

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

SITUATION UNIT LEADER (SITL)

United States
Department of the Interior

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

National Association of
State Foresters



**PMS 311-24
NFES 2333**

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: SITUATION UNIT LEADER (SITL)

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"> • ICS Form 209, Incident Status Summary. • ICS Form 213, General Message. • ICS Form 214, Unit Log. • Felt tip pens. • Dot grids. • Rulers • Compasses. • Acetate. • Field planimeter. • Available incident specific information or management guidelines; e.g., PMS 410-1 Fireline Handbook for wildland fire incidents, HAZMAT Response Plan for hazardous material incidents. 	O		

- *Code: O = task can be completed in any situation (classroom, simulation, prescribed fire, daily job, etc.)
 I = task must be performed on an incident (flood, fire, prescribed fire, search & rescue, planned event, etc.)
 W = task must be performed on a wildland fire incident
 /R = Rare event—the evaluation assignment may not provide opportunities to demonstrate performance. The evaluator may be able to determine skills/knowledge through interview or the home office may need to arrange for another assignment or a simulation.
 RX = task must be performed on a prescribed fire incident

QUALIFICATION RECORD
Continuation Sheet

POSITION: SITUATION UNIT LEADER (SITL)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<u>INCIDENT ACTIVITIES</u>			
2. <u>Obtain briefing from Planning Section Chief.</u> <ul style="list-style-type: none"> • Obtain copy of ICS Form 201, Incident Briefing. • Understand established timeframes, schedule for planning section meeting, and information expected for inclusion into the Incident Action Plan (IAP). • Locate unit's work area at incident command post. 	I		
3. <u>Organize work area.</u> <ul style="list-style-type: none"> • Coordinate with facilities unit and supply unit to obtain work facilities. • Acquire table(s), seating, and additional supplies not in kit. • Acquire communications equipment; e.g., radio, telephones, data communication equipment, and operator. • Establish information/intelligence display system: organized by operational period. • Acquire adequate space and work stations for unit personnel. • Provide for night operations. • Provide protection from adverse weather. • Plan for possible expanded operation. • Provide adequate space for display. • Arrange for and determine space for display areas at both command post and other appropriate areas which allow viewing by up to 20 people at one time. 	I		

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QUALIFICATION RECORD
Continuation Sheet

POSITION: SITUATION UNIT LEADER (SITL)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
4. <u>Evaluate needs and order supplies and materials.</u> <ul style="list-style-type: none"> • Order materials and supplies using procedures according to established incident specific guidelines. • Maintain quantities of forms, supplies, and materials at a level to prevent shortage of any basic needed items. 	I		
5. <u>Organize and supervise unit.</u> <ul style="list-style-type: none"> • Identify need for unit personnel. • Order personnel. • Brief and keep subordinates informed. • Establish unit timeframes and schedules. • Make assignments. • Spot check work. • Evaluate performance. • Review and approve time reports. • Develop teamwork. • Provide counseling and discipline when required. • Ensure that unit personnel have appropriate personal protective equipment (PPE). 	I		
6. <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		

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QUALIFICATION RECORD
Continuation Sheet

POSITION: SITUATION UNIT LEADER (SITL)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p>7. <u>Provide for the safety and welfare of assigned personnel during the entire period of supervision.</u></p> <ul style="list-style-type: none"> • Recognize potentially hazardous situations. • Inform sub-staff of hazards. • Ensure that special precautions are taken when extraordinary hazards exist. • Ensure adequate rest is provided to all unit personnel. 	I		
<p>8. <u>Interact and coordinate with other incident personnel.</u></p> <ul style="list-style-type: none"> • Communicate needed information. • Coordinate with other units and sections for completion of assigned work products. 	I		
<p>9. <u>Obtain base maps.</u></p> <ul style="list-style-type: none"> • Obtain several high quality maps of incident area during the initial operational period. • Insure maps identify recognizable geographic features, are adaptable for copying, provide adequate detail, and cover the area that can potentially be involved in the incident. 	I		

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QUALIFICATION RECORD
Continuation Sheet

POSITION: SITUATION UNIT LEADER (SITL)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
10. <u>Gather additional operational information.</u> <ul style="list-style-type: none"> • Obtain accurate and current information about: <ul style="list-style-type: none"> - Incident base facilities and layout. - Equipment available (computer, copier, etc.). - Transportation available. - Support facilities available. 	I		

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QUALIFICATION RECORD
Continuation Sheet

POSITION: SITUATION UNIT LEADER (SITL)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
11. <u>Establish operational procedures with personnel, technical specialists, and operational personnel.</u> <ul style="list-style-type: none"> • Establish ordering procedures. • Establish reporting schedules. • Establish meeting schedules (times and locations). • Establish briefing and debriefing procedures. • Establish safety standards and procedures. • Identify information to be gathered, reported, and displayed. 	I		
12. <u>Prepare and maintain incident maps and displays.</u> <ul style="list-style-type: none"> • Meet established timeframes. • Adhere to agency or specific incident standard symbols. • Maintain incident maps in a neat and orderly manner. <ul style="list-style-type: none"> - Situation Unit Map. - Incident Action Plan Map. - Operational Briefing Sketch Map. - Transportation Map. - Facilities Map. - Other incident specific maps. • Coordinate with Information Officer to establish and maintain displays. • Protect working maps. 	I		

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Continuation Sheet

POSITION: SITUATION UNIT LEADER (SITL)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
13. <u>Use available technology.</u> <ul style="list-style-type: none"> • Obtain infrared data. • Obtain aerial photographs. • Obtain slides and video as needed. • Assure timely processing and availability. • Geographic information system. • Global positioning system. • Determine need for and order appropriate technical specialists. 	I		
14. <u>Compile information for planning meetings and IAP.</u> <ul style="list-style-type: none"> • Ensure adequate lead time. • Review and verify accuracy of all items. • Ensure all required inputs are provided to documentation unit for the IAP within established timeframes. 	I		
15. <u>Attend planning meetings.</u> <ul style="list-style-type: none"> • Provide current and accurate information about the incident status. • Coordinate with appropriate personnel to provide predictions of future incident status. 	I		

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Continuation Sheet

POSITION: SITUATION UNIT LEADER (SITL)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
16. <u>Maintain incident history on maps and narratives as required with assistance from Field Observers, technical specialists, and operational personnel.</u>	I		
17. <u>Prepare ICS Form 209, Incident Status Summary.</u> <ul style="list-style-type: none"> • Obtain additional inputs from appropriate sections and units. • Obtain approval by Planning Section Chief. • Submit to agency dispatch within established timeframes. 	I		
18. <u>Provide documentation of situation unit activities.</u> <ul style="list-style-type: none"> • Complete ICS Form 214, Unit Log. • Submit all documentation to Documentation Unit Leader within established timeframes. 	I		
19. <u>Assist other units in planning section to meet priorities and timeframes.</u>	I		

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QUALIFICATION RECORD
Continuation Sheet

POSITION: SITUATION UNIT LEADER (SITL)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p><u>DEMOBILIZATION</u></p> <p>20. <u>Interact with Planning Section Chief and other units on release priorities for situation unit personnel.</u></p> <ul style="list-style-type: none"> • Determine lengths of current and previous assignment(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. • Declare excess unit personnel. 	I		
<p>21. <u>Provide all situation unit materials to documentation unit at the completion of the incident.</u></p> <ul style="list-style-type: none"> • Organize and index all material. • Protect all maps and overlays. • Repackage non-disposable materials and supplies. 	I		
<p>22. <u>Brief replacement.</u></p> <ul style="list-style-type: none"> • Conduct complete briefing. • Remain with replacement as needed to facilitate transition. 	I		

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INSTRUCTIONS for EVALUATION RECORD

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

COMPLETE THESE ITEMS AT THE START OF THE EVALUATION PERIOD:

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

Evaluator's home unit address and phone: Self explanatory

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

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

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

COMPLETE THESE ITEMS AT THE END OF THE EVALUATION PERIOD:

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

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

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

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

Grass Group	1. Short Grass (1 foot)	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		
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#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		
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