

United States
Department of the Interior

Bureau of Land Management
U.S. Fish and Wildlife Service



BLM FIRE AND AVIATION MANAGEMENT

TASK BOOK FOR THE POSITION OF

**ENGINE OPERATOR
(ENOP)**

JUNE 2006

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.

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 Web site:
http://www.blm.gov/nifc/st/en/prog/fire/training/fire_training/courses/enop.html

BUREAU OF LAND MANAGEMENT POSITION TASK BOOK

This Position Task Book (PTB) has been developed for the position of Engine Operator. The 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.

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.

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: ENGINE OPERATOR (ENOP)

| TASK | C O D E* | EVALUATION RECORD # | EVALUATOR: Initial & date upon completion of task |
|--|-------------------|------------------------|---|
| <p><u>MAINTENANCE, READINESS AND ACCOUNTABILITY</u></p> <p>1. <u>Perform Preventative Maintenance (PM) on the Cab and Chassis.</u></p> <ul style="list-style-type: none"> • Use “Daily Fire Engine Inspection Checklist.” • Use “Fire Engine Maintenance Procedure and Record” for monthly and annual inspections. • Maintain vehicle in accordance with guidelines as outlined in the vehicle operator’s manual and local standard operating procedures. • Report mechanical problems, using appropriate channels. • Identify vehicle safety compliance requirements that will red-tag the vehicle. | O | | |

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QUALIFICATION RECORD

Continuation Sheet

POSITION: ENGINE OPERATOR (ENOP)

| TASK | C O D E* | EVALUATION RECORD # | EVALUATOR: Initial & date upon completion of task |
|---|-------------------|------------------------|---|
| <p>2. <u>Perform Preventative Maintenance (PM) on the Pump Package (Pump, Tank, Plumbing, Hose, Etc.)</u></p> <ul style="list-style-type: none"> • Use “Fire Engine Maintenance Procedure and Record” for periodic and post-fire inspections. • Use “Daily Fire Engine Inspection Checklist.” • Maintain the pump package in accordance with guidelines as outlined in the operator’s manual and local standard operating procedures. • Report repeated mechanical problems, using appropriate channels. • Identify equipment safety compliance requirements that will red-tag the pump. • Perform pump flow tests in accordance with Bureau and/or local standards. • Maintain chemical/foam proportioning system. • Maintain hose and fittings. | O | | |

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| 3. <u>Complete a Daily/Monthly/Periodic Vehicle Utilization Report as per Local/State Policy.</u> <ul style="list-style-type: none"> • Fuel • Mileage • Hours • Exception Cost Coding • Preventative Maintenance | O | | |
| 4. <u>Demonstrate the Process of Submitting an Equipment Improvement/Deficiency Report.</u> | O | | |
| 5. <u>Perform Winterization Procedures.</u> <ul style="list-style-type: none"> • Protect from potential freeze damage during cold nights. (Field or short-term winterization) • Complete all necessary post-season winterization using the “Winterization Checklist.” | O | | |

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| 6. <u>Perform Basic Field Repairs as Needed.</u> <ul style="list-style-type: none"> • Identify problem using appropriate equipment troubleshooting guides. • Determine if problem can be fixed in the field. • Fix problem or call for assistance. | O | | |
| 7. <u>Maintain Engine Fire Readiness.</u> <ul style="list-style-type: none"> • Maintain Normal Unit Stocking (NUS), according to Bureau standards, for assigned vehicle throughout fire season. • Maintain clean, orderly appearance of vehicle and equipment. • Maintain all equipment in functional condition (e.g., fuel containers full, chain saw sharpened, tools sharpened, etc.) • Complete post-fire refurbishment per local standards. | O | | |

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| 8. <u>Maintain Accountability for Assigned Equipment.</u> <ul style="list-style-type: none"> • Apply appropriate policies and procedures when using Bureau and GSA vehicles. • Maintain all required maintenance records for assigned apparatus. • Complete vehicle accident forms when necessary. | O | | |

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| TASK | C O D E* | EVALUATION RECORD # | EVALUATOR: Initial & date upon completion of task |
|--|-------------------|------------------------|---|
| <p><u>ENGINE DRIVING SKILLS</u></p> <p>9. <u>Demonstrate Ability to Safely Perform Driving Skills.</u></p> <ul style="list-style-type: none"> • Identify capabilities and limitations of the apparatus (GVW, turning radius, shifting water loads, etc.) <ul style="list-style-type: none"> - In adverse weather (thunderstorms, etc.) - During day and night - In conditions of impaired visibility (smoke, dust, etc.) - As part of a convoy • Demonstrate ability to start and back down on mid-slope. • Demonstrate appropriate use of warning lights and/or siren. • Demonstrate knowledge of load limits (on various types of road surfaces, bridges, culverts, etc.) • Demonstrate proper braking and cornering techniques on all types of surfaces and terrain. • Demonstrate proper use of chock blocks. • Demonstrate proper backing technique. | O | | |

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| TASK | C O D E* | EVALUATION RECORD # | EVALUATOR: Initial & date upon completion of task |
|--|-------------------|------------------------|---|
| 10. <u>Demonstrate Ability to Safely Perform Urban Driving.</u> <ul style="list-style-type: none"> • Parking. • Lane changes. • Clearance. • Stopping distances. • Pedestrians. • Turning. | O | | |
| 11. <u>Demonstrate Ability to Safely Perform Rural Driving.</u> <ul style="list-style-type: none"> • Negotiate blind corners and narrow roads. • Identify and mitigate hazards of livestock and wildlife. • Adjust to poor road conditions (washboards, potholes, loose gravel, etc.). • Compensate for slow-moving vehicles (farm equipment, other emergency vehicles, etc.) | I | | |

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| TASK | C O D E* | EVALUATION RECORD # | EVALUATOR: Initial & date upon completion of task |
|--|-------------------|------------------------|---|
| <p>12. <u>Demonstrate Ability to Safely Perform Off-road Driving.</u></p> <ul style="list-style-type: none"> • Use spotters where appropriate. • Drive through poor traction conditions, which may include mud, sand, gravel, rocky surfaces, gullies, side hills and steep terrain, etc. • Negotiate water hazards (back up to water sources for drafting purposes, ford streams, etc.). • Make appropriate allowances for special conditions (sensitive habitat, cultural sites, wilderness, etc.). • Negotiate fuels and terrain without damaging vehicle. | O | | |
| <p>13. <u>Perform Post Off-road Driving Inspection Prior to Driving on Public Roads.</u></p> <ul style="list-style-type: none"> • Duals (rocks, tire damage, etc.). • Brakes. • Under carriage (brakes, drive line, tie rod, differential, etc.). • Noxious weed washdown. | O | | |

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|--|-------------------|------------------------|---|
| <p><u>SAFETY</u></p> <p>14. <u>Provide for the Safety of Assigned Personnel.</u></p> <ul style="list-style-type: none"> • Apply safety guidelines (Job Hazard Analyses [JHAs], Risk Management Worksheets, work and driving duty day limitations, etc.) appropriately. • Recognize potentially hazardous situations, take action to mitigate, and inform others. • When appropriate, conduct safety briefings. • Ensure use of seat belts. • Secure the doors, top racks, gear, equipment, etc. • Ensure Personal Protective Equipment (PPE) is in place and used when appropriate. • Ability to locate and use hand held fire extinguishers first aid kits. | O | | |

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| TASK | C O D E* | EVALUATION RECORD # | EVALUATOR: Initial & date upon completion of task |
|---|-------------------|------------------------|---|
| <u>FIRE TACTICS</u> | | | |
| 15. <u>Ensure All Apparatus Operations Adhere to the Principles of Fireline Safety.</u> <ul style="list-style-type: none"> • Follow the 10 Standard Fire Orders. • Be aware of the 18 Watch Out Situations. • Follow the safety principles of Lookouts, Communications, Escape Routes, and Safety Zones (LCES). • Know your right to refuse an unsafe assignment. | RX/W | | |
| 16. <u>Engine Protection.</u> <ul style="list-style-type: none"> • Protect engine by positioning in a fire safe area. • Set up and use engine protection lines. • Maintain adequate water reserve to protect engine. • Identify egress and ingress routes and methods. | O | | |

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| TASK | C O D E* | EVALUATION RECORD # | EVALUATOR: Initial & date upon completion of task |
|--|-------------------|------------------------|---|
| <p>17. <u>Apply Water and Chemicals Effectively.</u></p> <ul style="list-style-type: none"> • State and effectively apply the principles of wildland fire hydraulics. • State and effectively apply the principles of efficient water and/or chemical use, critical application rate and water conservation. • Sustain water and chemical supply for assignment. • Produce different types of foam from nozzle in a timely manner for different fire situations. • Know the capabilities and characteristics of the most common types of foam products and their proper applications. • Know the limitations and environmental concerns of chemical use. | O | | |

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| TASK | C O D E* | EVALUATION RECORD # | EVALUATOR: Initial & date upon completion of task |
|--|-------------------|------------------------|---|
| <p>18. <u>Design and Implement Water Delivery Systems Where Applicable for Tactical Work Assignments.</u></p> <ul style="list-style-type: none"> • Construct a simple hoselay and extend as needed. • Construct a progressive hoselay. • Demonstrate a working knowledge of hose pack types and uses. • Accurately apply commonly used wildland fire fittings, nozzles and thread types and understand their use, capabilities, and limitations. • Properly apply different types of hoses. • Understand live reel uses and limitations. • Troubleshoot hoselay problems and develop solutions. • Demonstrate a working knowledge of mop-up methods. | RX/W | | |

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| TASK | C O D E* | EVALUATION RECORD # | EVALUATOR: Initial & date upon completion of task |
|--|-------------------|------------------------|---|
| 19. <u>Obtain Water.</u> <ul style="list-style-type: none"> • Use on-board pump to draft effectively. • Use portable pump(s) to reload effectively. • Understand ejector use for reloading. • Locate water source(s) and check for volume and cleanliness; obtain permission from owner to use water source for engine resupply. | O | | |
| 20. <u>Perform a Mobile Attack.</u> <ul style="list-style-type: none"> • Direct. • Indirect. | RX/W | | |
| 21. <u>Perform a Stationary Attack.</u> <ul style="list-style-type: none"> • Direct. • Indirect. | RX/W | | |

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| TASK | C O D E* | EVALUATION RECORD # | EVALUATOR: Initial & date upon completion of task |
|---|-------------------|------------------------|---|
| <p>22. <u>Effectively Interface with Municipal/Rural Fire Departments in Wildland Fire Situations.</u></p> <ul style="list-style-type: none"> • Demonstrate a working knowledge of municipal/rural apparatus capabilities and limitations (thread types, flow rates, etc.). • Demonstrate a working knowledge of hydrant use (adapters, threads, back flow prevention, safe operations, etc.). • Establish common communications with the appropriate personnel in municipal/rural fire departments. • Demonstrate a working knowledge of tactics, hazards and agency policy with regard to engine use during urban interface situations. | O | | |
| <p>23. <u>Coordinate and Communicate Effectively with Various Fireline and Support Personnel Required for Engine Assignment.</u></p> <ul style="list-style-type: none"> • Ensure that a communication system is established and maintained. • Establish and maintain positive interpersonal working relationships. | 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, 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; i.e., several initial attack wildfires in similar fuel types.

Management Level or Prescribed Fire Complexity Level: Indicates ICS organization level; e.g., 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.

- | | | | |
|--------------|---------------------------------|---------------|--------------------------------|
| Grass | 1. Short Grass (1 foot) | Timber | 8. Closed Timber Litter |
| Group | 2. Timber (grass & understory) | Group | 9. Hardwood Litter |
| | 3. Tall Grass (2-1/2 feet) | | 10. Timber (litter understory) |
| Brush | 4. Chaparral (6 feet) | Slash | 11. Light Logging Slash |
| Group | 5. Brush (2 feet) | Group | 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: | | | | | |
| 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 and 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. _____ The individual has successfully performed all tasks for the position and should be considered for certification. _____ The individual was not able to complete certain tasks (comments below) or additional guidance is required. _____ Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation. _____ The individual is severely deficient in the performance of tasks for the position and needs further training (both required and knowledge and skills needed) prior to additional assignment(s) as a Trainee. Recommendations: _____ _____ Date: _____ Evaluator's initials: _____ Evaluator's relevant red card (or agency certification) rating: _____ | | | | | |

| | | | | | |
|--|---|---|---|---|---------------------------|
| #2 | Evaluator's name: 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 and 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. _____ The individual has successfully performed all tasks for the position and should be considered for certification. _____ The individual was not able to complete certain tasks (comments below) or additional guidance is required. _____ Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation. _____ The individual is severely deficient in the performance of tasks for the position and needs further training (both required and knowledge and skills needed) prior to additional assignment(s) as a Trainee. Recommendations: _____ _____ Date: _____ Evaluator's initials: _____ Evaluator's relevant red card (or agency certification) rating: _____ | | | | | |

**Evaluation Record
(Continuation Sheet)**

TRAINEE NAME

TRAINEE POSITION

| | | | | | |
|--|--|---|---|---|---------------------------|
| #3 | Evaluator's name: Incident/office title & agency: | | | | |
| Evaluator' 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 | | |
| <p>The tasks initialed and 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 and knowledge and skills needed) prior to additional assignment(s) 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' 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 | | |
| <p>The tasks initialed and 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 and knowledge and skills needed) prior to additional assignment(s) as a Trainee.</p> <p>Recommendations: _____</p> <p>Date: _____ Evaluator's initials: _____ Evaluator's relevant red card (or agency certification) rating: _____</p> | | | | | |