



INTELLIGENCE SUPPORT SPECIALIST (INTS)

Note: This is not an NWCG position task book. It is agency specific approved by the U. S. Forest Service to meet agency requirements for the INTS specialist.

JANUARY 2018

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: _____

**Verification/Certification of Completed Task Book
for the Position of:**

INTELLIGENCE SUPPORT SPECIALIST (INTS)

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: <https://www.nwcg.gov/publications/agency-taskbooks>.

AGENCY SPECIFIC POSITION TASK BOOK

This agency-specific task book has been developed for the Technical Specialist Position of Intelligence Support Specialist (INTS). The Federal Wildland Fire Qualifications Supplement outlines the training and prerequisites for these positions. The *Federal Wildland Fire Qualification Supplement* can be found at <https://www.nwcg.gov/publications/310-1>. Click on the Associated Documents link to the Supplement.

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 *Forest Service Fire and Aviation Qualification Guide* and the *Federal Wildland Fire Qualifications Supplement*. The FSFAQG document can be found at <http://www.fs.fed.us/fire/publications/index.html>.

RESPONSIBILITIES

The responsibilities of the Home Unit/Agency, Trainee, Coach, Training Specialist, Evaluator, Final Evaluator and Certifying Official are identified in the *Forest Service Fire and Aviation Qualification Guide* and the *Federal Wildland Fire Qualifications Supplement*. 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).

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.

Intelligence Support Specialist (INTS)

Competency: Assume position responsibilities.

Description: Successfully assume role of Incident Business Advisor and initiate position activities at the appropriate time according to the following behaviors.

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
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Behavior: Gather, update, and apply situational information relevant to the assignment.

1. Obtain initial briefing from supervisor: <ul style="list-style-type: none"> • <i>Incident characteristics (e.g., single, multiple, type)</i> • <i>Status of current orders</i> • <i>Current situation</i> • <i>Expected duration</i> • <i>Operational period schedules</i> • <i>Housing and transportation availability</i> • <i>Weather (current and expected)</i> • <i>Management expectations</i> • <i>Delegated authorities</i> • <i>Local protocols, existing organization structures</i> • <i>Emergency procedures</i> • <i>Other significant action occurring nationally or within area</i> • <i>Critical resources</i> • <i>Local facility emergency evacuation plans</i> • <i>Reference materials</i> • <i>Facility layout</i> • <i>Priorities</i> • <i>Procurement procedures</i> • <i>Computer systems/software and communications equipment in use</i> • <i>IT accessibility (user accounts, log-ins, etc.)</i> • <i>Protocols for transfer of sensitive information (accidents, fatalities, etc.)</i> 	I		
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Behavior: Establish effective relationships with relevant personnel.

2. 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		
3. Establish and maintain positive interpersonal and interagency working relationships.	I		

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

Intelligence Support Specialist (INTS)

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
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Behavior: Ensure ability to use tools necessary to complete assignment.

4. Use computers and intelligence applications. <ul style="list-style-type: none"> • <i>Relevant programs (e.g., FAMWeb, WFDSS, ROSS, CAD, WFMI)</i> • <i>File management/file transfer</i> • <i>Editing/printing</i> • <i>Internet</i> • <i>Web page update/design (e.g., HTML, Dreamweaver, Contribute)</i> • <i>Electronic mail/social media</i> • <i>Word processing, database, spreadsheet</i> 	O		
5. Use intelligence telecommunications equipment.	O		
6. Use and interpret maps and geospatial applications within the intelligence environment. <ul style="list-style-type: none"> • <i>Protection/ownership maps</i> • <i>Agency/dispatch boundaries</i> • <i>Lightning occurrence maps</i> • <i>Wilderness/resource management areas</i> 	I		

Behavior: Understand and comply with ICS concepts and principles.

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

Intelligence Support Specialist (INTS)

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	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Ensure relevant information is exchanged during briefings and debriefings.			
8. Share appropriate information in a timely manner. <ul style="list-style-type: none"> • <i>Duty Officers</i> • <i>Dispatch Center Manager</i> • <i>Line Officers/Agency Fire Managers</i> • <i>Other dispatchers/coordination centers</i> • <i>Incident personnel</i> • <i>Fire weather personnel (i.e., Meteorologists, IMETs, NWS)</i> • <i>Multi-Agency Coordination Groups (MAC)</i> 	I		
9. Conduct briefings with intelligence staff. <ul style="list-style-type: none"> • <i>Pertinent operational period activities</i> • <i>Priorities</i> • <i>Resource and situation status</i> 	I		
10. Participate in briefings and After Action Reviews (AARs).	I		
11. Complete and maintain appropriate forms and records. <ul style="list-style-type: none"> • <i>Situation reports</i> • <i>Accounting codes log</i> • <i>ICS-209s</i> • <i>Briefings and resource summaries</i> • <i>Shift briefs</i> • <i>Unit logs</i> • <i>Weather products</i> • <i>Fire occurrence statistics</i> • <i>National Fire Danger Rating System (NFDRS)/ Canadian Forest Fire Danger Rating System (CFFDRS) products</i> • <i>Maps (fire, lightning, etc.)</i> • <i>Wildland Fire Decision Support System (WFDSS)</i> 	I		

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

Intelligence Support Specialist (INTS)

TASK	C O D E	EVAL. RECOR D #	EVALUATOR: Initial & date upon completion of task
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Behavior: Gather, produce, and distribute information as required by established guidelines and ensure understanding by recipient.

<p>12. Demonstrates the ability to gather Intelligence in the following areas as required by national, geographic, and local guidelines.</p> <ul style="list-style-type: none"> • <i>Daily fire weather observations and indices</i> • <i>Fire weather products:</i> <ul style="list-style-type: none"> - <i>Forecasts</i> - <i>Fire weather watches/red flag warnings</i> - <i>Spot weather forecasts</i> - <i>Lightning maps</i> - <i>Weather outlooks/summaries/7-day fire potential product</i> • <i>Fire behavior trends</i> • <i>Fire danger rating indices</i> • <i>Incident intelligence information</i> • <i>Specialized information as warranted by current situation (e.g., Multi-Agency Coordination (MAC) priorities)</i> • <i>Resource status</i> • <i>Cumulative fire statistics</i> 	I		
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Behavior: Communicate and ensure understanding of work expectations within the chain of command and across functional areas.

<p>13. Demonstrates effective listening and communication skills (oral and written).</p> <ul style="list-style-type: none"> • <i>Collects and records incoming Intelligence.</i> • <i>Products are legible and complete.</i> • <i>Information transfer is accurate and concise.</i> 	I		
<p>14. Follows the locally established protocols for transfer of sensitive information:</p> <ul style="list-style-type: none"> • <i>Accident (fatalities or injuries)</i> • <i>Aviation Incident/Crash Rescue</i> • <i>Medical Evacuation</i> • <i>Search and Rescue</i> • <i>Hazmat</i> • <i>Law Enforcement</i> • <i>Structures Destroyed</i> • <i>Fire Shelter Deployment/Entrapment</i> 	I/R		

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

Intelligence Support Specialist (INTS)

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	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Administer and/or apply agency policy, guides and local operating procedures.			
15. Applies proficiency in Situation Reporting System. <ul style="list-style-type: none"> • <i>Daily fire statistics</i> • <i>Year to date fire statistics</i> • <i>Preparedness levels/remarks</i> • <i>Data entry/reports</i> • <i>Data validation</i> 	I		
16. Applies reporting requirements in 209 System at local, geographic, and national levels.	I		
Behavior: Gather, analyze, and validate information pertinent to the incident or event and make recommendations for setting priorities.			
17. Demonstrates familiarity in the utilization of other Intelligence applications. <ul style="list-style-type: none"> • <i>Weather Information Management Systems</i> • <i>NFDRS and CFFDRS</i> • <i>IBM Cognos Business Intelligence Suite</i> • <i>Automated Flight Following (AFF)</i> • <i>Google Earth</i> • <i>CAD software</i> • <i>FireFamilyPlus, National Fuel Moisture Database, etc.</i> • <i>Data Exchange Environment (IRWIN)</i> 	O		
18. Work with incident and units to gather information for specific agency/interagency reporting requirements. <ul style="list-style-type: none"> • <i>Resource shortages/availability</i> • <i>Emerging incidents</i> • <i>Current and expected fire weather/behavior</i> • <i>Incident status</i> • <i>Values at risk/incident priorities</i> 	I		

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

Intelligence Support Specialist (INTS)

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
19. Understands incident and resource kinds/types commonly used. <ul style="list-style-type: none"> • <i>Kinds of incidents and management strategies:</i> <ul style="list-style-type: none"> - <i>All hazard incidents (e.g., floods, earthquakes, landslides)</i> - <i>Fires (planned/unplanned)</i> - <i>Full suppression, monitor, confine, point-zone protection</i> • <i>Resource kinds/types:</i> <ul style="list-style-type: none"> - <i>Incident Management Teams (1, 2, 3)</i> - <i>Individual overhead</i> - <i>Crews (1, 2, camp)</i> - <i>Equipment (engines, dozers, etc.)</i> - <i>Aircraft (fixed, rotor)</i> - <i>Supplies</i> 	O		

Behavior: Make appropriate recommendation based on analysis of gathered information.

20. Prioritize job duties based on current situation awareness.	I		
21. Independently resolve questions and issues by using available sources and reference materials. <ul style="list-style-type: none"> • <i>Situation Report User's Guide</i> • <i>ICS-209 User's Guide</i> • <i>WIMS User's Guide</i> • <i>ROSS User's Guide</i> • <i>National, geographic and local mobilization guides</i> • <i>Standard Operating Procedures for Intelligence Section</i> • <i>Data Exchange Environment User Guide</i> • <i>Additional guides as needed</i> 	I		

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

Intelligence Support Specialist (INTS)

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Utilize information to produce intelligence reports and products.			
22. Use established methods to collect pertinent information and/or produce intelligence products as required by national, geographic, and local guidelines. <ul style="list-style-type: none"> • <i>Daily fire weather observations</i> • <i>Situation reports</i> • <i>Resource status</i> • <i>Fire statistics</i> • <i>ICS 209 WF, Incident Status Summary</i> • <i>Daily briefings/synopsis</i> • <i>Maps</i> • <i>Specialized products as warranted by current situation or local requirements</i> 	I		
Behavior: Anticipate, recognize and mitigate unsafe situations.			
23. Recognize personal limits and ask for help when appropriate. <ul style="list-style-type: none"> • <i>Stress</i> • <i>Fatigue</i> • <i>Authority</i> • <i>Chain of command</i> • <i>Span of control</i> • <i>Personal wellness</i> 	I		
Behavior: Follow established procedures and/or safety procedures relevant to given assignment.			
24. Operate within established guidelines and procedures. <ul style="list-style-type: none"> • <i>Demonstrate familiarity with safety guidelines and manuals.</i> • <i>Use agency manuals to resolve safety issues.</i> 	I		
25. Recognize local and situation hazards and take appropriate action. <ul style="list-style-type: none"> • <i>Distribute fire weather watches and red flag warnings.</i> • <i>Initiate action as authorized to remedy identified safety situations and notify supervisor.</i> • <i>Ensure appropriate documentation according to agency policy.</i> 	O		

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

Intelligence Support Specialist (INTS)

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
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Behavior: Follow established procedures demobilization from assignment.

26. Receives demobilization instructions from work supervisor and ensures incident and agency demobilization procedures are followed.	I		
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Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.

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): _____