



NWCG Task Book for the Positions of:

**FIRE BEHAVIOR ANALYST
(FBAN)**

**TERM FIRE ANALYST
(LTAN)**

**(POSITION PERFORMANCE REQUIRED ON A WILDFIRE
ASSIGNMENT)**

PMS 311-29

MAY 2008

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, WF = wildland fire, W = wildfire, RX = prescribed fire, WFU = wildland fire use, 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.
- WF = Task must be performed on a wildland fire incident (the term *wildland fire* includes wildfire/W, prescribed fire/RX, or wildland fire use/WFU).
- W = Task must be performed on a wildfire incident.
- RX = Task must be performed on a prescribed fire incident.
- WFU = Task must be performed on a wildland fire use 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 WFU must be evaluated on wildland fire use, 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, wildland fire use, 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 FBAN and LTAN

This task book contains the tasks for the positions of Fire Behavior Analyst (FBAN) and Long Term Fire Analyst (LTAN). The common tasks for both positions are listed first. The additional tasks specific to LTAN are listed following the common tasks.

Common Tasks pages 6 – 19 (Tasks 1 – 52)
 LTAN Specific Tasks pages 20 – 22 (Tasks 53 – 58)

Competency: Assume position responsibilities.

Description: Successfully assume role of Fire Behavior Analyst 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
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Behavior: Ensure readiness for assignment.

1. Obtain and assemble information and materials needed for kit. <ul style="list-style-type: none"> • <i>Fire Behavior Analyst Field Reference or Fireline Handbook, PMS 410-1, Appendix B</i> • <i>Belt weather kit</i> • <i>Laptop computer with fire behavior software (e.g., BehavePlus)</i> • <i>Nomograms and/or tables.</i> • <i>Plastic ruler or scale with 0.1" increments</i> • <i>Protractor</i> • <i>Fire behavior worksheets</i> • <i>Fire behavior forecast forms</i> • <i>Spot weather forecast forms</i> • <i>Schedule of daily activities</i> • <i>Fire characteristics chart</i> 	O		
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Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.

Common Tasks for FBAN and LTAN

TASK	C O D E	EVAL RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Ensure availability, qualifications, and capabilities of resources to complete assignment.			
2. Identify the need for additional personnel and coordinate as necessary. <ul style="list-style-type: none"> • <i>Incident Meteorologist</i> • <i>Technical specialists</i> • <i>Field Observer</i> • <i>Fire Effects Monitor</i> • <i>Other</i> 	I		
3. Identify need for and obtain additional supplies and equipment. <ul style="list-style-type: none"> • <i>Table(s), seating, and additional supplies not in kit</i> • <i>Communications equipment (e.g., radio, telephones, data communication equipment, operator)</i> • <i>Computers, printers, plotters, Global Positioning System (GPS) units, as needed</i> 	I		
Behavior: Gather, update, and apply situational information relevant to the assignment.			
4. Review agency procedures and policies for wildland fire related to the position. <ul style="list-style-type: none"> • <i>Conversation with supervisor</i> • <i>Reading appropriate agency manuals and handbooks</i> 	O		
5. Obtain initial briefing from Situation Unit Leader, Planning Section Chief or local knowledgeable source. <ul style="list-style-type: none"> • <i>Location of assignment</i> • <i>Priorities, time limits for completion, method of communication, transportation, meetings, coordination with established contacts, and fire behavior products needed to support incident planning</i> • <i>Information about fire origin, wind characteristics, fuel type, fuel moisture, slope, fire status, suppression activities, and areas of special concern (e.g., private property, structures, developments, wilderness)</i> • <i>Names of local knowledgeable individuals</i> • <i>Process to receive local fire weather forecasts</i> 	I		

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

Common Tasks for FBAN and LTAN

TASK	C O D E	EVAL RECORD #	EVALUATOR: Initial & date upon completion of task
6. Obtain maps/information on fuels, terrain, fire history, fuels treatments, weather and other pertinent information. <ul style="list-style-type: none"> • <i>Ensure scale illustrates geographical detail and accommodates potential incident expansion (topographical maps of 1:24,000 scale are ideal).</i> • <i>Acquire weather data to include weather station information, history, and location.</i> • <i>Organize pertinent information in a manner which facilitates effective fire behavior analysis.</i> • <i>Landscape information for appropriate modeling and/or decision support tools.</i> 	WF		
Behavior: Establish effective relationships with relevant personnel.			
7. Conduct self in a professional manner. <ul style="list-style-type: none"> • <i>Respectful and courteous</i> • <i>Respectful of public and private property</i> 	I		
8. Establish and maintain positive interpersonal and interagency working relationships.	I		

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

Common Tasks for FBAN and LTAN

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
Behavior: Model leadership values and principles.			
9. Exhibit principles of duty. <ul style="list-style-type: none"> • <i>Be proficient in your job, both technically and as a leader.</i> • <i>Make sound and timely decisions.</i> • <i>Ensure tasks are understood, supervised and accomplished.</i> • <i>Develop your subordinates for the future.</i> 	I		
10. Exhibit principles of respect. <ul style="list-style-type: none"> • <i>Know your subordinates and look out for their well-being.</i> • <i>Keep your subordinates informed.</i> • <i>Build the team.</i> • <i>Employ your subordinates in accordance with their capabilities.</i> 	I		
11. Exhibit principles of integrity. <ul style="list-style-type: none"> • <i>Know yourself and seek improvement.</i> • <i>Seek responsibility and accept responsibility for your actions.</i> • <i>Set the example.</i> 	I		

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

Common Tasks for FBAN and LTAN

TASK	C O D E	EVAL RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Ensure the safety, welfare, and accountability of assigned personnel.			
12. Provide for the safety, welfare, and accountability of assigned personnel during the entire period of command. <ul style="list-style-type: none"> • <i>Recognize, mitigate and communicate potentially hazardous situations during tactical operations.</i> • <i>Monitor condition of assigned personnel.</i> • <i>Provide for care of assigned personnel and notify supervisor in event of sickness, injury, or accident.</i> 	I		
Behavior: Establish work assignments and performance expectations, monitor performance, and provide feedback.			
13. Complete daily review of staffing requirements.	I		
14. Develop schedule based on Incident Action Plan (IAP) or relevant plan.	I		
15. Ensure subordinates understand assignment for operational period. <ul style="list-style-type: none"> • <i>Provide clear, concise instructions and allow for feedback.</i> 	I		
16. Continuously evaluate performance. <ul style="list-style-type: none"> • <i>Communicate deficiencies immediately and take corrective action.</i> • <i>Provide training opportunities where available.</i> • <i>Complete personnel performance ratings according to agency guidelines.</i> • <i>Provide counseling and discipline when required.</i> 	I		

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

Common Tasks for FBAN and LTAN

TASK	C O D E*	EVAL RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Emphasize teamwork.			
17. Establish cohesiveness among assigned resources. <ul style="list-style-type: none"> • <i>Establish trust through open communication.</i> • <i>Require commitment.</i> • <i>Set expectations for accountability.</i> • <i>Focus on the team result.</i> • <i>Resolve conflicts and provide feedback.</i> 	I		
Behavior: Coordinate interdependent activities.			
18. Respond to special requests through appropriate channels within time frame as directed (e.g., short/long range predictions, support of firing operations).	WF		

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

Common Tasks for FBAN and LTAN

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
Behavior: Ensure relevant information is exchanged during briefings and debriefings.			
19. Present fire behavior, weather, and fire growth projections/findings at various briefings and meetings. <ul style="list-style-type: none"> • <i>Focus on field related tactics, planning, long-term strategies</i> • <i>Target information to specific audiences (e.g., command and general staff, line officers, operations, media, public)</i> 	WF		
20. Participate in functional area briefings and After Action Reviews (AARs).	I		
Behavior: Ensure documentation is complete and disposition is appropriate.			
21. Maintain ICS 214, Unit Log, and/or follow other procedures to document major activities. <ul style="list-style-type: none"> • <i>File documentation according to incident protocols and/or standard procedures.</i> 	O		
22. Document assumptions, limitations, data and methods used in making predictions.	O		
23. Build, maintain and document a file folder structure in outline form of electronic resources, model inputs and incident data.	O		
24. Organize and deliver hard-copy and electronic materials assembled during the incident to the Planning Section or to host unit. <ul style="list-style-type: none"> • <i>Base maps</i> • <i>Overlays</i> • <i>Written forecasts</i> • <i>Electronic files</i> • <i>Information from sources</i> 	WF		

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Common Tasks for FBAN and LTAN

TASK	C O D E	EVAL RECORD #	EVALUATOR: Initial & date upon completion of task
25. Prepare a summary report explaining how fuels, weather, and topography affected fire behavior and/or risks during the incident.	O		
Behavior: Gather, produce and distribute information as required by established guidelines and ensure understanding by recipient.			
26. Provide fire behavior and weather information for upward reporting. <ul style="list-style-type: none"> • <i>ICS 209, Incident Status Summary</i> • <i>Coordination calls</i> 	WF		
27. Provide other personnel (e.g., logistics, air operations) with fire behavior and weather information as needed.	WF		
Behavior: Communicate and ensure understanding of work expectations within the chain of command and across functional areas.			
28. Maintain appropriate contact with Planning and Operations Sections.	WF		
29. Develop a network to obtain and exchange information (e.g., locals, operations personnel, Fire Weather Meteorologist, FOBS, FEMOs, and other specialists pertinent to the incident). <ul style="list-style-type: none"> • <i>Determine the need for additional sources of information.</i> • <i>Coordinate with the Planning and Operations Sections for the use of their personnel as Field and Weather Observers to gather the information needed.</i> • <i>Establish a schedule with sources for reporting the needed information (e.g., fire situation, hazards, fire behavior, weather predictions).</i> 	WF		
30. Provide fire behavior and weather forecast briefing report to meet timelines for input into the Incident Action Plans.	WF		

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Common Tasks for FBAN and LTAN

TASK	C O D E	EVAL RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Develop and implement plans and gain concurrence of affected agencies and/or the public.			
<p>31. Produce products and provide support for decision making and planning (e.g., Incident Action Plan [IAP], Wildland Fire Situation Analysis [WFSA], Wildland Fire Decision Support System [WFDSS]).</p> <ul style="list-style-type: none"> • <i>Interpret weather forecasts, fire behavior predictions, and decision support products to:</i> <ul style="list-style-type: none"> - <i>Provide fire growth estimates and projections for the short and medium term.</i> - <i>Compare current season conditions to average and worst case.</i> - <i>Assess and document fire growth projections toward multiple points of interest.</i> - <i>Characterize risk of proposed management strategies.</i> - <i>Assist with the development of incident tactics or management actions points in relation to expected fire behavior and time.</i> - <i>Evaluate smoke management impacts</i> • <i>Interact with the planning and operations sections to estimate success of proposed strategy and tactics, and impacts of fire behavior on incident objectives and firefighter safety.</i> 	W		
<p>32. Assist in firing operation plans or burn plan development.</p> <ul style="list-style-type: none"> • <i>Review firing/burn plan prior to implementation.</i> • <i>Assist with or write prescription elements.</i> • <i>Identify components of the monitoring plan.</i> • <i>Review firing techniques to be used, timing and delivery devices related to potential fire behavior and fire effects.</i> • <i>Communicate concerns to burn boss, firing boss and/or other incident personnel.</i> 	WF		

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

Common Tasks for FBAN and LTAN

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
<p>33. Obtain short- and long-range weather forecasts, outlooks, and projections for strategy and/or alternative control/management consideration.</p> <ul style="list-style-type: none"> • <i>Identify procedures for requesting and receiving spot weather forecasts.</i> • <i>Determine methods/communications equipment and contact routes to establish communications.</i> • <i>Review local National Weather Service Office Weather Operating Plans to identify criteria that define issuance of a fire weather watch or red flag warning.</i> • <i>Review weather prediction used to make fire behavior predictions with Fire Weather Forecaster/Incident Meteorologist.</i> • <i>Discuss and analyze special fire behavior/weather concerns that affect safety of personnel and success of the incident.</i> <ul style="list-style-type: none"> - <i>Request special notifications.</i> • <i>Update appropriate personnel as necessary.</i> • <i>Obtain weather forecasts, updates, and special advisories.</i> • <i>Coordinate with Fire Weather Forecaster/Incident Meteorologist to obtain inputs to modeling applications (weather and wind files).</i> • <i>Request spot weather forecast for operational period.</i> 	WF		
<p>34. Select the applicable tools for deterministic (BehavePlus, FLAMMAP, FARSITE) and/or probabilistic (FSPRO, RAVAR, RERAP) fire behavior analysis.</p>	O		

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

Common Tasks for FBAN and LTAN

TASK	C O D E	EVAL RECORD #	EVALUATOR: Initial & date upon completion of task
35. Conduct deterministic fire behavior analysis for multiple operational periods using the appropriate tool (e.g., persistence forecasts, BehavePlus, FLAMMAP, FARSITE).	WF		
36. Conduct periodic review of analyses, predictions, and forecasts. <ul style="list-style-type: none"> • <i>Conduct periodic review of previous products.</i> • <i>Compare actual fire behavior with predicted fire behavior.</i> • <i>Update assessments and forecasts as needed.</i> 	WF		
37. Revise fire behavior forecast as needed based on familiarity with local conditions of fuels, weather, and topography and provide pertinent, similar feedback on fire weather forecast.	WF		
38. Locate proper sites and identify appropriate resources for weather data collection.	O		
Behavior: Prepare clear and concise assessments regarding hazards, hazard behavior, weather, and other relevant events.			
39. Analyze and document existing and current information and prepare fire behavior predictions. <ul style="list-style-type: none"> • <i>Expected fire location by time period</i> • <i>Expected flame length and spread rates</i> • <i>Spotting potential and maximum distance</i> • <i>Probability of crown fire and extreme fire behavior</i> 	WF		
40. Obtain and assess information regarding seasonal severity for the area.	O		
41. Adjust fire behavior predictions in operations plan in response to current conditions.	WF		

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

Common Tasks for FBAN and LTAN

TASK	C O D E	EVAL RECORD #	EVALUATOR: Initial & date upon completion of task
42. Identify and adjust fuel models or the assumptions used in the fire behavior calculations in order to calibrate predictions to observed fire behavior. <ul style="list-style-type: none"> • <i>Depth</i> • <i>Loading</i> • <i>Arrangement</i> • <i>Types of fuel</i> • <i>Burn period duration</i> • <i>Canopy characteristics</i> • <i>Validity of LANDFIRE data</i> • <i>Standard Fuel Models used (13 NFFL and/or 40 Scott and Burgan fuel models)</i> • <i>Other</i> 	WF		
43. Assemble information and calculate fire growth using inputs and projections. <ul style="list-style-type: none"> • <i>Spatial data layers (e.g., LCP inputs)</i> • <i>Fuels/vegetation</i> • <i>Topographical maps and terrain features</i> • <i>Short, medium, and long-range weather forecasts/projections to include wind speed and direction</i> • <i>Standard Fuel Models (13 NFFL and/or 40 Scott and Burgan fuel models)</i> • <i>Fuel moisture content</i> 	WF		
Behavior: Utilize information to produce outputs.			
44. Prepare written fire behavior forecast for the time period specified. <ul style="list-style-type: none"> • <i>Fire weather summary</i> • <i>General and specific fire behavior</i> • <i>Fire behavior related safety concerns</i> • <i>Impacts of fire behavior on operations</i> • <i>Impact of smoke production</i> 	WF		
45. Prepare the fire behavior forecasts and other requested products within the timeframe specified.	WF		

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

Common Tasks for FBAN and LTAN

TASK	C O D E	EVAL RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Anticipate, recognize and mitigate unsafe situations.			
46. Conduct periodic review of current situation, analyses and forecasts.	WF		
47. Immediately notify Command, Operations, Planning, and/or Logistics Sections of adjustments which may affect public and fire fighting safety.	WF		
48. Recognize and notify personnel of special conditions that promote extreme fire behavior. <ul style="list-style-type: none"> • <i>Conditions leading to rapid rates of spread, crown fires, plume dominated fires, downdrafts, and vortex development</i> • <i>Unstable atmospheric conditions, high Haines Index, local wind anomalies, special topographic features (e.g., box canyons, narrow saddles), smoke column behavior and characteristics</i> • <i>Special fuel characteristics such as frost killed or insect damaged vegetation</i> 	WF		
Behavior: Follow established procedures and/or safety procedures relevant to given assignment.			
49. Use and apply safety guidelines and agency specific policies and standards.	I		
50. Notify operations personnel when entering their area of responsibility and request information about specific fireline safety preparations and plans.	W/ WFU		

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

Common Tasks for FBAN and LTAN

TASK	C O D E	EVAL RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Transfer position duties while ensuring continuity of authority and knowledge and taking into account the increasing or decreasing incident complexity.			
51. Coordinate the development, approval and implementation of transfer of position duties when incident escalates/de-escalates (e.g., incoming Incident Management Team (IMT), host agency). <ul style="list-style-type: none"> • <i>Inform subordinate staff.</i> • <i>Document follow-up action needed and submit to supervisor.</i> 	I		
52. Brief replacement before leaving the incident about aspects of the incident history (e.g., facilities, established timeframes and schedules, personnel, individuals serving as information forces). <ul style="list-style-type: none"> • <i>Work one operational period with replacement if possible.</i> 	I		

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

LTAN Specific Tasks

Competency: Assume position responsibilities.

Description: Successfully assume role of Fire Analyst 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
Behavior: Ensure readiness for assignment.			
53. Obtain and assemble information and materials needed for LTAN kit. <ul style="list-style-type: none"> • <i>Probabilistic modeling tools, such as RERAP and FSPRO</i> • <i>Long term deterministic modeling tools, such as FARSITE and FLAMMAP</i> 	O		

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

LTAN Specific Tasks

Competency: Communicate effectively.

TASK	C O D E	EVAL RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Develop and implement plans and gain concurrence of affected agencies and/or the public.			
<p>54. Produce products and provide support for decision making and planning (e.g., Wildland Fire Implementation Plans [WFIP], Wildland Fire Decision Support System [WFDSS]).</p> <ul style="list-style-type: none"> • <i>Interpret weather forecasts, fire behavior predictions, and decision support products to:</i> <ul style="list-style-type: none"> - <i>Compare current season to worst case and average seasons using fire danger indices, greenness imagery, or other information as available.</i> - <i>Acquire and interpret weather narratives to include weather conditions, drought prognosis, and severity.</i> - <i>Assess and document fire growth toward multiple points of interest.</i> - <i>Provide short, medium, and long term fire growth estimates and projections.</i> - <i>Characterize risk of potential strategy decisions and provide feedback.</i> - <i>Assist with the development of management action points in relation to expected fire behavior and time.</i> - <i>Assess fire behavior potential and its relationship to risk.</i> - <i>Obtain and/or provide smoke management predictions.</i> - <i>Provide fire behavior summary information.</i> 	W/ WFU		

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

LTAN 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
<p>55. Conduct probabilistic analysis of fire growth and movement toward multiple points of interest over multiple operational periods using the appropriate tool (e.g., Rare Event Risk Assessment Process [RERAP], Fire Spread Probability [FSPro], Rapid Assessment Values at Risk [RAVAR]).</p>	WFU		
<p>56. Access and analyze historic weather records from local stations to determine important thresholds and season ending criteria.</p> <ul style="list-style-type: none"> • <i>Synthesize data sets as appropriate.</i> • <i>Use accepted methodologies.</i> • <i>Identify and verify data and criteria.</i> 	O		
<p>57. Reassess and validate an analysis to determine if revisions are needed and update accordingly.</p>	O		
<p>58. Monitor smoke emissions for health, safety, and vista impairment as required by the incident.</p> <ul style="list-style-type: none"> • <i>Monitor smoke column and dispersion.</i> • <i>Recognize emission problems and recommend applicable mitigation measures.</i> • <i>Maintain communications (e.g., air quality regulators, National Weather Service, weather observers, lookouts).</i> • <i>Use appropriate computer-based emission and dispersion smoke models.</i> • <i>Monitor or compute air quality conditions to identify when stated or acceptable conditions are, or may be, exceeded for air quality and highway visibility.</i> • <i>Describe methods for measuring visibility.</i> 	WF		

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, Wildland Fire Use, 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): _____

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, Wildland Fire Use, All Hazard, Other (specify):
 Location (include Geographic Area, Agency, and State):
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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): _____