

USDA-Forest Service



**Task Book for the Position of:  
SUPPLY CLERK/TECH (CASC)**

**This is an Agency Specific Position Task Book (PTB)**

**MARCH 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:**

**SUPPLY CLERK/TECH (CASC)**

**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: \_\_\_\_\_

This document is posted at the NWCG website: [Agency Specific Position Taskbooks](http://www.nwcg.gov/publications/agency-taskbooks)  
<http://www.nwcg.gov/publications/agency-taskbooks>

# CASC

## Agency Specific Position Task Book

Position Task Books (PTBs) have been developed for some designated National Incident Management System (NIMS) 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.

## CASC

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 [NIMS Wildland Fire Qualification System Guide](#), PMS 310-1. This document can be found at <http://www.nwccg.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) or the prescribed fire complexity level (Low, Moderate, High).

## CASC

**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.

### **Comments**

Additional information specific to the evaluator's recommendation. The evaluator should note any deficiencies, additional assignment needs, or additional focus areas that were identified.

### **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.

## CASC

### Competency: Assume position responsibilities.

*Description: Successfully assume role of Supply Clerk/Technician and initiate position activities at the appropriate time according to the following behaviors.*

#### Behavior: Ensure readiness for assignment.

| Task  | Code | Evaluation Record | Evaluator: Initial & date upon completion of task |
|---|------|-------------------|---|
| 1. Obtain complete information from dispatch upon assignment: <ul style="list-style-type: none"> <li>• <i>Incident Name</i></li> <li>• <i>Incident order number</i></li> <li>• <i>Request number</i></li> <li>• <i>Incident/Cache phone number</i></li> <li>• <i>Reporting time</i></li> <li>• <i>Reporting location</i></li> <li>• <i>Transportation arrangement/travel routes</i></li> <li>• <i>Contact procedures during travel (telephone numbers)</i></li> </ul> | O    |                   |   |
| 2. Arrive at incident/cache and check in. <ul style="list-style-type: none"> <li>• <i>Arrive properly equipped at assigned location within acceptable time limits</i></li> <li>• <i>Report to status check-in recorder and complete Check-in List (ICS-211) if at an Incident or report to Cache Manager</i></li> <li>• <i>Report to finance/administration section or Cache Manager and initiate timesheet</i></li> </ul>  | I    |                   |   |

#### Behavior: Gather, update, and apply situational information relevant to the assignment.

| Task  | Code | Evaluation Record | Evaluator: Initial & date upon completion of task |
|---|------|-------------------|---|
| 3. Obtain initial briefing from supervisor. <ul style="list-style-type: none"> <li>• <i>Incident Action Plan (IAP) or status of Incidents that Cache is supporting</i></li> <li>• <i>Weather forecast</i></li> <li>• <i>Safety</i></li> <li>• <i>Cache or incident status</i></li> <li>• <i>Resources ordered and assigned</i></li> <li>• <i>Work space</i></li> <li>• <i>Work schedule</i></li> <li>• <i>Operating procedures</i></li> <li>• <i>Position specific requirements.</i></li> </ul> | O    |                   |   |

## CASC

### Behavior: Establish effective relationships with relevant personnel.

| Task   | Code | Evaluation Record | Evaluator: Initial & date upon completion of task |
|--|------|-------------------|---|
| 4. Conduct self in a professional manner. <ul style="list-style-type: none"> <li>• <i>Respectful and courteous</i></li> <li>• <i>Respectful of public and private property</i></li> </ul>  | I    |                   |   |
| 5. Establish and maintain interpersonal and interagency working relationships. <ul style="list-style-type: none"> <li>• <i>Recognize cultural language differences as they impact work output and expectations</i></li> <li>• <i>Arbitrate differences in agency values and policies that affect the operation in a manner that fosters continuous positive working relationships</i></li> </ul> | I    |                   |   |

### Behavior: Understand and comply with ICS concepts and principles.

| Task  | Code | Evaluation Record | Evaluator: Initial & date upon completion of task |
|---|------|-------------------|---|
| 6. Apply the ICS. <ul style="list-style-type: none"> <li>• <i>Follow chain of command.</i></li> <li>• <i>Maintain appropriate span of control.</i></li> <li>• <i>Use appropriate ICS forms.</i></li> <li>• <i>Use appropriate ICS terminology.</i></li> </ul> | 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.*

| Task   | Code | Evaluation Record | Evaluator: Initial & date upon completion of task |
|--|------|-------------------|---|
| 7. Identify and communicate issues of concern to supervisor.   | O    |                   |   |
| 8. Receive or transfer information verbally or in writing. <ul style="list-style-type: none"> <li>• <i>Use effective telephone/fax protocols.</i></li> </ul> | O    |                   |   |

## CASC

### **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: Ensure relevant information is exchanged during briefings and debriefings.**

| <b>Task</b>  | <b>Code</b> | <b>Evaluation Record</b> | <b>Evaluator: Initial &amp; date upon completion of task</b> |
|--|-------------|--------------------------|--|
| 9. Process incoming resource orders. <ul style="list-style-type: none"> <li>• <i>Review resource order document form for completeness and accuracy.</i></li> <li>• <i>Ensure that correct data is displayed for all transactions processed within the automated data base.</i></li> <li>• <i>Complete documents accurately and legibly.</i></li> <li>• <i>Distribute documentation to floor personnel in a timely manner.</i></li> <li>• <i>Follow-up to confirm information as appropriate to the ordering office.</i></li> </ul> | I           |                          |  |
| 10. Provide for a cache inventory system. <ul style="list-style-type: none"> <li>• <i>Operate within the procedures established for the automated data system</i></li> <li>• <i>Manual systems will include NFES #, item description, ready for issue (RFI), property number(if required) and quantity on hand</i></li> <li>• <i>Manual system inventory status will be updated in a timely manner and input into automated data system as soon as practical.</i></li> </ul>   | O           |                          |  |
| 11. Process cache resupply orders. <ul style="list-style-type: none"> <li>• <i>Complete document accurately and legibly</i></li> <li>• <i>Utilize the correct ordering documents as required</i></li> <li>• <i>Review re-supply document form for completeness and accuracy</i></li> <li>• <i>Utilize established methods and ordering systems</i></li> <li>• <i>Follow-up to confirm resupply order as appropriate</i></li> </ul>   | O           |                          |  |



## CASC

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

| <b>Task</b>  | <b>Code</b> | <b>Evaluation Record</b> | <b>Evaluator: Initial &amp; date upon completion of task</b> |
|--|-------------|--------------------------|--|
| 12. Provide for safety and welfare of all personnel. <ul style="list-style-type: none"> <li>• <i>Recognize, mitigate, and communicate potentially hazardous situations.</i></li> <li>• <i>Practice safe working procedures.</i></li> <li>• <i>Participate in briefings and debriefings.</i></li> </ul> | O           |                          |  |

**Behavior: Transfer position duties while ensuring continuity of authority and knowledge and taking into account the increasing or decreasing incident complexity.**

| <b>Task</b>  | <b>Code</b> | <b>Evaluation Record</b> | <b>Evaluator: Initial &amp; date upon completion of task</b> |
|--|-------------|--------------------------|--|
| 13. Coordinate an efficient transfer of position duties when mobilizing/demobilizing. <ul style="list-style-type: none"> <li>• <i>Document follow-up action needed and submit to supervisor.</i></li> <li>• <i>Communicate pending resource order priorities.</i></li> </ul> | I           |                          |  |

**Behavior: Plan for demobilization and ensure demobilization procedures are followed.**

| <b>Task</b>  | <b>Code</b> | <b>Evaluation Record</b> | <b>Evaluator: Initial &amp; date upon completion of task</b> |
|--|-------------|--------------------------|--|
| 14. Demobilize and check-out. <ul style="list-style-type: none"> <li>• <i>Receive demobilization instructions from Incident supervisor/Cache Manager.</i></li> <li>• <i>If required, complete ICS 221, Demobilization Checkout and submit completed form to the appropriate person.</i></li> </ul> | I           |                          |  |

**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.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Evaluator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Evaluator's Relevant Qualification (or agency certification): \_\_\_\_\_

**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.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Evaluator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Evaluator's Relevant Qualification (or agency certification): \_\_\_\_\_