. • Determine appropriate tactics (perimeter control vs. structure defense). • Identify qualified personnel and assign to provide structure protection. 	I/R		

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QUALIFICATION RECORD
Continuation Sheet

POSITION: DIVISION/GROUP SUPERVISOR (DIVS)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
10. <u>Determine need for assistance.</u> <ul style="list-style-type: none"> • Identify need for additional assistance by monitoring work progress or based on reports from subordinates. • Coordinate with Operations Section Chief or Branch Director and request assistance according to procedures discussed in briefing. • Notify Operations Section Chief when resources are moved or shared between divisions/groups, or excess to operational needs. 	I		
11. <u>Coordinate activities with adjacent division/ groups.</u> <ul style="list-style-type: none"> • Review division/group assignments to determine specific areas or tasks involving coordination. • Maintain communications with adjoining divisions/groups. 	I		
12. <u>Coordinate activities with air operations.</u> <ul style="list-style-type: none"> • Ensure air support protocol is established and communications are maintained. <ul style="list-style-type: none"> – Brief resources on procedures for ordering air support on division. – Brief resources on procedures for air medical transport vs. medevac as defined in the IAP. 	I		

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POSITION: DIVISION/GROUP SUPERVISOR (DIVS)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p>13. <u>Report and document special occurrences or events (accidents, structure/improved property loss or damage, sickness, etc.) to immediate supervisor.</u></p> <ul style="list-style-type: none"> • Receive reports of events from subordinates or personal observation of events. Items to include: <ul style="list-style-type: none"> – Nature of event – Location – Magnitude – Personnel involved – Action taken • Request assistance as established in response protocol outlined in the IAP. 	I		
<p>14. <u>Identify logistics support needs.</u></p> <ul style="list-style-type: none"> • Review logistics elements of IAP to determine if it meets operational needs. • Maintain documentation of accountable property assigned to the division/group. • Anticipate and resolve logistical needs. 	I		

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POSITION: DIVISION/GROUP SUPERVISOR (DIVS)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p><u>INCIDENT PLANNING ACTIVITIES</u></p> <p>15. <u>Participate in the development of the IAP for the next operational period.</u></p> <ul style="list-style-type: none"> • Submit situation and resources status to Branch Director or Operations Section Chief. The report will contain: <ul style="list-style-type: none"> – Summary of resource utilization. – Work progress. – Changes from assignment. – Conditions affecting division/group operations. – Hazards. – Unresolved conflicts with adjacent divisions/groups. – Effectiveness of air operations within division/group area. • Place orders for resources and logistical needs. • Recommend objectives for next operational period. • As requested, attend meetings with Operations Section Chief, Branch Director, and other Division/Group Supervisors. 	I		
<p>16. <u>Provide timely feedback in response to requests from other ICS sections.</u></p>	I		

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Continuation Sheet

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TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
17. <u>Brief your relief on:</u> <ul style="list-style-type: none"> • Progress during operational period. • Reference points or geographic features. • Hazards or special considerations. 	I		
18. <u>Using the IRPG, identify and evaluate improved properties and develop a written structure protection plan. Plan should include:</u> <ul style="list-style-type: none"> • Hazards • Access • Water supply • Trigger points • Evacuation plan • Logistical needs • Resource requirements • Contact information (internal/external) • Map • Triage structure/improvements • Determine appropriate tactics (perimeter control vs. structure defense). 	I		

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QUALIFICATION RECORD
Continuation Sheet

POSITION: DIVISION/GROUP SUPERVISOR (DIVS)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<u>ADMINISTRATIVE RESPONSIBILITIES</u>			
19. <u>Evaluate performance of those you supervise.</u> <ul style="list-style-type: none"> • Ensure individual and crew performance evaluations are completed. • Meet with Training Specialist when required. 	I		
20. <u>Complete documentation.</u> <ul style="list-style-type: none"> • Ensure all personnel and equipment time records are complete and have been submitted to the Time Unit Leader at the end of each operational period. • Ensure ICS 214, Unit Logs are completed at the end of each operational period. 	I		
<u>DEMOBILIZATION</u>			
21. <u>Anticipate demobilization of resources and identify excess resources.</u>	I		
22. <u>Confirm demobilization instructions with supervisor and brief subordinates as necessary.</u>	I		
23. <u>Attend incident debriefings; submit documentation as requested.</u>	I		

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INSTRUCTIONS FOR EVALUATION RECORD

There are four separate blocks allowing evaluations to be made. These evaluations may be made on incidents, simulations 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 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; e.g., 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)	Timber Group	8. Closed Timber Litter
	2. Timber (grass & understory)		9. Hardwood Litter
	3. Tall Grass (2-1/2 feet)		10. Timber (litter understory)
Brush Group	4. Chaparral (6 feet)	Slash Group	11. Light Logging Slash
	5. Brush (2 feet)		12. Medium Logging Slash
	6. Dormant Brush-Hardwood Slash		13. Heavy Logging Slash
	7. Southern Rough		

Recommendation: Check as appropriate and/or make comments regarding the future needs for development of this trainee.

Date: List the date the record is being completed.

Evaluator's initials: Initial here to authenticate your recommendations and to allow for comparison with initials in the Qualifications Record.

Evaluator's relevant red card rating: List your certification relevant to the trainee position you supervised.

Evaluation Record

TRAINEE NAME

TRAINEE POSITION

#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		
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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		
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#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>					