



**NWCG Task Book for the Positions of:**

**RESOURCES UNIT LEADER  
(RESL)**

**SITUATION UNIT LEADER  
(SITL)**

**DEMOBILIZATION UNIT LEADER  
(DMOB)**

**PMS 311-24**

**JUNE 2009**

**Task Book Assigned To:**

Trainee's Name: \_\_\_\_\_

Home Unit/Agency: \_\_\_\_\_

Home Unit Phone Number: \_\_\_\_\_

**Task Book Initiated By:**

Official's Name: \_\_\_\_\_

Home Unit Title: \_\_\_\_\_

Home Unit/Agency: \_\_\_\_\_

Home Unit Phone Number: \_\_\_\_\_

Home Unit Address: \_\_\_\_\_

Date Initiated: \_\_\_\_\_

**Verification/Certification of Completed Task Book  
for the Position of:**

\_\_\_\_\_

(position title)

**Final Evaluator's Verification**

*To be completed **ONLY** when you are recommending the trainee for certification.*

I verify that (trainee name) \_\_\_\_\_ has successfully performed as a trainee by demonstrating all tasks for the position listed above and should be considered for certification in this position. All tasks are documented with appropriate initials.

Final Evaluator's Signature: \_\_\_\_\_

Final Evaluator's Printed Name: \_\_\_\_\_

Home Unit Title: \_\_\_\_\_

Home Unit/Agency: \_\_\_\_\_

Home Unit Phone Number: \_\_\_\_\_ Date: \_\_\_\_\_

**Agency Certification**

I certify that (trainee name) \_\_\_\_\_ has met all requirements for qualification in the above position and that such qualification has been issued.

Certifying Official's Signature: \_\_\_\_\_

Certifying Official's Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Home Unit/Agency: \_\_\_\_\_

Home Unit Phone Number: \_\_\_\_\_ Date: \_\_\_\_\_

Additional copies of this publication are available through:  
NWCG, Publications Management System at <http://www.nwcg.gov/pms/taskbook/taskbook.htm>

## **NATIONAL WILDFIRE COORDINATING GROUP (NWCG) POSITION TASK BOOK**

NWCG Position Task Books (PTBs) have been developed for designated National Interagency Incident Management System (NIIMS) positions. Each PTB lists the competencies, behaviors and tasks required for successful performance in specific positions. Trainees must be observed completing all tasks and show knowledge and competency in their performance during the completion of this PTB.

Trainees are evaluated during this process by qualified evaluators, and the trainee's performance is documented in the PTB for each task by the evaluator's initials and date of completion. An Evaluation Record will be completed by all evaluators documenting the trainee's progress after each evaluation opportunity.

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 while completing all tasks may occur on one or more training assignments and may involve more than one evaluator during any opportunity.

### **INCIDENT/EVENT CODING**

Each task has a code associated with the type of training assignment where the task may be completed. The codes are: O = other, I = incident, W = wildfire, RX = prescribed fire, W/RX = wildfire OR prescribed fire and R = rare event. The codes are defined as:

- O = Task can be completed in any situation (classroom, simulation, daily job, incident, prescribed fire, etc.).
- I = Task must be performed on an incident managed under the Incident Command System (ICS). Examples include wildland fire, structural fire, oil spill, search and rescue, hazardous material, and an emergency or non-emergency (planned or unplanned) event.
- W = Task must be performed on a wildfire incident.
- RX = Task must be performed on a prescribed fire incident.
- W/RX = Task must be performed on a wildfire OR prescribed fire incident.
- R = Rare events such as accidents, injuries, vehicle or aircraft crashes occur infrequently and opportunities to evaluate performance in a real setting are limited. The evaluator should determine, through interview, if the trainee would be able to perform the task in a real situation.

While tasks can be performed in any situation, they must be evaluated on the specific type of incident/event for which they are coded. For example, tasks coded W must be evaluated on a wildfire; tasks coded RX must be evaluated on prescribed fire and so on. Performance of any task on other than the designated assignment is not valid for qualification.

Tasks within the PTB are numbered sequentially; however, the numbering does NOT indicate the order in which the tasks need to be performed or evaluated.

The bullets under each numbered task are examples or indicators of items or actions related to the task. The purpose of the bullets is to assist the evaluator in evaluating the trainee; the bullets are not all-inclusive. Evaluate and initial ONLY the numbered tasks. DO NOT evaluate and initial each individual bullet.

A more detailed description of this process and definitions of terms are included in the *Wildland Fire Qualification System Guide*, PMS 310-1. This document can be found at <http://www.nwcg.gov/pms/docs/docs.htm>.

## **RESPONSIBILITIES**

The responsibilities of the Home Unit/Agency, Trainee, Coach, Training Specialist, Evaluator, Final Evaluator and Certifying Official are identified in the *Wildland Fire Qualification System Guide*, PMS 310-1. It is incumbent upon each of these individuals to ensure their responsibilities are met.

## **INSTRUCTIONS FOR THE POSITION TASK BOOK EVALUATION RECORD**

### **Evaluation Record #**

Each evaluator will need to complete an evaluation record. Each evaluation record should be numbered sequentially. Place this number at the top of the evaluation record page and also use it in the column labeled "Evaluation Record #" for each numbered task the trainee has satisfactorily performed.

### **Trainee Information**

Print the trainee's name, position on the incident/event, home unit/agency, and the home unit/agency address and phone number.

### **Evaluator Information**

Print the Evaluator's name, position on the incident/event, home unit/agency, and the home unit/agency address and phone number.

### **Incident/Event Information**

**Incident/Event Name:** Print the incident/event name.

**Reference:** Enter the incident code and/or fire code.

**Duration:** Enter inclusive dates during which the trainee was evaluated.

**Incident Kind:** Enter the kind of incident (wildfire, prescribed fire, search and rescue, flood, hurricane, etc.).

**Location:** Enter the geographic area, agency, and state.

**Management Type or Prescribed Fire Complexity Level:** Circle the ICS organization level (Type 5, Type 4, Type 3, Type 2, Type 1, Area Command) or the prescribed fire complexity level (Low, Moderate, High).

**Fire Behavior Prediction System (FBPS) Fuel Model Group:** Circle the Fuel Model Group letter that corresponds to the predominant fuel type in which the incident/event occurred.

**G = Grass Group** (includes FBPS Fuel Models 1 – 3):

1 = short grass (1 foot); 2 = timber with grass understory; 3 = tall grass (1½ - 2 feet)

**B = Brush Group** (includes FBPS Fuel Models 4 – 6):

4 = Chaparral (6 feet); 5 = Brush (2 feet); 6 = dormant brush/hardwood slash;

7 = Southern rough

**T = Timber Group** (includes FBPS Fuel Models 8 – 10)

8 = closed timber litter; 9 = hardwood litter; 10 = timber (with litter understory)

**S = Slash Group** (includes FBPS Fuel Models 11 – 13)

11 = light logging slash; 12 = medium logging slash; 13 = heavy logging slash

**Evaluator’s Recommendation**

For 1 – 4, initial only one line as appropriate; this will allow for comparison with your initials in the Qualifications Record.

Record additional remarks/recommendations on an Individual Performance Evaluation, or by attaching an additional sheet to the evaluation record.

**Evaluator’s Signature**

Sign here to authenticate your recommendations.

**Date**

Document the date the Evaluation Record is being completed.

**Evaluator’s Relevant Qualification (or agency certification)**

List your qualification or certification relevant to the trainee position you supervised.

**Note:** Evaluators must be either qualified in the position being evaluated or supervise the trainee; Final Evaluators must be qualified in the trainee position they are evaluating.

## Common Tasks for RESL, SITL, and DMOB

This task book contains tasks for the positions of Resources Unit Leader (RESL), Situation Unit Leader (SITL), and Demobilization Unit Leader (DMOB). The common tasks for these positions are listed first. The tasks specific to each position are listed following the common tasks.

Common Tasks	pages 6 – 13	(Tasks 1 – 34)
RESL Specific Tasks	pages 14 – 18	(Tasks 35 – 49)
SITL Specific Tasks	pages 19 – 21	(Tasks 50 – 55)
DMOB Specific Tasks	pages 22 – 24	(Tasks 56 – 63)

### Competency: Assume position responsibilities.

*Description: Successfully assume role of Unit Leader within the Planning Section and initiate position activities at the appropriate time according to the following behaviors.*

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
<b>Behavior: Ensure availability, qualifications, and capabilities of resources to complete assignment.</b>			
1. Coordinate with Planning Section Chief and other functional areas to obtain resources to organize work space and keep unit operating. <ul style="list-style-type: none"> <li>• <i>Order materials and supplies using procedures established by the section chief.</i></li> <li>• <i>Maintain quantities of forms, supplies, and materials at a level to prevent shortage of any basic needed items.</i></li> <li>• <i>Acquire equipment (e.g., radio, telephones, faxes, computers).</i></li> <li>• <i>Ensure appropriate number of personnel to support unit (e.g., night operational period, increase/reduce staffing).</i></li> <li>• <i>Ensure adequate signage for work locations (e.g. check-in/demob/resource).</i></li> </ul>	I		

*Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.*

## Common Tasks for RESL, SITL, and DMOB

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
<b>Behavior: Gather, update, and apply situational information relevant to the assignment.</b>			
2. Obtain initial briefing and information from Planning Section Chief. <ul style="list-style-type: none"> <li>• <i>Policies and operating procedures (e.g., ordering resources and supplies, work schedule, timelines and priorities).</i></li> <li>• <i>Operational work period.</i></li> <li>• <i>Current unit staffing levels.</i></li> <li>• <i>General orientation to the Incident Command Post and/or incident base.</i></li> <li>• <i>Incident briefing; ICS 209, Incident Status Summary; Incident Action Plan (IAP) or other relevant plan.</i></li> <li>• <i>Expectations for attending meetings/briefings.</i></li> <li>• <i>Safety concerns/hazards.</i></li> </ul>	I		
3. Establish situation awareness pertinent to unit. <ul style="list-style-type: none"> <li>• <i>Organizational contacts (e.g., counterparts, host unit personnel).</i></li> <li>• <i>Supporting documentation (e.g., maps; digital information; ICS 260, Resource Orders).</i></li> </ul>	I		
<b>Behavior: Establish effective relationships with relevant personnel.</b>			
4. Establish and maintain positive interpersonal and interagency working relationships.	I		
<b>Behavior: Establish organization structure, reporting procedures, and chain of command of assigned resources.</b>			
5. Organize assigned personnel to meet the needs of the unit.	I		
<b>Behavior: Understand and comply with ICS concepts and principles.</b>			
6. Coordinate with functional areas within the ICS structure.	I		

*Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.*

## Common Tasks for RESL, SITL, and DMOB

### Competency: Lead assigned personnel.

*Description: Influence, guide, and direct assigned personnel to accomplish objectives and desired outcomes in a rapidly changing, high-risk environment.*

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
<b>Behavior: Model leadership values and principles.</b>			
7. Exhibit principles of duty. <ul style="list-style-type: none"> <li>• <i>Be proficient in your job, both technically and as a leader.</i></li> <li>• <i>Make sound and timely decisions.</i></li> <li>• <i>Ensure tasks are understood, supervised and accomplished.</i></li> <li>• <i>Develop your subordinates for the future.</i></li> </ul>	I		
8. Exhibit principles of respect. <ul style="list-style-type: none"> <li>• <i>Know your subordinates and look out for their well-being.</i></li> <li>• <i>Keep your subordinates informed.</i></li> <li>• <i>Build the team.</i></li> <li>• <i>Employ your subordinates in accordance with their capabilities.</i></li> </ul>	I		
9. Exhibit principles of integrity. <ul style="list-style-type: none"> <li>• <i>Know yourself and seek improvement.</i></li> <li>• <i>Seek responsibility and accept responsibility for your actions.</i></li> <li>• <i>Set the example.</i></li> </ul>	I		
<b>Behavior: Ensure the safety, welfare, and accountability of assigned personnel.</b>			
10. Provide for the safety and welfare of assigned resources. <ul style="list-style-type: none"> <li>• <i>Monitor condition of assigned resources.</i></li> <li>• <i>Account for assigned resources.</i></li> <li>• <i>Provide for care of assigned personnel and notify supervisor in event of sickness, injury, or accident.</i></li> </ul>	I		

*Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.*

## Common Tasks for RESL, SITL, and DMOB

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
<b>Behavior: Establish work assignments and performance expectations, monitor performance, and provide feedback.</b>			
11. Complete daily review of staffing requirements and ensure adequate personnel to meet needs.	I		
12. Develop schedule/assignments based on IAP or relevant plan.	I		
13. Ensure subordinates understand assignment for operational period.	I		
14. Continually evaluate performance. <ul style="list-style-type: none"> <li>• <i>Communicate deficiencies immediately and take corrective action.</i></li> <li>• <i>Provide training opportunities where available.</i></li> <li>• <i>Complete personnel performance evaluations according to agency guidelines.</i></li> </ul>	I		
<b>Behavior: Emphasize teamwork.</b>			
15. Establish cohesiveness among assigned resources. <ul style="list-style-type: none"> <li>• <i>Provide for open communication.</i></li> <li>• <i>Seek commitment.</i></li> <li>• <i>Set expectations for accountability.</i></li> <li>• <i>Focus on the team result.</i></li> </ul>	I		
<b>Behavior 5: Coordinate interdependent activities.</b>			
16. Coordinate with other units and sections for completion of work assignments. <ul style="list-style-type: none"> <li>• <i>Assist other sections to meet priorities and time frames.</i></li> <li>• <i>Receive and transmit needed information.</i></li> </ul>	I		

*Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.*

## Common Tasks for RESL, SITL, and DMOB

### Competency: Communicate effectively.

*Description: Use suitable communication techniques to share relevant information with appropriate personnel on a timely basis to accomplish objectives in a rapidly changing, high-risk environment.*

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
<b>Behavior: Ensure relevant information is exchanged during briefings and debriefings.</b>			
17. Brief and keep subordinates informed and updated. <ul style="list-style-type: none"> <li>• <i>Ensure unit leader expectations are communicated and understood.</i></li> </ul>	I		
18. Attend incident operational briefings and meetings as directed. <ul style="list-style-type: none"> <li>• <i>Record corrections to documents (e.g., IAP, maps).</i></li> <li>• <i>Provide information as requested.</i></li> </ul>	I		
19. Participate in functional area briefings and conduct unit After Action Reviews (AARs).	I		
<b>Behavior: Ensure documentation is complete and disposition is appropriate.</b>			
20. Review and approve subordinate time reports.	I		
21. Submit completed original documents at appropriate time. <ul style="list-style-type: none"> <li>• <i>ICS 213, General Message</i></li> <li>• <i>ICS 214, Unit Log</i></li> </ul>	I		
22. Compile unit documentation for final incident package.	I		
<b>Behavior: Gather, produce and distribute information as required by established guidelines and ensure understanding by recipient.</b>			
23. Prepare information for preplanning/strategy meeting. <ul style="list-style-type: none"> <li>• <i>Display appropriate information for next operational period.</i></li> </ul>	I		
24. Prepare input to final narrative and transition plan as requested.	I		

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## Common Tasks for RESL, SITL, and DMOB

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
<b>Behavior: Communicate and ensure understanding of work expectations within the chain of command and across functional areas.</b>			
25. Coordinate across functional areas. <ul style="list-style-type: none"> <li>• <i>Provide timely feedback in response to requests.</i></li> </ul>	I		
26. Establish time frames and protocols for information exchange to complete work assignments. <ul style="list-style-type: none"> <li>• <i>IAP inputs (Resources Unit Leader).</i></li> <li>• <i>ICS 209, Incident Status Summary (Situation Unit Leader).</i></li> <li>• <i>Tentative releases (Demobilization Unit Leader).</i></li> </ul>	I		
<b>Behavior: Develop and implement plans and gain concurrence of affected agencies and/or the public.</b>			
27. Develop contingency plans. <ul style="list-style-type: none"> <li>• <i>Equipment breakdown</i></li> <li>• <i>Power outages</i></li> <li>• <i>Unexpected staffing shortages</i></li> </ul>	I		

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## Common Tasks for RESL, SITL, and DMOB

### Competency: Ensure completion of assigned actions to meet identified objectives.

*Description: Identify, analyze, and apply relevant situational information and evaluate actions to complete assignments safely and meet identified objectives. Complete actions within established timeframe.*

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
<b>Behavior: Gather, analyze, and validate information pertinent to the incident or event and make recommendations for setting priorities.</b>			
28. Evaluate available information and make recommendations to support the incident. <ul style="list-style-type: none"> <li>• <i>Workload priorities.</i></li> <li>• <i>Staff assignments.</i></li> <li>• <i>Information requests.</i></li> </ul>	I		
<b>Behavior: Make appropriate decisions based on analysis of gathered information.</b>			
29. Determine and monitor current status of unit activities. <ul style="list-style-type: none"> <li>• <i>Changing needs.</i></li> <li>• <i>Staffing levels.</i></li> </ul>	I		
30. Make independent decisions based on available information. <ul style="list-style-type: none"> <li>• <i>Decisions result in incident efficiency.</i></li> </ul>	I		
<b>Behavior: Follow established procedures and/or safety procedures relevant to given assignment.</b>			
31. Ensure established guidelines are followed. <ul style="list-style-type: none"> <li>• <i>Work/rest</i></li> <li>• <i>Personal protective equipment (PPE) when required for field assignments.</i></li> <li>• <i>Communication (e.g., radio, cell phone).</i></li> </ul>	I		

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## Common Tasks for RESL, SITL, and DMOB

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
<b>Behavior: Transfer position duties while ensuring continuity of authority and knowledge and taking into account the increasing or decreasing incident complexity.</b>			
32. Coordinate an efficient transfer of position duties when mobilizing/demobilizing (e.g., incoming Incident Management Team (IMT), host agency). <ul style="list-style-type: none"> <li>• <i>Determine time of transfer with replacement.</i></li> <li>• <i>Inform subordinate staff and IC.</i></li> <li>• <i>Document follow-up action needed and submit to supervisor.</i></li> </ul>	I		
<b>Behavior: Plan for demobilization and ensure demobilization procedures are followed.</b>			
33. Anticipate demobilization of resources. <ul style="list-style-type: none"> <li>• <i>Identify excess resources.</i></li> <li>• <i>Prepare schedule for demobilization.</i></li> </ul>	I		
34. Ensure demobilization of resources. <ul style="list-style-type: none"> <li>• <i>Brief subordinate staff on demobilization procedures and responsibilities.</i></li> <li>• <i>Ensure incident and agency demobilization procedures are followed.</i></li> </ul>	I		

*Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.*

## RESL Specific Tasks

### Competency: Lead assigned personnel.

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
<b>Behavior: Coordinate interdependent activities.</b>			
35. Coordinate with Supply Unit/or expanded dispatch on status of outstanding resource orders.	I		
36. Coordinate with Finance, Logistics, and Operations Sections to verify status of current resources. <ul style="list-style-type: none"> <li>• <i>Identify unassigned resources and take appropriate action.</i></li> </ul>	I		
37. Interact with Demobilization Unit Leader to provide access to resource status system and other information. <ul style="list-style-type: none"> <li>• <i>Adjust resource availability information to reflect implementation of incident demobilization plan and pending scheduled releases.</i></li> </ul>	I		
38. Provide information on current status of resources to Situation Unit Leader for completion of ICS 209, Incident Status Summary within established time frames.	I		

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## RESL Specific Tasks

### Competency: Communicate effectively.

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
<b>Behavior: Ensure relevant information is exchanged during briefings and debriefings.</b>			
39. Attend planning and strategy meetings as directed. <ul style="list-style-type: none"> <li>• <i>Complete ICS 215, Operational Planning Worksheet with the Operations Section Chief.</i></li> <li>• <i>Provide resource information as requested.</i></li> <li>• <i>Record changes to ICS 215, Operational Planning Worksheet.</i></li> </ul>	I		
<b>Behavior: Ensure documentation is complete and disposition is appropriate.</b>			
40. Submit completed original documents as appropriate (e.g., each operational period, final package). <ul style="list-style-type: none"> <li>• <i>Original IAP</i></li> <li>• <i>Corrected copy of IAP</i></li> <li>• <i>ICS 207, Organization Chart</i></li> <li>• <i>ICS 215, Operational Planning Worksheet</i></li> </ul>	I		
<b>Behavior: Gather, produce and distribute information as required by established guidelines and ensure understanding by recipient.</b>			
41. Respond to requests for information about resources. <ul style="list-style-type: none"> <li>• <i>Process requests for information and create reports using manual and automated database systems (e.g., jet port, other qualifications).</i></li> <li>• <i>Process emergency requests for information in a timely manner.</i></li> </ul>	I		
42. Set up and maintain resource status system (e.g., status cards, automated system) to reflect the function, organization, status, and location of resources on the incident. <ul style="list-style-type: none"> <li>• <i>Adjust resource status to reflect changes in status for incident resources.</i></li> <li>• <i>Check and maintain accuracy of current resource information and document operational changes in a corrected IAP, status card display, or automated system.</i></li> </ul>	I		

*Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.*

## RESL Specific Tasks

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
<b>Behavior: Develop and implement plans and gain concurrence of affected agencies and/or the public.</b>			
43. Prepare ICS 204, Division Assignment List, for the next operational period. <ul style="list-style-type: none"> <li>• <i>Include assignments, instructions, and additional information contained in ICS 215, Operational Planning Worksheet.</i></li> <li>• <i>Use information from the most recent communications plan.</i></li> <li>• <i>Submit ICS 204, Division Assignment List as part of the IAP.</i></li> </ul>	I		
44. Prepare ICS 203, Organization Assignment List and/or ICS 207, Organization Chart. <ul style="list-style-type: none"> <li>• <i>Reflect results of most recent planning meeting and updated resource status system.</i></li> <li>• <i>Submit ICS 203, Organization Assignment List as part of the IAP.</i></li> <li>• <i>Post ICS 207, Organization Chart in highly visible locations.</i></li> </ul>	I		

*Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.*

## RESL Specific Tasks

**Competency: Ensure completion of assigned actions to meet identified objectives.**

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
<b>Behavior: Gather, analyze, and validate information pertinent to the incident or event and make recommendations for setting priorities.</b>			
45. Monitor restrictions/work requirements for each resource to maximize safe and efficient assignments and demobilization. <ul style="list-style-type: none"> <li>• <i>Number of days worked in succession.</i></li> <li>• <i>Rest and recuperation requirements.</i></li> <li>• <i>Number of days on previous assignment.</i></li> <li>• <i>Contract limitations.</i></li> <li>• <i>Restrictions on type of assignment.</i></li> <li>• <i>Assignment to remote locations.</i></li> <li>• <i>Assignment to special work periods.</i></li> <li>• <i>Incident qualifications.</i></li> </ul>	I		
<b>Behavior: Utilize information to produce outputs.</b>			
46. Compile master IAP. <ul style="list-style-type: none"> <li>• <i>Submit to Planning Section Chief and/or Incident Commander for approval and signature.</i></li> </ul>	I		
<b>Behavior: Take appropriate action based on assessed risks.</b>			
47. Manage check-in functions. <ul style="list-style-type: none"> <li>• <i>Establish data collection standards for check-in (e.g., data format, calculation of data).</i></li> <li>• <i>Establish type of information to gather (e.g., travel status information, contract work limitation, incident qualifications, phone numbers).</i></li> <li>• <i>Collect and process check-in information (e.g., ICS 211, Check-In List; ICS 219, Resource Status Card; data base) following established timeline.</i></li> <li>• <i>Evaluate check-in information and ensure established standards are being met.</i></li> <li>• <i>Determine logistical needs (e.g., electricity, shade, transportation, communication).</i></li> </ul>	I		

*Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.*

## RESL Specific Tasks

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
48. Place resource orders upon direction from the Planning Section Chief and Operations Section Chief to reconcile resource needs. <ul style="list-style-type: none"> <li>• <i>Base requests on resource needs identified on ICS 215, Operational Planning Worksheet during planning meeting.</i></li> </ul>	I		
49. Assign specific resources to fill needs identified on ICS 215, Operational Planning Worksheet at the planning meeting. <ul style="list-style-type: none"> <li>• <i>Use work requirement/restriction information to guide assignments made to each resource.</i></li> <li>• <i>Consider safe operations when selecting resources.</i></li> <li>• <i>Update resource status system to reflect approved assignments.</i></li> <li>• <i>Coordinate resource assignments with Operations Section Chief.</i></li> </ul>	I		

*Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.*

## SITL Specific Tasks

**Competency: Assume position responsibilities.**

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
<b>Behavior: Gather, update, and apply situational information relevant to the assignment.</b>			
50. Obtain maps and data (paper or digital). <ul style="list-style-type: none"> <li>• <i>Ensure maps are high quality and suitable for copying.</i></li> <li>• <i>Ensure data is in a format that can be utilized.</i></li> <li>• <i>Ensure maps and data provide adequate detail and cover the area that can potentially be involved in the incident.</i></li> <li>• <i>Collect existing maps and data from prior operational periods.</i></li> </ul>	I		

*Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.*

## SITL Specific Tasks

### Competency: Communicate effectively.

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
<b>Behavior: Ensure documentation is complete and disposition is appropriate.</b>			
51. Submit documentation to Documentation Unit Leader within established time frames. <ul style="list-style-type: none"> <li>• <i>ICS 209, Incident Status Summary (original).</i></li> <li>• <i>Maps and overlays.</i></li> <li>• <i>Electronic media (photos, electronic presentations, maps, videos).</i></li> <li>• <i>Unit narrative.</i></li> </ul>	I		
<b>Behavior: Gather, produce and distribute information as required by established guidelines and ensure understanding by recipient.</b>			
52. Prepare, update and distribute incident maps and map data. <ul style="list-style-type: none"> <li>• <i>Collect, analyze, and evaluate incident information.</i></li> <li>• <i>Balance the need for accuracy with the need for timeliness.</i></li> <li>• <i>Adhere to agency or specific incident standard symbols.</i></li> <li>• <i>Maintain incident maps (e.g., Situation Unit, IAP, Operational Briefing, Transportation, Facilities, Progression) in a neat and orderly manner.</i></li> <li>• <i>Coordinate with Information Officer to establish and maintain displays.</i></li> <li>• <i>Protect working maps.</i></li> </ul>	I		

*Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.*

## SITL Specific Tasks

**Competency: Ensure completion of assigned actions to meet identified objectives.**

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
<b>Behavior: Utilize information to produce outputs.</b>			
53. Complete and submit ICS 209, Incident Status Summary. <ul style="list-style-type: none"> <li>• <i>Collect and evaluate incident information from appropriate sections.</i></li> <li>• <i>Balance need for accuracy with the need for timeliness.</i></li> <li>• <i>Obtain final approval by Incident Commander.</i></li> <li>• <i>Determine appropriate method for timely submission to Agency dispatch.</i></li> <li>• <i>Distribute to appropriate incident staff.</i></li> </ul>	I		
54. Ensure required IAP inputs are provided within established timeframes. <ul style="list-style-type: none"> <li>• <i>Weather forecast</i></li> <li>• <i>Fire behavior forecast</i></li> <li>• <i>Maps</i></li> </ul>	I		
55. Present infrared data to the Operations Section in a useable format. <ul style="list-style-type: none"> <li>• <i>Order infrared services using established procedures.</i></li> </ul>	I		

*Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.*

## DMOB Specific Tasks

### Competency: Communicate effectively.

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
<b>Behavior: Gather, produce and distribute information as required by established guidelines and ensure understanding by recipient.</b>			
56. Gather resource information needed to plan for demobilization from various sources. <ul style="list-style-type: none"> <li>• <i>Incident briefing</i></li> <li>• <i>IAP</i></li> <li>• <i>Check-in information</i></li> <li>• <i>Resource orders</i></li> <li>• <i>Resource status system</i></li> <li>• <i>Section chiefs and unit leaders</i></li> </ul>	I		
57. Distribute final version of incident demobilization plan. <ul style="list-style-type: none"> <li>• <i>Provide copies to command and general staff and agency dispatch for comment and approval.</i></li> <li>• <i>Distribute final copies to command and general staff, appropriate unit leaders, agency representatives, agency dispatch and others who assist in implementation of plan.</i></li> </ul>	I		
<b>Behavior: Develop and implement plans and gain concurrence of affected agencies and/or the public.</b>			
58. Obtain objectives, priorities, schedules, and constraints for the incident demobilization plan. <ul style="list-style-type: none"> <li>• <i>Consult with Planning Section Chief, Agency representatives/Liaison Officer, and incident agency dispatch or Geographic Area Coordination Center (GACC).</i></li> <li>• <i>Develop a mutually acceptable format for exchange of demobilization information with expanded dispatch.</i></li> <li>• <i>Collect demobilization guidelines from local agency and/or coordination center.</i></li> <li>• <i>Contact section chiefs and unit leaders to obtain incident level direction.</i></li> </ul>	I		

*Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.*

## DMOB Specific Tasks

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
59. Prepare incident demobilization plan within established time frames. <ul style="list-style-type: none"> <li>• <i>General information section</i></li> <li>• <i>Responsibility section</i></li> <li>• <i>Release section</i></li> <li>• <i>Release procedure section</i></li> <li>• <i>Travel information section</i></li> <li>• <i>Emergency demobilization section</i></li> </ul>	I		
60. Obtain review and approval of the incident demobilization plan.	I		

*Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.*

## DMOB Specific Tasks

**Competency: Ensure completion of assigned actions to meet identified objectives.**

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
<b>Behavior: Utilize information to produce outputs.</b>			
61. Implement and monitor incident demobilization plan. <ul style="list-style-type: none"> <li>• <i>Collect from command and general staff information on proposed demobilization dates and times.</i></li> <li>• <i>Create tentative demobilization list for approval by dispatch.</i></li> <li>• <i>Post tentative/confirmed demobilization list in highly visible location.</i></li> <li>• <i>Prepare complete ICS 221, Demobilization Checkout for each resource prior to demobilization.</i></li> <li>• <i>Maintain contact with those responsible for implementing the incident demobilization plan.</i></li> <li>• <i>Request itinerary from departing resources including Estimated Time of Departure (ETD)/Estimated Time of Arrival (ETA).</i></li> <li>• <i>Provide remobilization information to reassigned resources.</i></li> <li>• <i>Ensure transportation information is provided to demobilizing resource in a timely manner.</i></li> <li>• <i>Notify expanded dispatch of confirmed demobilization ETD/ETAs.</i></li> <li>• <i>Advise Planning Section Chief of progress/problems with demobilization.</i></li> </ul>	I		
62. Finalize incident demobilization. <ul style="list-style-type: none"> <li>• <i>Coordinate with agency dispatch to ensure identified resources are demobilized and issues are resolved.</i></li> </ul>	I		
63. Process emergency release requests, following established emergency demobilization plan.	I		

*Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.*

**Trainee Information**

Printed Name:

Trainee Position on Incident/Event:

Home Unit/Agency:

Home Unit /Agency Address and Phone Number:

**Evaluator Information**

Printed Name:

Evaluator Position on Incident/Event:

Home Unit/Agency:

Home Unit /Agency Address and Phone Number:

**Incident/Event Information**

Incident/Event Name:

Reference (Incident Number/Fire Code):

Duration:

Incident Kind: Wildfire, Prescribed Fire, All Hazard, Other (specify):

Location (include Geographic Area, Agency, and State):

Management Type (circle one): Type 5, Type 4, Type 3, Type 2, Type 1, Area Command

OR Prescribed Fire Complexity Level (circle one): Low, Moderate, High

FBPS Fuel Model Letter: G = Grass, B = Brush, T = Timber, S = Slash

**Evaluator's Recommendation**

(Initial only one line as appropriate)

- \_\_\_\_\_ 1) The tasks initialed and dated by me on the Qualification Record have been performed under my supervision in a satisfactory manner. The trainee has successfully performed all tasks in the PTB for the position. I have completed the Final Evaluator's Verification section and recommend the trainee be considered for agency certification.
- \_\_\_\_\_ 2) The tasks initialed and dated by me on the Qualification Record have been performed under my supervision in a satisfactory manner. However, opportunities were not available for all tasks (or all uncompleted tasks) to be performed and evaluated on this assignment. An additional assignment is needed to complete the evaluation.
- \_\_\_\_\_ 3) The trainee did not complete certain tasks in the PTB in a satisfactory manner and additional training, guidance, or experience is recommended.
- \_\_\_\_\_ 4) The individual is severely deficient in the performance of tasks in the PTB for the position and additional training, guidance, or experience is recommended prior to another training assignment.

Record additional remarks/recommendations on an Individual Performance Evaluation, or by attaching an additional sheet to the evaluation record.

Evaluator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Evaluator's Relevant Qualification (or agency certification): \_\_\_\_\_

Additional Evaluation Record Sheets can be downloaded at [www.nwcg.gov/pms/taskbook/taskbook.htm](http://www.nwcg.gov/pms/taskbook/taskbook.htm)

**Trainee Information**

Printed Name:  
 Trainee Position on Incident/Event:  
 Home Unit/Agency:  
 Home Unit /Agency Address and Phone Number:

**Evaluator Information**

Printed Name:  
 Evaluator Position on Incident/Event:  
 Home Unit/Agency:  
 Home Unit /Agency Address and Phone Number:

**Incident/Event Information**

Incident/Event Name: \_\_\_\_\_ Reference (Incident Number/Fire Code): \_\_\_\_\_  
 Duration: \_\_\_\_\_  
 Incident Kind: Wildfire, Prescribed Fire, All Hazard, Other (specify): \_\_\_\_\_  
 Location (include Geographic Area, Agency, and State): \_\_\_\_\_  
 Management Type (circle one): Type 5, Type 4, Type 3, Type 2, Type 1, Area Command  
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**Evaluator's Recommendation**  
 (Initial only one line as appropriate)

- \_\_\_\_\_ **1)** The tasks initialed and dated by me on the Qualification Record have been performed under my supervision in a satisfactory manner. The trainee has successfully performed all tasks in the PTB for the position. I have completed the Final Evaluator's Verification section and recommend the trainee be considered for agency certification.
- \_\_\_\_\_ **2)** The tasks initialed and dated by me on the Qualification Record have been performed under my supervision in a satisfactory manner. However, opportunities were not available for all tasks (or all uncompleted tasks) to be performed and evaluated on this assignment. An additional assignment is needed to complete the evaluation.
- \_\_\_\_\_ **3)** The trainee did not complete certain tasks in the PTB in a satisfactory manner and additional training, guidance, or experience is recommended.
- \_\_\_\_\_ **4)** The individual is severely deficient in the performance of tasks in the PTB for the position and additional training, guidance, or experience is recommended prior to another training assignment.

Record additional remarks/recommendations on an Individual Performance Evaluation, or by attaching an additional sheet to the evaluation record.

Evaluator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Evaluator's Relevant Qualification (or agency certification): \_\_\_\_\_