

**Exercise 1B: ICT3 Position Task Book Self-Assessment**

<b>ICT3 PTB Components</b>
<b>Competency:</b> Assume position responsibilities.
<b>Behavior:</b> Ensure readiness for assignment.
<b>Tasks:</b>
1. Obtain and assemble information and materials needed for kit.
2. Review agency policies relevant to this position.

**Objective 1.1:** Review the scope of Type 3 incidents, and duties and responsibilities of the ICT3.

**Assignment** – Watch the 2015 WFSTAR PTB video at: <http://www.nifc.gov/wfstar/>. Review the ICT3 PTB and complete the self-assessment. After completing the assessment, answer the follow-up questions on page 6.

For each of the tasks in the PTB, select a point value based on the following scale (Your answers should reflect how you feel *right now*):

- 3) I would feel comfortable with this task. Not a problem. I excel when given this type of task.
- 2) I could complete this task successfully but I would need some guidance along the way. I would feel moderately comfortable being given this task.
- 1) I do not feel comfortable with this task right now. I have read about it but never completed this task on an incident. I'd prefer if someone else did this task.

<b>TASK</b>	<b>Score (3/2/1)</b>
<b>Competency: Assume position responsibilities.</b>	
1. Obtain and assemble information and materials needed for kit. Suggested items: <ul style="list-style-type: none"> <li>• Agency-specific forms and references appropriate to the incident.</li> </ul>	
2. Review agency policies relevant to this position.	
3. Ensure appropriate functional areas are adequately staffed, with qualified resources, to provide for safe and efficient operations.	
4. Evaluate or establish incident facilities. <ul style="list-style-type: none"> <li>• Incident Command Post (ICP)</li> <li>• Helibase, if needed</li> <li>• Staging area</li> </ul>	
5. Obtain information from supervisor, duty officer, Agency Administrator, dispatch or previous Incident Commander. <ul style="list-style-type: none"> <li>• Jurisdiction</li> <li>• Agency's intent/objectives</li> <li>• Natural resource and cultural concerns</li> <li>• Local policy, standards and guidelines for fire suppression</li> <li>• Fiscal parameters</li> </ul>	
6. Review and negotiate key transfer of command documents. <ul style="list-style-type: none"> <li>• Wildland fire decision support documentation</li> <li>• Delegation of Authority</li> <li>• Incident Complexity Analysis</li> </ul>	
7. Establish and maintain positive interpersonal and interagency working relationships.	
8. Take command of assigned resources. <ul style="list-style-type: none"> <li>• Create an effective command climate.</li> <li>• Provide leader's intent and commander's guidance.</li> <li>• Announce presence as Incident Commander to incident personnel and dispatch.</li> <li>• Confirm resource and situation status.</li> </ul>	

<b>TASK</b>		<b>Score</b>
<b>Competency: Assume position responsibilities.</b>		<b>(3/2/1)</b>
<b>TASK</b>		<b>Score</b>
<b>Competency: Assume position responsibilities. (continued)</b>		<b>(3/2/1)</b>
9. Build an organization which will meet and support incident/tactical objectives. <ul style="list-style-type: none"> <li>• Activate Incident Command System (ICS) positions as needed.</li> <li>• Delegate duties to staff as needed.</li> <li>• Manage for unstaffed functional areas.</li> <li>• Organize assigned resources.</li> </ul> Determine additional resource needs.		
10. Ensure resource check-in and accountability process is established.		
11. Develop the organization structure necessary to manage the incident. <ul style="list-style-type: none"> <li>• Maintain appropriate span of control.</li> </ul>		
12. Recognize jurisdictional boundaries and which authorities/agencies should be involved. <ul style="list-style-type: none"> <li>• Unified command</li> <li>• Mutual aid</li> <li>• Initial attack agreements</li> <li>• Fire management objectives</li> </ul>		
13. Apply the ICS. <ul style="list-style-type: none"> <li>• Follow chain of command.</li> <li>• Use appropriate ICS forms.</li> <li>• Use appropriate ICS terminology.</li> </ul>		
<b>Your total score for position responsibility TASKS 1-13 (Score range: 13-39)</b>		
<b>Your status</b>		<b>Results</b>
You know this stuff like a boss. Good job.		29-39
Not bad. Looks like you could use some more experience in this department.		20-28
Room for improvement. Take advantage of every learning opportunity that comes up.		13-19
<b>TASK</b>		<b>Score</b>
<b>Competency: Lead assigned personnel.</b>		<b>(3/2/1)</b>
14. Exhibit principles of duty. <ul style="list-style-type: none"> <li>• Be proficient in your job, both technically and as a leader.</li> <li>• Make sound and timely decisions.</li> <li>• Ensure tasks are understood, supervised and accomplished.</li> <li>• Develop your subordinates for the future.</li> </ul>		
15. Exhibit principles of respect. <ul style="list-style-type: none"> <li>• Know your subordinates and look out for their well-being.</li> <li>• Keep your subordinates informed.</li> <li>• Build the team.</li> <li>• Employ your subordinates in accordance with their capabilities.</li> </ul>		
16. Exhibit principles of integrity. <ul style="list-style-type: none"> <li>• Know yourself and seek improvement.</li> <li>• Seek responsibility and accept responsibility for your actions.</li> <li>• Set the example.</li> </ul>		

<b>TASK</b>	<b>Score (3/2/1)</b>
<b>Competency: Lead assigned personnel. (continued)</b>	
17. Using the Risk Management Process in the IRPG, provide for the safety and welfare of assigned resources. <ul style="list-style-type: none"> <li>Account for assigned resources.</li> </ul>	
18. Assign personnel to utilize skills and qualifications.	
19. Re-evaluate and adjust assignments based on changing conditions or situations.	
20. Ensure performance evaluation system is implemented as appropriate. <ul style="list-style-type: none"> <li>Provide training opportunities where available.</li> </ul>	
21. Establish cohesiveness among assigned resources.	
22. Coordinate with cooperators and stakeholders involved in incident activities. <ul style="list-style-type: none"> <li>Law enforcement</li> <li>Utilities</li> <li>Media</li> <li>Search and Rescue</li> <li>Private land owner</li> </ul>	
<b>Your total score for leadership TASKS 14-22 (Score range: 9-27)</b>	
<b>Your status</b>	
You know this stuff like a boss. Good job.	21-27
Not bad. Looks like you could use some more experience in this department.	14-20
Room for improvement. Take advantage of every learning opportunity that comes up.	9-13
<b>TASK</b>	<b>Score (3/2/1)</b>
<b>Competency: Communicate effectively.</b>	
23. Brief and keep subordinates informed throughout the incident.	
24. Provide report on conditions to dispatch and information for an incident status summary. ICS 209, Incident Status Summary	
25. Conduct After Action Reviews (AAR).	
26. Initiate and maintain ICS 201, Incident Briefing. <ul style="list-style-type: none"> <li>Initial incident objectives and strategies</li> <li>Changes in incident situation</li> <li>Tactical decisions</li> <li>Resource summary</li> <li>Organization</li> <li>Sketch map</li> <li>Safety issues and hazards</li> </ul>	
27. Submit complete documentation to supervisor, designated officer or dispatch as required or at end of incident. <ul style="list-style-type: none"> <li>Accidents and injuries report</li> <li>Fire report</li> <li>Payment documents (Emergency Equipment Rental Agreements (EERA), contractors)</li> <li>Cost share agreement</li> <li>Aircraft costs</li> </ul>	

TASK	Score (3/2/1)
<b>Competency: Communicate effectively. (continued)</b>	
28. Provide status updates to supervisor and/or dispatch.	
29. Communicate by giving specific instructions and asking for feedback. Emphasize situation awareness.	
30. Create a single coordinated Incident Action Plan (IAP) or other relevant plan. <ul style="list-style-type: none"> <li>• Establish unified and prioritized incident objectives.</li> <li>• Develop a coordinated strategy.</li> <li>• Use resource advisors as appropriate.</li> </ul>	
31. Develop contingencies.	
32. Provide input to strategic plans as needed. <ul style="list-style-type: none"> <li>• Wildland fire decision support documentation.</li> </ul>	
<b>Your total score for communication TASKS 23-32 (Score range: 10-30)</b>	
<b>Your status</b>	
You know this stuff like a boss. Good job.	
Not bad. Looks like you could use some more experience in this department.	
Room for improvement. Take advantage of every learning opportunity that comes up.	
<b>Results</b>	
24-30	
17-23	
10-16	
TASK	Score (3/2/1)
<b>Competency: Ensure completion of assigned actions to meet identified objectives.</b>	
33. Ensure applicable agency(ies) policies are followed as defined locally or at a briefing. <ul style="list-style-type: none"> <li>• Federal / Tribal / state / local relationships (as appropriate).</li> <li>• Scope, jurisdictional responsibilities.</li> </ul>	
34. Ensure applicable contracts and agreements are administered as defined locally or at a briefing. <ul style="list-style-type: none"> <li>• EERA</li> <li>• Engine and crew contracts</li> <li>• Tribal contracts</li> <li>• Mutual aid agreements</li> </ul>	
35. Using the Fireline Handbook, complete complexity analysis and report to duty officer, dispatch, and or Agency Administrator. <ul style="list-style-type: none"> <li>• Recognize the indicators for changing complexity and establish trigger points.</li> <li>• Revise as needed.</li> </ul>	
36. Monitor, evaluate and document progress towards incident objectives. <ul style="list-style-type: none"> <li>• Tactical operations</li> <li>• Actual progress compared to planned tactics</li> <li>• Information for periodic assessment</li> <li>• ICS 209, Incident Status Summary</li> </ul>	
37. Obtain and monitor weather and other environmental factors to anticipate changes in fire behavior or incident status. <ul style="list-style-type: none"> <li>• Request weather forecasts.</li> <li>• Communicate weather to subordinates.</li> </ul>	

TASK	Score (3/2/1)
<b>Competency: Ensure completion of assigned actions to meet identified objectives. (continued)</b>	
38. Plan for subsequent operational periods. <ul style="list-style-type: none"> <li>• Projections</li> <li>• Incident objectives</li> <li>• Strategy and tactics</li> <li>• Resource needs</li> <li>• Logistical needs</li> <li>• Demobilization</li> <li>• Documentation needs</li> <li>• Incident information (media, public)</li> </ul>	
39. Evaluate trigger points. <ul style="list-style-type: none"> <li>• Complexity (up or down).</li> <li>• Strategy and tactics (e.g., evacuation, structure protection).</li> <li>• Support requirements.</li> </ul>	
40. Ensure the Risk Management Process is maintained.	
41. Implement appropriate tactics.	
42. Manage incident resources. <ul style="list-style-type: none"> <li>• Update Status/Check-In List.</li> </ul>	
43. Validate and revise incident objectives. <ul style="list-style-type: none"> <li>• Continually evaluate whether objectives are achievable given available resources and environmental conditions.</li> <li>• Communicate changes.</li> </ul>	
44. Re-evaluate the risk management process.	
45. Ensure safety considerations are integrated into all aspects of incident management.	
46. Follow local direction to maintain environmental quality and avoid damage to social or cultural environment. <ul style="list-style-type: none"> <li>• Notify supervisor of historical/cultural resources found.</li> </ul>	
47. Using the Fireline Handbook, coordinate an efficient transfer of position duties when mobilizing/ demobilizing. <ul style="list-style-type: none"> <li>• No adverse impact on safety or productivity.</li> <li>• Inform subordinate staff and IC.</li> <li>• Document follow-up action needed and submit to supervisor.</li> </ul>	
48. Anticipate demobilization of resources. <ul style="list-style-type: none"> <li>• Identify excess resources.</li> <li>• Prepare schedule for demobilization.</li> </ul>	
49. Ensure demobilization of resources. <ul style="list-style-type: none"> <li>• Brief subordinate staff on demobilization procedures and responsibilities.</li> <li>• Ensure incident and agency demobilization procedures are followed.</li> </ul>	
<b>Your total score for communication TASKS 33-49 (Score range: 17-51)</b>	
<b>Your status</b>	<b>Results</b>
You know this stuff like a boss. Good job.	41-51
Not bad. Looks like you could use some more experience in this department.	29-40
Room for improvement. Take advantage of every learning opportunity that comes up.	17-28

### ICT3 PTB Self-Assessment Questions

1. In which of the four competency areas did you rate the highest?
2. In which of the four competency areas did you rate the lowest?
3. Did the results match what you expected? Why or why not?
4. In the competency area where you feel you have the most room for improvement, describe how you plan to improve in that area.