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

NWCG Task Book for the Positions of:

SINGLE RESOURCE BOSS

CREW (CRWB)
HEAVY EQUIPMENT (HEQB)
ENGINE (ENGB)
FELLING (FELB)
FIRING (FIRB)
HELICOPTER (HMGB)

(POSITION PERFORMANCE REQUIRED ON A WILDFIRE ASSIGNMENT)

PMS 311-13 **APRIL 2012**

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 All Single Resource Bosses

This task book contains the tasks for all Single Resource Boss (SRB) positions. The common tasks for all positions are listed first. These tasks need to be completed only once. The tasks specific to each position are listed following the common tasks. If the trainee desires to qualify for more than one position covered in this task book, they will need to complete the position specific tasks for each position they are seeking.

Common Tasks for all SRBs	**pages 6 – 17**	**(Tasks 1 – 54)**
CRWB Specific Tasks	**page 18**	**(Tasks 55 – 57)**
HEQB Specific Tasks	**pages 19 – 22**	**(Tasks 58 – 72)**
ENGB Specific Tasks	**pages 23 – 25**	**(Tasks 73 – 87)**
FELB Specific Tasks	**pages 26 – 27**	**(Tasks 88 – 93)**
FIRB Specific Tasks	**pages 28 – 290**	**(Tasks 94 – 99)**
HMGB Specific Tasks	**pages 30 – 34**	**(Tasks 100 – 122)**

Competency: Assume position responsibilities.

Description: Successfully assume role of Single Resource Boss 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. Obtain and assemble information and materials needed for kit. Suggested items: • *PMS 461, Incident Response Pocket Guide (IRPG)* • *PMS 410-1, Fireline Handbook* • *Incident specific reference materials* • *Documentation materials*	O		
2. Obtain complete information from dispatch upon assignment. • *Incident name* • *Incident order number* • *Request number* • *Incident phone number* • *Reporting time* • *Reporting location (drop point)* • *Transportation arrangements/travel routes* • *Contact procedures during travel (telephone/radio)* • *Authorization for use of equipment (laptops, cell phones, rental vehicle)*	O		

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

Common Tasks for All Single Resource Bosses

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
3. Travel to and from assignment. • *Have assigned personnel ready at specified location on time.* • *Arrange tool transport.* • *Manifest assigned personnel for helicopter, if needed.* • *Use time effectively during delays (e.g., critique assignment).* • *Take head count prior to departure.* • *Ensure driver/operator is qualified and has had required rest.* • *Ensure safety procedures are followed for transporting personnel and equipment.*	O		
4. Arrive at incident and check in. • *Arrive properly equipped at assigned location within acceptable time limits.* • *Notify dispatch of any time delays.*	I		
Behavior: Ensure availability, qualifications, and capabilities of resources to complete assignment.			
5. Assemble personnel. • *Notify crew members of assignment for timely mobilization.* • *Assemble assigned personnel at rendezvous point at time required.*	O		
6. Inspect personnel and equipment. • *Verify qualifications.* • *Ensure safety equipment and personal gear meet minimum requirements in the Fireline Handbook.* • *Assess capabilities of personnel to safely complete assignment.* • *Ensure tools and equipment are ready for travel.*	O		
7. Determine assignments and personal equipment needs. • *Check tools, supplies, and radios.*	O		

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

Common Tasks for All Single Resource Bosses

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Gather, update, and apply situational information relevant to the assignment.			
8. Obtain initial briefing from supervisor. • *Tactical assignment.* • *Special considerations and hazards.* • *Values to be protected.*	I		
9. Brief supervisor about readiness of assigned personnel.	I		
Behavior: Establish effective relationships with relevant personnel.			
10. Conduct self in a professional manner. • *Respectful and courteous.* • *Respectful of public and private property.*	I		
11. Establish and maintain positive interpersonal and interagency working relationships.	I		
Behavior: Establish organization structure, reporting procedures, and chain of command of assigned resources.			
12. Organize assigned resources into configurations which will meet incident/tactical objectives.	I		
Behavior: Understand and comply with ICS concepts and principles.			
13. Apply the ICS. • *Follow chain of command.* • *Maintain appropriate span of control.* • *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 All Single Resource Bosses

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.			
14. 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		
15. 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		
16. 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.			
17. 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.* • *Utilize Risk Management Process.*	I		

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

Common Tasks for All Single Resource Bosses

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
18. Follow safety guidelines. • *Inform subordinates of hazards.* • *Develop plans based on safety guidelines.* • *Ensure tactical operations maintain the principles of Lookouts, Communication, Escape Routes, Safety Zones (LCES).* • *Ensure work/rest guidelines are met.*	I		
Behavior: Establish work assignments and performance expectations, monitor performance, and provide feedback.			
19. Complete daily review of staffing requirements.	I		
20. Develop schedule/assignments based on Incident Action Plan (IAP) or relevant plan.	I		
21. Ensure subordinates understand assignment for operational period. • *Provide clear, concise instructions and allow for feedback.*	I		
22. 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.			
23. Establish crew cohesiveness. • *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 All Single Resource Bosses

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Coordinate interdependent activities.			
24. Coordinate tactical operations with adjoining resources and supervisor.	I		
25. Communicate changes with adjoining resources and supervisor. • *Movement of resources* • *Tactical decisions* • *Logistical needs*	I		

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

Common Tasks for All Single Resource Bosses

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.			
26. Brief and keep subordinates informed and updated. • *Operational assignments and changes.* • *Readiness for next operational period.* • *Work/rest guidelines.* • *Camp layout.*	I		
27. Exchange information with resources from previous operational period.	I		
28. Brief relief forces. • *Current status/conditions/concerns regarding assignment.*	I		
29. Attend briefings and meetings as directed. • *Provide information as requested.* • *Keep supervisor informed of issues and potential problems.*	I		
30. Participate in functional area briefings and conduct After Action Reviews (AARs).	I		
Behavior: Ensure documentation is complete and disposition is appropriate.			
31. Complete time reports for assigned personnel. • *Ensure reports are accurate and submitted in a timely manner.* • *Include justifications and authorizations as needed.*	O		
32. Complete personnel evaluations. • *Review with individual personnel prior to leaving incident.* • *Provide copy of review to individual.*	I		

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

Common Tasks for All Single Resource Bosses

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
33. Complete ICS 214, Unit Log.	O		
34. Complete necessary medical forms in event of an injury.	O		
Behavior: Gather, produce and distribute information as required by established guidelines and ensure understanding by recipient.			
35. Obtain additional sources of information to perform operational assignment. • *Local maps* • *Local safety concerns* • *Pocket cards* • *IRPG* • *Fireline Handbook*	O		
Behavior: Communicate and ensure understanding of work expectations within the chain of command and across functional areas.			
36. Communicate using clear text.	O		
Behavior: Develop and implement plans and gain concurrence of affected agencies and/or the public.			
37. Ensure tactical plans conform to incident objectives.	I		

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Common Tasks for All Single Resource Bosses

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.			
38. Evaluate fuels, topography, and weather factors throughout entire operational period. • *Monitor and ensure documentation of weather observations (e.g., identify trends).* • *Communicate to subordinates and supervisor (e.g., update weather changes, fire weather forecasts).*	W/RX		
39. Request, direct, and provide feedback for aerial resources through established chain of command.	W		
40. Recon area of assigned responsibility, consult with supervisor on resource needs and suggest adjustments as necessary.	I		
41. Identify road systems and limitations. • *Bridge load and road limits* • *Ingress/egress* • *Effects of weather*	I		
Behavior: Take appropriate action based on assessed risks.			
42. 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		

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Common Tasks for All Single Resource Bosses

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
43. Develop strategy and apply appropriate tactics for the assignment. • *Fireline type, location, and construction* • *Ignition operations* • *Equipment use* • *Water use* • *Mop-up, hold, and patrol*	W		
44. Recognize situation requiring public evacuation and communicate to supervisor. • *Immediate need* • *Planned action*	R		
Behavior: Modify approach based on evaluation of incident situation.			
45. Maintain situation awareness and adjust tactics as necessary. • *Develop contingency plans.*	W		
46. Recognize and adapt to an incident within an incident. • *Ensure scene safety for responders and victim.* • *Preserve site.* • *Maintain focus on incident objectives.* • *Delegate responsibilities as needed.* • *Determine if incident is critical or non-critical.* • *Ensure first aid treatment on the fireline.* • *Notify supervisor of incident.* • *Arrange for medical treatment and evacuation from fireline.*	R		
Behavior: Anticipate, recognize, and mitigate unsafe situations.			
47. Identify and correct unsafe actions or conditions.	I		

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

Common Tasks for All Single Resource Bosses

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Follow established procedures and/or safety procedures relevant to given assignment.			
48. Identify escape routes and safety zones. • *Make them known to assigned personnel.* • *Flag routes to ensure awareness when necessary.*	W/RX		
Behavior: Provide logistical support as necessary.			
49. Arrange for logistical support needs. • *Establish ordering procedures for assigned resources.* • *Follow established incident ordering procedures.* • *Communicate location of assigned personnel to Facilities Unit Leader.*	I		
Behavior: Effectively advise and assist in resolving human resource issues that occur during the incident or event.			
50. Resolve conflict/conduct issues. • *Recognize and address inappropriate conduct issues.* • *Coordinate with appropriate personnel.*	O		
51. Evaluate the need for critical incident stress management (CISM) when a stressful or traumatic event occurs. • *Notify supervisor.*	R		

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

Common Tasks for All Single Resource Bosses

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Plan for demobilization and ensure demobilization procedures are followed.			
52. Ensure demobilization of resources. • *Brief subordinates on demobilization procedures and responsibilities.* • *Ensure incident and agency demobilization procedures are followed.* • *Ensure work/rest and driving standards are followed.*	I		
53. Arrange/provide for en route logistical needs and check points in demobilization from incident.	I		
54. Ensure assigned personnel have transportation to subsequent home base from point of mobilization.	I		

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

CRWB Specific Tasks

Competency: Lead assigned personnel.

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Establish work assignments and performance expectations, monitor performance, and provide feedback.			
55. Organize and supervise a 16-21 person crew, meeting National Wildfire Coordinating Group (NWCG) standards for the particular crew type, on an incident for multiple shifts. For smokejumpers operating as a crew, minimum crew size will be 8 personnel.	W		

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

Behavior: Gather, analyze, and validate information pertinent to the incident or event and make recommendations for setting priorities.			
56. Prepare for and direct assigned personnel on a firing operation. • *Review and refine the ignition/firing plan (verbal or written) utilizing predicted fuel and weather conditions and expected fire behavior.* • *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.* *Completion of this task also satisfies the requirements for ENGB task #79.	W/RX		
Behavior: Plan for demobilization and ensure demobilization procedures are followed.			
57. Check in with agency dispatcher prior to disassembly of crew, if necessary.	I		

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

HEQB 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.			
58. Identify capabilities and limitations of equipment and operator prior to use. • *Examine the protective equipment devices of the equipment to be used and operator PPE for serviceability.* • *Ensure that inspection is completed.* • *Determine equipment readiness for operational duty, either day or night.* • *Check against agency specific guidelines.* • *Assign operator according to skill and ability.*	O		
59. . Ensure equipment and transports are inspected prior to being used and released. • *Review and apply contracts and agreements.*	O		
60. Notify supervisor of corrective action needed for equipment readiness. • *Timeline*	O		

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

HEQB Specific Tasks

Competency: Communicate effectively.

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Ensure relevant information is exchanged during briefings and debriefings.			
61. Brief equipment operator on operations assignment. • *Line width and location* • *Identified hazards* • *Special needs or requirements* • *Incident Action Plan (IAP)*	W/RX		
62. Advise supervisor of progress, problems, and potentially dangerous situations in equipment use. • *Equipment availability and location* • *Progress of assignment/task* • *Logistical needs (e.g., fuel, parts, relief operator)* • *Down time*	W/RX		
Behavior: Ensure documentation is complete and disposition is appropriate.			
63. Complete and submit equipment time for assigned resources.	O		

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

HEQB Specific Tasks

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

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.			
64. Gather and document information regarding critical resources concerns that may affect equipment operations. • *Identify resource concerns.* • *Discuss with equipment operator.* • *Offer alternatives if appropriate.*	I		
Behavior: Make appropriate decisions based on analysis of gathered information.			
65. Complete size-up to determine what tactics will be used, number and type of resources needed, and actions required before beginning assignment. • *Determine span of control based on complexity and distance between equipment.*	W		
Behavior: Take appropriate action based on assessed risks.			
66. Identify and establish safety zones for equipment being used. Use the appropriate equipment to construct. • *Ensure adequate size according to fuel type, terrain, and burning conditions.* • *Ensure created debris is factored into appropriate safety zone sizes.* • *Coordinate with safety officer and division supervisor on size and locations.*	W		
67. Given a portion of fire perimeter and general instructions as to fireline locations and standards, locate fireline (flag as appropriate) for equipment to construct using clinometers, compass, map, or Global Positioning System (GPS).	W/RX		

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

HEQB Specific Tasks

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
68. Minimize damage to improvements or sensitive areas. • *Take the necessary precautions to prevent or minimize equipment damage to fences, underground utilities, above-ground utilities, archaeological, cultural and historical sites, wetlands, paved roads, railroad tracks, structures and other constructed improvements.* • *Recognize the safety hazards to equipment and personnel when using equipment around constructed improvements, or boggy, rocky, or steep terrain and take necessary precautions.* • *Determine appropriate actions based on property ownership.*	O		

Behavior: Follow established procedures and/or safety procedures relevant to given assignment.

69. Ensure fueling and equipment safety precautions are followed.	O		
70. Ensure operator follows safe loading/unloading and mounting/dismounting procedures and parks equipment and transport in secure area.	O		
71. Review radio communication and hand signals with operators. • *Swampers, and spotters*	O		
72. Ensure personnel maintain safe distance from equipment while in operation.	O		

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

ENGB 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.			
73. Identify tactical capability and limitations of an engine.	O		
74. Obtain engine maintenance schedule and ensure engine is maintained.	O		
75. Ensure driver/operator meets agency qualifications to drive engine.	O		

Competency: Lead assigned personnel.

Behavior: Establish work assignments and performance expectations, monitor performance, and provide feedback.			
76. Make specific assignments to protect values at risk. • *Placement of engine, personnel, hose* • *Evaluation and triage of structures* • *Identification of special hazards (e.g., propane tanks, power lines, hazardous materials)* • *Structure preparation* • *Application of chemical agents (e.g., foam, gel)* • *Defensible space* • *Escape/emergency evacuation (cut and run)* • *Refuge/shelter considerations (e.g., fire shelter, vehicle, structure)* • *Entrapment avoidance* • *Water source availability* • *Natural resource protection*	W/RX		

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

ENGB Specific Tasks

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

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.			
77. Gather information regarding critical resources concerns that may affect engine operations.	I		
78. Locate water sources and check for volume, cleanliness, and permission from owner to use water source in engine resupply.	O		
79. Prepare for and direct assigned personnel on a firing operation. • *Review and refine the ignition/firing plan (verbal or written) utilizing predicted fuel and weather conditions and expected fire behavior.* • *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.* *Completion of this task also satisfies requirements for CRWB task #56.	W/RX		
Behavior: Make appropriate decisions based on analysis of gathered information.			
80. Complete size-up to determine what tactics will be used, number and type of resources needed, and actions required before beginning assignment.	W		

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

ENGB Specific Tasks

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
81. Monitor and adjust tactical operations and correct performance deficiencies (e.g., equipment maintenance, mopup, driving, retardant operations, water source, supply system).	W/RX		
Behavior: Take appropriate action based on assessed risks.			
82. Demonstrate mobile attack techniques. • *Pump and roll* • *Firing/Holding*	O		
83. Demonstrate stationary attack techniques. • *Hose lays* • *Engine protection*	O		
84. Demonstrate ability to work in tandem with other engines. • *Engine configuration*	O		
85. Ensure adequate water and chemical agent supply for engine assignment. Maintain a supply of water to the fire, particularly on critical areas of the line. • *Static supply (e.g., lakes, hydrants, creeks, fold-a-tanks).* • *Mobile supply (water tender shuttle).* • *Capabilities, characteristics, and application techniques (e.g., wet water, foam, gel, blankets).*	W/RX		
Behavior: Follow established procedures and/or safety procedures relevant to given assignment.			
86. Direct engine operations in accordance with agency/unit standard operating procedures.	I		
Behavior: Plan for demobilization and ensure demobilization procedures are followed.			
87. Check in with agency dispatcher prior to disassembly of crew, if necessary.	I		

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

FELB 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.			
88. Ensure inspection of felling saw, tools, and supplies for completeness, serviceability, and safety.	O		
89. Initiate corrective action needed to ready felling crew for task assignment. • *Correct deficiencies based on inspection of saw, tools, and supplies and analysis of need to complete task or assignment.*	O		

Competency: Lead assigned personnel.

Behavior: Establish work assignments and performance expectations, monitor performance and provide feedback.			
90. Adjust felling crew organization to achieve assigned objectives.	W/RX		
Behavior: Coordinate interdependent activities.			
91. Coordinate felling and bucking progress with other supervisors in area. • *Coordinate according to directions/instructions from supervisor.*	W/RX		

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

FELB Specific Tasks

Competency: Communicate effectively.

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Ensure documentation is complete and disposition is appropriate.			
92. Complete and submit equipment and personnel time for assigned resources.	O		

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

Behavior: Take appropriate actions based on assessed risks.			
93. Take positive action to correct or avoid felling and bucking problems.	W/RX		

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

FIRB Specific Tasks

Competency: Communicate effectively.

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Communicate and ensure understanding of work expectations within the chain of command and across functional areas.			
94. Maintain communications with operational supervisor, ignition crew members, and any adjacent personnel. • *Instruct crew on ignition operations.* • *Keep burn personnel informed (e.g., ignition process, conditions affecting fire behavior, equipment problems, safety of assigned personnel).* • *Request assistance from Burn Boss or other personnel to meet ignition objectives as needed.*	W/RX		

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

Behavior: Gather, analyze, and validate information pertinent to the incident or event and make recommendations for setting priorities.			
95. Review prescribed fire plan or IAP, and recon unit/area prior to implementation. • *Review type, number and placement of resources to meet incident objectives.* • *Consult with supervisor on resource needs; suggest adjustments as necessary.* • *Review priorities, hazards, and fire sensitive areas.* • *Evaluate use of alternative ignition devices (e.g., aerial, terra torch).*	W/RX		
Behavior: Prepare clear and concise assessments regarding hazards, hazard behavior, weather, and other relevant events.			
96. Conduct pre-burn readiness assessment. • *Consult with supervisor on "Go/No-Go" decision.*	W/RX		

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

FIRB Specific Tasks

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Take appropriate action based on assessed risks.			
97. Complete a firing operation within time frames established by operations action plan and supervisor.	W/RX		
Behavior: Modify approach based on evaluation of incident situation.			
98. Evaluate initial firing activities and modify as needed. • *Assist in/make the "Go/No-Go" decision based on current and expected fire behavior and ability to meet plan objectives.* • *Adjust ignition plan to meet plan objectives using on-site fuel, weather, and available resources.*	W/RX		
Behavior: Follow established procedures and/or safety procedures relevant to given assignment.			
99. Conduct ignition operations according to implementation plan and agency specific policies and standards (e.g., Standard Firefighting Orders, Watch Out Situations, and LCES principles). • *Ensure safety guidelines are followed.* • *Inspect mechanical equipment and ignition devices.* • *Advise ignition crew members of potential/impending safety hazards and appropriate mitigation actions (e.g., posting look-outs, identifying safety zones and escape routes).*	W/RX		

*Completion of tasks #94-99 also satisfies requirements for CRWB task #56 and ENGB task #79.

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

HMGB Specific Tasks

Competency: Assume position responsibilities.

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Ensure readiness for assignment.			
100. Assemble helicopter-specific reference material. • *Interagency Helicopter Operations Guide (IHOG)* • *Contracts* • *Load calculation book* • *Aircraft payment book*	O		
Behavior: Ensure availability, qualifications, and capabilities of resources to complete assignment.			
101. Provide tactical capabilities of helicopter and qualifications of personnel to assignment supervisor. • *Missions' aircraft and pilot are approved to perform passenger, cargo and water dropping capabilities, etc.* • *Helicopter accessories and equipment available in support vehicle; order additional equipment when needed.*	I		

Competency: Communicate effectively.

Behavior: Ensure relevant information is exchanged during briefings and debriefings.			
102. Conduct pre- and post-flight briefings with flight, support, and helicopter crews. • *Mission objectives, time frames, reporting locations, travel routes.* • *Performance, safety, and/or efficiency problems encountered.* • *Adjustments in future operations.*	I		

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

HMGB Specific Tasks

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

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Administer and/or apply agency policy, contracts and agreements.			
103. Conduct pre-use inspection of helicopter and fuel service vehicle to ensure compliance with contract/agreement specifications as related to mission required equipment, systems, and operation. Document as per agency policy.	I		
104. Ensure required documents are current and onboard the aircraft. • *Transportation of Hazardous Materials (HazMat) Guide and Department of Transportation (DOT) exemption* • *Copy of contract/agreement* • *Helicopter flight manual* • *Aircraft logbook* • *Agency aircraft data card*	I		
105. Maintain communication with appropriate agency aircraft contracting/administrative personnel.	I		
106. Complete daily diary, agency flight use summary, and appropriate cost summaries.	O		
107. Complete agency incident/accident reports.	O		
108. Complete contract evaluation closeout form and forward to contracting officer.	R		

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

HMGB Specific Tasks

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Ensure compliance with all legal and safety requirements relevant to air operations.			
109. Ensure turbine power assurance checks are conducted and documented as required by agency. • *Contact agency maintenance specialist if trend analysis indicates sub-par engine performance.*	I		
110. Continuously monitor and document flight and/or duty hours of pilots, mechanics and fuel service vehicle drivers to ensure agency limitations are not exceeded. • *Schedule and manage flight and duty times to meet current and projected work objectives.* • *Ensure relief pilots, mechanics, etc., are scheduled and assigned when required.*	I		
111. Ensure flight planning, flight following, and resource tracking requirements are met. • *Obtain Resource Order, Flight Request, or other mission information.* • *Work with pilot to develop agency and/or Federal Aviation Administration (FAA) flight plans.* • *Obtain appropriate radio frequencies, phone numbers, transponder codes, and area and hazard maps for mission.* • *Conduct or ensure radio check-ins are accomplished at established intervals.*	I		
112. Ensure helicopter pilot accurately completes and approves helicopter load calculation (reflecting current aircraft configuration), appropriate flight manual performance charts, and environmental conditions. • *Flight crew weights* • *Fuel quantity on board* • *Elevations at takeoff and landing sites* • *In-ground or out-of-ground effect conditions* • *Density altitude*	I		

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TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
113. Verify helicopter is maintained to FAA and agency standards. • *Review aircraft logbook entries to ensure scheduled maintenance inspections are completed at required intervals.* • *Contact agency maintenance specialist during unscheduled maintenance or major component replacement.* • *Facilitate return-to-service process.* • *Inform supervisor of current or future helicopter maintenance/unavailability.*	I		
114. Utilize risk management techniques and Go/No-Go Checklist prior to each flight. • *Airspace deconfliction* • *Aerial hazard map* • *Weather assessment* • *Radio communications*	I		
115. Evaluate helispots and unimproved landing sites with pilot in charge; ensure agency landing site standards are met.	I		
116. Ensure actual helicopter payloads do not exceed the calculated allowable payload.	I		
117. Ensure pre-flight briefings are conducted and the appropriate personal protective equipment (PPE) is utilized for missions.	I		
118. Ensure crash rescue/response procedures and equipment are established and communicated to helicopter personnel.	I		
119. Comply with applicable requirements in the Aviation Transport of HazMat Guide.	I		

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TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
120. Follow agency special use mission safety requirements. • *Heli-rappel* • *Aerial ignition* • *Aerial Capture, Eradication, and Tagging of Animals (ACETA)*	I		
Behavior: Plan for demobilization and ensure demobilization procedures are followed.			
121. Anticipate demobilization of resources. • *Identify excess resources.* • *Prepare schedule for demobilization.*	I		
122. Check in with agency dispatcher prior to disassembly of crew, if necessary.	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:

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