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

TASK FORCE LEADER (TFLD)

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

PMS 311-10 **March 1999**
NFES 2311

TASK BOOK ASSIGNED TO:
INDIVIDUAL'S NAME, DUTY STATION, AND PHONE NUMBER **TASK BOOK INITIATED BY:**
OFFICIAL'S NAME, TITLE, DUTY STATION, AND PHONE NUMBER
LOCATION AND DATE THAT TASK BOOK WAS INITIATED

The material contained in this book accurately defines the performance expected of the position for which it was developed. This task book is approved for use as a position qualification document in accordance with the instructions contained herein.

EVALUATOR

DO NOT COMPLETE THIS UNLESS YOU ARE RECOMMENDING THE TRAINEE FOR CERTIFICATION

VERIFICATION / CERTIFICATION OF COMPLETED TASK BOOK FOR THE POSITION OF

_____

FINAL EVALUATOR'S VERIFICATION

I verify that all tasks have been performed and are documented with appropriate initials.

I also verify that_____

has performed as a trainee and should therefore be considered for certification in this position.

_____
FINAL EVALUATOR'S SIGNATURE AND DATE

_____
EVALUATOR'S PRINTED NAME, TITLE, DUTY STATION, AND PHONE NUMBER

AGENCY CERTIFICATION

I certify that_____

has met all requirements for qualification in this position and that such qualification has been issued.

_____
CERTIFYING OFFICIAL'S SIGNATURE AND DATE

_____
CERTIFYING OFFICIAL'S NAME, TITLE, DUTY STATION, AND PHONE NUMBER

Additional copies of this publication may be ordered from:

National Interagency Fire Center
ATTN: Supply
3833 S. Development Avenue
Boise, Idaho 83705

NATIONAL WILDFIRE COORDINATING GROUP
POSITION TASK BOOK

Position Task Books (PTB) have been developed for designated positions within the National Interagency Incident Management System. Each PTB lists the performance requirements (tasks) for the specific position in a format that allows a trainee to be evaluated against written guidelines. Successful performance of all tasks, as observed and recorded by an evaluator, will result in a recommendation to the agency that the trainee be certified in that position.

Evaluation and confirmation of the trainee's performance of all the tasks may involve more than one evaluator and can occur on incidents, in classroom simulation, and in other work situations. **Designated PTBs require position performance during which the majority of required tasks are demonstrated on a single wildland or prescribed fire. Some positions require that specific tasks be performed on a wildland fire. Performance of these tasks on other kinds of incidents is NOT qualifying.** It is important that performance be critically evaluated and accurately recorded by each evaluator. All tasks must be evaluated before recommending certification. All bullet statements within a task which require an action (contain an action verb) must be demonstrated before that task can be signed off.

A more detailed description of this process, definitions of terms, and responsibilities are included in the Wildland and Prescribed Fire Qualification Guide 310-1. A brief list of responsibilities also appears below.

RESPONSIBILITIES:

1. The **Home Unit** is responsible for:

   - Selecting trainees based on the needs of the home unit and higher levels.
   - Ensuring that the trainee meets the training and experience requirements included in the Wildland and Prescribed Fire Qualification Guide 310-1.
   - Initiating PTBs to document task performance.
   - Explaining to the trainee the purpose and processes of the PTB as well as the trainee's responsibilities.
   - Providing opportunities for evaluation and/or making the trainee available for evaluation.
   - Providing an evaluator for local assignments.
   - Tracking progress of the trainee.
   - Confirming PTB completion.
   - Determining certification per local policy.
   - Issuing proof of certification.

2. The **Trainee** is responsible for:

   - Reviewing and understanding instructions in the PTB.
   - Identifying desired objectives/goals.
   - Providing background information to an evaluator.

- Satisfactorily demonstrating completion of all tasks for an assigned position within three years.
- Assuring the Evaluation Record is complete.
- Notifying home unit personnel when the PTB is completed and providing a copy.
- Keeping the original PTB in personal records.

3. The **Evaluator** is responsible for:

- Understanding the Wildland and Prescribed Fire Qualifications System.
- Being qualified and proficient in the position being evaluated.
- Meeting with the trainee and determining past experience, current qualifications, and desired objectives/goals.
- Reviewing tasks with the trainee.
- Explaining to the trainee the evaluation procedures that will be utilized and which objectives may be attained.
- Identifying tasks to be performed during the evaluation period.
- Accurately evaluating and recording demonstrated performance of tasks. Satisfactory performance shall be documented by dating and initialing completion of the task. Unsatisfactory performance shall be documented in the Evaluation Record.
- Completing the Evaluation Record found at the end of this PTB.

4. The **Final Evaluator** is responsible for:

- Signing the verification statement inside the front cover of the PTB when all tasks have been initialed and if the trainee is recommended for certification.

5. The **Incident Training Specialist** is responsible for:

- Identifying incident evaluation opportunities.
- Assuring that trainees have met prerequisites.
- Identifying and assigning a qualified evaluator that can provide a positive experience for the trainee, and making an accurate and honest appraisal of the trainee's performance.
- Providing PTBs to approved trainees on the incident when home unit was unable to provide them.
- Documenting the assignment.
- Conducting progress reviews.
- Conducting a close-out interview with the trainee and evaluator and assuring that documentation is proper and complete.
- Notifying trainee's home unit.

QUALIFICATION RECORD

POSITION: TASK FORCE LEADER (TFLD)

TASK	CODE*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
MOBILIZATION 1. Inspect assigned resources for: • Qualifications of personnel. • Personal protective equipment (PPE). • Type(s) of equipment/tools and operating condition. • Communication capability. • Establish and maintain personnel accountability.	O		
2. Survey assigned units for radio frequencies and ID numbers.	O		
3. Report task force status to agency dispatcher or supervisor (include any units that fail to arrive or fail readiness inspection).	O		
4. Brief assigned unit leaders and determine route of travel, en route logistical needs (fuel, food, etc.). Determine proper formation and communications, en route check points.	O		
5. Direct units during travel to check in point. Follow correct agency procedures in event of breakdown or accident en route.	O/R		

*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: TASK FORCE LEADER (TFLD)

TASK	CODE*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
INCIDENT ACTIVITIES 6. Attend operational period briefing prior to assignment.	I		
7. Obtain briefing from supervisor. • Request and receive briefing from supervisor regarding initial instructions concerning work activities, who, what, when, where, and why. • Review and compare tactical assignment with incident objectives to determine feasibility of assignment. List problems that may be encountered. Discuss conclusions with supervisor. • Request clarifying information or resolution from immediate supervisor as required. • Obtain Incident Action Plan (IAP) when available.	I		
8. Ensure assigned resources arrive at assignment location.	I		

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QUALIFICATION RECORD
Continuation Sheet

POSITION: TASK FORCE LEADER (TFLD)

TASK	CODE*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
9. Plan tactical action on assigned area based on objectives of IAP, division/group assignments (ICS-204), and fire behavior outputs. • Match resource capability with needed tasks. • Identify what impacts modified suppression objectives will have on resource assignments. • Determine situations that might modify tactics. • Identify effective use of a combination of resources. • Identify and assess values to be protected and assign resources.	W/ RX		

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QUALIFICATION RECORD
Continuation Sheet

POSITION: TASK FORCE LEADER (TFLD)

TASK	CODE*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
10. <u>When at assigned work location, brief and assign tasks to resources based on IAP objectives, division/group assignment, and resource capabilities.</u> • Brief Single Resource Bosses using information from IAP. (1) Safety (Standard Fire Orders, Watch Out Situations, Urban Interface Watch Out Situations, and LCES). (2) IAP objectives and division/group control assignments. (3) Work standards, expectations, and Employee Code of Conduct. (4) Weather (in conjunction with IAP). (5) Communication (in conjunction with IAP). (6) Expected fire behavior. (7) Explain organization. • Describe mopup practices and standards. • Discuss minimum impact suppression principles.	W/ RX		

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QUALIFICATION RECORD
Continuation Sheet

POSITION: TASK FORCE LEADER (TFLD)

TASK	CODE*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
11. Coordinate activities with adjacent Strike Team/Task Force Leader(s) and single resources. • Contact adjoining resources. • Make list of supervisors of adjoining resources. • Inform adjoining resources of status. • Receive status of adjoining resources. • Determine communication channels with adjoining resources from IAP. • Maintain communication with assigned resources.	I		
12. Monitor progress/work during operational period by: • Receiving reports from subordinate supervisors, based on your briefing and work expectations. • Conducting personal observations based on your work expectations. • Inspecting and locating line in advance of line construction, if applicable. • Assessing values to be protected.	I		

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QUALIFICATION RECORD
Continuation Sheet

POSITION: TASK FORCE LEADER (TFLD)

TASK	CODE*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
13. <u>Determine and provide for assistance or corrections to assigned work task(s) during operational period.</u> • Identify needs for corrections in work tasks to meet standards and safety policy. • Identify fatigue producing factors and take corrective measures. • Contact Division/Group Supervisor to review tactical observations and IAP. • Comparing objectives vs. accomplishment, adjust use of combinations of resources as conditions warrant to maximize effectiveness. • Identify need for additional assistance, logistical support and replacements due to slow progress or unexpected events. • Determine assistance, logistical support, and replacements required to implement correction action. Evaluate recommendations from subordinate supervisors; e.g., split assignment with another division. • Assign qualified personnel to scout line in critical areas.	I		

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QUALIFICATION RECORD
Continuation Sheet

POSITION: TASK FORCE LEADER (TFLD)

TASK	CODE*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
14. Use tactics applied to structure protection. • Size up the situation and identify associated risks for current assignment. (1) Identify usable tactics for current resources. (2) Request specialized resources if applicable. • Safely and effectively utilize the resources available based on capabilities and limitations.	W/R		
15. Submit situation and resource status information to supervisor. • Inform supervisor of any change in conditions or events based on amended or adjusted work assignment or assigned resources. • Request additional resources, logistical support, and/or replacements through supervisor based on IAP, briefings, and discussions. • Hazards or special considerations identified in the IAP or Unit Log. • Report special events.	I		
16. Brief relief resources on: • Progress during operational period. • Reference points or geographic features. • Hazards or special considerations.	I		

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QUALIFICATION RECORD
Continuation Sheet

POSITION: TASK FORCE LEADER (TFLD)

TASK	CODE*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
17. Establish communication links. • Provide radios and radio frequencies for all task force increments. • Establish communication with supervisors and adjoining resources.	I		
18. Ensure transportation needs are met as specified in the IAP. • Coordinate any additional transportation needs through the Ground Support Unit Leader. • Inform supervisor if transportation needs can not be met.	I		
19. Brief assigned personnel on procedures for traveling to staging area.	O		
20. Check in with Staging Area Manager.	O		
21. Determine and obtain logistics needs.	I		
22. Maintain assigned resources' required three minute dispatch status.	O		

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QUALIFICATION RECORD
Continuation Sheet

POSITION: TASK FORCE LEADER (TFLD)

TASK	CODE*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
23. Brief supervisors. • Meet with supervisors and establish out-of-service status and standards. • Provide supervisors with area layout and logistic support locations.	O		
24. Contact Interagency Resource Representative.	O		
25. Contact resources unit. • Provide update status and location of assigned resources. • Establish and confirm out-of-service timeframe. • Establish contact or communication procedures.	O		
DEMOBILIZATION 26. Confirm demobilization instructions with supervisor at incident.	I		
27. Inspect units and personnel to ensure that they are ready to leave in a state of readiness (rest, repairs, tools, fuel, etc.)	I		

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QUALIFICATION RECORD
Continuation Sheet

POSITION: TASK FORCE LEADER (TFLD)

TASK	CODE*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
28. Distribute time reports to individual resources.	O		
29. Assemble task force for briefing and departure. • Determine travel routes and en route logical needs. Determine travel information, communications, and check points.	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, 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)
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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)
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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)
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Recommendations:_____

_____

Date:_____ Evaluator's initials:_____Evaluator's relevant red card (or agency certification) rating:_____