A Publication of the
National Wildfire Coordinating Group

NWCG Task Book for the Positions of:

FACILITIES UNIT LEADER (FACL)

COMMUNICATIONS UNIT LEADER (COML)

FOOD UNIT LEADER (FDUL)

GROUND SUPPORT UNIT LEADER (GSUL)

MEDICAL UNIT LEADER (MEDL)

SUPPLY UNIT LEADER (SPUL)

PMS 311-34 **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 Logistics Unit Leaders

This task book contains the tasks for the Logistics Section Unit Leaders (FACL, COML, FDUL, GSUL, MEDL, SPUL). The common tasks required for all positions are listed first. The tasks specific to each position are listed following the common tasks.

Common Tasks	**pages 6 – 12**	**(Tasks 1 – 33)**
FACL Specific Tasks	**pages 13 – 15**	**(Tasks 34 – 38)**
COML Specific Tasks	**pages 16 – 18**	**(Tasks 39 – 53)**
FDUL Specific Tasks	**pages 19 – 21**	**(Tasks 54 – 61)**
GSUL Specific Tasks	**pages 22 – 24**	**(Tasks 62 – 72)**
MEDL Specific Tasks	**pages 25 – 28**	**(Tasks 73 – 86)**
SPUL Specific Tasks	**page 29**	**(Tasks 87 – 91)**

Competency: Assume position responsibilities.

Description: Successfully assume role of Unit Leader within the Logistics Section 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. Determine support needs to meet the Incident Action Plan (IAP) or other relevant plans.	I		
2. Determine requirements for each section to be established and place the initial order. • *Use information from IAP, section briefings, and agency briefings.* • *Use proper procedures, supplies, materials, and equipment necessary to support projected incident size.*	I		
3. Coordinate with Logistics Section Chief and other functional areas to obtain resources to organize work space and keep unit operating. • *Order materials and supplies using established procedures.* • *Maintain adequate quantities of forms, supplies, and materials to prevent shortage of basic needed items.* • *Obtain equipment to complete assignment (e.g., radio, telephones, faxes, computers).* • *Ensure appropriate personnel to support unit (e.g., night operational period, increase/reduce staffing).*	I		

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

Common Tasks for all Logistics Unit Leaders

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Gather, update, and apply situational information relevant to the assignment.			
4. Obtain initial briefing from Logistics Section Chief/supervisor. • *Work space* • *Work schedule* • *Policies and operating procedures* • *Current resource commitments* • *Current situation* • *Expected duration of assignment* • *IAP or other relevant plan*	I		
5. Gather information to assess the incident assignment. • *Incident activities* • *Unit briefings* • *Planning meetings*	O		
Behavior: Establish effective relationships with relevant personnel.			
6. Establish and maintain positive interpersonal and interagency working relationships.	I		
Behavior: Establish organization structure, reporting procedures, and chain of command of assigned resources.			
7. Organize assigned personnel to meet the needs of the unit.	I		
Behavior: Understand and comply with ICS concepts and principles.			
8. Coordinate with functional areas within the ICS structure.	I		

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

Common Tasks for all Logistics Unit Leaders

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.*	I		

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

Common Tasks for all Logistics Unit Leaders

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 and ensure adequate personnel to meet needs.	I		
14. Develop schedule/assignments based on IAP or relevant plan.	I		
15. Ensure subordinates understand assignment for operational period.	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		
Behavior: Coordinate interdependent activities.			
18. Interact and coordinate with appropriate unit leaders and operations personnel. • *Receive and transmit needed information.*	I		
19. Coordinate with other units and sections for completion of work assignments. • *Assist other sections to meet priorities and time frames.* • *Receive and transmit needed information.*	I		

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

Common Tasks for all Logistics Unit Leaders

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
20. Coordinate with managers within the unit to identify needed/excess personnel and facilities.	I		

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.

Behavior: Ensure relevant information is exchanged during briefings and debriefings.			
21. Brief and keep subordinates informed and updated. • *Ensure unit leader expectations are communicated and understood.*	I		
22. Participate in functional area briefings and conduct unit After Action Reviews (AARs).	I		
Behavior: Ensure documentation is complete and disposition is appropriate.			
23. Review and approve subordinate time reports.	I		
24. Submit completed original documents at appropriate time (e.g. each operational period, final package). • *ICS 214, Unit Log*	I		
25. Prepare unit narrative and submit to Logistics Section Chief if applicable.	I		

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

Common Tasks for all Logistics Unit Leaders

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Gather, produce and distribute information as required by established guidelines and ensure understanding by recipient.			
26. Prepare information for briefings and meetings.	I		
27. Determine and monitor current status of unit activities and relay to appropriate incident personnel.	I		
28. Confirm estimated time of arrival of staff, equipment, and supplies.	I		
Behavior: Communicate and ensure understanding of work expectations within the chain of command and across functional areas.			
29. Coordinate across functional areas. • *Provide timely feedback in response to requests.*	I		

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.

Behavior: Follow established procedures and/or safety procedures relevant to given assignment.			
30. Ensure established guidelines are followed. • *Work/rest* • *Agency safety standards and procedures*	I		

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

Common Tasks for all Logistics Unit Leaders

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Transfer position duties while ensuring continuity of authority and knowledge and taking into account the increasing or decreasing incident complexity.			
31. Coordinate an efficient transfer of position duties when mobilizing/demobilizing (e.g., incoming Incident Management Team (IMT), host agency). • *Inform subordinate staff and IC.* • *Document follow-up action needed and submit to supervisor.*	I		
Behavior: Plan for demobilization and ensure demobilization procedures are followed.			
32. Anticipate demobilization of resources. • *Identify excess resources.* • *Prepare schedule for demobilization.*	I		
33. Ensure demobilization of resources. • *Brief subordinate staff on demobilization procedures and responsibilities.* • *Ensure incident and agency demobilization procedures are followed.*	I		

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

FACL Specific Tasks

Competency: Lead assigned personnel.

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Coordinate interdependent activities.			
34. Coordinate with Agency Administrator or designee, and Logistics Section Chief to identify location for incident facilities. • *Incident Command Post* • *Base/camp(s)* • *Helibase* • *Staging areas* • *Contingency/expansion sites*	I		

Competency: Communicate effectively.

Behavior: Ensure documentation is complete and disposition is appropriate.			
35. Complete daily shower invoices and daily shift tickets for contracted equipment and submit according to established protocol.	O		

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

FACL 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.			
36. Perform project inspector duties for the administration of the National Shower contract. • *Review Delegation of Authority for duties of the Facilities Unit Leader.* • *Review shower unit placement with contractor's representative to determine needs and/or changes.* • *Establish a shower schedule.* • *Ensure shower unit provides equipment and supplies specified in contract.* • *Review shower unit contract, including past performance evaluations, quality control plans, and equipment specifications.* • *Conduct periodic inspections and adjust as necessary.* • *Review, approve and submit invoices to appropriate payment office.* • *Complete evaluations, discuss with contractor and disburse copies to appropriate personnel.*	O		
Behavior: Gather, analyze, and validate information pertinent to the incident or event and make recommendations for setting priorities.			
37. Monitor restrictions/work requirements for each resource to maximize safe and efficient assignments and demobilization. • *Number of days worked in succession* • *Rest and recuperation requirements* • *Number of days on previous assignment* • *Contract limitations* • *Restrictions on type of assignment* • *Assignment to remote locations* • *Assignment to special work periods* • *Incident qualifications*	I		

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

FACL Specific Tasks

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Provide logistical support as necessary.			
38. Ensure facility maintenance services are provided. • *Sanitation* • *Lighting* • *Clean up* • *Potable water*	I		

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

COML 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.			
39. Request additional communications services (e.g., telephone, satcom, microwave). • *Identify costs and options associated with equipment/services.*	I		
40. Order AM air-to-air and FM air-to-ground frequencies following proper procedures. • *Coordinate with Communications Duty Officer or Communications Coordinator.*	I		
41. Ensure establishment and operation of Incident Communications Center. • *Provide guidance related to specific needs of the Incident Communications Center.* • *Coordinate location with the Facilities Unit Leader.* • *Acquire forms (e.g., ICS 210, Status Change Card; ICS 213, General Message; ICS 214, Unit Log; Telephone Logs, Radio Logs).*	I		
Behavior: Gather, update, and apply situational information relevant to the assignment.			
42. Contact appropriate communications coordinator (NIFC Communications Duty Officer or equivalent). • *Provide contact information.* • *Determine frequencies and equipment assigned.* • *Identify other known incidents or conflicts.*	I		

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

COML Specific Tasks

Competency: Lead assigned personnel

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Coordinate interdependent activities.			
43. Coordinate needs for incident communications. • *Air operations for frequency needs.* • *Operations for system coverage and needs.* • *Logistics units regarding logistical needs.*	I		
44. Coordinate with Medical Unit for medical evacuation plan.	I		
45. Coordinate frequencies, activities, and resources with other agencies and incidents. • *Contact appropriate communications coordinator (NIFC Communications Duty Officer or equivalent).*	O		

Competency: Communicate effectively.

Behavior: Ensure documentation is complete and disposition is appropriate.			
46. Initiate and maintain accurate records of communications equipment. • *Initiate and maintain accountability system.* • *Document geographic locations of equipment and transfer this information to local maps (latitude/longitude and/or legal).*	I		
47. Submit documentation to Documentation Unit Leader or appropriate agency representative within established timeframes. • *Radio/telephone logs* • *ICS 205, Incident Radio Communications Plan* • *ICS 213, General Message* • *ICS 214, Unit Log* • *Maps* • *Electronic media* • *Unit narrative*	I		

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

COML Specific Tasks

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Develop and implement plans and gain concurrence of affected agencies and/or the public.			
48. Prepare ICS 205, Incident Radio Communications Plan. • *Ensure plan is independent of local frequencies to prevent conflict.* • *Review IAP for correct frequencies.*	O		

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

Behavior: Provide logistical support as necessary.			
49. Design radio communications systems to meet incident needs. • *Determine locations for radio equipment to be installed.*	I		
50. Design telephone/data networks to meet incident needs. • *Determine locations for telephone/data networks to be installed.*	I		
51. Assign communications equipment. • *Identify types and quantity of communications equipment based on the IAP or other relevant plan.*	I		
Behavior: Ensure functionality of equipment.			
52. Ensure installation of communications systems. • *Operational needs have priority.*	I		
Behavior: Plan for demobilization and ensure demobilization procedures are followed.			
53. Ensure demobilization of equipment. • *Inventory and seal equipment for return.* • *Complete waybill.*	I		

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

FDUL Specific Tasks

Competency: Lead assigned personnel.

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Coordinate interdependent activities.			
54. Coordinate with Facilities Unit Leader. • *Space and facilities for kitchen and feeding area setup.* • *Hand washing facilities and portable toilet locations.* • *Garbage and black/gray water removal.* • *Potable water delivery.* • *Hazardous materials disposal (e.g., grease).* • *Dust abatement around the Food Unit.*	I		
55. Coordinate with Ground Support Unit Leader. • *Refueling government procured equipment.*	I		
56. Coordinate with Supply Unit Leader. • *Initial and supplemental food and drink orders as determined by agency protocol.*	I		

Competency: Communicate effectively.

Behavior: Develop and implement plans and gain concurrence of affected agencies and/or the public.			
57. Develop plans to ensure continuing food service when a Mobile Food Services unit is not used, or under adverse conditions. • *Identify various options.* • *Determine which options are appropriate.*	R		

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

FDUL 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.			
58. Perform project inspector duties for the administration of the National Mobile Food Services contract. • *Review Delegation of Authority for duties of the Food Unit Leader.* • *Review Food Unit layout with contractor's representative to determine needs and/or changes.* • *Review and approve menus to determine if menu content, variety, and serving sizes meet contract specifications.* • *Obtain feedback from incident personnel on food service, complete evaluations, discuss with contractor and disburse copies to appropriate personnel.* • *Provide contractor with meal scheduling, number of meals ordered, and actual meals served.* • *Inspect for safe food handling, preparation, holding, serving, and storage practices.* • *Ensure mobile food service unit provides equipment and supplies specified in contract.* • *Review kitchen unit contract, including past performance evaluations, quality control plans, and equipment specifications.* • *Conduct periodic inspections to ensure quality and quantity specifications of meals.* • *Review, approve and submit invoices to appropriate payment office.*	I		
Behavior: Gather, analyze, and validate information pertinent to the incident or event and make recommendations for setting priorities.			
59. Gather information for daily meal orders. • *IAP* • *ICS 209, Incident Status Summary* • *Unit Briefing* • *Resources Unit Leader*	I		

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

FDUL Specific Tasks

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Follow established procedures and/or safety procedures relevant to given assignment.			
60. Ensure appropriate health and safety measures are met. • *Ensure Medical Unit reports illnesses that could be related to food service.* • *Provide safe food handling and sanitation rules to personnel at base/camp(s), staging areas, and other incident feeding locations.* • *Contact local health authority and request assistance, if necessary.*	I		
Behavior: Provide logistical support as necessary.			
61. Ensure food delivery to line personnel (e.g., hot/cold food containers, sack lunches). • *Remote camps* • *Helibases* • *Staging areas*	I		

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

GSUL 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.			
62. Provide clear and concise direction to operators/contractors. • *Kind and duration of assignment* • *Interim supervisor for assignment* • *Travel routes* • *Communication procedures* • *Safety requirements (e.g., hour limitations, personal protective equipment (PPE), special instructions)*	I		
Behavior: Coordinate interdependent activities.			
63. Coordinate with Facilities Unit Leader to establish layout of Ground Support Unit. • *Parking* • *Fueling* • *Maintenance* • *Loading/unloading of heavy equipment/personnel* • *Incident base/camp traffic flow pattern* • *Space for expansion* • *Shelter*	I		
64. Coordinate with other units to manage hazardous materials (e.g., fuel, oil, foam) according to applicable regulations. • *Environmental requirements* • *Shipping/handling* • *Storage/disposal/containment*	I		
65. Coordinate with Safety Officer and agency representative to ensure driver familiarity with conditions.	I		

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

GSUL 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.			
66. Collect and record information on rental, contract, and agency equipment. • *Ensure resource identification ("E") numbers are displayed.* • *Maintain and update ICS 218, Support Vehicle Inventory, and provide information to Resources Unit.* • *Complete OF-297, Emergency Equipment Shift Ticket, and submit to Finance/Administration.* • *Review agreements and contracts.* • *Ensure inspections are completed and submitted to Finance/Administration.* • *Track contractor use of government furnished supplies, parts, fuels, and repairs and submit to Finance/Administration.* • *Ensure fuel issues/supplies/maintenance costs are submitted to Finance/Administration.*	I		
Behavior: Develop and implement plans and gain concurrence of affected agencies and/or the public.			
67. Develop incident Transportation Plan. • *Coordinate with appropriate command and general staff.* • *Provide approved transportation plan for IAP and update as needed.*	O		

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

GSUL Specific Tasks

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

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Provide logistical support.			
68. Post incident roads. • *Drop points* • *Road junctions* • *Water sources* • *Routes*	I		
69. Provide ground transportation of resources and supplies. • *Order vehicles/equipment based on anticipated needs.* • *Ensure vehicle/equipment is appropriate for job and terrain.* • *Reassign vehicles/support equipment based on priorities.*	I		
70. Provide fuel, service, maintenance, and repair of vehicles and other equipment.	I		
71. Coordinate maintenance and repair of incident roads. • *Coordinate maintenance schedules with agency representative.* • *Conduct incident road system survey (e.g., bridge conditions, weight limits, surface condition).* • *Coordinate dust abatement with appropriate units.*	I		
Behavior: Ensure functionality of equipment.			
72. Ensure pre- and post-inspections are completed.	I		

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

MEDL Specific Tasks

Competency: Assume position responsibilities.

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Ensure readiness for assignment.			
73. Obtain and assemble information and material needed for kit. Suggested items: • *Medical Unit Leader Field Reference Guide* • *ICS 206, Medical Plan* • *ICS 213, General Message* • *ICS 214, Unit Log* • *Daily Summary, Field First Aid Station* • *Medical Unit Record of Issues* • *Patient Evaluation Log* • *CA-1, Employee's Notice of Injury and Claim for Continuation of Pay/Compensation* • *CA-2, Employee's Notice of Occupational Disease* • *CA-16, Authorization for Examination and/or Treatment* • *Agency Provided Medical Care Authorization/Medical Report* • *Other agency/area specific medical forms*	O		
74. Obtain complete information from dispatch upon assignment. • *Incident name* • *Incident order number* • *Request number* • *Incident phone number* • *Reporting time* • *Reporting location* • *Transportation arrangements/travel routes* • *Contact procedures during travel (telephone/radio)*	O		
75. Arrive at incident and check in. • *Arrive properly equipped at assigned location within acceptable time limits.*	I		

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

MEDL Specific Tasks

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Ensure availability, qualifications, and capabilities of resources to complete assignment.			
76. Verify required medical certification of personnel. • *Emergency Medical Technician (EMT)* • *Paramedic* • *Physician Assistant (PA)*	I		
Behavior: Gather, update, and apply situational information relevant to the assignment.			
77. Gather information relevant to medical operations. • *Assigned contractors/cooperators (e.g., ambulance)* • *Incident Medical Specialist (IMS) team assigned* • *Assigned Safety Officers* • *Safety hazards* • *Medical Unit log* • *Injury/illness log* • *Patient evaluations*	I		

Competency: Lead assigned personnel.

Behavior: Coordinate interdependent activities.			
78. Coordinate with necessary units to establish and maintain Medical Unit operations. • *Communications* • *Facilities (e.g., utilities, space, shelter, hand washing stations, portable toilets)* • *Ground Support (e.g., Basic Life Support or Advanced Life Support transport)* • *Air Operations* • *Special needs (e.g., diet, personnel, supplies, and equipment)* • *Biohazard handling and disposal procedures* • *Security*	I		

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

MEDL Specific Tasks

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
79. Coordinate with Safety Officer and Compensation/Claims Unit Leader regarding medical issues. • *Brief Safety Officer on medical trends in reported illnesses and injuries.* • *Inform compensation/claims personnel of injuries/illnesses requiring medical attention and request follow-up regarding patient status.*	I		

Competency: Communicate effectively.

Behavior: Ensure documentation is complete and disposition is appropriate.			
80. Complete required documents. • *Medical Unit Record of Issues* • *First Aid Field Station Log, Patient Evaluation* • *Agency-specific forms*	O		
81. Submit required information to appropriate units. • *Compensation/Claims Unit (completion of patient evaluation/follow-up)* • *Documentation Unit Leader* • *Host Agency*	I		
Behavior: Gather, produce and distribute information as required by established guidelines and ensure understanding by recipient.			
82. Establish Medical Unit procedures. • *Major medical emergency* • *Non-emergency transport* • *Patient return from medical facility*	I		

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

MEDL Specific Tasks

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Develop and implement plans and gain concurrence of affected agencies and/or the public.			
83. Prepare ICS 206, Medical Plan. • *Establish contact with local medical services and include their capabilities when developing the Medical Plan (e.g., fire department(s), hospital(s), clinic(s), ambulance services, air ambulances).* • *Have plan reviewed and signed by Safety Officer.*	O		

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.			
84. Evaluate Medical Unit's ability to perform patient assessment and care.	I		
Behavior: Take appropriate action based on assessed risks.			
85. Ensure appropriate and timely response to requests at the Medical Unit.	I		
Behavior: Provide logistical support as necessary.			
86. Provide immediate basic medical supplies to incident personnel.	I		

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

SPUL Specific Tasks

Competency: Lead assigned personnel.

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Coordinate interdependent activities.			
87. Coordinate with Facilities Unit to establish layout of Supply Unit. • *Ordering* • *Receiving and distribution* • *Space for expansion* • *Shelter* • *Tool sharpening*	I		

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

Behavior: Take appropriate action based on assessed risks.			
88. Ensure security of supply area is maintained. • *Lights* • *Barricades*	I		
Behavior: Provide logistical support as necessary.			
89. Coordinate with command and general staff regarding resource needs. • *Immediate* • *Subsequent operational periods*	I		
90. Oversee ordering function. • *Internal and external ordering procedures are implemented.*	I		
91. Oversee receiving and distribution function. • *Adequate inventory of equipment and supplies.*	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):

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