Publication of the
National Wildfire Coordinating Group

NWCG Task Book for the Position of:

SINGLE ENGINE AIR TANKER MANAGER (SEMG)

(POSITION PERFORMANCE REQUIRED ON A WILDFIRE ASSIGNMENT)

PMS 311-61 **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:

SINGLE ENGINE AIR TANKER MANAGER

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.

Single Engine Air Tanker Manager (SEMG)

Competency: Assume position responsibilities.

Description: Successfully assume role of Single Engine Air Tanker Manager 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 as referenced in Interagency SEAT Operations Guide.	O		
2. 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		
Behavior: Ensure availability, qualifications, and capabilities of resources to complete assignment.			
3. Conduct initial contractor inspection. • *Validate cards (both pilot and aircraft).* • *Conduct pre-use inspections of aircraft and support/service equipment.* • *Verify pilot personal protective equipment (PPE).*	W		
Behavior: Gather, update, and apply situational information relevant to the assignment.			
4. Determine type of contract. • *Call-When-Needed* • *Exclusive use*	O		

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

Single Engine Air Tanker Manager (SEMG)

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
5. Assess incident assignment and determine immediate needs and actions. • *Incident Commander's/supervisor's name, location, and contact.* • *Current resource commitments.* • *Current situation.* • *Expected duration of assignment.*	I		
Behavior: Establish effective relationships with relevant personnel.			
6. Conduct self in a professional manner. • *Respectful and courteous.* • *Respectful of public and private property.*	I		
7. Establish and maintain positive interpersonal and interagency working relationships.	I		
8. Establish agency contacts and identify chain of command. • *Fire Management Officer and/or Aviation Manager.* • *Dispatcher* • *Procurement person.* • *Air Support Group Supervisor or other contact on incident.*	I		
Behavior: Understand and comply with ICS concepts and principles.			
9. 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.

Single Engine Air Tanker Manager (SEMG)

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.			
10. Brief pilot about retardant and suppressant use restricted areas. • *Environmental concerns (e.g., visual, congested areas).* • *Ecological concerns (e.g., wilderness and riparian areas).*	W		
11. Conduct briefings with contractor. • *Pre-flight (e.g., safety, operations, communication).* • *Post-flight (e.g., work performance and feedback, adjustments in operations).*	W		
12. Attend daily briefings with agency/incident personnel. • *Mission priorities* • *Operations and adjustments in current operations* • *Communications* • *Weather forecasts*	W		
13. Participate in functional area briefings and conduct After Action Review (AAR). • *Agency/incident and dispatch*	I		
Behavior: Ensure documentation is complete and disposition is appropriate.			
14. Initiate and maintain required administrative forms. • *Interagency SEAT Operations Guide forms* • *Shift tickets* • *Rental agreements*	O		

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

Single Engine Air Tanker Manager (SEMG)

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
15. Ensure procurement related records and documents are accurate and complete and submitted to agency authority. • *Flight payment document* • *Shift tickets and rental agreements* • *Aircraft Contract Daily Diaries* • *SEAT Daily Cost Summary sheets* • *Flight and duty day logs* • *Evaluation Report on Contractor Performance*	W		
16. Complete accident/incident reports as necessary. • *Submit per agency requirements.*	R		
Behavior: Gather, produce and distribute information as required by established guidelines and ensure understanding by recipient.			
17. Develop/acquire and post relevant maps and plans. • *Flight Hazard map* • *Crash Rescue plan* • *Frequency plan* • *Medical plan* • *SEAT Base layout map* • *SEAT Base plan* • *Incident Action Plan (IAP) or other relevant plan*	I		
Behavior: Communicate and ensure understanding of work expectations within the chain of command and across functional areas.			
18. Coordinate roles and responsibilities with fixed-wing base personnel.	I		

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

Single Engine Air Tanker Manager (SEMG)

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.			
19. Administer SEAT contract and follow agency guidelines. • *Ensure compliance with contract specifications as related to mission required equipment, systems and operation.* • *Maintain contact with contracting officer or contracting officer's representative.*	W		
20. Conduct and document periodic inspections to maintain quality control standards for retardants and suppressants.	W		
21. Review work performance and provide feedback to agency/assigned personnel.	I		
Behavior: Make appropriate decisions based on analysis of gathered information.			
22. Establish layout of SEAT base operations area. • *Loading pit* • *Retardant drainage and retention area* • *Fueling area/fuel sources* • *Vehicle parking area* • *Ensure adequate space for expansion* • *Jettison area for retardant* • *Runway adequate for operations* • *Pilot/crew rest area* • *Storage facilities*	W		
23. Maintain adequate supplies of water and retardants/suppressants at operational base. • *Secure local water source.* • *Schedule retardant/suppressant deliveries in a timely manner.*	W		

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

Single Engine Air Tanker Manager (SEMG)

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Take appropriate action based on assessed risks.			
24. 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		
25. Maintain quality control standards during mixing operations of retardant/suppressant products. • *Refractometer function and use.* • *Mixing ratios of products.* • *Material Safety Data Sheet (MSDS) on products (e.g., obtain and post).*	W		
Behavior: Anticipate, recognize and mitigate unsafe situations.			
26. Monitor ground operations for safety. • *Loading procedures.* • *Crowd control.* • *Hazardous materials (HazMat) spill cleanup—proper disposal.* • *"Hot" reloading.* • *"Hot" refueling.*	W		
Behavior: Follow established procedures and/or safety procedures relevant to given assignment.			
27. Brief fixed-wing base personnel on crash rescue procedures. • *Safety equipment needs (e.g., fire extinguishers) and appropriate locations.*	I		

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

Single Engine Air Tanker Manager (SEMG)

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Provide logistical support as necessary.			
28. Provide for the logistical needs of the SEAT base facility. • *Shade* • *Sanitation/garbage* • *Meals* • *Portable water (liquid refreshments)* • *Phones and transportation for pilots*	I		
29. Coordinate with local unit for logistical needs. • *Supplies* • *Transportation* • *Human services (e.g., food, lodging)* • *Radios, batteries, and antennas* • *Victor frequencies* • *Cellular and satellite phones*	I		
30. Coordinate with local unit on dispatch procedures and information flow. • *Ordering authority* • *Flight following responsibility*	I		
31. Coordinate with Finance/Administration personnel. • *Equipment rentals* • *Airport agreements* • *Funding codes* • *Procurement authority*	I		

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

Single Engine Air Tanker Manager (SEMG)

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Ensure compliance with all legal and safety requirements relevant to air operations.			
32. Schedule and manage work to ensure flight and/or duty hours of pilots, mechanics, and fuel truck drivers are not exceeded. • *Need for relief pilot, if available.* • *Sunrise and sunset limitations.*	I		
33. Confirm air-to-air and air-to-ground communication procedures and frequencies are in place. • *Flight following* • *Air traffic control*	I		
34. Coordinate and manage a safe flight environment. • *Flight following* • *Sterile cockpit compliance* • *Fire traffic area* • *Temporary Flight Restrictions*	I		
Behavior: Plan for demobilization and ensure demobilization procedures are followed.			
35. Demobilize and check out. • *Receive demobilization instructions from incident supervisor.* • *If required, complete ICS 221, Demobilization Checkout and submit completed form to appropriate person.*	O		
36. Supervise the restoration of the base areas to pre-incident condition. • *Coordinate with fixed base operators or airport managers for compliance.* • *Arrange for storage of unused government-owned retardants/suppressants.* • *Conduct base close-out inspection.*	O		

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

Evaluation Record # _____

Trainee Information

Printed Name:

Trainee Position on Incident/Event:

Home Unit/Agency:

Home Unit /Agency Address and Phone Number:

Evaluator Information

Printed Name:

Evaluator Position on Incident/Event:

Home Unit/Agency:

Home Unit /Agency Address and Phone Number:

Incident/Event Information

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

Duration:

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

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

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

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

Evaluator's Recommendation

(Initial only one line as appropriate)

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

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

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

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

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

Evaluator's Signature: _____ Date: _____

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

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

Evaluation Record # _____

Trainee Information

Printed Name:

Trainee Position on Incident/Event:

Home Unit/Agency:

Home Unit /Agency Address and Phone Number:

Evaluator Information

Printed Name:

Evaluator Position on Incident/Event:

Home Unit/Agency:

Home Unit /Agency Address and Phone Number:

Incident/Event Information

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

Duration:

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

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

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

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

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