

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

BASE/CAMP MANAGER (BCMG)

National Association of
State Foresters



PMS 311-42
NFES 2352

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 # 2352

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: BASE/CAMP MANAGER (BCMG)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<u>GENERAL</u>			
<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 the assignment and 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> <p>a. Equipment:</p> <ul style="list-style-type: none"> • Fireline Handbook 410-1. • Flashlight—good quality three-cell for nighttime work. • Wind-up alarm clock. • Measuring tape, minimum size -100-ft, to measure areas. • Small calculator for numerous uses. • Hammer and nails—for posting signs and roping areas, etc. • Base/Camp Manager Workbook with all the checklists. <p>b. Expendables</p> <ul style="list-style-type: none"> • Extra flashlight batteries. • Twelve-General Message Forms (ICS 213). • Six Unit Logs (ICS 214). • Grid sheets 1/4-in (8 1/2-in x 11-in) and 1-in (at least 24-in x 20-in). • Layout base or camp. • Make copies of layout for posting so all can see. • Pens, pencils, paper, clipboards. 	O		

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 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: BASE/CAMP MANAGER (BCMG)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<ul style="list-style-type: none"> • Strong hazard tape—black and yellow for safety flagging. • Blank pasteboard for impromptu signs. At least 20 pieces 12-in x 18-in. • Broad felt tip markers to make signs. • Two cans spray paint—1 black, 1 white. • Masking tape—use for posting maps, layouts, paper on easels or information boards. • Duct tape—the universal repair medium. • Assorted nails and fence staples. • Surveyor's stakes and lath (approximately 12-in)—use to physically layout the sites on the ground, also to post signs, tie off things, etc. • Surveyor's flagging with assorted colors. • Colored plastic tape—for marking items and sign marking. 			

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QUALIFICATION RECORD
Continuation Sheet

POSITION: BASE/CAMP MANAGER (BCMG)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p><u>MOBILIZATION</u></p> <p>2. <u>Prior to dispatch to the incident, the following information is obtained:</u></p> <ul style="list-style-type: none"> • Incident order number. • Request number. • Incident name. • Reporting location (drop point). • Phone contacts. • Radio frequencies. • Transportation arrangements and routes. • Reporting times. 	O		
<p>3. <u>Gather information.</u> Gather all available information necessary to accurately assess incident; make appropriate decisions about immediate needs and actions including:</p> <ul style="list-style-type: none"> • Check-in location. • Reporting time (ETA). • Travel route. • Order number. • Assigned incident Commander's name/location. • Type of incident. • Current resource commitments. • Current situation status. • Expected duration of incident. • Terrain. • Weather (current and expected). • Agency administrator's name and method to reach (as appropriate). • Agency Administrator's briefing requirements (as appropriate). • Phone/radio contact procedures during travel. 	O		

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QUALIFICATION RECORD
Continuation Sheet

POSITION: BASE/CAMP MANAGER (BCMG)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<u>INCIDENT ACTIVITY</u>			
4. <u>Arrive at incident and check in.</u> Arrive properly equipped at incident assigned location within acceptable time limits. Check in according to agency guidelines.	I		
5. <u>Obtain briefing from Facilities Unit Leader and discuss specific unit needs with incident staff.</u> Ensure that briefings from Facilities Unit Leader are complete and include as a minimum: description of work space, work schedule, policies and operating procedures. You are responsible for asking questions, from possible predetermined list, that will allow satisfactory completion of all job aspects.	I		
6. <u>Obtain necessary resources and supplies.</u> Determine the necessary base/camp staffing level, needed supplies and materials and obtain through proper channels.	I		
7. <u>Design base/camp layout and provide for base/camp map and signs.</u> Determine and design base/camp facilities. Layout will identify and provide for traffic/personnel flow, inter-unit/section communications, functional location, expendability and safety. Incident personnel will be informed of facility locations by base camp maps and signs.	I		

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QUALIFICATION RECORD
Continuation Sheet

POSITION: BASE/CAMP MANAGER (BCMG)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p>8. <u>Ascertain that all facilities and equipment are set up and properly functioning.</u></p> <ul style="list-style-type: none"> • Coordinate with Facilities Unit Leader to establish priorities and provide facilities and associated equipment to meet request/needs of the incident. • Provide operation and maintenance for all facilities and associated equipment. 	O		
<p>9. <u>Ensure compliance with all applicable health and safety regulations.</u> Applicable health and safety standards will be identified for the location of the incident. You will design and implement a procedure to comply with standards.</p>	O		
<p>10. <u>Ensure that all facility maintenance/services are provided.</u> Establish priorities and schedules for daily maintenance and service of base/camp installation.</p>	I		
<p>11. <u>Develop contingency planning.</u> Provide adequate contingency planning to cover situations such as bad weather.</p>	I		

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QUALIFICATION RECORD
Continuation Sheet

POSITION: BASE/CAMP MANAGER (BCMG)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
12. <u>Identify for release, excess section resources and supplies.</u> You will provide Facilities Unit Leader with a listing of excess base/camp personnel and facilities. The listing will include who and what is excess, and time and date when excess. The list will be reviewed daily for accuracy.	I		
13. <u>Maintain ICS Form 214 (Unit Log).</u> Unit Log will be kept current, legible, and document all major activities.	O		
14. <u>Supervise the restoration of base/camp areas to pre-incident condition.</u> You will coordinate with the Facilities Unit Leader and resource advisor to meet the standards of the rehabilitation plan relating to base/camp areas.	I		
15. <u>Supervise removal of facility installations and equipment.</u> Under the supervision of the Facilities Unit Leader, ensure that facility installations and equipment are removed and returned in a timely manner.	I		
16. <u>Brief subordinate(s) and relief personnel.</u> Direct communication is critical. Information is to be given periodically and with every change from planned work. The chain of command must be followed. Overall incident information is important to subordinates.	I		

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QUALIFICATION RECORD
Continuation Sheet

POSITION: BASE/CAMP MANAGER (BCMG)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
17. <u>Evaluate performance of subordinates as required by agency policy.</u> Performance evaluations will be done for all unit personnel prior to their release from the incident. Performance evaluations are discussed with the individual.	I		
<u>DEMOBILIZATION</u>			
18. <u>Demobilization and check-out.</u> <ul style="list-style-type: none"> • Receive demobilization instructions from work supervisor. • Brief subordinate staff on demobilization procedures and responsibilities. • Ensure that incident and agency demobilization procedures are followed. If required, ICS Form 221 (Demobilization Check-Out) is completed and turned in to the appropriate person. 	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, 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>					