

USDA-Forest Service



Task Book for the Position of:

SUPERVISORY SUPPLY CLERK/TECH (CAST)

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:**

SUPERVISORY SUPPLY CLERK/TECH (CAST)

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>

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.

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](http://www.nwcg.gov/publications/310-1), 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 of 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).

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.

This task book contains the tasks for the Supervisory Supply Clerk/Technician in support of the National Interagency Support Cache.

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"> • <i>Incident Name</i> • <i>Incident order number</i> • <i>Request number</i> • <i>Incident/Cache phone number</i> • <i>Reporting time</i> • <i>Reporting location</i> • <i>Transportation arrangement/travel routes</i> • <i>Contact procedures during travel (telephone numbers)</i> 	O		
2. Arrive at incident/cache and check in. <ul style="list-style-type: none"> • <i>Arrive properly equipped at assigned location within acceptable time limits</i> • <i>Report to status check-in recorder and complete Check-in List (ICS-211) if at an Incident or report to Cache Manager</i> • <i>Report to finance/administration section or Cache Manager and initiate timesheet</i> 	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"> • <i>Incident Action Plan (IAP) or status of Incidents that Cache is supporting</i> • <i>Weather forecast</i> • <i>Safety</i> • <i>Cache or incident status</i> • <i>Resources ordered and assigned</i> • <i>Work space</i> • <i>Work schedule</i> • <i>Operating procedures</i> • <i>Position specific requirements.</i> 	O		

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"> • <i>Respectful and courteous</i> • <i>Respectful of public and private property</i> 	I		
5. Establish and maintain interpersonal and interagency working relationships. <ul style="list-style-type: none"> • <i>Recognize cultural language differences as they impact work output and expectations</i> • <i>Arbitrate differences in agency values and policies that affect the operation in a manner that fosters continuous positive working relationships</i> 	I		

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

Task	Code	Evaluation Record	Evaluator: Initial & date upon completion of task
6. Organize assigned personnel to meet the needs of the assignment.	I		

Behavior: Understand and comply with ICS concepts and principles.

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

Competency: Lead assigned personnel.

Description: Influence, guide, and direct assigned personnel to accomplish objectives and desired outcomes in a rapidly changing, high-risk environment.

Behavior: Model leadership values and principles.

Task	Code	Evaluation Record	Evaluator: Initial & date upon completion of task
8. Exhibit principles of duty. <ul style="list-style-type: none"> • <i>Be proficient in your job, both technically and as a leader.</i> • <i>Make sound and timely decisions.</i> • <i>Ensure tasks are understood, supervised and accomplished.</i> • <i>Develop your subordinates for the future.</i> 	I		
9. Exhibit principles of respect. <ul style="list-style-type: none"> • <i>Know your subordinates and look out for their well-being.</i> • <i>Through briefings, discuss EEO, civil rights, sexual discrimination and other sensitive issues with personnel</i> • <i>Keep your subordinates informed.</i> • <i>Build the team.</i> • <i>Employ your subordinates in accordance with their capabilities.</i> 	I		
10. Exhibit principles of integrity. <ul style="list-style-type: none"> • <i>Know yourself and seek improvement.</i> • <i>Seek responsibility and accept responsibility for your action.</i> • <i>Set the example</i> 	I		

Behavior: Ensure the safety, welfare, and accountability of assigned personnel.

Task	Code	Evaluation Record	Evaluator: Initial & date upon completion of task
11. Provide for safety and welfare of all personnel. <ul style="list-style-type: none"> • <i>Recognize, mitigate, and communicate potentially hazardous situations</i> • <i>Monitor condition of assigned resources</i> • <i>Account for assigned resources</i> • <i>Ensure work-rest guidelines are met and adequate rest is provided to all personnel</i> 	I		

Behavior: Establish work assignments and performance expectations, monitor performance, and provide feedback.

Task	Code	Evaluation Record	Evaluator: Initial & date upon completion of task
12. Complete daily review of staffing requirements.	I		
13. Develop schedule/assignments based upon IAP or Cache operation priorities.	I		
14. Ensure subordinates understand assignment for operational period. <ul style="list-style-type: none"> • <i>Provide clear, concise instructions and allow for feedback</i> 	I		
15. Continually evaluate performance. <ul style="list-style-type: none"> • <i>Communicate deficiencies immediately and take corrective actions</i> • <i>Provide training opportunities where available</i> • <i>Complete personnel performance evaluations accordingly to agency guidelines</i> 	I		

Behavior: Emphasize teamwork.

Task	Code	Evaluation Record	Evaluator: Initial & date upon completion of task
16. Establish cohesiveness among assigned resources.. <ul style="list-style-type: none"> • <i>Provide for open comments</i> • <i>Seek commitment</i> • <i>Set expectations for accountability</i> • <i>Focus on the team effort</i> 	I		

Competency: Communicate effectively.

Description: Use suitable language 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.

Task	Code	Evaluation Record	Evaluator: Initial & date upon completion of task
17. Identify and communicate issues of concern to supervisor	O		
18. Receive or transfer information verbally or in writing. • Use effective telephone/fax protocols	O		

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 documentation is complete and disposition is appropriate.

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

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

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

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

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

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

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