



**NWCG Task Book for the Positions of:**  
**CACHE DEMOBILIZATION  
SPECIALIST (CDSP)**

**March 2009**

**Task Book Assigned To:**

Trainee's Name: \_\_\_\_\_

Home Unit/Agency: \_\_\_\_\_

Home Unit Phone Number: \_\_\_\_\_

**Task Book Initiated By:**

Official's Name: \_\_\_\_\_

Home Unit Title: \_\_\_\_\_

Home Unit/Agency: \_\_\_\_\_

Home Unit Phone Number: \_\_\_\_\_

Home Unit Address: \_\_\_\_\_

Date Initiated: \_\_\_\_\_

**Verification/Certification of Completed Task Book  
for the Position of:**

\_\_\_\_\_

(position title)

**Final Evaluator's Verification**

*To be completed **ONLY** when you are recommending the trainee for certification.*

I verify that (trainee name) \_\_\_\_\_ has successfully performed as a trainee by demonstrating all tasks for the position listed above and should be considered for certification in this position. All tasks are documented with appropriate initials.

Final Evaluator's Signature: \_\_\_\_\_

Final Evaluator's Printed Name: \_\_\_\_\_

Home Unit Title: \_\_\_\_\_

Home Unit/Agency: \_\_\_\_\_

Home Unit Phone Number: \_\_\_\_\_ Date: \_\_\_\_\_

**Agency Certification**

I certify that (trainee name) \_\_\_\_\_ has met all requirements for qualification in the above position and that such qualification has been issued.

Certifying Official's Signature: \_\_\_\_\_

Certifying Official's Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Home Unit/Agency: \_\_\_\_\_

Home Unit Phone Number: \_\_\_\_\_ Date: \_\_\_\_\_

Additional copies of this publication are available through:  
NWCG, Publications Management System at <http://www.nwcg.gov/pms/taskbook/taskbook.htm>

## **NATIONAL WILDFIRE COORDINATING GROUP (NWCG) POSITION TASK BOOK**

NWCG Position Task Books (PTBs) have been developed for designated National Interagency Incident Management System (NIIMS) positions. Each PTB lists the competencies, behaviors and tasks required for successful performance in specific positions. Trainees must be observed completing all tasks and show knowledge and competency in their performance during the completion of this PTB.

Trainees are evaluated during this process by qualified evaluators, and the trainee's performance is documented in the PTB for each task by the evaluator's initials and date of completion. An Evaluation Record will be completed by all evaluators documenting the trainee's progress after each evaluation opportunity.

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 while completing all tasks may occur on one or more training assignments and may involve more than one evaluator during any opportunity.

### **INCIDENT/EVENT CODING**

Each task has a code associated with the type of training assignment where the task may be completed. The codes are: O = other, I = incident, WF = wildland fire, W = wildfire, RX = prescribed fire, WFU = wildland fire use, and R = rare event. The codes are defined as:

- O = Task can be completed in any situation (classroom, simulation, daily job, incident, prescribed fire, etc.).
- I = Task must be performed on an incident managed under the Incident Command System (ICS). Examples include wildland fire, structural fire, oil spill, search and rescue, hazardous material, and an emergency or non-emergency (planned or unplanned) event.
- WF = Task must be performed on a wildland fire incident (the term *wildland fire* includes wildfire/W, prescribed fire/RX, or wildland fire use/WFU).
- W = Task must be performed on a wildfire incident.
- RX = Task must be performed on a prescribed fire incident.
- WFU = Task must be performed on a wildland fire use incident.
- R = Rare events such as accidents, injuries, vehicle or aircraft crashes occur infrequently and opportunities to evaluate performance in a real setting are limited. The evaluator should determine, through interview, if the trainee would be able to perform the task in a real situation.

While tasks can be performed in any situation, they must be evaluated on the specific type of incident/event for which they are coded. For example, tasks coded W must be evaluated on a wildfire; tasks coded WFU must be evaluated on wildland fire use, and so on. Performance of any task on other than the designated assignment is not valid for qualification.

Tasks within the PTB are numbered sequentially; however, the numbering does NOT indicate the order in which the tasks need to be performed or evaluated.

The bullets under each numbered task are examples or indicators of items or actions related to the task. The purpose of the bullets is to assist the evaluator in evaluating the trainee; the bullets are not all-inclusive. Evaluate and initial ONLY the numbered tasks. DO NOT evaluate and initial each individual bullet.

A more detailed description of this process and definitions of terms are included in the *Wildland Fire Qualification System Guide*, PMS 310-1. This document can be found at <http://www.nwcg.gov/pms/docs/docs.htm>.

## **RESPONSIBILITIES**

The responsibilities of the Home Unit/Agency, Trainee, Coach, Training Specialist, Evaluator, Final Evaluator and Certifying Official are identified in the *Wildland Fire Qualification System Guide*, PMS 310-1. It is incumbent upon each of these individuals to ensure their responsibilities are met.

## **INSTRUCTIONS FOR THE POSITION TASK BOOK EVALUATION RECORD**

### **Evaluation Record #**

Each evaluator will need to complete an evaluation record. Each evaluation record should be numbered sequentially. Place this number at the top of the evaluation record page and also use it in the column labeled "Evaluation Record #" for each numbered task the trainee has satisfactorily performed.

### **Trainee Information**

Print the trainee's name, position on the incident/event, home unit/agency, and the home unit/agency address and phone number.

### **Evaluator Information**

Print the Evaluator's name, position on the incident/event, home unit/agency, and the home unit/agency address and phone number.

### **Incident/Event Information**

**Incident/Event Name:** Print the incident/event name.

**Reference:** Enter the incident code and/or fire code.

**Duration:** Enter inclusive dates during which the trainee was evaluated.

**Incident Kind:** Enter the kind of incident (wildfire, prescribed fire, wildland fire use, search and rescue, flood, hurricane, etc.).

**Location:** Enter the geographic area, agency, and state.

**Management Type or Prescribed Fire Complexity Level:** Circle the ICS organization level (Type 5, Type 4, Type 3, Type 2, Type 1, Area Command) or the prescribed fire complexity level (Low, Moderate, High).

**Fire Behavior Prediction System (FBPS) Fuel Model Group:** Circle the Fuel Model Group letter that corresponds to the predominant fuel type in which the incident/event occurred.

**G = Grass Group** (includes FBPS Fuel Models 1 – 3):

1 = short grass (1 foot); 2 = timber with grass understory; 3 = tall grass (1½ - 2 feet)

**B = Brush Group** (includes FBPS Fuel Models 4 – 6):

4 = Chaparral (6 feet); 5 = Brush (2 feet); 6 = dormant brush/hardwood slash;

7 = Southern rough

**T = Timber Group** (includes FBPS Fuel Models 8 – 10)

8 = closed timber litter; 9 = hardwood litter; 10 = timber (with litter understory)

**S = Slash Group** (includes FBPS Fuel Models 11 – 13)

11 = light logging slash; 12 = medium logging slash; 13 = heavy logging slash

**Evaluator's Recommendation**

For 1 – 4, initial only one line as appropriate; this will allow for comparison with your initials in the Qualifications Record.

Record additional remarks/recommendations on an Individual Performance Evaluation, or by attaching an additional sheet to the evaluation record.

**Evaluator's Signature**

Sign here to authenticate your recommendations.

**Date**

Document the date the Evaluation Record is being completed.

**Evaluator's Relevant Qualification (or agency certification)**

List your qualification or certification relevant to the trainee position you supervised.

**Note:** Evaluators must be either qualified in the position being evaluated or supervise the trainee; Final Evaluators must be qualified in the trainee position they are evaluating.

This task book contains the tasks for the Cache Demobilization Specialist.

**Competency: Assume position responsibilities.**

*Description: Successfully assume role of Cache Demobilization Specialist and initiate position activities at the appropriate time according to the following behaviors.*

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
<b>Behavior: Ensure readiness to complete assignment.</b>			
1. Obtain and assemble information and materials needed for kit. Suggested Items: <ul style="list-style-type: none"> <li>• <i>Cache Demobilization Specialist (CDSP) Job Aid</i></li> <li>• <i>NWCG Fireline Handbook, PMS 410-1 (NFES #0065)</i></li> <li>• <i>Incident Response Pocket Guide (NFRES #1077)</i></li> <li>• <i>NFES Catalog, Part 1 and 2 (NFES #0362)</i></li> <li>• <i>Emergency Firefighter Time Report, OF-288 (NFES #0866)</i></li> <li>• <i>Crew Time Report SF-261 (NFES #0891)</i></li> <li>• <i>General Message, ICS-213 (NFES #1336)</i></li> <li>• <i>Unit Log, ICS-214 (NFES-1337)</i></li> <li>• <i>Interagency Incident Waybill (NFES #1472)</i></li> <li>• <i>Interagency Incident Waybill, cont. (NFES #1473)</i></li> <li>• <i>Blank Shipping Tags (NFES #0216)</i></li> <li>• <i>Relevant Property Loss or Damage Form</i></li> <li>• <i>Pens, pencils, highlighters, pads of paper, felt markers, large manila envelopes, stapler and staples</i></li> <li>• <i>Headlamp, siphon pump, utility knife, metal door seals, calculator, and stretch wrap (2"-5")</i></li> <li>• <i>Unusual personal needs specific to the incident</i></li> <li>• <i>Weather report</i></li> <li>• <i>PPE – fire cloths, helmet, boots, hard hat, leather gloves, eye protection and fire shelter</i></li> </ul>	O		
2. Obtain complete information from dispatch upon assignment. <ul style="list-style-type: none"> <li>• <i>Incident name</i></li> <li>• <i>Incident order number</i></li> <li>• <i>Request number</i></li> <li>• <i>Incident/Cache phone number</i></li> <li>• <i>Reporting time</i></li> <li>• <i>Reporting location</i></li> <li>• <i>Transportation arrangements/travel routes</i></li> </ul>	O		

Additional Evaluation Record Sheets can be downloaded at [www.nwcg.gov/pms/taskbook/taskbook.htm](http://www.nwcg.gov/pms/taskbook/taskbook.htm)

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
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**Behavior: Ensure readiness to complete assignment.**

<p>3. Arrive at incident/cache and check in.</p> <ul style="list-style-type: none"> <li>• <i>Arrive properly equipped at assigned location within acceptable time limits</i></li> <li>• <i>Report to status check-in recorder and complete Check-in List (ICS-211)</i></li> <li>• <i>Report to finance/administration section and initiate timesheet</i></li> </ul>	I		
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**Behavior: Ensure availability, qualifications and capabilities of resources to complete assignment.**

<p>4. Coordinate with Supply Unit Leader/Cache Manager to obtain needed supplies and materials.</p> <ul style="list-style-type: none"> <li>• <i>Report to status check-in recorder and complete Check-in List (ICS-211)</i></li> <li>• <i>Report to finance/administration section and initiate timesheet</i></li> <li>• <i>Current situation and Incident/Other Summary Report</i></li> <li>• <i>Special instructions to the local servicing cache for accountability, packaging, loading and shipping</i></li> <li>• <i>Expected duration of assignment</i></li> </ul>	I		
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**Behavior: Gather, update, and apply situational information relevant to the assignment.**

<p>5. Obtain initial briefing from Supply Unit Leader/Cache Manager or immediate supervisor.</p> <ul style="list-style-type: none"> <li>• <i>Unit location</i></li> <li>• <i>Sleeping and eating arrangements</i></li> <li>• <i>Current Situation and Incident/Other Summary Report</i></li> <li>• <i>Personnel ordered for your function, work schedule, policy and operating procedures</i></li> <li>• <i>Transportation policies pertaining to shipping and receiving</i></li> <li>• <i>Local cache protocols</i></li> <li>• <i>Existing organization structure</i></li> <li>• <i>Type of tracking system of equipment/supplies</i></li> <li>• <i>Trackable items on the incident</i></li> <li>• <i>Established/needed security procedures</i></li> <li>• <i>Office needs</i></li> <li>• <i>Types of communications available (e.g., fax, radios, phones, cell phones, computers)</i></li> <li>• <i>Documentation expectations and process</i></li> <li>• <i>Copy of current Incident Action Plan (if at incident)</i></li> </ul>	I		
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TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
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**Behavior: Establish effective relationships with relevant personnel.**

6. Conduct self in a professional manner. <ul style="list-style-type: none"> <li>• <i>Respectful and courteous</i></li> <li>• <i>Respectful of public and private property</i></li> </ul>	I		
7. Establish and maintain interpersonal and interagency working relationships. <ul style="list-style-type: none"> <li>• <i>Recognize cultural language differences as they impact work output and expectations</i></li> <li>• <i>Provide equal assignment opportunities based upon individual's skill level</i></li> <li>• <i>Arbitrate differences in agency values and policies that affect the operation in a manner that fosters continuous positive working relationships</i></li> </ul>	I		

**Behavior: Understand and comply with ICS concepts and principles.**

8. Apply the ICS. <ul style="list-style-type: none"> <li>• <i>Follow chain of command</i></li> <li>• <i>Maintain appropriate span of control</i></li> <li>• <i>Use appropriate ICS forms</i></li> <li>• <i>Use appropriate ICS terminology</i></li> </ul>	I		
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**Competency: Communicate effectively.**

*Description: Use suitable language techniques to share relevant information with appropriate personnel on a timely basis to accomplish objectives in a rapidly changing, high-risk environment.*

**Behavior: Ensure relevant information is exchanged during briefings and debriefings.**

9. Brief and keep counterparts informed and updated.. <ul style="list-style-type: none"> <li>• <i>Expanded Dispatch</i></li> <li>• <i>Supply Unit Leader</i></li> <li>• <i>Cache Manager</i></li> <li>• <i>Camp Crew</i></li> <li>• <i>Receiving and Distribution Manager</i></li> </ul>	I		
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TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
10. Participate in functional area briefings and After Action Reviews (AAR)	I		
11. Brief and keep subordinates informed and updated <ul style="list-style-type: none"> <li>• <i>Conduct daily briefings and debriefings with subordinates</i></li> <li>• <i>Ensure work expectations are communicated and understood</i></li> </ul>	I		

**Competency: Ensure completion of assigned actions to meet identified objectives.**

Description: *Identify, analyze, and apply relevant situational information and evaluate actions to complete assignments safely and meet identified objectives. Complete actions within established timeframe.*

**Behavior: Ensure proper packaging, loading and documentation of equipment and supplies.**

12. Provide for staging and packing of equipment and supplies to be returned. <ul style="list-style-type: none"> <li>• <i>Work with Receiving and Distribution Manager to provide assistance in demobilization process</i></li> <li>• <i>Stage trailers and trucks for ease of loading equipment</i></li> <li>• <i>Assist in establishing routines in packaging and labeling of returning supplies</i></li> <li>• <i>Assist in safe loading and lifting techniques</i></li> <li>• <i>Oversee the actual loading and distribution process</i></li> <li>• <i>Seal trailer/van and provide documents for each load</i></li> </ul>	I		
13. Provide for proper documentation of all equipment and supplies to be returned. <ul style="list-style-type: none"> <li>• <i>Ensure Interagency Incident Waybills are completed(OF-285 and OF-285a)</i></li> <li>• <i>Document all trackable items on a separate incident waybill</i></li> <li>• <i>Provide for proper accounting and documentation on all items loaded onto carriers</i></li> </ul>	I		

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
14. Identify hazardous materials to ensure that is appropriately marked and labeled for transportation. <ul style="list-style-type: none"> <li>• <i>Follow appropriate DOT-PHSMA procedures for ground and air shipments</i></li> <li>• <i>Ensure MSDS sheets are included with transport</i></li> <li>• <i>Load shipment per established procedures</i></li> <li>• <i>Notify carrier/driver of hazardous materials to assure procedures have been followed</i></li> </ul>	I		
15. Prepare and submit documentation as required by the Supply Unit Leader/Cache Manager. <ul style="list-style-type: none"> <li>• <i>Prepare Unit Log (ICS-214) showing events that occur at your assignment, major timetable problems, new policy or guideline changes, any problems encountered with transportation</i></li> <li>• <i>Prepare General Message Form (ICS-213) if necessary</i></li> <li>• <i>Submit documentation in a timely manner to meet deadlines and/or incident objectives</i></li> <li>• <i>Ensure all forms are completed and copied for both the Incident and Cache files</i></li> </ul>	I		
16. Provide for an accounting of all equipment and supplies demobilized from an incident. <ul style="list-style-type: none"> <li>• <i>Check with Incident personnel on concerns or questions</i></li> <li>• <i>Give accounting to Supply Unit Leader and Cache Manager</i></li> <li>• <i>Make sure any available documentation for lost, damaged, destroyed or transferred equipment and supplies be forwarded on to the local servicing cache</i></li> </ul>	I		
<b>Behavior: Coordinate interdependent activities.</b>			
17. Interact and coordinate with appropriate Incident personnel. <ul style="list-style-type: none"> <li>• <i>Work with the Supply Unit Leader/Cache Manager and keep them informed of operations progress</i></li> <li>• <i>Promote teamwork</i></li> </ul>	I		

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
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**Behavior: Follow established procedures and/or safety procedures relevant to given assignment.**

18. Provide for safety and welfare of assigned personnel. <ul style="list-style-type: none"> <li>• <i>Conduct briefing with work force</i></li> <li>• <i>Recognize potentially hazardous situations</i></li> <li>• <i>Inform subordinates of hazards</i></li> <li>• <i>Ensure that special precautions are taken when hazards exist</i></li> <li>• <i>Ensure that safe work habits are utilized during operations</i></li> <li>• <i>Ensure adequate rest is provided to all supervised personnel</i></li> </ul>	I		
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**Behavior: Ensure documentation is complete and disposition is appropriate.**

19. Submit completed original documents at appropriate time (e.g. each operational period, final package). <ul style="list-style-type: none"> <li>• <i>Review incident summaries from ICBS/ICBS-R and provide copies to each incident</i></li> <li>• <i>Prepare and verify billing documentation for billable incidents</i></li> </ul>	I		
20. Ensure all documentation for all cache activities are accurate and complete. <ul style="list-style-type: none"> <li>• <i>Documentation for completed orders is reviewed prior to shipment</i></li> <li>• <i>Documentation for returns of all equipment/supplies is reviewed and appropriately credited back to Incident(s)</i></li> <li>• <i>Documentation reviewed for warehouse use and charge appropriately</i></li> </ul>	I		

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
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**Behavior: Transfer position duties while ensuring continuity of authority and knowledge, taking into account the increasing or decreasing incident complexity.**

21. Coordinate an efficient transfer of position duties when mobilizing/demobilizing . <ul style="list-style-type: none"> <li>• <i>Inform subordinate staff, Incident(s), expanded dispatch offices</i></li> <li>• <i>Document follow-up action needed and submit to supervisor</i></li> </ul>	I		
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**Behavior: Plan for demobilization and ensure demobilization procedures are followed.**

22. Demobilization and check-out. <ul style="list-style-type: none"> <li>• <i>Receive demobilization instructions from the Supply Unit Leader/Cache Manager</i></li> <li>• <i>Brief subordinates and relief personnel</i></li> <li>• <i>Notify the Cache Manager of your release from the incident</i></li> <li>• <i>Debrief with supervisor and receive signed performance appraisal</i></li> <li>• <i>If required, complete ICS 221, Demobilization Checkout and submit completed form to the appropriate person</i></li> </ul>	I		
23. Ensure demobilization of resources. <ul style="list-style-type: none"> <li>• <i>Brief subordinate staff on demobilization procedures and responsibilities.</i></li> <li>• <i>Ensure incident and agency demobilization procedures are followed.</i></li> </ul>	I		

**Trainee Information**

Printed Name:  
 Trainee Position on Incident/Event:  
 Home Unit/Agency:  
 Home Unit /Agency Address and Phone Number:

**Evaluator Information**

Printed Name:  
 Evaluator Position on Incident/Event:  
 Home Unit/Agency:  
 Home Unit /Agency Address and Phone Number:

**Incident/Event Information**

Incident/Event Name: \_\_\_\_\_ Reference (Incident Number/Fire Code): \_\_\_\_\_  
 Duration: \_\_\_\_\_  
 Incident Kind: Wildfire, Prescribed Fire, Wildland Fire Use, All Hazard, Other (specify): \_\_\_\_\_  
 Location (include Geographic Area, Agency, and State): \_\_\_\_\_  
 Management Type (circle one): Type 5, Type 4, Type 3, Type 2, Type 1, Area Command  
OR Prescribed Fire Complexity Level (circle one): Low, Moderate, High  
 FBPS Fuel Model Letter: G = Grass, B = Brush, T = Timber, S = Slash

**Evaluator's Recommendation**  
 (Initial only one line as appropriate)

- \_\_\_\_\_ **1)** The tasks initialed and dated by me on the Qualification Record have been performed under my supervision in a satisfactory manner. The trainee has successfully performed all tasks in the PTB for the position. I have completed the Final Evaluator's Verification section and recommend the trainee be considered for agency certification.
- \_\_\_\_\_ **2)** The tasks initialed and dated by me on the Qualification Record have been performed under my supervision in a satisfactory manner. However, opportunities were not available for all tasks (or all uncompleted tasks) to be performed and evaluated on this assignment. An additional assignment is needed to complete the evaluation.
- \_\_\_\_\_ **3)** The trainee did not complete certain tasks in the PTB in a satisfactory manner and additional training, guidance, or experience is recommended.
- \_\_\_\_\_ **4)** The individual is severely deficient in the performance of tasks in the PTB for the position and additional training, guidance, or experience is recommended prior to another training assignment.

Record additional remarks/recommendations on an Individual Performance Evaluation, or by attaching an additional sheet to the evaluation record.

Evaluator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Evaluator's Relevant Qualification (or agency certification): \_\_\_\_\_

**Trainee Information**

Printed Name:  
 Trainee Position on Incident/Event:  
 Home Unit/Agency:  
 Home Unit /Agency Address and Phone Number:

**Evaluator Information**

Printed Name:  
 Evaluator Position on Incident/Event:  
 Home Unit/Agency:  
 Home Unit /Agency Address and Phone Number:

**Incident/Event Information**

Incident/Event Name: \_\_\_\_\_ Reference (Incident Number/Fire Code): \_\_\_\_\_  
 Duration: \_\_\_\_\_  
 Incident Kind: Wildfire, Prescribed Fire, Wildland Fire Use, All Hazard, Other (specify): \_\_\_\_\_  
 Location (include Geographic Area, Agency, and State): \_\_\_\_\_  
 Management Type (circle one): Type 5, Type 4, Type 3, Type 2, Type 1, Area Command  
OR Prescribed Fire Complexity Level (circle one): Low, Moderate, High  
 FBPS Fuel Model Letter: G = Grass, B = Brush, T = Timber, S = Slash

**Evaluator's Recommendation**  
 (Initial only one line as appropriate)

- \_\_\_\_\_ **1)** The tasks initialed and dated by me on the Qualification Record have been performed under my supervision in a satisfactory manner. The trainee has successfully performed all tasks in the PTB for the position. I have completed the Final Evaluator's Verification section and recommend the trainee be considered for agency certification.
- \_\_\_\_\_ **2)** The tasks initialed and dated by me on the Qualification Record have been performed under my supervision in a satisfactory manner. However, opportunities were not available for all tasks (or all uncompleted tasks) to be performed and evaluated on this assignment. An additional assignment is needed to complete the evaluation.
- \_\_\_\_\_ **3)** The trainee did not complete certain tasks in the PTB in a satisfactory manner and additional training, guidance, or experience is recommended.
- \_\_\_\_\_ **4)** The individual is severely deficient in the performance of tasks in the PTB for the position and additional training, guidance, or experience is recommended prior to another training assignment.

Record additional remarks/recommendations on an Individual Performance Evaluation, or by attaching an additional sheet to the evaluation record.

Evaluator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Evaluator's Relevant Qualification (or agency certification): \_\_\_\_\_