

**TASK BOOK FOR THE POSITION OF  
FIREFIGHTER TYPE 1 (FFT1)  
INCIDENT COMMANDER TYPE 5 (ICT5)**



**(POSITION PERFORMANCE ON A  
WILDLAND FIRE ASSIGNMENT REQUIRED)**

**PMS 311-14**

**JUNE 2006**

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| <b>TASK BOOK ASSIGNED TO:</b>                          |
| INDIVIDUAL'S NAME, DUTY STATION, AND PHONE NUMBER      |
| <b>TASK BOOK INITIATED BY:</b>                         |
| OFFICIAL'S NAME, TITLE, DUTY STATION, AND PHONE NUMBER |
| LOCATION AND DATE THAT TASK BOOK WAS 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.*

**EVALUATOR**

**DO NOT COMPLETE THIS UNLESS YOU ARE RECOMMENDING THE TRAINEE FOR CERTIFICATION**

**VERIFICATION/CERTIFICATION OF COMPLETED TASK BOOK  
FOR THE POSITION OF**

**FINAL EVALUATOR'S VERIFICATION**

I verify that all tasks have been performed and are documented with appropriate initials.

I also verify that \_\_\_\_\_

has performed as a trainee and should therefore be considered for certification in this position.

\_\_\_\_\_  
FINAL EVALUATOR'S SIGNATURE AND DATE

\_\_\_\_\_  
EVALUATOR'S PRINTED NAME, TITLE, DUTY STATION, AND PHONE NUMBER

**AGENCY CERTIFICATION**

I certify that \_\_\_\_\_

has met all requirements for qualification in this position and that such qualification has been issued.

\_\_\_\_\_  
CERTIFYING OFFICIAL'S SIGNATURE AND DATE

\_\_\_\_\_  
CERTIFYING OFFICIAL'S NAME, TITLE, DUTY STATION, AND PHONE NUMBER

Copies of this publication are available at the following website:

<http://www.nwcg.gov/pms/taskbook/taskbook.htm>

## **NATIONAL WILDFIRE COORDINATING GROUP POSITION TASK BOOK**

Position Task Books (PTBs) have been developed for designated positions within the National Interagency Incident Management System (NIIMS). Each PTB lists the performance requirements (tasks) for the specific position in a format that allows a Trainee to be evaluated against written guidelines. 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 of all the tasks may involve more than one Evaluator and can occur on incidents, in classroom simulations, and in other work situations. **Designated PTBs require position performance during which the majority of required tasks are demonstrated on a wildland fire. Wildland fire includes; wildfire, prescribed fire, and wildland fire use. Some positions require that specific tasks be performed on a wildfire. Performance of these tasks on other kinds of incidents is NOT qualifying.** It is important that performance be critically evaluated and accurately recorded by each Evaluator. All tasks must be evaluated before recommending certification. All bullet statements within a task which require an action (containing an action verb) must be demonstrated before that task can be signed off.

A more detailed description of this process, definitions of terms, and responsibilities are included in the PMS 310-1, NIIMS Wildland Fire Qualification System Guide. A brief list of responsibilities also appears below.

### **RESPONSIBILITIES:**

1. The **Home Unit/Certifying Official** is responsible for:
  - Selecting Trainees based on the needs of the Home Unit/Certifying Official and agreements with cooperators.
  - Ensuring individuals selected as Trainees are qualified in any prerequisite position and have successfully completed all Required Training prior to PTB initiation, task evaluation and/or position performance.
  - Initiating and explaining the purpose and proper use of the PTB, and the training, qualification and certification process.
  - Ensuring the Trainee has the opportunity to acquire the knowledge/skills necessary to perform the position.
  - Providing opportunities for non-incident ("O") task evaluation, for position performance assignments on local incidents, and/or make the Trainee available for assignments to larger incidents.
  - Tracking the progress of the Trainee.
  - Reviewing and confirming the completion of the PTB and making a determination of certification.
  - Issuing proof of certification as required by PMS 310-1.

2. The **Trainee** is responsible for:

- Reviewing and understanding instructions in the PTB.
- Meeting with the Trainer/Coach and/or Evaluator and identifying desired goals and objectives for an assignment.
- Ensuring readiness to perform the tasks of the position prior to undertaking a position performance assignment.
- Providing background information (training and experience) to the Trainer/Coach and/or Evaluator.
- Completing the PTB within the three-year time limit. If the PTB is not completed in three years from the date of the PTB initiation (or first task being evaluated), the PTB will no longer be valid. A new PTB may be initiated, but all current qualification standards will then apply.
- Ensuring a qualified Evaluator completes the appropriate Evaluation Record, initials completed tasks, and enters a number in the Evaluation Record # column.
- Providing a copy of the completed PTB to the Home Unit/Certifying Official.
- Retaining the original PTB.
- Providing proof of qualifications on an incident.

3. The **Evaluator** is responsible for:

- Being qualified in the position being evaluated.
- Meeting with the Trainee and determining past experience and training, current qualifications, desired goals and objectives of the assignment.
- Reviewing the tasks in the PTB with the Trainee and explaining the procedures that will be used in the evaluation and the objectives which should be met during the assignment.
- Reaching an agreement with the Trainee on the specific tasks which can be performed and evaluated during the assignment.
- Accurately evaluating and recording the demonstrated performance of tasks.
- Completing the appropriate evaluation record in the back of the PTB.
- Completing the verification statement inside the front cover of the PTB once all tasks in the PTB have been completed and signed off.

4. The **Trainer/Coach** is responsible for:
  - Being qualified in the position for which training is being provided.
  - Meeting with the Trainee and determining past experience and training, current qualifications, desired goals and objectives of the assignment.
  - Reviewing the tasks in the PTB with the Trainee and explaining the procedures that will be used in the training assignment and the objectives which should be met during the assignment.
  - Reaching an agreement with the Trainee of the specific tasks which can be performed during the assignment.
  - Documenting training assignment according to agency policy or Home Unit/Certifying Official procedures.
  
5. The **Training Specialist** is responsible for:
  - Meeting with the Trainee and determining the type of assignment necessary (position performance or on-the-job training).
  - Identifying opportunities for on-the-job training and position performance assignments which meet the Trainee's needs and objectives.
  - Working with the incident or Home Unit/Certifying Official to identify and assign qualified Evaluators.
  - Initiating a PTB after acquiring authorization from the appropriate agency official of the Home Unit.
  - Documenting all on-the-job training and position performance assignments.
  - Conducting periodic progress reviews to ensure assignments are proceeding as planned.
  - Conducting a close-out interview with the Trainee and Evaluator to ensure that the PTB has been properly completed.

## QUALIFICATION RECORD

**POSITION: FIREFIGHTER (FFT1) / INCIDENT COMMANDER (ICT5)**

**This task book contains the required tasks for Firefighter (FFT1) and Incident Commander (ICT5) positions. Tasks 1-27 are required for both positions. Tasks 28-34 are specific to the position of Incident Commander (ICT5).**

| TASK   | C<br>O<br>D<br>E* | EVALUATION<br>RECORD # | EVALUATOR:<br>Initial & date upon<br>completion of task |
|--|-------------------|------------------------|---|
| <u>GENERAL</u>   |                   |                        |   |
| 1. <u>Demonstrate the ability to apply first aid: stop bleeding, splints, fractures, care for burns or heat injuries, and administer CPR and shock control measures.</u>   | O/R               |                        |   |
| 2. <u>Demonstrate ability to apply these business management practices:</u> <ul style="list-style-type: none"> <li>• Complete employee time report.</li> <li>• Explain basic employee compensation for injury.</li> <li>• Report accidents and injuries.</li> <li>• Obtain commissary items at base camp.</li> </ul> | O                 |                        |   |

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# QUALIFICATION RECORD

## Continuation Sheet

**POSITION: FIREFIGHTER (FFT1) / INCIDENT COMMANDER (ICT5)**

| TASK  | C<br>O<br>D<br>E* | EVALUATION<br>RECORD # | EVALUATOR:<br>Initial & date upon<br>completion of task |
|---|-------------------|------------------------|---|
| <p>3. <u>Properly use portable or mobile multi-channel radio.</u></p> <ul style="list-style-type: none"> <li>• Use correct nomenclature.</li> <li>• Correctly prepare radio for operation.</li> <li>• Successfully complete radio check.</li> <li>• Select proper channel.</li> <li>• Change location to improve reception/transmission (as needed).</li> <li>• Protect radio from damage at all times.</li> <li>• Use proper radio procedures and techniques.</li> <li>• Exercise proper radio discipline.</li> <li>• Describe agency procedures for emergency notification (emergency traffic).</li> <li>• Describe limitations of radio communications.</li> </ul> | O                 |                        |   |

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## Continuation Sheet

**POSITION: FIREFIGHTER (FFT1) / INCIDENT COMMANDER (ICT5)**

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|---|-------------------|------------------------|---|
| <p>4. <u>Properly use maps and compass.</u></p> <ul style="list-style-type: none"> <li>• Accurately determine local declination.</li> <li>• Use compass to point to true north.</li> <li>• Accurately orient map using compass, landmarks, improved properties, streets, access roads, and topographic features.</li> <li>• Accurately identify current location by determining back azimuths to two identifiable landmarks or topographic features.</li> <li>• Verify location by comparing topographic features or street references with map.</li> <li>• Describe location in terms of coordinates or other acceptable description.</li> <li>• Accurately read map symbols.</li> <li>• Accurately compute distance and bearing.</li> <li>• Navigate from point to point using map, compass, and pacing.</li> <li>• Accurately navigate to an assigned destination.</li> <li>• Utilize available property improvement maps to identify areas of concern.</li> </ul> | O                 |                        |   |

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# QUALIFICATION RECORD

## Continuation Sheet

**POSITION: FIREFIGHTER (FFT1) / INCIDENT COMMANDER (ICT5)**

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|--|-------------------|------------------------|---|
| <p>5. <u>Demonstrate the ability to use the proper water handling equipment.</u></p> <ul style="list-style-type: none"> <li>• Recognize and describe the use of hose lay appliances: pressure relief valves, bleeder valves, fittings, plain and in-line tee-valves, plain and gated wyes, and in-line shut-off (Gizmo) nozzles.</li> <li>• Recognize and describe the use of various kinds and sizes of hose and coupling types.</li> <li>• Recognize and describe the use of a gravity sock.</li> <li>• Recognize and describe the use of portable tanks and mop-up kits.</li> <li>• Recognize and describe use of foam/gel appliances.</li> </ul> | O                 |                        |   |

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# QUALIFICATION RECORD

## Continuation Sheet

**POSITION: FIREFIGHTER (FFT1) / INCIDENT COMMANDER (ICT5)**

| TASK  | C<br>O<br>D<br>E* | EVALUATION<br>RECORD # | EVALUATOR:<br>Initial & date upon<br>completion of task |
|---|-------------------|------------------------|---|
| <p>6. <u>Properly set up, operate, and maintain pump.</u></p> <ul style="list-style-type: none"> <li>• Plan pumping operation (appropriate agent, water source, type of pump, and accessories).</li> <li>• Obtain correct pump and accessories.</li> <li>• Correctly lay out pump and accessories.</li> <li>• Prime, start, and warm up pump.</li> <li>• Determine correct application rate and pump engine pressure [in pounds per square inch (PSI) and gallons per minute (GPM)] to provide requested nozzle pressure (head pressure and flow) for a specific hose lay.</li> <li>• Operate pump engine at desired PSI and GPM.</li> <li>• Refuel and maintain pump for continuous operation.</li> <li>• Correctly stop pump.</li> <li>• Provide correct field maintenance to engine and pump in accordance with maintenance guidelines.</li> </ul> | O                 |                        |   |

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## QUALIFICATION RECORD

### Continuation Sheet

**POSITION: FIREFIGHTER (FFT1) / INCIDENT COMMANDER (ICT5)**

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|--|-------------------|------------------------|---|
| <p>7. <u>Properly start, operate, and maintain a chain saw in accordance with agency procedures, manufacturer's recommendations, and safety requirements.</u></p> <ul style="list-style-type: none"> <li>• Use correct fueling and starting procedure.</li> <li>• Correctly carry chain saw.</li> <li>• Utilize proper personal protective equipment (PPE).</li> <li>• Limb and buck downed trees or snags.</li> <li>• Limb standing trees to head height.</li> <li>• Cut and remove grouped slash.</li> <li>• Cut and remove brush.</li> <li>• Use correct stopping and refueling procedures.</li> <li>• Inspect and maintain saw.</li> </ul> | O                 |                        |   |
| <p><u>MOBILIZATION</u></p> <p>8. <u>Obtain complete information from dispatch upon initial activation.</u></p> <p>Prior to dispatch to the incident, the following information is obtained:</p> <ul style="list-style-type: none"> <li>• Incident order number</li> <li>• Request number</li> <li>• Incident name</li> <li>• Reporting location (drop point)</li> <li>• Phone contacts</li> <li>• Radio frequencies</li> <li>• Transportation arrangements</li> <li>• Routes</li> <li>• Reporting times</li> </ul>   | O                 |                        |   |

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## QUALIFICATION RECORD

### Continuation Sheet

**POSITION: FIREFIGHTER (FFT1) / INCIDENT COMMANDER (ICT5)**

| TASK  | C<br>O<br>D<br>E* | EVALUATION<br>RECORD # | EVALUATOR:<br>Initial & date upon<br>completion of task |
|---|-------------------|------------------------|---|
| <p>9. <u>Gather intelligence.</u></p> <p>Gather all available information necessary to accurately assess incident and make appropriate decisions about immediate needs and actions including:</p> <ul style="list-style-type: none"> <li>• Type of incident</li> <li>• Current situation status</li> <li>• Expected duration of incident</li> <li>• Terrain</li> <li>• Weather (current and expected)</li> <li>• Special equipment needed</li> <li>• Phone/radio contact procedures during travel</li> <li>• Threats to improved property</li> <li>• Access/egress</li> </ul> | O                 |                        |   |
| <p>10. <u>Wildland Fire Investigation</u></p> <ul style="list-style-type: none"> <li>• Record and report all information that might help in determining fire cause and origin.</li> <li>• Designate and protect the area of fire origin.</li> </ul>   | O                 |                        |   |
| <u>INCIDENT ACTIVITIES</u>  |                   |                        |   |
| <p>11. <u>Arrive at incident and check in.</u></p> <ul style="list-style-type: none"> <li>• Arrive properly equipped at assigned location within acceptable time limits. Check in according to agency guidelines.</li> </ul>  | O                 |                        |   |
| <p>12. <u>Demonstrate use of PMS 410-1, NWCG Fireline Handbook and PMS 461, Incident Response Pocket Guide (IRPG).</u></p>  | O                 |                        |   |

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# QUALIFICATION RECORD

## Continuation Sheet

**POSITION: FIREFIGHTER (FFT1) / INCIDENT COMMANDER (ICT5)**

| TASK  | C<br>O<br>D<br>E* | EVALUATION<br>RECORD # | EVALUATOR:<br>Initial & date upon<br>completion of task |
|---|-------------------|------------------------|---|
| <p>13. <u>Receive task/assignment and briefing from supervisor.</u></p> <p>Instructions from supervisor may be written and/or oral. Information provided includes incident situation or conditions. Receive task/assignment and briefing face-to-face with supervisor.</p> <ul style="list-style-type: none"> <li>• Ask necessary questions to clarify information provided by supervisor. Task/assignment from supervisor is clearly understood. All pertinent information available is provided</li> <li>• Take written notes when necessary. Record pertinent information when receiving assignment/briefing. Information recorded is accurate as conveyed by supervisor.</li> </ul> | I                 |                        |   |

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# QUALIFICATION RECORD

## Continuation Sheet

**POSITION: FIREFIGHTER (FFT1) / INCIDENT COMMANDER (ICT5)**

| TASK   | C<br>O<br>D<br>E* | EVALUATION<br>RECORD # | EVALUATOR:<br>Initial & date upon<br>completion of task |
|--|-------------------|------------------------|---|
| 14. <u>Properly size up fire.</u> <ul style="list-style-type: none"> <li>• Define hazards and evaluate escape routes/safety zones</li> <li>• Point of origin and cause</li> <li>• Size of fire</li> <li>• Location of head</li> <li>• Values to be protected (improved properties, agricultural, recreational, etc.)</li> <li>• Weather conditions (current/forecasted)</li> <li>• Fuel group (may also include building materials and arrangement of improved properties)</li> <li>• Topography</li> <li>• Time of day</li> <li>• Current and expected fire behavior/intensity</li> </ul> | W/<br>WFU         |                        |   |

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|--|-------------------|------------------------|---|
| <p>15. <u>Demonstrate the ability to develop strategy and apply appropriate tactics.</u></p> <p>Safely initiate appropriate action during initial attack or when completing assigned wildland fire tasks.</p> <ul style="list-style-type: none"> <li>• Evaluate Initial Attack Plan.</li> <li>• Direct tactical operations which provide safety to the firefighter.</li> <li>• Use appropriate fire suppression strategy.</li> <li>• Develop appropriate tactics based on selected strategy, values to be protected, and expected fire behavior.</li> <li>• Maintain status reporting (ICS 201, Incident Briefing).</li> <li>• Properly locate fireline.</li> <li>• Use appropriate fireline construction methods.</li> <li>• Request additional resources as needed.</li> </ul> | W/<br>RX/WFU      |                        |   |
| <p>16. <u>Demonstrate the ability to reduce threat of fire exposure to improved properties.</u></p> <p>Safely initiate appropriate action during initial attack or when completing assigned incident tasks.</p> <ul style="list-style-type: none"> <li>• Direct the rearrangement and reduction of fuel.</li> <li>• Direct the securing of hazards.</li> <li>• Direct the preparation of building/structure.</li> <li>• Direct the application of pre-treatment agents (foam, gel, blanket).</li> </ul>  | O                 |                        |   |

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|--|-------------------|------------------------|---|
| <p>17. <u>Serve as lookout.</u></p> <ul style="list-style-type: none"> <li>• Establish/maintain communications with assigned resources.</li> <li>• Choose position with good view of all aspects of hazard, values to be protected, and personnel.</li> <li>• Carry proper equipment (watch, map, radio/batteries).</li> <li>• Provide updates on any changes that may compromise the safety of fireline personnel.</li> <li>• Provide appropriate warnings and direction for hazardous conditions and/or indications of extreme fire behavior.</li> <li>• Ensures escape routes and safety zones are maintained for lookout.</li> </ul> | W/<br>RX/WFU      |                        |   |
| <p>18. <u>Demonstrate understanding of how to apply the Risk Management Process found in PMS 461, Incident Response Pocket Guide and PMS 410-1, Fireline Handbook.</u></p> <ul style="list-style-type: none"> <li>• Step 1 Situational Awareness</li> <li>• Step 2 Hazard Assessment</li> <li>• Step 3 Hazard Control</li> <li>• Step 4 Decision Point</li> <li>• Step 5 Evaluate</li> </ul>   | W/<br>RX/WFU      |                        |   |

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## Continuation Sheet

**POSITION: FIREFIGHTER (FFT1) / INCIDENT COMMANDER (ICT5)**

| TASK   | C<br>O<br>D<br>E* | EVALUATION<br>RECORD # | EVALUATOR:<br>Initial & date upon<br>completion of task |
|--|-------------------|------------------------|---|
| <p>19. <u>Brief subordinates or relief.</u></p> <p>The following information is given periodically and with every change from planned work:</p> <ul style="list-style-type: none"> <li>• Communications</li> <li>• Chain of command</li> <li>• Overall incident information</li> </ul>   | I                 |                        |   |
| <p>20. <u>Keep assigned crew members informed on a continuing basis about all pertinent information.</u></p> <p>This includes:</p> <ul style="list-style-type: none"> <li>• Fire location</li> <li>• Fire size</li> <li>• Fuel types</li> <li>• Values to be protected</li> <li>• Transportation arrangements (modes and routes)</li> <li>• Predicted fire behavior</li> <li>• Safety</li> <li>• Equipment</li> <li>• Potential hazards</li> <li>• In-camp and out-of-service procedures</li> <li>• Agency policy and procedures</li> <li>• Supervisor's instructions</li> </ul> | W/<br>RX/WFU      |                        |   |

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| 21. <u>Inspect squad members and their PPE.</u> <ul style="list-style-type: none"> <li>• Check members' qualifications. Assure crew members meet agency qualification requirements for tasks/assignments.</li> <li>• Examine members' PPE. Assure agency standards and assignment requirements are met.</li> <li>• Notify supervisor of corrective action needed. All personnel and equipment will meet agency requirements, conditions of hire, and supervisor's instructions.</li> </ul> | O                 |                        |   |
| 22. <u>Inspect assigned equipment and supplies.</u> <ul style="list-style-type: none"> <li>• Examine tools, equipment, and supplies required to complete assigned task for amount, serviceability, and safety.</li> <li>• Notify supervisor of corrective action needed to reconcile deficiencies noted.</li> </ul>  | O                 |                        |   |

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| <p>23. <u>Provide leadership and supervision for members assigned to squad.</u></p> <ul style="list-style-type: none"> <li>• Take action to correct unsafe actions or conditions.</li> <li>• Solve problems through analysis and decisive action.</li> <li>• Set priorities and determine work objectives.</li> <li>• Delegate tasks to employees and hold them accountable for their actions.</li> <li>• Assure supervisor's work objectives and performance standards are met.</li> <li>• Conduct performance appraisals.</li> <li>• Provide praise or discipline, as warranted.</li> <li>• Develop teamwork.</li> <li>• Provide for care of squad members in event that sickness, injury, or accident occurs.</li> <li>• Notify supervisor of crew member injury/illness as soon as possible.</li> <li>• Complete agency medical and compensation for injury reports.</li> </ul> | I                 |                        |   |
| <p>24. <u>Direct and control squad throughout incident. Continually evaluate incident against the Standard Fire Orders and Watch Out Situations and Wildland/Urban Interface (WUI) Watch Out Situations for compliance.</u></p> <ul style="list-style-type: none"> <li>• Demonstrate understanding of how to apply LCES.</li> </ul>   | W/<br>RX/WFU      |                        |   |

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| 25. <u>Develops crew members' skills by providing training opportunities.</u>   | W/<br>RX/WFU      |                        |   |
| 26. <u>Assist with preparation of necessary reports and records.</u> <ul style="list-style-type: none"> <li>• Assist with completion of crew members' time sheets, commissary, tools and supplies requisitions, and necessary medical and compensation for injury forms.</li> <li>• Reports are legible and accurate according to agency standards and supervisor's instructions.</li> <li>• Collect necessary information to complete check-in and checkout procedures, accurate according to agency standards, supervisor's instructions.</li> <li>• Maintain ICS 214, Unit Log, when required by supervisor. Follow supervisor's instructions.</li> <li>• Maintain ICS 201, Incident Briefing, when directed by supervisor. Follow supervisor's instructions.</li> </ul> | O                 |                        |   |

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| <u>DEMOBILIZATION</u><br><br>27. <u>Demobilize and check out.</u> <ul style="list-style-type: none"> <li>• Receive demobilization instructions from work supervisor.</li> <li>• Brief subordinate staff on demobilization procedures and responsibilities.</li> <li>• Ensure that incident and agency demobilization procedures are followed. If required, complete ICS 221, Demobilization Checkout, and turn in to the appropriate person.</li> </ul> | I                 |                        |   |

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|---|-------------------|------------------------|---|
| <p><b><u>ADDITIONAL SPECIFIC TASKS FOR INCIDENT COMMANDER (ICT5)</u></b></p> <p>28. <u>Obtain and assemble information and materials needed for kit.</u></p> <p>Kit will be assembled and prepared prior to receiving an assignment. Kit will contain critical items needed for the assignment and items needed for functioning during the first 48 hours. Kit will be easily transportable and within agency weight limitation (per National Interagency Mobilization Guide).</p> <ul style="list-style-type: none"> <li>• Agency-specific forms appropriate to the function</li> <li>• IRPG</li> <li>• PMS 410-1, Fireline Handbook</li> <li>• ICS 201, Incident Briefing</li> <li>• ICS 202, Incident Objectives</li> <li>• List of local radio frequencies and pertinent phone numbers (telephone directory)</li> <li>• Belt weather kit and/or other weather monitoring devices</li> </ul> | O                 |                        |   |
| <p>29. <u>Brief and keep subordinates informed throughout the incident using the IRPG briefing checklist.</u></p>   | I                 |                        |   |

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**POSITION: FIREFIGHTER (FFT1) / INCIDENT COMMANDER (ICT5)**

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|---|-------------------|------------------------|---|
| <p>30. <u>Provide for the safety, welfare, and accountability of assigned personnel during the entire period of command.</u></p> <ul style="list-style-type: none"> <li>• Ensure tactical operations are compliant with LCES, the 10 Standard Firefighting Orders and mitigation of applicable Watch Out Situations.</li> <li>• Communicate potentially hazardous situations.</li> <li>• Condition of assigned personnel.                             <ul style="list-style-type: none"> <li>– Fatigue management</li> </ul> </li> <li>• Work/rest ratio</li> </ul> | W/<br>RX/WFU      |                        |   |
| <p>31. <u>Determine if incident complexity on initial attack exceeds incident commander (IC) skill level.</u></p> <ul style="list-style-type: none"> <li>• Maintain safety, communications and control of initial attack, resources and incoming resources.</li> <li>• Notify supervisor, designated officer or dispatch.</li> <li>• Determine suppression priorities with designated officer or supervisor for interim period until relieved by incoming IC.</li> <li>• Utilize an incident complexity analysis checklist.</li> </ul>                              | O                 |                        |   |
| <p>32. <u>Comply with agency/area dispatch protocol.</u></p> <ul style="list-style-type: none"> <li>• Complete agency initial attack fire size-up (reference IRPG, PMS 461).</li> <li>• Complete fire report.</li> </ul>  | W/<br>WFU         |                        |   |

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|---|-------------------|------------------------|---|
| 33. <u>Demonstrates effective operational leadership skills.</u> <ul style="list-style-type: none"> <li>• Take command of assigned resource.</li> <li>• Motivate incident personnel.</li> <li>• Demonstrate initiative.</li> <li>• Communicate by giving specific instructions and asking for feedback.</li> <li>• Supervise at the scene of action.</li> </ul> | I                 |                        |   |
| 34. <u>Conduct After Action Review (AAR).</u>   | I                 |                        |   |

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## INSTRUCTIONS FOR EVALUATION RECORD

**There are four separate blocks allowing evaluations to be made. These evaluations may be made on incidents, simulations in classroom, or in daily duties, depending on what the position task book indicates. This should be sufficient for qualification in the position if the individual is adequately prepared. If additional blocks are needed, a page can be copied from a blank task book and attached.**

### COMPLETE THESE ITEMS AT THE START OF THE EVALUATION PERIOD:

**Evaluator's name, incident/office title, and agency:** List the name of the Evaluator, his/her incident position or office title, and agency.

**Evaluator's home unit address and phone:** Self-explanatory

**#:** The number in the upper left corner of the Evaluation Record identifies a particular experience or group of experiences. This number should be placed in the column labeled "Evaluation Record #" on the Qualification Record for each task performed satisfactorily.

**Location of Incident/Simulation:** Identify the location where the tasks were performed by agency and office.

**Incident Kind:** Enter kind of incident; e.g., wildfire, prescribed fire, wildland fire use, search and rescue, flood, etc.

### COMPLETE THESE ITEMS AT THE END OF THE EVALUATION PERIOD:

**Number and Type of Resources:** Enter the number of resources and types assigned to the incident pertinent to the Trainee's task book position.

**Duration:** Enter inclusive dates during which the Trainee was evaluated. This block may indicate a span of time covering several small and similar incidents if the Trainee has been evaluated on that basis; e.g., several initial attack wildfires in similar fuel types.

**Management Level or Prescribed Fire Complexity Level:** Indicates ICS organization level; i.e., Type 5, Type 4, Type 3, Type 2, Type 1, Area Command or prescribed fire complexity level (low, moderate, high).

**NFFL Fuel Model:** For wildfire, prescribed fire and wildland fire use experience enter number (1-13) of the fuel model(s) in which the incident occurred and under which the Trainee was evaluated.

- |                    |                                 |                     |                                |
|--------------------|---------------------------------|---------------------|--------------------------------|
| <b>Grass Group</b> | 1. Short Grass (1 foot)         | <b>Timber Group</b> | 8. Closed Timber Litter        |
|                    | 2. Timber (grass & understory)  |                     | 9. Hardwood Litter             |
|                    | 3. Tall Grass (2-1/2 feet)      |                     | 10. Timber (litter understory) |
| <b>Brush Group</b> | 4. Chaparral (6 feet)           | <b>Slash Group</b>  | 11. Light Logging Slash        |
|                    | 5. Brush (2 feet)               |                     | 12. Medium Logging Slash       |
|                    | 6. Dormant Brush-Hardwood Slash |                     | 13. Heavy Logging Slash        |
|                    | 7. Southern Rough               |                     |                                |

**Recommendation:** Check as appropriate and/or make comments regarding the future needs for development of this trainee.

**Date:** List the date the record is being completed.

**Evaluator's initials:** Initial here to authenticate your recommendations and to allow for comparison with initials in the Qualifications Record.

**Evaluator's relevant red card rating:** List your certification relevant to the Trainee position you supervised.

## Evaluation Record

\_\_\_\_\_  
**TRAINEE NAME**

\_\_\_\_\_  
**TRAINEE POSITION**

|  |   |  |  |  |                    |
|--|---|--|--|--|--------------------|
| <b>#1</b>  | Evaluator's name:<br>Incident/office title & agency:                                |  |  |  |                    |
| Evaluator's home unit address & phone:   |   |  |  |  |                    |
| Name and Location of Incident or Simulation (agency & area)  | Incident Kind (wildfire, prescribed fire, wildland fire use, search & rescue, etc.) | Number & Type of Resources Pertinent to Trainee's Position | Duration (inclusive dates in trainee status) | Management Level or Prescribed Fire Complexity Level | NFFL Fuel Model(s) |
|  |   |  | to   |  |                    |
| The tasks initialed & dated by me have been performed under my supervision in a satisfactory manner by the above named Trainee. I recommend the following for further development of this Trainee.<br>_____ The individual has successfully performed all tasks for the position and should be considered for certification.<br>_____ The individual was not able to complete certain tasks (comments below) or additional guidance is required.<br>_____ Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation.<br>_____ The individual is severely deficient in the performance of tasks for the position and needs further training (both required & knowledge and skills needed) prior to additional assignment(s) as a Trainee.<br>Recommendations: _____<br>_____<br>Date: _____ Evaluator's initials: _____ Evaluator's relevant red card (or agency certification) rating: _____ |   |  |  |  |                    |

|  |   |  |  |  |                    |
|--|---|--|--|--|--------------------|
| <b>#2</b>  | Evaluator's name:<br>Incident/office title & agency:                                |  |  |  |                    |
| Evaluator's home unit address & phone:   |   |  |  |  |                    |
| Name and Location of Incident or Simulation (agency & area)  | Incident Kind (wildfire, prescribed fire, wildland fire use, search & rescue, etc.) | Number & Type of Resources Pertinent to Trainee's Position | Duration (inclusive dates in trainee status) | Management Level or Prescribed Fire Complexity Level | NFFL Fuel Model(s) |
|  |   |  | to   |  |                    |
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**Evaluation Record  
(Continuation Sheet)**

| TRAINEE NAME   |  | TRAINEE POSITION  |   |   |                           |
|--|--|---|---|---|---------------------------|
| <b>#3</b>  | <b>Evaluator's name:</b><br><b>Incident/office title &amp; agency:</b>                         |   |   |   |                           |
| <b>Evaluator' home unit address &amp; phone:</b>   |  |   |   |   |                           |
| <b>Name and Location of Incident or Simulation (agency &amp; area)</b>   | <b>Incident Kind (wildfire, prescribed fire, wildland fire use, search &amp; rescue, etc.)</b> | <b>Number &amp; Type of Resources Pertinent to Trainee's Position</b> | <b>Duration (inclusive dates in trainee status)</b> | <b>Management Level or Prescribed Fire Complexity Level</b> | <b>NFFL Fuel Model(s)</b> |
|  |  |   | to  |   |                           |
| <p>The tasks initialed &amp; dated by me have been performed under my supervision in a satisfactory manner by the above named Trainee. I recommend the following for further development of this Trainee.</p> <p>_____ The individual has successfully performed all tasks for the position and should be considered for certification.</p> <p>_____ The individual was not able to complete certain tasks (comments below) or additional guidance is required.</p> <p>_____ Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation.</p> <p>_____ The individual is severely deficient in the performance of tasks for the position and needs further training (both required &amp; knowledge and skills needed) prior to additional assignment(s) as a Trainee.</p> <p><b>Recommendations:</b> _____</p> <p><b>Date:</b> _____ <b>Evaluator's initials:</b> _____ <b>Evaluator's relevant red card (or agency certification) rating:</b> _____</p> |  |   |   |   |                           |

|  |   |   |   |   |                           |
|--|---|---|---|---|---------------------------|
| <b>#4</b>  | <b>Evaluator's name:</b><br><b>Incident/office title &amp; agency:</b>                        |   |   |   |                           |
| <b>Evaluator' home unit address &amp; phone:</b>   |   |   |   |   |                           |
| <b>Name and Location of Incident or Simulation (agency &amp; area)</b>   | <b>Incident Kind (wildfire, prescribed fire, wildland fire use search &amp; rescue, etc.)</b> | <b>Number &amp; Type of Resources Pertinent to Trainee's Position</b> | <b>Duration (inclusive dates in trainee status)</b> | <b>Management Level or Prescribed Fire Complexity Level</b> | <b>NFFL Fuel Model(s)</b> |
|  |   |   | to  |   |                           |
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