USDA-Forest Service

Task Book for the Position of:

Intelligence Support (INTS)

This is an Agency Specific Position Task Book (PTB)

MARCH 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: _____

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.

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

INTELLIGENCE SUPPORT (INTS)

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: _____

This document is posted at the NWCG website: Agency Specific Position Taskbooks
http://www.nwcg.gov/publications/agency-taskbooks

AGENCY SPECIFIC POSITION TASK BOOK

Position Task Books (PTBs) have been developed for some designated National Incident Management System (NIMS) 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.

INTS

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

NIMS Wildland Fire Qualification System Guide, PMS 310-1. This document can be found at http://www.nwcg.gov/publications/310-1

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 POSITON OF 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).

INTS

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.

Comments
Additional information specific to the evaluator's recommendation. The evaluator should note any deficiencies, additional assignment needs, or additional focus areas that were identified.

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.

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This task book contains the tasks for the National Interagency Intelligence Support

COMPETENCY

Task	Code	Evaluation Record	Evaluator: Initial & date upon completion of task
1. Obtains an orientation and initial briefing. • Orientation – Organization chart/chain of command – Local facility emergency evacuation plans – Housing/transportation/meals/per diem – Shift schedule – Reference materials – Facility layout – Computer systems/software and communications equipment in use • Initial Briefing – Current resource status and critical shortages – Current situation status – Expected duration – Weather (current/expected) – Local protocols – Other significant activity occurring nationally, within the area, or locally – Incident priorities – Expectations of management – Authorities delegated – Protocols for transfer of sensitive information (accidents, fatalities, etc.)	I		
2. Demonstrates the ability to work professionally with internal and external customers. • Co-workers • Public • Incident personnel • Other dispatch offices/coordination centers • Agency fire managers • Fire weather personnel • Fire information personnel	O		

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Task	Code	Evaluation Record	Evaluator: Initial & date upon completion of task
3. Operates effectively within the Initial Attack/Expanded/GACC environment, exhibiting situational awareness. • Shares appropriate information. • Maintains professional attitude. • Prioritizes duties. • Recognizes personal limits. • Asks for help when appropriate. • Adapts to rapidly changing situations. • Recognizes and identifies resource shortages. • Stays within defined limits of authority.	I		
4. Recognizes the various incident and resource kinds/types commonly used. • Kinds of incidents*:* – Fires (Prescribed, Wildland, WFU) – All-hazard incidents • Resource kinds/types*:* – Incident Management Teams (1, 2, 3) – Individual overhead – Crews (1, 2, camp) – Equipment (engines, dozers, etc.) – Aircraft (fixed, rotor) – Supplies	O		
5. Resolves questions and issues by using available sources and reference materials. • Situation Report User's Guide • ICS-209 User's Guide • WIMS User's Guide • ROSS User's Guide • National Geographic Area, and local mobilization guides • Office Standard Operating Procedures for Intelligence Section	I		
6. Demonstrates effective listening and communication skills (oral and written). • Collects and records incoming Intelligence • Products are legible and complete • Information transfer is accurate and concise	I		

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Task	Code	Evaluation Record	Evaluator: Initial & date upon completion of task
7. Effectively maintains unit files/records according to local guidelines. • Situation reports • ICS-209s • Briefings and resource summaries • Unit logs • Shift briefs • Weather products • Fire occurrence statistics • NFDRS products • Maps (fire, lightning, etc.)	I		
8. Demonstrates basic computer and telecommunications skills in the following areas: • File management • Word processing • Printing • Data entry • Internet navigation • Electronic mail (including DMS) • Fax machine • Phone system	O		
9. Demonstrates the ability to utilize Intelligence related computer applications including, but not limited to: • WIMS • Situation report program • ICS-209 program • Resource status (ROSS) • Lightning maps	I		

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Task	Code	Evaluation Record	Evaluator: Initial & date upon completion of task
10. Demonstrates familiarity with the different types of maps in use within the dispatch/coordination environment: • Jurisdictions • Protection maps • Ownership • Lightning maps • Wilderness areas • Resource management areas • Plots locations using coordinate systems. – Township/range/section – Latitude/longitude – VOR/bearing/distance – Universal	O		
11. Demonstrates the ability to gather Intelligence in the following areas as required by national, geographic, and local guidelines. • Daily fire weather observations and indices • Fire weather products: – Forecasts – Watches – Red flag warnings – Spot forecasts – Lightning maps – Weather outlooks/summaries • Situation status (current activity) • Significant incidents (as locally defined) • Resource status • Cumulative fire statistics	I		

INTS

Task	Code	Evaluation Record	Evaluator: Initial & date upon completion of task
12. Demonstrates the ability to generate Intelligence products in the following areas as required by national, geographic, and local guidelines. • Situation reports • ICS-209s • Resource status summaries • Briefings (oral and written) – Maps – Specialized Intelligence as warranted by current situation or local requirements: o Managers' summaries o MAC Group products o Weekly/year-end summaries	I		
13. Distributes Intelligence products via the method(s) identified in local standard operating procedures, which may include: • Electronic mail system(s) • Posting to a web site • Display/information boards • Phone • Fax • Radio	I		
14. Follows the locally established protocols for transfer of sensitive information: • Crash Rescue • Accident • Medevac • Search and Rescue • Hazmat • Law Enforcement • Fire shelter deployment • Fatality protocols – Responds appropriately to emergency situations. – Makes proper notifications.	I/R		
15. Receives demobilization instructions from work supervisor and ensure s incident and agency demobilization procedures are followed.	I		

Evaluation Record Number _____

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.

Comments: _____

_____

_____

_____

Evaluator's Signature:_____ Date: _____

Evaluator's Relevant Qualification (or agency certification): _____

Evaluation Record Number _____

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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_____ 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.

Comments: _____

_____

_____

_____

Evaluator's Signature:_____ Date: _____

Evaluator's Relevant Qualification (or agency certification): _____