



# NWCG 2022 Complex Incident Management (CIM) Field Evaluation Form

This field evaluation form is to be used by Complex Incident Management (CIM) Incident Commanders (ICs) and Command and General Staff (C&G) in the evaluation of responders pursuing CIM qualification. Reference NWCG Memo 22-02, Transition Plan for Complex Incident Management Pilot Phase, <https://www.nwcg.gov/sites/default/files/memos/eb-m-22-002.pdf>.

## The CIM Field Evaluation

During the CIM field evaluation, the individual will demonstrate the ability to implement principles and practices essential to successful individual and team performance in the management of a complex incident. Evaluators will use the performance objectives to provide meaningful written feedback for individuals.

### Providing Feedback on Participation in the Team Process

- Determining how one participates in an efficient team process is subjective.
- While there is specific criteria language that evaluators can use, each of us has a different view of what it means to display an aptitude for leadership (providing leader's intent, maintaining command/position presence); establishing clear task, purpose, end state; and establishing effective, cohesive two-way communication as part of positive working relationships.
- Appropriate evaluation remarks would be language specific to how the individual met the criteria of the evaluation, with examples provided.

An evaluator can also rely on feedback from other evaluators and subject matter experts to document the results of how well (or not) an individual has participated in a team process and produced effective products and services.

### Suggestions for Dialogue with an Individual

- Describe your role/responsibility in the strategic planning process.
- What are some initial concerns or information would you have or be looking for in an initial Agency Administrator briefing?
- How does your position interact with Agency Administrators/Line Officers?
- What are your specific responsibilities to keep Agency Administrators and the IC informed?
- What is your expectation of the IC with leader's intent? What opportunities do you have to give leader's intent?
- Each of you during some portions of the incident has an opportunity to share leader's intent and provide a briefing. How do you get better at command presence and the ability to execute a good briefing?
- Share specific blind spots you as evaluators might have had. What blind spots might they have?
- What does shared risk decision-making mean to you? How do you share risk, or can you share risk?
- What would you see as your role in preparing for and implementing an incident emergency plan or incident within an incident?

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Name:

Position:

Incident/Location:

Date:

Performance Objective	Remarks
<p><u>Knowledge of the Job / Professional Competence:</u></p> <p>Acquire, apply, and share technical and administrative knowledge and skills associated with position description.</p> <p>Demonstrate knowledge of the position by performing functional responsibilities that are effective to the team process (tasks, products, services).</p>	
<p><u>Ability to Obtain Performance / Results:</u></p> <p>Quality, timeliness, and impact of work. Demonstrates leadership skills. Ability to motivate and support team members.</p> <p>Participate in an efficient team process that achieves the direction given by the Agency Administrator.</p>	
<p><u>Planning / Preparedness:</u></p> <p>Anticipate future needs, determine goals, identify relevant information, and set and meet priorities and deadlines.</p> <p>Participate in the strategic planning process and analysis. Provide situational awareness. Evaluate and present alternatives and rationale to achieve incident objectives.</p>	
<p><u>Using Resources:</u></p> <p>Manage time, materials, information, and interaction with people (internal and external to incident).</p>	
<p><u>Adaptability / Attitude:</u></p> <p>Maintain a positive attitude and modify work methods and priorities in response to new information, changing conditions and complexities, or unexpected obstacles.</p>	

<p><u>Communication Skills:</u></p> <p>Speak clearly, listen, and understand. Express facts and ideas effectively both verbally and in writing.</p> <p>Demonstrate command presence and provide leader's intent.</p>	
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**Final Rating Recommendation**

- Individual did participate in the team process and successfully meets the objectives of this evaluation for Complex Incident Management.
- Individual did not participate in the team process sufficient to meet the objectives of this evaluation for Complex Incident Management.

Evaluator Signature:

Phone Number/Email Address:

Evaluator Name:

Relevant Qualification:

This form is to be provided to the home unit Certifying Official.