A Publication of the
**National Wildfire
Coordinating Group**

NWCG Task Book for the Positions of:

OPERATIONS SECTION CHIEF TYPE 2 (OSC2)

OPERATIONS SECTION CHIEF TYPE 1 (OSC1)

(POSITION PERFORMANCE REQUIRED ON A WILDFIRE ASSIGNMENT)

PMS 311-08 **JUNE 2009**

Task Book Assigned To:

Trainee's Name: _____

Home Unit/Agency: _____

Home Unit Phone Number: _____

Task Book Initiated By:

Official's Name: _____

Home Unit Title: _____

Home Unit/Agency: _____

Home Unit Phone Number: _____

Home Unit Address: _____

Date Initiated: _____

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:

_____
(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/publications/position-taskbooks

NATIONAL WILDFIRE COORDINATING GROUP (NWCG)
POSITION TASK BOOK

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

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

Successful performance of all tasks, as observed and recorded by an evaluator, will result in a recommendation to the agency that the trainee be certified in that position. Evaluation and confirmation of the trainee's performance while completing all tasks may occur on one or more training assignments and may involve more than one evaluator during any opportunity.

INCIDENT/EVENT CODING

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

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

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

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

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

A more detailed description of this process and definitions of terms are included in the *Wildland Fire Qualification System Guide*, PMS 310-1. This document can be found at http://www.nwcg.gov/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 POSITION TASK BOOK EVALUATION RECORD

Evaluation Record #

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

Trainee Information

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

Evaluator Information

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

Incident/Event Information

Incident/Event Name: Print the incident/event name.
Reference: Enter the incident code and/or fire code.
Duration: Enter inclusive dates during which the trainee was evaluated.
Incident Kind: Enter the kind of incident (wildfire, prescribed fire, search and rescue, flood, hurricane, etc.).
Location: Enter the geographic area, agency, and state.
Management Type or Prescribed Fire Complexity Level: Circle the ICS organization level (Type 5, Type 4, Type 3, Type 2, Type 1, Area Command) <u>or</u> 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.

OSC2 and OSC1

Competency: Assume position responsibilities.

Description: Successfully assume role of Operations Section Chief and initiate position activities at the appropriate time according to the following behaviors.

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Gather, update, and apply situational information relevant to the assignment.			
1. Obtain initial briefing from the Agency Administrator and/or outgoing Incident Commander. • *ICS 201, Incident Briefing* • *ICS 202, Incident Objectives* • *Wildland fire decision support documentation* • *Organizational structure (area command or single organization).* • *Special considerations on the incident.* • *Current national situation.* • *Resources assigned, en route, on order, and local resource status (including initial attack as it relates to the Logistics Section).* • *Facilities established and operating.* • *Anticipated incident duration, size, and type.*	I		
2. Obtain initial briefing from Incident Commander (one-on-one or in Incident Management Team (IMT) meeting). • *Incident Commander's priorities, goals, and objectives for IMT and the incident.* • *Expected timeframes for briefings, planning meetings, and team meetings.*	I		

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

OSC2 and OSC1

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
3. Collect information from outgoing Operations Section Chief or other personnel responsible for incident prior to your arrival. • *Status of incident and ordered/assigned resources.* • *Status of existing aviation operations.* • *Information on special situations (e.g., Wildland/ Urban Interface (WUI) threat, hazardous materials).* • *Current and forecasted weather and fire behavior information.* • *Information on location situations (e.g., ICP/base/ camp locations, medical facilities, road closures).* • *Acquire an inventory of equipment (e.g., pumps, hoses), drop point locations and helispot information.*	I		
Behavior: Establish effective relationships with relevant personnel.			
4. Establish and maintain positive interpersonal and interagency working relationships.	I		
Behavior: Establish organization structure, reporting procedures, and chain of command of assigned resources.			
5. Plan and activate section. • *Identify division/group boundaries.* • *Order resources required for section operation.* • *Establish operational period.* • *Establish protocol for providing Operations Section daily incident accomplishments to the Situation Unit.* • *Establish daily briefing/debriefing schedule with Branch Directors and Division/Group Supervisors.* • *Establish process for resource requests/releases for operational planning purposes.*	I		
6. Establish branches, divisions/groups, and/or staging areas as appropriate.	I		

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

OSC2 and OSC1

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	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Model leadership values and principles.			
7. Exhibit principles of duty. • *Be proficient in your job, both technically and as a leader.* • *Make sound and timely decisions.* • *Ensure tasks are understood, supervised and accomplished.* • *Develop your subordinates for the future.*	I		
8. Exhibit principles of respect. • *Know your subordinates and look out for their well-being.* • *Keep your subordinates informed.* • *Build the team.* • *Employ your subordinates in accordance with their capabilities.*	I		
9. Exhibit principles of integrity. • *Know yourself and seek improvement.* • *Seek responsibility and accept responsibility for your actions.* • *Set the example.*	I		
Behavior: Ensure the safety, welfare, and accountability of assigned personnel.			
10. Ensure assigned resources are following safety guidelines appropriately.	I		
11. Manage operational periods to achieve objectives. • *Evaluate need for extended operational periods.* • *Ensure adequate work/rest ratio.*	I		

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

OSC2 and OSC1

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Establish work assignments and performance expectations, monitor performance, and provide feedback.			
12. Periodically evaluate resource status and tactical needs to determine if resource assignments are appropriate. • *Determine kind and number of resources required to complete tactics.* • *Assign single resources, task forces, or strike teams depending on the needs of the Division/Group Supervisor.* • *Approve assembly and disassembly of strike teams and task forces.* • *Provide for functional and geographical supervision as needed.* • *Establish staging areas as needed.*	I		
13. Continually evaluate performance. • *Communicate deficiencies immediately and take corrective action.* • *Provide training opportunities where available.* • *Complete personnel performance evaluations according to agency guidelines.*	I		
Behavior: Emphasize teamwork.			
14. Establish cohesiveness among assigned resources.	I		

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

OSC2 and OSC1

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Coordinate interdependent activities.			
15. Coordinate with other Operation Section Chiefs. • *Brief and debrief between operational periods.* • *Coordinate the preparation of the next operational period's Incident Action Plan (IAP) or relevant plan.*	I		
16. Interact and coordinate with command and general staff, and appropriate unit leaders. • *Receive and transmit current and accurate information.* • *Communicate changes to the IAP or relevant plan.* • *Inform appropriate team members of significant changes in operations.* • *Ensure Resources Unit Leader is advised of changes in status of resources assigned to the operation; keep status current.* • *Provide Situation Unit Leader operational status for ICS 209, Incident Status Summary.*	I		
17. Coordinate with subordinates and provide Planning Section Chief a list of excess personnel and other resources. • *Kind/type* • *Quantity* • *Time/date of available release* • *Daily review of list for accuracy*	I		
18. Coordinate with local fire departments, other agencies, local resources and law enforcement assigned to evacuation and structural protection. • *Secure property* • *Traffic control* • *Evacuation* • *Livestock and pets*	I		

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

OSC2 and OSC1

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	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Ensure relevant information is exchanged during briefings and debriefings.			
19. Share pertinent operations information that may affect the team's management of the incident.	I		
20. Participate in operational period briefing. • *Changes from the IAP.* • *Present current conditions, tactical priorities, and special considerations.* • *Section-specific information.*	I		
21. Provide daily briefings to section personnel. • *Expected duration and size of incident.*	I		
22. Participate in agency administrator closeout/After Action Review (AAR).	I		
Behavior: Ensure documentation is complete and disposition is appropriate.			
23. Ensure assigned operations personnel and equipment time records are complete and have been submitted to the Time Unit Leader at the end of each operational period.	I		
24. Ensure incident documentation is completed as required by the Incident Commander. • *Submit incident narrative to Planning Section Chief.* • *Complete and submit ICS 214, Unit Log to Documentation Unit daily.* • *Complete and submit performance evaluations for Operations Section resources at conclusion of incident.*	I		
25. Assemble and submit relevant operations documents for final incident package.	I		

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

OSC2 and OSC1

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Gather, produce and distribute information as required by established guidelines and ensure understanding by recipient.			
26. Prepare for and participate in preplanning/strategy meetings. • *Share and evaluate operational information with IMT members.* • *Gather resource needs and assignments for next operational period from Branch Directors and Division/Group Supervisors.*	I		
27. Report special events (e.g., incidents within an incident, accidents, political contacts, property loss or damage). • *Obtain information about special events (e.g., subordinates, personal observation, other incident personnel, off-incident personnel).* • *Include standard information (e.g., nature of event, location, magnitude, personnel involved (do not release names of victims or agency over radio), initial action taken).*	I		
28. Inform Incident Commander as soon as possible of accomplishments and/or problems.	I		
Behavior: Communicate and ensure understanding of work expectations within the chain of command and across functional areas.			
29. Ensure priorities and tactics are communicated and understood throughout the Operations Section.	I		
30. Ensure any changes in priorities or tactics are communicated and understood.	I		

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

OSC2 and OSC1

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Develop and implement plans and gain concurrence of affected agencies and/or the public.			
31. Participate in preparation of the IAP or other relevant plan. • *Update team on current situation.* • *Determine tactical priorities for next operational period.* • *Determine tactics and work assignments for next operational period or periods.* • *Advise on current capabilities and limitations.* • *Determine additional/excess resources.*	I		
32. Complete operational portion of IAP as part of ICS 215, Operational Planning Worksheet. • *Establish branches, divisions/groups, and staging areas.* • *Establish priorities for aviation operations.*	I		
33. Participate in the preparation of other necessary relevant plans. • *Evacuation/structure protection plan* • *Prescribed fire plan*	I		
34. Assist in development and implementation of Incident Demobilization Plan. • *Consider demobilization early in the incident.* • *Coordinate with Demobilization Unit/Planning Section Chief.* • *Coordinate with local agency concerning functional demobilization procedures.* • *Brief staff on demobilization responsibilities.* • *Ensure section is demobilized in a timely and complete manner.*	I		

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

OSC2 and OSC1

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	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Administer and/or apply agency policy, contracts and agreements.			
35. Ensure assigned contracted resources meet contract specifications. • *Take necessary action for those not meeting specifications.*	I		
36. Identify and request agreements as necessary. • *Coordinate with Finance/Administration Section.*	I		
Behavior: Gather, analyze, and validate information pertinent to the incident or event and make recommendations for setting priorities.			
37. Identify kind, type, and number of resources required to achieve control objectives. • *Consider weather, fuels, terrain, fire behavior, kinds and types of resources, resource availability, and safety factors.* • *Calculate control forces.* • *Order necessary personnel and equipment.* • *Discuss long-range and contingency plans and identify potential and future resources.*	W		
38. Evaluate structure protection needs. • *Strategy and tactics* • *Evacuation plan*	W		

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

OSC2 and OSC1

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
39. Evaluate and monitor current situation. • *Determine if present plan of action will meet incident objectives.* • *Determine if present plan is congruent with incident strategic and wildland fire decision support documentation.* • *Identify problems and concerns (e.g., evacuation, sheltering, aviation safety).* • *Identify values to be protected (e.g., life, resources, property).* • *Advise Incident Commander and other appropriate IMT personnel.*	W		
40. Personally observe and review current operations to prepare tactics for the next operational period planning meeting. • *Resource status* • *Situation status* • *Weather factors influencing strategy* • *Communications capability* • *Environmental impact* • *Values to be protected* • *Cost constraints* • *Aviation capabilities and limitations*	I		
Behavior: Prepare clear and concise assessments regarding hazards, hazard behavior, weather, and other relevant events.			
41. Assist in completing and validating the ICS 215A, Incident Safety Analysis.	W		

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

OSC2 and OSC1

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Make appropriate decisions based on analysis of gathered information.			
42. Use fire behavior prediction information to plan/organize tactical operations. • *Evaluate/adjust tactics based on changing fire behavior and values to be protected.* • *Consider contingencies for values to be protected (e.g., structures).* • *Compare actual fire behavior to predicted behavior at end of each operational period and advise the Fire Behavior Analyst.*	W/RX		
Behavior: Utilize information to produce outputs.			
43. Prepare or review special instruction portions of the IAP.	I		
44. Ensure ICS 220, Air Operations Summary Worksheet is completed.	I		
45. Prepare operations portion of transition plan.	I		
Behavior: Take appropriate action based on assessed risks.			
46. Ensure the Risk Management Process is established and maintained throughout the Operations Section.	I		
Behavior: Modify approach based on evaluation of incident situation.			
47. Evaluate effectiveness of IAP or relevant plan and adjust as necessary. • *Evaluate progress of operations based on situation reports and evaluations from operations personnel.* • *Estimate immediate and long-range operational resources and logistical requirements.* • *Order or release resources as needed, providing appropriate lead time.* • *Evaluate burning/ignition operations.*	I		

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

OSC2 and OSC1

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Ensure operations consider socio-economic, political and cultural aspects.			
48. Follow local direction to maintain environmental quality and avoid damage to social or cultural environment. • *Notify Incident Commander of historical/cultural resources found.*	I		
Behavior: Transfer position duties while ensuring continuity of authority and knowledge and taking into account the increasing or decreasing incident complexity.			
49. Coordinate an efficient transfer of position duties when mobilizing/demobilizing. • *Consider transition early in the incident.* • *Inform subordinate staff and IC.* • *Document follow-up action needed and submit to agency representative.*	I		

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

Evaluation Record # _____

Trainee Information

Printed Name:

Trainee Position on Incident/Event:

Home Unit/Agency:

Home Unit /Agency Address and Phone Number:

Evaluator Information

Printed Name:

Evaluator Position on Incident/Event:

Home Unit/Agency:

Home Unit /Agency Address and Phone Number:

Incident/Event Information

Incident/Event Name: Reference (Incident Number/Fire Code):

Duration:

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

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

Management Type (circle one): Type 5, Type 4, Type 3, Type 2, Type 1, Area Command
OR Prescribed Fire Complexity Level (circle one): Low, Moderate, High

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

Evaluator's Recommendation

(Initial only one line as appropriate)

_____ **1)** The tasks initialed and dated by me on the Qualification Record have been performed under my supervision in a satisfactory manner. The trainee has successfully performed all tasks in the PTB for the position. I have completed the Final Evaluator's Verification section and recommend the trainee be considered for agency certification.

_____ **2)** The tasks initialed and dated by me on the Qualification Record have been performed under my supervision in a satisfactory manner. However, opportunities were not available for all tasks (or all uncompleted tasks) to be performed and evaluated on this assignment. An additional assignment is needed to complete the evaluation.

_____ **3)** The trainee did not complete certain tasks in the PTB in a satisfactory manner and additional training, guidance, or experience is recommended.

_____ **4)** The individual is severely deficient in the performance of tasks in the PTB for the position and additional training, guidance, or experience is recommended prior to another training assignment.

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

Evaluator's Signature: _____ Date: _____

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

Additional Evaluation Record Sheets can be downloaded at http://www.nwcg.gov/publications/position-taskbooks

Evaluation Record # _____

Trainee Information

Printed Name:

Trainee Position on Incident/Event:

Home Unit/Agency:

Home Unit /Agency Address and Phone Number:

Evaluator Information

Printed Name:

Evaluator Position on Incident/Event:

Home Unit/Agency:

Home Unit /Agency Address and Phone Number:

Incident/Event Information

Incident/Event Name: Reference (Incident Number/Fire Code):

Duration:

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

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

Management Type (circle one): Type 5, Type 4, Type 3, Type 2, Type 1, Area Command
OR Prescribed Fire Complexity Level (circle one): Low, Moderate, High

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

Evaluator's Recommendation

(Initial only one line as appropriate)

_____ **1)** The tasks initialed and dated by me on the Qualification Record have been performed under my supervision in a satisfactory manner. The trainee has successfully performed all tasks in the PTB for the position. I have completed the Final Evaluator's Verification section and recommend the trainee be considered for agency certification.

_____ **2)** The tasks initialed and dated by me on the Qualification Record have been performed under my supervision in a satisfactory manner. However, opportunities were not available for all tasks (or all uncompleted tasks) to be performed and evaluated on this assignment. An additional assignment is needed to complete the evaluation.

_____ **3)** The trainee did not complete certain tasks in the PTB in a satisfactory manner and additional training, guidance, or experience is recommended.

_____ **4)** The individual is severely deficient in the performance of tasks in the PTB for the position and additional training, guidance, or experience is recommended prior to another training assignment.

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

Evaluator's Signature: _____ Date: _____

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

Additional Evaluation Record Sheets can be downloaded at http://www.nwcg.gov/publications/position-taskbooks