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

NWCG Task Book for the Position of:

AIR SUPPORT GROUP SUPERVISOR (ASGS)

(POSITION PERFORMANCE REQUIRED ON A WILDFIRE ASSIGNMENT)

PMS 311-19 **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:

AIR SUPPORT GROUP SUPERVISOR

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: _____

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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.

Air Support Group Supervisor (ASGS)

Competency: Assume position responsibilities.

Description: Successfully assume role of Air Support Group Supervisor 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 availability, qualifications, and capabilities of resources to complete assignment.			
1. Identify existing organization/structure on incident. • *Positions presently filled.* • *Qualified personnel.*	I		
2. Order additional resources as needed. • *Personnel* • *Aircraft* • *Air operations kit* • *Helicopter support kit* • *Crash rescue* • *Evacuation kit* • *Fire extinguishers, nets, swivels, etc.* • *Radios for air operations at helibases and airports*	I		
3. Identify frequencies and order as necessary.	I		

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

Air Support Group Supervisor (ASGS)

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Gather, update, and apply situational information relevant to the assignment.			
4. Gather situation intelligence related to air operations. • *Number and type of aircraft assigned, en route, and available.* • *Fire characteristics.* • *Agency Administrator objectives (coordinate with the Resource Advisor and the Local Aviation Officer).* • *Strategy as it affects air operations.* • *Fueling requirements.* • *Restricted air space near incident.* • *Need for retardant support.* • *Fixed-wing permanent base.* • *Portable retardant plant at helibase or at an airport.* • *Temporary Flight Restrictions (TFRs).*	I		
5. Obtain Incident Action Plan (IAP) or other relevant plan.	I		
6. Obtain relevant maps. • *Aeronautical* • *Flight Hazard* • *Incident*	I		
Behavior: Establish effective relationships with relevant personnel.			
7. Establish and maintain positive interpersonal and interagency working relationships.	I		
Behavior: Establish organization structure, reporting procedures, and chain of command of assigned resources.			
8. Establish and maintain contact with assigned aviation resources.	I		

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

Air Support Group Supervisor (ASGS)

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.			
9. 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		
10. 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		
11. 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.			
12. 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 personnel and notify supervisor in event of sickness, injury, or accident.*	I		

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

Air Support Group Supervisor (ASGS)

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Establish work assignments and performance expectations, monitor performance, and provide feedback.			
13. Complete daily review of staffing requirements.	I		
14. Determine hours of operational period for air operations.	I		
15. Ensure subordinates understand assignment for operational period. • *Provide clear, concise instructions and allow for feedback.*	I		
16. 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.			
17. 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.

Air Support Group Supervisor (ASGS)

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Coordinate interdependent activities.			
18. Coordinate with Fixed-Base Operators (FBO) or airport managers. • *Notify of need for fuel, lube, maintenance services, operations, and crew staging.* • *Notify of possible closure and/or controlled or restricted airspace.* • *Give radio frequencies, if appropriate.* • *Obtain space for Federal Aviation Administration (FAA) controllers.* • *Arrange area of operation at airport for Temporary retardant base, staging area for mobilization/ demobilization, aircraft parking (e.g., days off, maintenance).* • *Notify of increase in air traffic.*	O		
19. Coordinate with FAA. • *Obtain portable tower and controllers.* • *Brief controllers (e.g., incident needs (aviation), expected duration of need, expected activity).* • *Check on NOTAMS ("Notice To Airmen") and status.* • *Notify of TFR violations.*	I		
20. Coordinate with Medical Unit for medevac preparation and response. • *Latitude and longitude to hospitals.*	I		

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

Air Support Group Supervisor (ASGS)

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
21. Coordinate with local dispatch. • *Provide for initial attack (air resources) if requested.* • *Obtain Estimated Time of Arrival (ETA) of aircraft, crews, and equipment.* • *Arrange for flight following of aircraft inbound and outbound from incident.* • *Obtain or develop flight hazard maps.* • *Input accident/incident reports for processing.* • *Check on status of TFR.* • *Obtain Military Training Routes (MTR) and Military Operation Areas (MOA) information and request notification of scheduling authority.* • *Arrange for fuel.* • *Contact FBO for support.* • *Arrange for technical inspections of operation, aircraft, and flight crews.* • *Arrange for maintenance inspections to get aircraft back in service.* • *Obtain information concerning retardant (e.g., ordering, gallons dropped per day, aircraft costs per day, aircraft availability per day).*	W		
22. Coordinate with Logistics Section. • *Supply* • *Ground Support* • *Facilities* • *Communication*	I		

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

Air Support Group Supervisor (ASGS)

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.			
23. Coordinate with Air Operations Branch Director or Operations Section Chief.	I		
24. Give and receive briefing to/from subordinates. • *Missions and priorities.* • *Crew and aircraft assignments (e.g., medevac, initial attack).* • *Radio frequency assignments.* • *Helicopter operations checklist.* • *Weather forecast and fire behavior predictions.* • *Organization assignments.* • *IAP or other relevant plan.* • *Safety considerations.* • *TFR*	I		
25. Conduct functional area briefings and After Action Review (AAR). • *Identify lessons learned* • *Mitigate*	I		

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

Air Support Group Supervisor (ASGS)

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Ensure documentation is complete and disposition is appropriate.			
26. Ensure completion of required documentation. • *Daily cost summaries for aircraft and equipment (e.g., water trucks, fuel tenders, other rental equipment).* • *Aircraft and crew information summary sheets.* • *Air operations personnel time.* • *Flight invoices.* • *Non-government equipment usage.* • *Potential claims.* • *ICS 214, Unit Log*	I		
27. Review Daily Helicopter Operations Briefing Checklist and ensure pilot signature(s).	I		
28. Ensure documentation is passed to appropriate personnel from Incident Management Team (IMT) or local unit at time of demobilization.	I		
Behavior: Develop and implement plans and gain concurrence of affected agencies and/or the public.			
29. Assist in development of Aviation Communication Plan with Air Operations Branch Director and Air Tactical Group Supervisor.	I		
30. Assist in development of ICS 220, Air Operations Plan. • *Aircraft and crew availability and status.* • *Capabilities and limitations for logistical and tactical missions.*	O		

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

Air Support Group Supervisor (ASGS)

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.			
31. Identify need for agreements if private land is used. • *Coordinate with Finance/Administration Section.* • *Track usage.*	O		
32. Provide for fiscal accountability by monitoring: • *Daily cost for aircraft and equipment.* • *Water trucks, rental fuel tenders, and other rental equipment.* • *Portable air tanker bases and mobile retardant bases.*	O		
33. Ensure compliance with agency and contract requirements.	O		
Behavior: Gather, analyze, and validate information pertinent to the incident or event and make recommendations for setting priorities.			
34. Conduct inspections and procedural reviews. • *Helibase, air bases, and areas of operation.* • *Dust abatement procedures.* • *Carded and qualified personnel.* • *Fuel sites (e.g., grounding/bonding, fuel spill containment).* • *Inventory of equipment on hand (chase trucks).*	I		

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

Air Support Group Supervisor (ASGS)

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Make appropriate decisions based on analysis of gathered information.			
35. Identify need for additional operational sites. • *Helibases* • *Helitorch site* • *Retardant base* • *Water dipping or pumping sites* • *Medevac site (to meet ambulance)* • *Very important person (VIP)/media site* • *Helispots* • *Airport space needs* • *Mobilization area, initial attack personnel, paracargo*	I		
Behavior: Utilize information to produce outputs.			
36. Identify and name or number helibases and helispots on map for posting to IAP or other relevant plan. • *Coordinate with Situation Unit.*	I		
Behavior: Take appropriate action based on assessed risks.			
37. 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		
38. Provide and schedule fixed-wing aircraft for reconnaissance, mapping, and infrared.	I		
Behavior: Provide logistical support as necessary.			
39. Arrange for security at operational areas. • *Coordinate with Security Manager.*	I		

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

Air Support Group Supervisor (ASGS)

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Ensure compliance with all legal and safety requirements relevant to air operations.			
40. Assist and/or request safety review of air operations. • *Crash rescue/evacuation plan* • *Medevac plan* • *General safety briefing* • *General operations* • *Briefing boards*	I		
41. Ensure maintenance requirements for aircraft and equipment are met.	O		
42. Ensure inspections and approvals are accomplished. • *Identify limitations.*	I		
Behavior: Transfer position duties while ensuring continuity of authority and knowledge and taking into account the increasing or decreasing incident complexity.			
43. Coordinate an efficient transfer of position duties when mobilizing/demobilizing (e.g., incoming IMT, host agency). • *Inform subordinate staff and IC.* • *Document follow-up action needed and submit to supervisor.*	I		

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

Air Support Group Supervisor (ASGS)

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Plan for demobilization and ensure demobilization procedures are followed.			
44. Anticipate demobilization of resources. • *Identify excess resources.* • *Anticipate release of excess aircraft 24 hours prior to demobilization if possible.* • *Consider effectiveness, availability, and cost.* • *Prepare schedule for demobilization.*	I		
45. Ensure demobilization of resources. • *Brief subordinate staff on demobilization procedures and responsibilities.* • *Ensure incident and agency demobilization procedures are followed.*	I		
46. Coordinate demobilization with appropriate personnel from IMT or local unit. • *Aircraft* • *Personnel* • *Equipment* • *Radio frequencies* • *TFRs*	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):

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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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