

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

**AIR TACTICAL GROUP SUPERVISOR
(ATGS)**

United States
Department of the Interior

National Association of
State Foresters

(WILDFIRE ASSIGNMENT REQUIRED)



**PMS 311-18
NFES 2324**

August 1993

TASK BOOK ASSIGNED TO:
INDIVIDUAL'S NAME, DUTY STATION, AND PHONE NUMBER
TASK BOOK INITIATED BY:
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**

FINAL EVALUATOR'S VERIFICATION

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

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

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

Additional copies of this publication may be ordered from:

National Interagency Fire Center, ATTN: Supply
3833 S. Development Avenue
Boise, Idaho 83705-5354

Order NFES # 2324

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: AIR TACTICAL GROUP SUPERVISOR (ATGS)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<u>GENERAL</u>			
1. <u>Establish and maintain positive interpersonal and interagency working relationships.</u> <ul style="list-style-type: none"> • Through briefings, discuss EEO, civil rights, sexual discrimination, and other sensitive issues, with assigned personnel. • Recognize cultural language difficulties as it impacts work output and expectations. • Provide equal assignment opportunities based on individual skill level. • Monitor and evaluate progress based on expected work standards, not race, color, or creed. • Individual agency values and policies are addressed throughout the tenure of the incident. • Differences in agency values and policies that affect the operation are arbitrated in a manner that fosters continuous positive working relationships. • Integrate cultural resource considerations into all management activities. 	O		
<u>MOBILIZATION</u>			
2. <u>Receive fire name, number and resource order number.</u>	I		
3. <u>Receive reporting times & location.</u>	I		

*Code: O = task can be completed in any situation (classroom, simulation, prescribed fire, daily job, etc.)
 I = task must be performed on an incident (flood, fire, search & rescue, etc.)
 W = task must be performed on a wildfire incident
 /R = Rare event—the evaluation assignment may not provide opportunities to demonstrate performance. The evaluator may be able to determine skills/knowledge through interview or the home office may need to arrange for another assignment or a simulation.

QUALIFICATION RECORD
Continuation Sheet

POSITION: AIR TACTICAL GROUP SUPERVISOR (ATGS)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
4. <u>Who do you report to (chain of command).</u>	I		
5. <u>Determine type transportation.</u>	I		
6. <u>Request radio frequencies VHF/FM (air to air and air to ground).</u>	I		
7. <u>Assemble Air Attack Kit.</u> <ul style="list-style-type: none"> • Flight Helmet and headset. • Nomex suit. • Knee board. • Adapter for military hookup to flight helmet. • Ear plugs. • 9600 Channel radio (if not already on aircraft). • Map plotter. • Aeronautical charts and air point directory. • Dark glasses. • Hand-held calculator. • Other personal gear. 	I		
<u>INCIDENT ACTIVITIES - INITIAL ATTACK</u>			
8. <u>Receive Location-VOR-DME-township, range, section-Loran#'s, latitude and longitude.</u>	W		

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QUALIFICATION RECORD
Continuation Sheet

POSITION: AIR TACTICAL GROUP SUPERVISOR (ATGS)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
9. <u>Identify available number of tankers-ETA, reload base, aircraft identification and type.</u>	W		
10. <u>Identify ground contact.</u>	W		
11. <u>Obtain frequencies for Air/Ground/Air to Air.</u>	W		
12. <u>Contact other aircraft working fire area.</u>	W		
13. <u>Brief pilot(s) on tactics and communications.</u>	W		
14. <u>Request location of any known hazards in the area.</u>	W		
15. <u>Determine fuel type and retardant coverage level.</u>	W		
16. <u>Order ATCO (lead plane) if appropriate.</u>	W		
17. <u>Size-up fire, report to dispatch, confirm or correct coordinates (Loran) and location.</u>	W		
18. <u>Determine burning conditions-fuels, fire behavior, slope, aspect, weather factors-existing and forecasted.</u>	W		

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QUALIFICATION RECORD
Continuation Sheet

POSITION: AIR TACTICAL GROUP SUPERVISOR (ATGS)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
19. <u>Recommend additional resource needs to dispatch or IAIC.</u>	W		
20. <u>Determine fire access for ground forces to the fire.</u>	W		
21. <u>Inform aircraft to call in 5 min out; set position heading and altimeter; assign pattern altitude.</u>	W		
22. <u>Notify ground forces of incoming aircraft.</u>	W		
23. <u>Establish or insure flight following according to unit policy.</u>	W		
24. <u>Request/verify Temporary Flight Restriction (91.137) as needed.</u>	W		
25. <u>Assign a reporting position by geographic landmark for incoming aircraft, if needed.</u>	W		
26. <u>Assign traffic patterns for approach/departure.</u>	W		
27. <u>Give target identification.</u>	W		
28. <u>Determine retardant coverage level based on fuel type and adjust to burning conditions.</u>	W		

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QUALIFICATION RECORD
Continuation Sheet

POSITION: AIR TACTICAL GROUP SUPERVISOR (ATGS)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
29. <u>Identify available flight hours.</u>	W		
30. <u>Establish positive communication with ground forces.</u>	W		
31. <u>Clear the drop zone.</u>	W		
32. <u>Confirm the target selection with ground forces.</u>	W		
33. <u>Give final run notification to ground forces and get confirmation that target area is clear.</u>	W		
34. <u>Order additional aerial resources as needed.</u>	W		
35. <u>Give evaluation of drop to tanker pilot or ATCO (lead plane).</u>	W		
36. <u>Give adjustment or alignment on target for next run of tanker.</u>	W		
<u>INCIDENT ACTIVITIES ON EXTENDED ATTACK OR PROJECT FIRES</u>			
37. <u>Check-in at assigned base of operations (complete ICS 211).</u>	W		

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QUALIFICATION RECORD
Continuation Sheet

POSITION: AIR TACTICAL GROUP SUPERVISOR (ATGS)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
38. <u>Receive briefing from supervisor (incident objectives, priorities, etc.).</u>	W		
39. <u>Determine assigned location for Air Tactical Operation.</u>	W		
40. <u>Identify local airport or helibase.</u>	W		
41. <u>Determine lodging requirements (ICP, base, camp or fixed wing base).</u>	W		
42. <u>Order or obtain aircraft with radio package.</u>	W		
43. <u>Confirm Temporary Flight Restriction (91.137) in effect.</u>	W		
44. <u>Coordinate and manage airspace in accordance with TFR.</u>	W		
45. <u>Identify MTRs & MOAs that impact aerial operations.</u>	W		
46. <u>List aircraft assigned-tankers by number and type; helicopter by number and type; lead plane by number.</u>	W		
47. <u>Identify other aircraft operating in area.</u>	W		

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QUALIFICATION RECORD
Continuation Sheet

POSITION: AIR TACTICAL GROUP SUPERVISOR (ATGS)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
48. <u>Identify air tanker base location and turn around time.</u>	W		
49. <u>Determine type of retardant available.</u>	W		
50. <u>Determine air tanker base capabilities & limitations.</u>	W		
51. <u>Identify retardant use restrictions (environmental use in watersheds, fisheries, etc.).</u>	W		
52. <u>Identify and request radio frequencies for the incident (VHF-AM, VHF-FM).</u>	W		
53. <u>Identify flight hazards and inform pilots.</u>	W		
54. <u>Obtain Incident Action Plan and incident map.</u>	W		
55. <u>Update or develop map with priorities and restrictions: wildlife areas, residential areas, etc.</u>	W		
56. <u>Check pilot and aircraft cards for air attack platform.</u>	W		
57. <u>Monitor pilot flight/duty hour limitations.</u>	W		

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QUALIFICATION RECORD
Continuation Sheet

POSITION: AIR TACTICAL GROUP SUPERVISOR (ATGS)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
58. <u>Brief pilot on mission requirements.</u>	W		
59. <u>Develop cockpit coordination responsibilities.</u>	W		
60. <u>Check communications package and program radios with frequencies.</u>	W		
61. <u>Attend morning briefing, if possible.</u>	W		
62. <u>Update incident map.</u>	W		
63. <u>Confirm communication frequencies, air to ground FM, air to air (helicopter, fixed-wing).</u>	W		
64. <u>Insure frequencies are programmed.</u>	W		
65. <u>Give daily availability of tactical aircraft.</u>	W		
66. <u>Give input for aircraft capability "helicopter vs. fixed-wing" match aircraft to mission needs.</u>	W		
67. <u>Identify division locations/boundaries and establish contact with ground forces.</u>	W		

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QUALIFICATION RECORD
Continuation Sheet

POSITION: AIR TACTICAL GROUP SUPERVISOR (ATGS)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
68. <u>Give briefing for tactical pilots on objectives, priorities, communication plan and tactics.</u>	W		
69. <u>Provide intelligence to Operations Section Chief and Planning Section.</u>	W		
70. <u>Assist and/or develop air operations communications plan.</u>	W		
71. <u>Identify reload bases and contact manager or dispatch.</u>	W		
72. <u>Plan for coverage for air attack during extended shift or while refueling.</u>	W		
73. <u>Brief relief ATGS.</u>	W		
74. <u>Determine need for helicopter coordinator and order if necessary, then brief.</u>	W		
75. <u>Implement aviation portion of the Incident Action Plan.</u>	W		
76. <u>Coordinate logistical flights.</u>	W		

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QUALIFICATION RECORD
Continuation Sheet

POSITION: AIR TACTICAL GROUP SUPERVISOR (ATGS)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
77. <u>Debrief to provide intelligence for planning to air operations branch director, operations section chief, situation unit leader.</u>	W		
78. <u>Compile daily statistics and provide to AOB.</u>	W		
79. <u>Summarize and evaluate day's operation and make recommendations for succeeding operations.</u>	W		
80. <u>Insure positive control of aircraft in incident airspace.</u>	W		
81. <u>Act as a liaison officer between the military agencies.</u>	W		
82. <u>Approve non-incident aircraft flights in the airspace.</u>	W		
83. <u>Obtain approval for changing operational plan based on changing conditions, weather, fire behavior, fuels, aircraft availability and priorities.</u>	W		
84. <u>Match aircraft to mission requirements.</u>	W		
85. <u>Monitor winds-speed and direction.</u>	W		

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QUALIFICATION RECORD
Continuation Sheet

POSITION: AIR TACTICAL GROUP SUPERVISOR (ATGS)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
86. <u>Insure safe drop height by air tankers.</u>	W		
87. <u>Conduct operations during daylight (day-1/2 hour before sunrise, 1/2 hour after sunset).</u>	W		
88. <u>Monitor shadows in canyons.</u>	W		
89. <u>Monitor smoke conditions.</u>	W		
90. <u>Provide weather watch for fire and aerial operations.</u>	W		
91. <u>Monitor and be aware of turbulence-terrain and wake.</u>	W		
92. <u>Enforce frequency management for aviation operations.</u>	W		
93. <u>Identify primary and alternate drop sites.</u>	W		
94. <u>Confirm operations in VFR conditions.</u>	W		
95. <u>Use aviation sectionals and WAC charts.</u>	W		
96. <u>Complete accident/incident reports as necessary and submit per agency requirements.</u>	W/R		

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QUALIFICATION RECORD
Continuation Sheet

POSITION: AIR TACTICAL GROUP SUPERVISOR (ATGS)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
97. <u>Enforce agency aviation regulations and aircraft contract or rental provisions.</u>	W		
<u>DEMOBILIZATION</u>			
98. <u>Identify surplus or excess aviation assets to planning section.</u>	W		
99. <u>Inform aircraft crews of demobilization schedule.</u>	W		
100. <u>Evaluate subordinates.</u>	W		
101. <u>Provide feedback to pilots.</u>	W		
102. <u>Ensure that incident and agency demobe procedures are followed.</u>	W		

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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			
#1	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 & 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 & 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>					

#2	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		
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**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		
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#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 & 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 & 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>					