

A Publication of the  
National Wildfire  
Coordinating Group

## NATIONAL INTERAGENCY INCIDENT MANAGEMENT SYSTEM

Sponsored by  
United States  
Department of Agriculture

### TASK BOOK FOR THE POSITION OF

United States  
Department of the Interior

## INFORMATION OFFICER TYPE 3 (IOF3)

National Association of  
State Foresters



**PMS 311-07**  
**NFES 2306**

**August 1993**

<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.*

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

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**FINAL EVALUATOR'S VERIFICATION**

I verify that all tasks have been performed and are complete with signatures. I also verify that

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

**EVALUATOR'S SIGNATURE AND DATE**

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

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**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**

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

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3833 S. Development Avenue  
Boise, Idaho 83705-5354

Order NFES # 2306

## NATIONAL WILDFIRE COORDINATING GROUP POSITION TASK BOOK

Position Task Books (PTB) have been developed for designated positions within the National Interagency Incident Management System. 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 individual's performance of all the tasks may involve more than one evaluator and can occur on incidents, in classroom simulation, and in other work situations. Designated PTBs require position performance during which the majority of required tasks are demonstrated on a single incident. Some positions also required that specific tasks be performed on a wildland fire—performance of these tasks on other types of incidents are NOT qualifying. It is important that performance be critically evaluated and accurately recorded by each evaluator. All tasks must be evaluated. All bullet statements within a task which require an action (contain 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 Wildland Fire Qualification Subsystem Guide 310-1. A brief list of responsibilities also appears below.

### **RESPONSIBILITIES:**

1. The **Local Office** is responsible for:
  - Selecting trainees based on the needs of the local office and the geographic area.
  - Ensuring that the trainee meets the training and experience requirements included in the Wildland Fire Qualification Subsystem Guide 310-1.
  - Issuing PTBs to document task performance.
  - Explaining to the trainee the purpose and processes of the PTB as well as the trainee's responsibilities.
  - Providing opportunities for evaluation and/or making the trainee available for evaluation.
  - Providing an evaluator for local assignments.
  - Tracking progress of the trainee.
  - Confirming PTB completion.
  - Determining certification per local policy.
  - Issuing proof of certification.
2. The **individual** is responsible for:
  - Reviewing and understanding instructions in the PTB.
  - Identifying desired objectives/goals.

- Providing background information to an evaluator.
  - Satisfactorily demonstrating completion of all tasks for an assigned position within three years.
  - Assuring the Evaluation Record is complete.
  - Notifying local office personnel when the PTB is completed and providing a copy.
  - Keeping the original PTB in personal records.
3. The **Evaluator** is responsible for:
- Being qualified and proficient in the position being evaluated.
  - Meeting with the trainee and determining past experience, current qualifications, and desired objectives/goals.
  - Reviewing tasks with the trainee.
  - Explaining to the trainee the evaluation procedures that will be utilized and which objectives may be attained.
  - Identifying tasks to be performed during the evaluation period.
  - Accurately evaluating and recording demonstrated performance of tasks. Satisfactory performance shall be documented by dating and initialing completion of the task. Unsatisfactory performance shall be documented in the Evaluation Record.
  - Completing the Evaluation Record found at the end of each PTB.
  - Signing the verification statement inside the front cover of the PTB when all tasks have been initialed.
4. The **Training Specialist** is responsible for:
- Identifying incident evaluation opportunities.
  - Identifying and assigning an evaluator that can provide a positive experience for the trainee, and make an accurate and honest appraisal of the trainee's performance.
  - Providing PTBs to approved trainees on the incident when local agency was unable to provide them.
  - Documenting the assignment.
  - Conducting progress reviews.
  - Conducting a close-out interview with the trainee and evaluator and assuring that documentation is proper and complete.

## QUALIFICATION RECORD

POSITION: INFORMATION OFFICER TYPE 3 (IOF3)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p><b><u>GENERAL</u></b></p> <p>1. <u>Obtain and assemble information and materials needed for kit.</u> Kit will be assembled and prepared prior to receiving an assignment. Kit will contain critical items needed for functioning during the first 48 hours. Kit will be easily transportable and within agency weight limitation (per National Mobilization Guide). The basic information and materials needed are:</p> <ul style="list-style-type: none"> <li>• Position Manual.</li> <li>• NWCG Fireline Handbook 410-1.</li> <li>• NWCG Field Operations Guide 401-1.</li> <li>• Unit Log ICS Form 214.</li> <li>• General Message ICS Form 213.</li> <li>• Printing calculator.</li> <li>• Envelopes (9x12), filing folders, note pad, notebook, paper clips, batteries, mechanical pencils, pens, masking tape, staples/stapler, filing folders.</li> <li>• Telephone and contact documentation log sheets.</li> <li>• Local media directory.</li> <li>• Camera/film</li> </ul>	O		

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QUALIFICATION RECORD  
Continuation Sheet

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TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p>2. <u>Provide for the safety and welfare of assigned personnel during the entire period of supervision.</u></p> <ul style="list-style-type: none"> <li>• Recognizes potentially hazardous situations.</li> <li>• Informs subordinates of hazards.</li> <li>• Ensures that special precautions are taken when extraordinary hazards exist.</li> <li>• Ensures adequate rest is provided to all unit personnel.</li> </ul>	I		
<p>3. <u>Demonstrate familiarity with radio communications procedures and basic functions/capabilities of:</u></p> <ul style="list-style-type: none"> <li>• Hand-held, portable, multi-channel radios.</li> <li>• Portable scanner.</li> <li>• Cellular telephone.</li> <li>• Facsimile machine (FAX).</li> </ul>	O		

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TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p>4. <u>Obtain complete information from dispatch upon initial activation.</u></p> <ul style="list-style-type: none"> <li>• Incident name.</li> <li>• Incident order number.</li> <li>• Request number.</li> <li>• Reporting location.</li> <li>• Reporting time.</li> <li>• Transportation arrangements/travel routes.</li> <li>• Contact procedures during travel (telephone/radio).</li> </ul>	I		
<p>5. <u>Maintain positive interpersonal relationships.</u></p> <ul style="list-style-type: none"> <li>• Maintain positive working relationships with all co-workers, incident personnel, local publics and agencies.</li> <li>• Employ good listening/responding skills with co-workers, incident personnel, the media and public.</li> <li>• Visibly support participating and cooperating agencies in contact with the news media and public.</li> <li>• Written materials (fact sheets/news releases, etc.) reflect support of other agencies.</li> <li>• Demonstrate sensitivity and respect toward all people and cultures in personal contacts and written materials.</li> <li>• Maintain neat and professional appearance.</li> <li>• Practice “service concept” with public/media/incident personnel.</li> </ul>	O		

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<p><b><u>MOBILIZATION</u></b></p> <p>6. <u>Obtain complete information from dispatch upon initial activation.</u></p> <ul style="list-style-type: none"> <li>• Incident order number.</li> <li>• Request number.</li> <li>• Incident name.</li> <li>• Incident number.</li> <li>• Reporting location (drop point).</li> <li>• Phone contacts.</li> <li>• Radio frequencies.</li> <li>• Transportation arrangements and routes.</li> <li>• Reporting times.</li> </ul>	I		
<p>7. <u>Gather all available information necessary to accurately assess incident, make appropriate decisions about immediate needs and actions including:</u></p> <ul style="list-style-type: none"> <li>• Check-in location.</li> <li>• Reporting time (ETA).</li> <li>• Travel route.</li> <li>• Order number.</li> <li>• Assigned Incident Commander's name/location.</li> <li>• Type of incident.</li> <li>• Current resource commitments.</li> <li>• Current situation status.</li> <li>• Expected duration of incident.</li> <li>• Terrain.</li> <li>• Weather (current and expected).</li> <li>• Agency Administrator's briefing.</li> <li>• Phone/radio contact procedures during travel.</li> </ul>	O		

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TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<b><u>INCIDENT ACTIVITIES</u></b>			
8. <u>Arrive at incident and check in:</u> <ul style="list-style-type: none"> <li>• At incident assigned location.</li> <li>• Properly equipped.</li> <li>• Within acceptable time limits.</li> <li>• According to agency guidelines.</li> </ul>	I		
9. <u>Establish contact with Incident Commander or Lead Information Officer to obtain briefing. Review Incident Commander's ICS Form 201 (Incident Briefing), and ICS Form 202 (Summary of Incident Organization), if available. Receive special instructions.</u> <ul style="list-style-type: none"> <li>• Contact jurisdiction responsible agency to determine what other external information activities are required or being performed.</li> <li>• Contact responsible agencies' public affairs staff for briefing on local issues.</li> <li>• Obtain key information items (cause, current situation, .....)</li> </ul>	O		
10. <u>Review available documentation.</u> <ul style="list-style-type: none"> <li>• Incident Action Plan.</li> <li>• Strategy objectives and ESFA alternatives.</li> </ul>	O		

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TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p>11. <u>Determine expectations of Incident Commander/Agency Administrator regarding gathering and disseminating of information.</u></p> <ul style="list-style-type: none"> <li>• Participation in interviews.</li> <li>• Media access (ground &amp; air).</li> <li>• Release of sensitive information.</li> <li>• Investigation and cause.</li> <li>• Need or location of information center.</li> </ul>	O		
<p>12. <u>Establish system/schedule for obtaining information.</u></p> <ul style="list-style-type: none"> <li>• 209's</li> <li>• Communication with agency dispatch.</li> <li>• Follow-up briefings from Incident Commander.</li> </ul>	O		
<p>13. <u>Determine and order to meet immediate staffing and resource needs.</u></p> <ul style="list-style-type: none"> <li>• Assess incident complexity and media interest.</li> <li>• Gather additional supplies to support effort.</li> </ul>	O		

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TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p>14. <u>Prepare a fact sheet and/or news release that describes the nature of the incident that addresses the 5 W's (Who, What, Where, When, Why).</u></p> <ul style="list-style-type: none"> <li>• Size.</li> <li>• Location (proximity to well-known locations or communities).</li> <li>• Time and date of origin.</li> <li>• Cause (if cleared).</li> <li>• What is threatened.</li> <li>• Resource/property values involved.</li> <li>• Costs to date.</li> <li>• Damages (property and resources).</li> <li>• Current and expected weather conditions.</li> <li>• Predicted containment/control.</li> <li>• Agencies/jurisdiction.</li> <li>• Cooperating agencies.</li> <li>• Equipment and resources committed and responding.</li> </ul>	O		
<p>15. <u>Initiate contact and respond to inquiries from media.</u></p> <ul style="list-style-type: none"> <li>• Call wire services with initial information and updates.</li> <li>• Provide phone numbers for media to call for further information.</li> <li>• Document all media contacts on media log.</li> <li>• Document key activities/highlights on Unit Log ICS Form 214.</li> </ul>	O		

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<p>16. <u>Participate in briefings/meetings and special sessions.</u></p> <ul style="list-style-type: none"> <li>• Develop information updates based on information received.</li> <li>• Apprise Incident Commander of special information and community needs.</li> </ul>	I		
<p>17. <u>Follow safety procedures and be aware of incident-specific special hazards.</u></p> <ul style="list-style-type: none"> <li>• Have available and use appropriate personal protective gear.</li> <li>• Follow established safety procedures for all forms of travel.</li> <li>• Consider lookouts, communications, escape routes, safety zones.</li> <li>• Brief media and public on safety concerns of the incident.</li> </ul>	I		

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TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p>18. <u>Serve as Information Officer in the Information Center.</u></p> <ul style="list-style-type: none"> <li>• Serve as information spokesperson for media calling the incident.</li> <li>• Gather information and prepare/update fact sheet/news release.</li> <li>• Clear information release with Information Center Manager (IOF2/IOF1).</li> <li>• Inform media outlets of Information Center phone numbers, location and operating hours.</li> <li>• Conduct interview and provide updates to media calling the Information Center.</li> <li>• Maintain log of media names, organization and types of requests for information.</li> <li>• Follow up on media requests for callbacks and additional information.</li> <li>• Gather and prepare releases or environmental, safety, prevention, rehabilitation and other messages about the incident.</li> <li>• Arrange and schedule phone and in-person interviews for the media with incident personnel.</li> <li>• Arrange and schedule media overflights of the incident and obtain information on media personnel and media aircraft for the Air Service Director.</li> <li>• Provide personal protective gear to media covering incident.</li> </ul>	O		

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TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<ul style="list-style-type: none"> <li>• Provide ground transportation and escorts for media going to the fireline and clear access with Division Supervisors.</li> <li>• Provide photographs and video shot by incident personnel for media when access is limited.</li> <li>• Prepare and update maps and other visuals to aid IOFs and other incident personnel in briefing the media on incident status.</li> </ul>			
<p>19. <u>Serve as Field Information Officer.</u></p> <ul style="list-style-type: none"> <li>• Obtain information on incident activities for dissemination to media visiting the ICP and/or incident location.</li> <li>• Attend IC briefing; interview other incident management personnel to obtain incident information.</li> <li>• Prepare and update fact sheet/news release for information center and media briefings.</li> <li>• Pre-plan media access to incident personnel, aircraft and incident.</li> <li>• Determine when IC and other personnel will be available for media interviews and briefings, and when and under what conditions media will have access to incident aircraft for overflights and access to incident airspace.</li> <li>• Pre-arrange ground transportation and protective gear for media trips to incident.</li> </ul>	I		

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TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<ul style="list-style-type: none"> <li>• Escort or arrange for escorts for media access to incident.</li> <li>• Provide support and service to media visiting ICP, fireline and other incident-related locations.</li> <li>• Serve as incident spokesperson.</li> <li>• Arrange interviews/briefings for the media with IC and other incident personnel.</li> <li>• Arrange media overflights in government aircraft when appropriate and clear media overflights of the incident.</li> <li>• Gather information for environmental, fire prevention and other messages.</li> <li>• Shoot photographs and video of the incident and related activities.</li> <li>• Be alert to rumors and take appropriate action.</li> </ul>			
<p>20. <u>Serve as Information Officer with community relations responsibilities.</u></p> <ul style="list-style-type: none"> <li>• Make initial contacts and updates for community leaders and other local key contacts.</li> <li>• Make initial contact and update local cooperating public service agencies.</li> <li>• Obtain local briefing on community, street maps, emergency numbers for local agencies.</li> <li>• See out and be sensitive to local concerns and provide to incident management organization.</li> <li>• Obtain and implement public posting plan.</li> </ul>	I		

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TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<ul style="list-style-type: none"> <li>• Update and post incident fact sheet or newsletter at various locations in community.</li> <li>• Escort or arrange for visits by local officials, key contacts and other publics to the ICP and incident.</li> <li>• Moderate, host or prepare for information briefings.</li> <li>• Inform affected public about evacuation centers.</li> <li>• Be alert to rumors and deal with them effectively.</li> <li>• Keep local officials informed about damages.</li> </ul>			
<p>21. <u>Prepare and disseminate information internally to personnel on incident and appropriate agency offices.</u></p> <ul style="list-style-type: none"> <li>• Establish bulletin board(s) at ICP and other incident locations.</li> <li>• Develop newsletter.</li> <li>• Develop system and schedule for transmitting information to off-site offices of assisting agencies.</li> <li>• Develop news clipping sheet for posting at bulletin board locations.</li> </ul>	O		

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<p>22. <u>Incorporate approved special messages and information into routine incident information.</u></p> <ul style="list-style-type: none"> <li>• Prevention.</li> <li>• Public safety.</li> <li>• Ecosystem management.</li> <li>• Resource and environmental protection measures.</li> <li>• Interagency cooperation.</li> <li>• Fire rehabilitation and resource recovery programs.</li> <li>• Recognition and praise for local community and volunteer support.</li> </ul>	O		
<p>23. <u>Prepare briefing materials for VIP visits and assist with planning, coordination and logistics for visits.</u></p>	O		
<p>24. <u>Respond to special situations within an incident.</u></p> <ul style="list-style-type: none"> <li>• Prepare briefing paper/news release for approval of Lead Information Officer, Incident Commander or Agency Administrator.</li> <li>• Respond to media inquiries about special situations using approved fact sheet/news release information.</li> </ul>	O		

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25. <u>Coordinate with other information functions:</u> <ul style="list-style-type: none"> <li>• MAC.</li> <li>• Area Command.</li> <li>• Dispatch.</li> <li>• NIFC.</li> <li>• Cooperating agencies.</li> <li>• Other incidents.</li> </ul>	W		
26. <u>Complete and submit required ICS documentation and other documentation as requested by Incident Commander and/or Agency Administrator.</u>	O		
<b><u>DEMOBILIZATION</u></b>			
27. <u>Assist in the Preparation of the Information Demobilization Plan.</u> <ul style="list-style-type: none"> <li>• Return materials and clean up work area of information center.</li> </ul>	O		
28. <u>Evaluate performance of subordinates as required by agency policy.</u>	O		

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29. <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.</li> <li>• Ensure that incident and agency demobilization procedures are followed (ICS Form 221 completed and submitted if required).</li> </ul>	O		
30. <u>Assist with post-incident information strategy and procedure.</u> <ul style="list-style-type: none"> <li>• Assist in organizing briefing material and documentation materials for jurisdictional agency information staff.</li> <li>• Assist jurisdictional agency with the preparation of a post incident information strategy.</li> </ul>	O		

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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, by simulation 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.**

**Evaluator's name, incident/office title & agency:** List the name of the evaluator, his/her incident position (on incidents) or office title, and agency.

**Evaluator's home unit address & phone:** self explanatory

**#:** The number in the upper left corner of the experience block identifies a particular experience or group of experiences. This number should be placed in the column labeled "Evaluation Record #" on the Qualification Record in order to indicate the circumstances under which a particular task was performed.

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

**Incident Type:** Enter type of incident, e.g., wildfire, search and rescue, flood, etc.

**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 individual was evaluated. This block may indicate a span of time covering several small and similar incidents if the individual has been evaluated on that basis, i.e., several initial attack fires in similar fuel types.

**Mgt. Level:** Indicate ICS organization level, i.e., Type 4, Type 3, Type 2, Type 1 or Area Command.

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

- |                                 |                                |
|---------------------------------|--------------------------------|
| 1. Short Grass (1 foot)         | 8. Closed Timber Litter        |
| 2. Timber (grass & understory)  | 9. Hardwood Litter             |
| 3. Tall grass (2 1/2 feet)      | 10. Timber (litter understory) |
| 4. Chaparral (6 feet)           | 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, incident/office title & agency:				
Evaluator's home unit address & phone:					
Location of Incident or Simulation (agency & area)	Incident Type (wildfire, search & rescue, etc.)	Number & Type of Resources Pertinent to Trainee's Position	Duration (inclusive dates in trainee status)	Mgt. Level (Area Command, Type 1, 2, 3, or 4)	NFFL Fuel Model
			to		
<p>The tasks initialed &amp; dated by me have been performed under my supervision and 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 must complete all training (both mandatory &amp; suggested) prior to further assignment as a trainee.</p> <p>Recommendations: _____</p> <p>_____</p> <p>Date: _____ Evaluator's initials: _____ Evaluator's relevant red card (or agency certification) rating: _____</p>					

<b>#2</b>	Evaluator's name, incident/office title & agency:				
Evaluator's home unit address & phone:					
Location of Incident or Simulation (agency & area)	Incident Type (wildfire, search & rescue, etc.)	Number & Type of Resources Pertinent to Trainee's Position	Duration (inclusive dates in trainee status)	Mgt. Level (Area Command, Type 1, 2, 3, or 4)	NFFL Fuel Model
			to		
<p>The tasks initialed &amp; dated by me have been performed under my supervision and 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 must complete all training (both mandatory &amp; suggested) prior to further assignment as a trainee.</p> <p>Recommendations: _____</p> <p>_____</p> <p>Date: _____ Evaluator's initials: _____ Evaluator's relevant red card (or agency certification) rating: _____</p>					

## Evaluation Record (Continuation Sheet)

TRAINEE NAME		TRAINEE POSITION			
#3	Evaluator's name, incident/office title & agency:				
Evaluator's home unit address & phone:					
Location of Incident or Simulation (agency & area)	Incident Type (wildfire, search & rescue, etc.)	Number & Type of Resources Pertinent to Trainee's Position	Duration (inclusive dates in trainee status)	Mgt. Level (Area Command, Type 1, 2, 3, or 4)	NFFL Fuel Model
			to		
<p>The tasks initialed &amp; dated by me have been performed under my supervision and 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 must complete all training (both mandatory &amp; suggested) prior to further assignment as a trainee.</p> <p>Recommendations: _____</p> <p>Date: _____ Evaluator's initials: _____ Evaluator's relevant red card (or agency certification) rating: _____</p>					

#4	Evaluator's name, incident/office title & agency:				
Evaluator's home unit address & phone:					
Location of Incident or Simulation (agency & area)	Incident Type (wildfire, search & rescue, etc.)	Number & Type of Resources Pertinent to Trainee's Position	Duration (inclusive dates in trainee status)	Mgt. Level (Area Command, Type 1, 2, 3, or 4)	NFFL Fuel Model
			to		
<p>The tasks initialed &amp; dated by me have been performed under my supervision and 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 must complete all training (both mandatory &amp; suggested) prior to further assignment as a trainee.</p> <p>Recommendations: _____</p> <p>Date: _____ Evaluator's initials: _____ Evaluator's relevant red card (or agency certification) rating: _____</p>					