

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

RESOURCES UNIT LEADER (RESL)

United States
Department of the Interior

National Association of
State Foresters



**PMS 311-27
NFES 2337**

March 1999

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

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

EVALUATOR

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

**VERIFICATION / CERTIFICATION OF COMPLETED TASK BOOK
FOR THE POSITION OF**

FINAL EVALUATOR'S VERIFICATION

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

I also verify that _____

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

FINAL EVALUATOR'S SIGNATURE AND DATE

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

AGENCY CERTIFICATION

I certify that _____

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

CERTIFYING OFFICIAL'S SIGNATURE AND DATE

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

Additional copies of this publication may be ordered from:

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

NATIONAL WILDFIRE COORDINATING GROUP POSITION TASK BOOK

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

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

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

RESPONSIBILITIES:

1. The **Home Unit** is responsible for:
 - Selecting trainees based on the needs of the home unit and higher levels.
 - Ensuring that the trainee meets the training and experience requirements included in the Wildland and Prescribed Fire Qualification Guide 310-1.
 - Initiating PTBs to document task performance.
 - Explaining to the trainee the purpose and processes of the PTB as well as the trainee's responsibilities.
 - Providing opportunities for evaluation and/or making the trainee available for evaluation.
 - Providing an evaluator for local assignments.
 - Tracking progress of the trainee.
 - Confirming PTB completion.
 - Determining certification per local policy.
 - Issuing proof of certification.
2. The **Trainee** is responsible for:
 - Reviewing and understanding instructions in the PTB.
 - Identifying desired objectives/goals.
 - Providing background information to an evaluator.

- Satisfactorily demonstrating completion of all tasks for an assigned position within three years.
 - Assuring the Evaluation Record is complete.
 - Notifying home unit personnel when the PTB is completed and providing a copy.
 - Keeping the original PTB in personal records.
3. The **Evaluator** is responsible for:
- Understanding the Wildland and Prescribed Fire Qualifications System.
 - Being qualified and proficient in the position being evaluated.
 - Meeting with the trainee and determining past experience, current qualifications, and desired objectives/goals.
 - Reviewing tasks with the trainee.
 - Explaining to the trainee the evaluation procedures that will be utilized and which objectives may be attained.
 - Identifying tasks to be performed during the evaluation period.
 - Accurately evaluating and recording demonstrated performance of tasks. Satisfactory performance shall be documented by dating and initialing completion of the task. Unsatisfactory performance shall be documented in the Evaluation Record.
 - Completing the Evaluation Record found at the end of this PTB.
4. The **Final Evaluator** is responsible for:
- Signing the verification statement inside the front cover of the PTB when all tasks have been initialed and if the trainee is recommended for certification.
5. The **Incident Training Specialist** is responsible for:
- Identifying incident evaluation opportunities.
 - Assuring that trainees have met prerequisites.
 - Identifying and assigning a qualified evaluator that can provide a positive experience for the trainee, and making an accurate and honest appraisal of the trainee's performance.
 - Providing PTBs to approved trainees on the incident when home unit was unable to provide them.
 - Documenting the assignment.
 - Conducting progress reviews.
 - Conducting a close-out interview with the trainee and evaluator and assuring that documentation is proper and complete.
 - Notifying trainee's home unit.

QUALIFICATION RECORD

POSITION: RESOURCES UNIT LEADER (RESL)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p><u>GENERAL</u></p> <p>1. <u>Obtain and assemble information and materials needed for kit.</u> Kit will be assembled and prepared prior to receiving an assignment. Kit will contain critical items needed for the assignment and items needed for functioning during the first 48 hours. Kit will be easily transportable and within agency weight limitation (per National Mobilization Guide). The basic information and materials needed are:</p> <ul style="list-style-type: none"> • Incident specific management procedures; e.g., NWCG Fireline Handbook PMS 410-1 for wildland fire incidents, HAZMAT plans for hazardous materials incidents, etc. • ICS Form 203, Organization Assignment List. • ICS Form 204, Division Assignment. • ICS Form 207, Organization Chart. • ICS Form 210, Status Change Cards. • ICS Form 211, Check-In List, in color-coded book, if possible. • ICS Form 213, General Message. • ICS Form 215, Operation Planning Worksheet. • ICS Form 215 (wall size). • ICS Form 215A (wall size). • ICS Form 219, Resource Status Cards. • General supplies. • Current mnemonics list. • Three-Letter Unit Identifier. • SF-245, Manifest Passenger/Cargo. • Resource locators (status rack, T-card rack, sort files). • ICS Forms Catalog. • National Mobilization Guide. 	O		

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QUALIFICATION RECORD
Continuation Sheet

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2. <u>Establish and maintain positive interpersonal and interagency working relationships.</u> <ul style="list-style-type: none"> • Create a work environment that provides diversity and equal opportunity for all personnel assigned to the incident. 	I		
3. <u>Provide for the safety, welfare, and accountability of assigned personnel during the entire period of supervision.</u> <ul style="list-style-type: none"> • Recognize potentially hazardous situations. • Inform subordinates of hazards. • Ensure that special precautions are taken when extraordinary hazards exist. • Ensure adequate rest is provided to all unit personnel. 	I		

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TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p><u>INCIDENT ACTIVITIES</u></p> <p>4. <u>Obtain briefing from Planning Section Chief.</u> Obtain the following information:</p> <ul style="list-style-type: none"> • Incident size. • Number of resources by agency and kind. • Incident potential. • Location of work area. • Procedures for ordering resources and supplies. • Operational work period. • Status of staffing for resources unit. • General orientation to the incident command post and/or incident base. • Information to be solicited from incident resources for tracking purposes. • Review ICS Form 201, Incident Briefing, if available. • Location of sleeping and eating areas. 	I		
<p>5. <u>Coordinate with facilities unit and supply unit to obtain work facilities.</u></p> <ul style="list-style-type: none"> • Acquire adequate space and work stations for subordinate personnel. • Provide for night operations. • Provide protection from adverse weather. • Plan for possible expanded operation. • Provide adequate space for display. 	I		

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<p>6. <u>Organize work area.</u> Consider key items:</p> <ul style="list-style-type: none"> • Acquire table(s), seating, additional supplies not in kit. • Acquire communications equipment; e.g., radio, telephone, data communication equipment, and operator. • Establish resource locating system: card holders or racks organized by operational period and section. 	I		
<p>7. <u>Evaluate needs and order supplies and materials to keep unit operating.</u></p> <ul style="list-style-type: none"> • Order materials and supplies using procedures established by the Planning Section Chief. • Maintain quantities of forms, supplies, and materials at a level to prevent shortage of any basic needed items. 	I		
<p>8. <u>Organize and supervise unit.</u></p> <ul style="list-style-type: none"> • Identify need for subordinates. • Order subordinates as needed. • Brief and keep subordinates informed. • Establish unit time frames and schedules. • Make assignments. • Spot check work. • Evaluate and record performance. • Review and approve time. • Develop team work. • Provide counseling and discipline as needed. 	I		

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9. <u>Complete all ICS forms and cards as appropriate following standard ICS procedures.</u> <ul style="list-style-type: none"> • Acquire incident resource order forms from Ordering Manager. • Acquire copy of incident ICS Form 201, if available. • Determine status of initial attack resources. • Fill out forms and cards within timeframes established by Planning Section Chief. • Information is complete, accurate, and legible. 	I		
10. <u>Organize check-in locations.</u> <ul style="list-style-type: none"> • Each check-in location has: <ul style="list-style-type: none"> - Supply of ICS Form 211. - Signs posted to designate check-in location. - Writing instruments. - Table and chairs. - Radio, if applicable. • Check-in locations are operational within timeframes set by Planning Section Chief. 	I		

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<p>11. <u>Brief personnel assigned to check-in function and review duties and responsibilities.</u> Include:</p> <ul style="list-style-type: none"> • General layout of the incident command post and/or incident base. • Work schedule. • Where and how often to turn in check-in lists. • Review of procedures for completion of ICS Form 211 and ICS Form 219. • Information to solicit from each resource for tracking; e.g.: <ul style="list-style-type: none"> - Number of days on previous assignment. - Travel status information. - Contract work limitations. - Most recent day off. - Unusual restrictions or limitations on work assignments. 	I		
<p>12. <u>Interact and coordinate with appropriate unit leader and operations personnel.</u></p> <ul style="list-style-type: none"> • Coordinate with supply unit on status of outstanding resource orders. • Coordinate with finance section, ground support unit, and operations section to verify that all resources are accounted for. • Provide check-in information to supply unit and finance section as requested. • Coordinate with operations on the assignment of specific resources. 	I		

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<p>13. <u>Verify that check-in function is being performed at each incident check-in location.</u></p> <ul style="list-style-type: none"> • Contact each check-in location at least once each operational period. • Spot check check-in lists for completeness. • Take action to correct errors in check-in lists. • Check-in information arrives at resources unit within established timeframes. 	I		
<p>14. <u>Display resource status cards to reflect the function, organization, status, and location of all resources on the incident.</u> Arrange resource status cards to reflect information including but not limited to:</p> <ul style="list-style-type: none"> • Name of incident base. • Name of camp(s). • Assignment of individual resources to branches, divisions, and groups. • Function of each resource (finance, operations, command, etc.) • Current status of each resource (en route, available, assigned or out-of-service), by operational periods. 	I		

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<p>15. <u>Adjust resource status card display to reflect changes in status for incident resources.</u></p> <ul style="list-style-type: none"> • Adjust resource status card display as often as necessary to reflect most recent information. • Adjust resource status card display to reflect division assignments for upcoming operational period within timeframes set by Planning Section Chief. • Adjust resource status card display to reflect change in status. • Send all status change cards to documentation unit at conclusion of each operational period. 	I		
<p>16. <u>Track restrictions/work requirements for each operational resource to maximize safe and efficient assignments during the incident.</u> Include:</p> <ul style="list-style-type: none"> • Number of days worked in succession. • Rest and recuperation requirements. • Number of days on previous assignment. • Contract limitations. • Restrictions on type of assignment. • Assignment to camps, coyotes, etc. • Assignment to extended work periods. <p>Use information to facilitate resource assignments for each operational period.</p>	I		

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17. <u>Prepare resource availability information.</u> <ul style="list-style-type: none"> • Prepare information prior to start of planning strategy meeting. • Reflect most recent status information for operation resources assigned and on order. • Display “total count,” “kind,” and type of information for each resource category accurately. • Write information in the appropriate sections of the ICS Form 215, Operational Planning Worksheet. 	I		
18. <u>Provide resource information in the planning meeting.</u> <ul style="list-style-type: none"> • Provide resource status information as requested. • Present ICS Form 215 information briefly and clearly. • Record changes, corrections or additional information to ICS Form 215. 	I		

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<p>19. <u>Record operational and logistical information and decisions on ICS Form 215.</u> Include:</p> <ul style="list-style-type: none"> • Designation of division or group. • Work assignment. • Resource kind and type requirements. • Reporting locations. • Pick-up points and items. • Special instructions. <p>Record information accurately, completely, and legibly.</p>	I		
<p>20. <u>Work with Operations Section Chief and Safety Officer to complete ICS Form 215A, Incident Safety Analysis, for each operational period.</u></p>	I		
<p>21. <u>Prepare ICS Form 203, Organization Assignment List and ICS Form 207, Organization Chart.</u></p> <ul style="list-style-type: none"> • Reflect results of most recent planning meeting and updated resource status card display. • Review and sign completed documents. • Complete documents within timeframes set by Planning Section Chief. 	I		
<p>22. <u>Submit complete and signed ICS Form 203 to Documentation Unit Leader for inclusion in Incident Action Plan (IAP) for next operational period.</u></p>	I		

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<p>23. <u>Post ICS Form 207 in highly visible location.</u></p> <p>Display accurate information for the start of the current operational period.</p> <p>Post ICS Form 207 on:</p> <ul style="list-style-type: none"> • Incident command post display board. • Resources unit work area. • Fire information center. • Other locations designated by Planning Section Chief. 	I		
<p>24. <u>Complete ICS Form 214, Unit Log.</u></p> <ul style="list-style-type: none"> • Complete log for each operational period. • Submit completed log to Documentation Unit Leader through Planning Section Chief for each operational period. 	I		
<p>25. <u>Place resource orders upon direction from the Planning Section Chief to reconcile resource deficiencies and needs.</u></p> <ul style="list-style-type: none"> • Base requests on resource deficiencies identified on ICS Form 215 during planning meeting. • Complete orders within timeframe and direction established by Planning Section Chief. 	I		

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26. <u>Assign specific resources to fill needs identified at planning meeting.</u> <ul style="list-style-type: none"> • Use restriction/work requirement information to guide assignments made to each resource. • Use temporary status information (mechanical out-of-service, rest requirements, limited duty, etc.) • Consider safe operations when selecting resources. • Display resource status cards to reflect approved assignments. • Coordinate resource assignments with Operations Section Chief. 	I		
27. <u>Prepare ICS Form 204, Division Assignment, for the next operational period.</u> <ul style="list-style-type: none"> • Include assignments, instructions, and additional information contained in ICS Form 215. • Use information from the most recent communications plan. • Complete division assignment lists to meet deadline set by Planning Section Chief who reviews and approves lists. 	I		
28. <u>Submit completed and signed ICS Form 204 to Documentation Unit Leader for inclusion in IAP for next operational period.</u>	I		

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<p>29. <u>Provide information to situation unit on current status of resources for completion of ICS Form 209, Incident Status Summary.</u></p> <ul style="list-style-type: none"> • Display most recent status of resources to complete blocks 28, 29, and 30 in ICS Form 209. • Provide information within timeframe established by Planning Section Chief. • Format information correctly for agency or Incident Commanders use if requested. 	I		
<p>30. <u>Respond to requests for information about resources.</u></p> <ul style="list-style-type: none"> • Process routine requests for information as time is available. • Process emergency requests for information quickly within existing deadlines and timeframes. • Types of information resources unit provides include: <ul style="list-style-type: none"> - Total number of personnel on incident. - Total number of personnel assigned to each section and/or unit. - Total number of resources by agency, kind, and type. - Location of specific resources (assigned, unassigned). - Total number of resources on order. - Total number of resources with restrictions/work requirements; i.e., work/rest guidelines. 	I		

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31. <u>Attend incident operational briefings.</u> <ul style="list-style-type: none"> • Record corrections to IAP. • Provide information as requested. 	I		
32. <u>Submit original documents to Documentation Unit Leader for each operational period.</u> Submit documents by conclusion of each operational period. <ul style="list-style-type: none"> • Corrected copy of IAP. • ICS Form 207, Organization Chart. • ICS Form 210, Status Change Cards. • ICS Form 215, Operational Planning Worksheet. 	I		
33. <u>Provide information on individual resources for implementation of demobilization plan.</u> <ul style="list-style-type: none"> • Provide completed check-in sheets to Demobilization Unit Leader. • Provide additional information on restrictions/work requirements as obtained from respective division supervisors and unit leaders. • Provide an accurate total of resources by agency, numbers, and types. 	I		

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34. <u>Adjust resource availability information to reflect implementation of demobilization plan.</u> <ul style="list-style-type: none"> • Display proposed demobilization information. • Adjust resource status card display as necessary to reflect actual and pending demobilization of resources. 	I		
35. <u>Assist other units in the planning section to meet priorities and timeframes.</u>	I		
36. <u>Interact with Planning Section Chief and other sections on resources unit release priorities.</u> <ul style="list-style-type: none"> • Determine lengths of current and previous assignments(s) for all resources. • Determine all resources' qualifications. • Determine specific needs and desires of individuals and resources. • Determine excess resources at least 48 hours prior to the time that they will be excess. 	I		

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37. <u>Demobilize resources unit.</u> <ul style="list-style-type: none"> • Demobilize as directed by Planning Section Chief. • Brief unit personnel on procedures for closing out unit operations. • Inform unit personnel of scheduled releases. • Dismantle and store displays. • Return equipment and supplies to supply unit. • Deliver check-in sheets, employee evaluations, and originals of other related documents to documentation unit. • Ensure resources unit personnel complete demobilization procedures. • Complete performance evaluations as per agency guidelines. • Clean work area. • Prepare unit narrative, submit to Planning Section Chief (if required). 	I		
38. <u>Brief replacement if necessary.</u> <ul style="list-style-type: none"> • Conduct complete initial briefing. • If possible, remain with replacement for one complete operational period to facilitate transition. 	I		

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 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

INSTRUCTIONS for EVALUATION RECORD

There are four separate blocks allowing evaluations to be made. These evaluations may be made on incidents, simulation in classroom, or in daily duties, depending on what the position task book indicates. This should be sufficient for qualification in the position if the individual is adequately prepared. If additional blocks are needed, a page can be copied from a blank task book and attached.

COMPLETE THESE ITEMS AT THE START OF THE EVALUATION PERIOD:

Evaluator's name, incident/office title, and agency: List the name of the evaluator, his/her incident position (on incidents) or office title, and agency.

Evaluator's home unit address and phone: Self explanatory

#: The number in the upper left corner of the experience block identifies a particular experience or group of experiences. This number should be placed in the column labeled "Evaluation Record #" on the Qualification Record for each task performed satisfactorily.

Location of Incident/Simulation: Identify the location where the tasks were performed by agency and office.

Incident Kind: Enter kind of incident, e.g., wildland fire, prescribed fire, search and rescue, flood, etc.

COMPLETE THESE ITEMS AT THE END OF THE EVALUATION PERIOD:

Number and Type of Resources: Enter the number of resources and types assigned to the incident pertinent to the trainee's task book position.

Duration: Enter inclusive dates during which the trainee was evaluated. This block may indicate a span of time covering several small and similar incidents if the trainee has been evaluated on that basis, i.e., several initial attack fires in similar fuel types.

Management Level or Prescribed Fire Complexity Level: Indicates ICS organization level, i.e., Type 5, Type 4, Type 3, Type 2, Type 1, Area Command or prescribed fire complexity level (low, moderate, high).

NFFL Fuel Model: For wildland fire and prescribed fire experience, enter number (1-13) of the fuel model(s) in which the incident occurred and under which the trainee was evaluated.

Grass Group	1. Short Grass (1 foot)	Timber Group	8. Closed Timber Litter
	2. Timber (grass & understory)		9. Hardwood Litter
	3. Tall Grass (2-1/2 feet)		10. Timber (litter understory)
Brush Group	4. Chaparral (6 feet)	Slash Group	11. Light Logging Slash
	5. Brush (2 feet)		12. Medium Logging Slash
	6. Dormant brush-Hardwood Slash		13. Heavy Logging Slash
	7. Southern Rough		

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

Date: List the date the record is being completed.

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

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

Evaluation Record

TRAINEE NAME

TRAINEE POSITION

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

#2	Evaluator's name: Incident/office title & agency:				
Evaluator's home unit address & phone:					
Name and Location of Incident or Simulation (agency & area)	Incident Kind (wildland fire, search & rescue, etc.)	Number & Type of Resources Pertinent to Trainee's Position	Duration (inclusive dates in trainee status)	Management Level or Prescribed Fire Complexity Level	NFFL Fuel Model(s)
			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			
#3	Evaluator's name: Incident/office title & agency:				
Evaluator's home unit address & phone:					
Name and Location of Incident or Simulation (agency & area)	Incident Kind (wildland fire, search & rescue, etc.)	Number & Type of Resources Pertinent to Trainee's Position	Duration (inclusive dates in trainee status)	Management Level or Prescribed Fire Complexity Level	NFFL Fuel Model(s)
			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: _____					

#4	Evaluator's name: Incident/office title & agency:				
Evaluator's home unit address & phone:					
Name and Location of Incident or Simulation (agency & area)	Incident Kind (wildland fire, search & rescue, etc.)	Number & Type of Resources Pertinent to Trainee's Position	Duration (inclusive dates in trainee status)	Management Level or Prescribed Fire Complexity Level	NFFL Fuel Model(s)
			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: _____					