

A Publication of the  
**National Wildfire  
Coordinating Group**

**NATIONAL INTERAGENCY  
INCIDENT MANAGEMENT SYSTEM**

*Sponsored by*  
United States  
Department of Agriculture

**TASK BOOK FOR THE POSITION OF**

**LONG TERM FIRE ANALYST (LTAN)**

United States  
Department of the Interior

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

National Association of  
State Foresters



**PMS 311-73**  
**NFES 2483**

**January 2000**

<b>TASK BOOK ASSIGNED TO:</b>
INDIVIDUAL'S NAME, DUTY STATION, AND PHONE NUMBER  <b>TASK BOOK INITIATED BY:</b>
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**

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**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.

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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.

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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: LONG TERM FIRE ANALYST (LTAN)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p><b><u>GENERAL</u></b></p> <p>1. <u>Review agency procedures, policies and regulations for prescribed fire as related to position through conversations with supervisor, and/or through reading of appropriate agency manuals and handbooks. Identify the relationship of the Long Term Fire Analyst with other incident positions.</u></p>	O		
<p>2. <u>Assist in the burn plan development and review burn plan prior to implementation.</u></p> <ul style="list-style-type: none"> <li>• Identify the components of the monitoring plan for operational standards, timeliness, and available resources.</li> <li>• Identify expected monitoring level, required documentation with respect to fire behavior, and expected fire effects.</li> <li>• Identify the relationship of the prescription factors, burn objectives, and monitoring plan.</li> <li>• Review the firing techniques to be used, timing and delivery devices as they relate to potential fire behavior and fire effects.</li> <li>• Identify potential safety hazards.</li> <li>• Communicate concerns to burn boss and/or prescribed fire planner and other incident personnel.</li> <li>• Identify burn plan smoke management requirements (State Implementation Plan, Tribal Implementation Plan, Best Available Control Measures, Agency Standards).</li> </ul>	O		

\*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: LONG TERM FIRE ANALYST (LTAN)**

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
3. <u>Provide appropriate historic weather information.</u> <ul style="list-style-type: none"> <li>• Access and analyze historic weather records from local stations using standard software.</li> <li>• Identify the need for an appropriate on-site Meteorologist on complex incidents and place appropriate resource order.</li> </ul>	O		

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**QUALIFICATION RECORD**  
**Continuation Sheet**

**POSITION: LONG TERM FIRE ANALYST (LTAN)**

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p><b><u>FIRE OPERATIONS</u></b></p> <p>4. <u>Obtain weather forecasts, updates and special advisories; document local weather before and during the fire; and communicate with Meteorologists.</u></p> <ul style="list-style-type: none"> <li>• Identify procedures for requesting and receiving spot (or other appropriate level) weather forecasts.</li> <li>• Determine the methods/communications equipment and contact routes to establish communication with the meteorologist from field or office locations.</li> <li>• Make precise representative weather observations.</li> <li>• Identify procedures for obtaining and communicating onsite weather information.</li> <li>• Inform Meteorologist about special concerns, request special notifications necessary for the safety and success of the fire.</li> <li>• Coordinate with the Meteorologist to provide short-, medium-, and long-range weather forecasts, outlooks, and projections.</li> <li>• Discuss and analyze special fire behavior/ weather concerns with the Meteorologist, and update the appropriate personnel as necessary.</li> <li>• Review local National Weather Service Office Fire Weather Operating Plan to identify what criteria define issuance of a fire weather watch or red flag warning.</li> </ul>	W/ RX		

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**QUALIFICATION RECORD**  
**Continuation Sheet**

**POSITION: LONG TERM FIRE ANALYST (LTAN)**

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p>5. <u>Conduct operations in a safe manner according to the Standard Fire Orders, Watch Out Situations, LCES principles, tactical plans and other policies and standards.</u></p> <ul style="list-style-type: none"> <li>• Advise on the location of established safety zones and escape routes.</li> <li>• In a given fire situation, describe the likelihood of extreme fire behavior.</li> <li>• Identify weather phenomena that are likely to create dangerous conditions such as sudden shifts in fire behavior and notify appropriate personnel.</li> <li>• Observe and foresee fire behavior levels or changes that are likely to cause control problems, and report to appropriate personnel.</li> <li>• Recognize fire behavior and plume dynamics that are likely to create dangerous levels or shifts in fire behavior, including entrapment situations.</li> </ul>	W/ RX		

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**QUALIFICATION RECORD**  
**Continuation Sheet**

**POSITION: LONG TERM FIRE ANALYST (LTAN)**

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p>6. <u>Establish and maintain effective communications with appropriate personnel, such as supervisor(s), Fire Effects Monitor, crew members, or adjoining forces.</u></p> <ul style="list-style-type: none"> <li>• Advise supervisor(s) of monitoring progress, conditions affecting fire behavior, equipment problems, safety of assigned personnel.</li> <li>• As needed, request assistance from supervisor or other personnel to meet monitoring objectives.</li> <li>• Advise crew members of potential or impending safety hazards. Inform appropriate individuals of needed mitigation actions such as posting of lookouts, and identification of safety zones and escape routes.</li> </ul>	W/ RX		

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**QUALIFICATION RECORD**  
**Continuation Sheet**

**POSITION: LONG TERM FIRE ANALYST (LTAN)**

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p>7. <u>Establish a system to monitor fire behavior, first order fire effects, weather data before (if possible), during and after ignition.</u></p> <ul style="list-style-type: none"> <li>• Observe and record appropriate fire behavior/first order fire effects information according to planned or adjusted monitoring techniques, such as rate of spread, flame length, residual time, apparent scorch height, fuel reduction by size class.</li> <li>• Observe and record appropriate weather data, such as mid-flame wind speed and direction, according to proper monitoring techniques.</li> <li>• Verify representative sampling site for weather data.</li> </ul>	W/ RX		
<p>8. <u>Assess real time observation of fire behavior and immediate fire effects, and recommend tactical adjustments.</u></p>	W/ RX		
<p>9. <u>Identify fuels outside of the standard models because of depth, loading, arrangement, or kind of fuel; and adjust predictions accordingly.</u></p>	W/ RX		
<p>10. <u>Analyze observed and predicted fire behavior to make adjustments to fuel models or the assumptions used in the fire behavior calculations.</u></p>	W/ RX		

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**QUALIFICATION RECORD**  
**Continuation Sheet**

**POSITION: LONG TERM FIRE ANALYST (LTAN)**

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
11. <u>Estimate wind speed and direction at any time and location over a large area of varying topography, given a fire weather forecast.</u>	O		
12. <u>Assemble information and calculate fire growth from a line source of fire over an extended time period from:</u> <ul style="list-style-type: none"> <li>• Fuels/vegetation and topographical maps, and short-, medium-, and long-range weather forecasts/projections.</li> <li>• Slope steepness, wind speed and direction, fuel models and necessary fuel moisture contents.</li> </ul>	O		
13. <u>Recognize and describe special conditions that promote extreme fire behavior.</u> <ul style="list-style-type: none"> <li>• Conditions leading to independent crown fires, plume dominated fires, and roll vortex development.</li> <li>• Unstable atmospheric conditions, high Haines Index, local wind anomalies, special topographic features (box canyons, narrow saddles, etc.), smoke column behavior and characteristics.</li> <li>• Special fuel characteristics such as retained dead leaves/needles.</li> </ul>	O		

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**QUALIFICATION RECORD**  
**Continuation Sheet**

**POSITION: LONG TERM FIRE ANALYST (LTAN)**

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
14. <u>Calculate the rate of spread, flame lengths (fireline intensity), heat per unit area, burn size (area and perimeter) for selected time periods for a burn starting from a point source and be able to plot the burn area and perimeter on a map.</u>	O		
15. <u>Predict the rate and direction of fire spread on slopes with winds at various angles on the slope.</u>	O		
16. <u>Employ appropriate solution(s) for burns of extended duration.</u>	O		
17. <u>Provide assessment of risk of a rare fire spread, significant smoke, and/or season ending event for long duration fires.</u>	O		
18. <u>Synthesize the data sets from a number of local weather stations for useful inputs to fire behavior calculations for various locations.</u>	O		

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**QUALIFICATION RECORD**  
**Continuation Sheet**

**POSITION: LONG TERM FIRE ANALYST (LTAN)**

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
19. <u>Monitor smoke emissions for health, safety, and vista impairment.</u> <ul style="list-style-type: none"> <li>• Recognize emission problems and recommend applicable mitigating measures.</li> <li>• Either personally or through others, maintain communications with air quality regulators, National Weather Service, weather observers, lookouts, etc.</li> <li>• Use appropriate computer-based emission and dispersion smoke models.</li> <li>• Monitor or compute air quality conditions to identify when stated or acceptable conditions are, or may be, exceeded for air quality and highway visibility.</li> <li>• Describe methods for measuring visibility.</li> </ul>	RX		
20. <u>Locate proper sites for and identify appropriate equipment for weather data collection.</u>	O		
21. <u>Prepare written prescribed fire behavior forecast within the time frame specified by the supervisor.</u>	W/ RX		
22. <u>Provide formal briefing to appropriate personnel.</u>	O		

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**QUALIFICATION RECORD**  
**Continuation Sheet**

**POSITION: LONG TERM FIRE ANALYST (LTAN)**

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
23. <u>Provide fire behavior and fire effects summary for the fire(s).</u> <ul style="list-style-type: none"> <li>• Compile and compare immediate observed and desired fire effects.</li> <li>• Compile and compare predicted and observed fire behavior.</li> <li>• Compile and compare forecasted and observed weather during the burn.</li> <li>• Describe in narrative format how well burn plan objectives were met.</li> </ul>	RX		

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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.

<b>Grass Group</b>	1. Short Grass (1 foot)	<b>Timber Group</b>	8. Closed Timber Litter
	2. Timber (grass & understory)		9. Hardwood Litter
	3. Tall Grass (2-1/2 feet)		10. Timber (litter understory)
<b>Brush Group</b>	4. Chaparral (6 feet)	<b>Slash Group</b>	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**

<b>#1</b>	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: _____					

<b>#2</b>	Evaluator's name: Incident/office title & agency:				
Evaluator's home unit address & phone:					
Name and Location of Incident or Simulation (agency & area)	Incident Kind (wildland fire, search & rescue, etc.)	Number & Type of Resources Pertinent to Trainee's Position	Duration (inclusive dates in trainee status)	Management Level or Prescribed Fire Complexity Level	NFFL Fuel Model(s)
			to		
The tasks initialed & dated by me have been performed under my supervision in a satisfactory manner by the above named trainee. I recommend the following for further development of this trainee. _____ The individual has successfully performed all tasks for the position and should be considered for certification. _____ The individual was not able to complete certain tasks (comments below) or additional guidance is required. _____ Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation. _____ The individual is severely deficient in the performance of tasks for the position and needs further training (both required & knowledge and skills needed) prior to additional assignment(s) as a trainee. Recommendations: _____ Date: _____ Evaluator's initials: _____ Evaluator's relevant red card (or agency certification) rating: _____					

## Evaluation Record (Continuation Sheet)

\_\_\_\_\_  
TRAINEE NAME

\_\_\_\_\_  
TRAINEE POSITION

<b>#3</b>	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		
<p>The tasks initialed &amp; 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. 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 &amp; 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>					

<b>#4</b>	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		
<p>The tasks initialed &amp; 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. 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 &amp; 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>					