A Publication of the
National Wildfire Coordinating Group

NWCG Task Book for the Positions of:

STRIKE TEAM LEADER CREW (STCR)

STRIKE TEAM LEADER HEAVY EQUIPMENT (STEQ)
STRIKE TEAM LEADER ENGINE (STEN)

TASK FORCE LEADER (TFLD)

(POSITION PERFORMANCE REQUIRED ON A WILDFIRE ASSIGNMENT)

PMS 311-10 **DECEMBER 2013**

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.

Common Tasks for STCR, STEQ, STEN, and TFLD

This task book contains tasks for the positions of Strike Team Leader (STL) and Task Force Leader (TFLD). The common tasks for both positions are listed first. The tasks specific to the Task Force Leader position are listed following the common tasks.

Common Tasks	**pages 6 – 16**	**(Tasks 1 – 44)**
TFLD Specific Tasks	**page 17**	**(Tasks 45 – 48)**

STL Pathway

The common tasks only need to be completed once. Once qualified as a STL, any additional single resource boss qualifications will allow agencies to qualify the individual in the corresponding STL position. Certification must be documented on a Verification/Certification page.

TFLD Pathways

- **If the individual is qualified in only one STL position, to become a TFLD a Front Cover Initiation page and a Verification/Certification page must be printed and initiated and the TFLD specific tasks must be completed.**
- **For an individual utilizing the alternate pathway of Two Single Resource Boss + ICT4, a TFLD PTB must be initiated and all tasks in the PTB must be accomplished and evaluated.**
- **For an individual utilizing the alternate pathway of any two Strike Team Leader positions, certification in any two STL positions (STCR, STEQ, STEN) will allow agencies to certify the individual as a TFLD without completing the TFLD specific tasks in the PTB. However, certification as TFLD must be documented as certified on the Verification/Certification page of the TFLD PTB.**

Competency: Assume position responsibilities.

Description: Successfully assume role of Strike Team Leader/Task Force Leader 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: Ensure readiness for assignment.			
1. Gather and organize multiple resources for the assignment.	O		

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

Common Tasks for STCR, STEQ, STEN, and TFLD

Behavior: Ensure availability, qualifications, and capabilities of resources to complete assignment.			
2. Inspect assigned resources. • *Ensure qualifications of personnel.* • *Ensure personal protective equipment (PPE).* • *Establish and maintain personnel accountability.* • *Ensure type(s) of equipment/tools and operating condition.* • *Establish common communications and frequency capability.* • *Survey assigned resources for radio frequencies and ID numbers.*	I		
3. Ensure assigned resources are within contract compliance. • *Ensure Crew Boss and Squad Boss's comply with English language comprehension requirements.* • *Ensure contract required tools, supplies, and communications are in compliance.* • *Ensure Ground Support Unit Leader inspects equipment when applicable.* • *Ensure a copy of the resource's contract is provided to the Finance/Administration Section or local unit at check-in.*	O		
4. Request additional resources, logistical support, and/or replacements through supervisors based on Incident Action Plan (IAP), briefings, and discussions.	I		
Behavior: Gather, update, and apply situational information relevant to the assignment.			
5. Report assigned resource status to agency dispatcher or supervisor (include any units that fail to arrive or fail readiness inspection).	I		
6. Brief assigned resources and determine route of travel, en route logistical needs (fuel, food, etc.). Determine proper formation, communications, and en route checkpoints.	I		
7. Obtain IAPs or other relevant plans.	I		

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

Common Tasks for STCR, STEQ, STEN, and TFLD

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Establish effective relationships with relevant personnel.			
8. Establish and maintain positive interpersonal and interagency working relationships.	I		
Behavior: Establish organization structure, reporting procedures, and chain of command of assigned resources.			
9. Organize assigned resources into configurations which will meet incident/tactical objectives.	I		
Behavior: Understand and comply with ICS concepts and principles.			
10. Develop the organization structure necessary to manage the incident. • *Maintain appropriate span of control.*	I		
11. Apply the ICS. • *Follow chain of command.* • *Use appropriate ICS forms.* • *Use appropriate ICS terminology.*	I		

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

Common Tasks for STCR, STEQ, STEN, and TFLD

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.			
12. 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		
13. 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		
14. 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.			
15. Provide for the safety and welfare of assigned resources. • *Recognize, mitigate and communicate potentially hazardous situations.* • *Monitor condition of assigned resources.* • *Account for assigned resources.* • *Provide for care of assigned resources and notify supervisor in event of sickness, injury, or accident.*	I		
16. Ensure assigned resources are following safety guidelines appropriately.	I		

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

Common Tasks for STCR, STEQ, STEN, and TFLD

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
17. Demonstrate ability to coordinate and use multiple frequencies.	O		
Behavior: Establish work assignments and performance expectations, monitor performance, and provide feedback.			
18. Assign tasks to resources based on IAP or relevant operational plans, division/group assignments, and resource capabilities.	I		
19. Determine and provide for assistance or corrections to assigned work task(s) during operational period. • *Contact supervisor to review tactical effectiveness.* • *Identify need for additional assistance, logistical support and replacements due to slow progress or unexpected events (e.g., types of resources).* • *Evaluate recommendations from subordinate supervisors (e.g., split assignment with another division).* • *Identify need for alternative firing/ignition devices and techniques.*	W/RX		
Behavior: Emphasize teamwork.			
20. Establish cohesiveness among assigned resources. • *Provide for open communication.* • *Seek commitment.* • *Set expectations for accountability.* • *Focus on the team result.*	I		

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

Common Tasks for STCR, STEQ, STEN, and TFLD

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Coordinate interdependent activities.			
21. Establish communication with supervisors and adjoining resources.	I		
22. Ensure transportation needs are met as specified in the IAP or relevant plans. • *Coordinate any additional transportation needs through Ground Support Unit.* • *Inform supervisor if transportation needs cannot be met.* • *Ensure assigned resources arrive at assignment location.*	I		
23. Coordinate activities with adjacent Strike Team Leaders/Task Force Leaders and single resources. • *Contact adjoining resources.* • *Make list of supervisors of adjoining resources.* • *Inform adjoining resources of status.* • *Receive status of adjoining resources.* • *Determine communication channels with adjoining resources from IAP or relevant plans.* • *Maintain communication with assigned resources.*	I		

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

Common Tasks for STCR, STEQ, STEN, and TFLD

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.			
24. Brief and keep subordinates informed and updated. • *Ensure expectations are communicated and understood.*	I		
25. Attend operational briefings and meetings as directed. • *Provide information as requested.* • *Keep supervisor informed of issues and potential problems.*	I		
26. Brief assigned resources using information from IAP or relevant plans. • *Planned objectives and supervisor control assignments.* • *Work standards and expectations.* • *Weather* • *Communication* • *Expected fire behavior.* • *Prescribed fire briefing checklist.* • *Safety Message* • *ICS 206, Medical Plan*	I		
27. Brief relief forces. • *Current status/conditions/concerns regarding assignment.*	I		
28. Establish contact or communication procedures for incident camp. • *Ensure resources arrive at camp at end of shift.*	I		
29. Debrief with supervisor after operational period. • *Provide updated status and location of assigned resources.*	I		

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

Common Tasks for STCR, STEQ, STEN, and TFLD

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
30. Participate in functional area briefings and conduct unit After Action Reviews (AARs).	I		
Behavior: Ensure documentation is complete and disposition is appropriate.			
31. Ensure ICS 214, Unit Logs are completed and submitted by assigned resources.	O		
32. Authorize personnel and equipment time.	I		
Behavior: Communicate and ensure understanding of work expectations within the chain of command and across functional areas.			
33. Ensure understanding of work expectations by multiple resources within the chain of command.	I		

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

Common Tasks for STCR, STEQ, STEN, and TFLD

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: Gather, analyze, and validate information pertinent to the incident or event and make recommendations for setting priorities.			
34. Monitor progress/work during operational period. • *Receive reports from subordinate supervisors.* • *Conduct personal observations.* • *Inspect and locate line in advance of line construction.* • *Assess values to be protected.*	I		
Behavior: Make appropriate decisions based on analysis of gathered information.			
35. Plan tactical action on assigned area based on objectives, supervisor assignments, and fire behavior. • *Identify impacts of modified objectives on resource assignments.* • *Determine situations that might modify tactics.*	W		
Behavior: Take appropriate action based on assessed risks.			
36. Apply the Risk Management Process found in the IRPG and Fireline Handbook. • *Step 1: Situation Awareness* • *Step 2: Hazard Assessment* • *Step 3: Hazard Control* • *Step 4: Decision Point* • *Step 5: Evaluate*	I		
37. Ensure assigned resources apply appropriate tactics for assignment.	W		

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

Common Tasks for STCR, STEQ, STEN, and TFLD

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
38. Identify, evaluate and take action on improved properties during a wildland/urban interface incident. • *Apply the Wildland/Urban Interface Guidelines in the IRPG* • *Ingress and egress* • *Review map if available* • *Logistical needs* • *Resource requirements* • *Appropriate tactics (perimeter control vs. structure defense) used* • *Contact information (internal/external)*	W		
39. Prepare for and direct a firing operation. • *Review and refine the ignition/firing plan (verbal or written) utilizing predicted fuel and weather conditions and expected fire behavior.* • *Where alternatives exist, determine appropriate ignition devices and resources.* • *Brief ignition crew members of ignition operations and potential/impending safety hazards and appropriate mitigation actions (e.g., posting look-outs, identifying safety zones and escape routes).* • *Consult with supervisor on "Go/No-Go" decision.* • *Implement a test fire or evaluate current fire behavior and coordinate with supervisor to ensure objectives can be met.* • *Evaluate ignition/firing activities and modify as needed.* • *Maintain communications with operational supervisor, ignition crew members, and any adjacent personnel.*	W/RX		
Behavior: Anticipate, recognize, and mitigate unsafe situations.			
40. Ensure assigned resources identify and correct unsafe actions or conditions. • *Review LCES and Safety Message.*	I		

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

Common Tasks for STCR, STEQ, STEN, and TFLD

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Follow established procedures and/or safety procedures relevant to given assignment.			
41. Ensure assigned resources follow appropriate safety procedures.	I		
42. Verify that escape routes and safety zones are identified for all resources. • *Flag routes to ensure awareness.*	W/RX		
Behavior: Provide logistical support as necessary.			
43. Ensure assigned resources have adequate supplies/equipment to meet identified tactical objectives. • *Food* • *Water* • *Radios* • *Transportation*	I		
Behavior: Plan for demobilization and ensure demobilization procedures are followed.			
44. Ensure demobilization of resources. • *Brief subordinate staff on demobilization procedures and responsibilities.* • *Ensure incident and agency demobilization procedures are followed.* • *Inspect assigned resources to ensure they are ready to leave (e.g., rest, repairs, tools, fuel).* • *Determine travel routes and en route logistical needs.* • *Determine travel information, communication, and checkpoints.* • *Establish communication with home unit dispatch.*	I		

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

TFLD Specific Tasks

Competency: Assume position responsibilities.

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Ensure availability, qualifications, and capabilities of resources to complete assignment.			
45. Identify tactical capabilities and limitations of task force resources. • *Match resource capabilities with needed tasks.* • *Determine resource limitations and make adjustments.*	W		

Competency: Communicate effectively.

Behavior: Ensure relevant information is exchanged during briefings and debriefings.			
46. Brief task force members on the capabilities and limitations of each component of the task force. • *Typical uses of equipment/crews.* • *Safety considerations associated with each resource.*	I		

Competency: Ensure completion of assigned actions to meet identified objectives.

Behavior: Modify approach based on evaluation of incident situation.			
47. Compare objectives with accomplishments; adjust use of combinations of resources as conditions warrant to maximize effectiveness.	I		
Behavior: Provide logistical support as necessary.			
48. Identify and plan for logistical needs associated with mixed resources.	O		

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):

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_____ **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.

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