



NWCG Task Book for the Positions of:
FIRE CACHE MANAGER (FCMG)
and
ASSISTANT FIRE CACHE
MANAGER (ACMR)

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 National Interagency Support Cache position of the Fire Cache Manager and Assistant Fire Cache Manager.

Competency: Assume position responsibilities.

Description: Successfully assume role of Fire Cache Manager and Assistant Fire Cache Manager 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
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Behavior: Gather, update, and apply situational information relevant to the assignment.

<p>1. Obtain initial briefing from Cache Manager or Agency Administrator.</p> <ul style="list-style-type: none"> • <i>Acquire adequate information, direction and authority to effectively manage the cache organization according to agency and/or local expectations</i> • <i>Delegation of Authority if appropriate</i> • <i>Obtain local administrative and/or mobilization guidelines</i> • <i>Identify local protocols and Interagency agreements</i> • <i>Existing organizational structure</i> • <i>Expectation from the Cache Manager or Agency Administrator</i> • <i>Agency/local operating procedures, ordering processes, mobilization of personnel, purchasing and support items</i> • <i>Local documentation process: refurbishment, kits, returns, receiving, etc.</i> • <i>Existing shift schedules</i> • <i>Time keeping process</i> 	O		
<p>2. Gather information to assess the Incident assignment.</p> <ul style="list-style-type: none"> • <i>Daily Situation Reports</i> • <i>Incident Action Plans</i> • <i>Local/Regional daily briefings</i> 	O		

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Gather, update, and apply situational information relevant to the assignment.			
<p>3. Determine support needs to meet National/Regional/local Incident activity.</p> <ul style="list-style-type: none"> • <i>Monitor and re-supply to maintain adequate stocking levels to meet current/anticipated activity levels</i> • <i>Ensure adequate transportation services are available through established process</i> • <i>Utilize automated cache inventory and/or implement an inventory management for various cache business events (e.g., ICBS or ICBS-R)</i> • <i>Identify availability of components to build required kits from automated data system</i> • <i>Recommend and/or order inventory items, considering maximum and minimum stocking levels</i> 	I		
<p>4. Determine requirements for each Incident(s) to be established and receive the initial order(s).</p> <ul style="list-style-type: none"> • <i>Use information from agency briefings, National Cache Managers briefing, expanded dispatch briefings, daily National Critical Items reports, and current inventory status</i> • <i>Determine ordering process to be used by Incident using the cache</i> • <i>Provide management review on resource orders to monitor quantities being requested</i> • <i>Advise Dispatch Coordinator on any issue that hinders cache from meeting are capabilities</i> 	I		
<p>5. Coordinate with Incident Supply Unit Leader /Ordering Manager or Expanded Dispatch Supply to organize work priorities.</p> <ul style="list-style-type: none"> • <i>Establishing ordering procedures and timelines for incident ordering</i> • <i>Maintain adequate cache inventories of supplies/equipment to prevent shortage of basic needed items</i> • <i>Obtain equipment to complete assignment (e.g., computers, telephones, forklifts, trucks and trailers, etc.)</i> • <i>Ensure appropriate personnel to support Cache operations in support of Incident ordering and deliveries</i> 	I		

Additional Evaluation Record Sheets can be downloaded at 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: Establish effective relationships with relevant personnel.

6. Establish and maintain positive interpersonal and interagency working relationships. <ul style="list-style-type: none"> • <i>Implement a pro-active communication link with coordination center managers, GMAC, etc.</i> • <i>Implement a pro-active communication link with Incident Logistics Section Chief/Supply Unit Leader/Ordering Manager</i> • <i>Advise Incidents on specific time frame and schedule for various cache tasks and staffing periods</i> 	I		
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Behavior: Establish organization structure, reporting procedures, and chain of command of assigned resources.

7. Organize assigned personnel to meet the needs of the cache operation. <ul style="list-style-type: none"> • <i>Implement/recommend request for additional staffing and/or support items as delegated to meet current/expected workloads</i> • <i>Brief, delegate, supervise and keep cache personnel informed</i> • <i>Make assignments and priorities</i> • <i>Spot check for quality control</i> • <i>Review and approve time</i> • <i>Provide equal assignment opportunities based upon individual skill level</i> • <i>Establish refurbishment priorities for Material Handler Group Supervisor and/or Materials Handler Leaders</i> 	I		
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Behavior: Understand and comply with ICS concepts and principles.

8. Coordinate with functional areas within the ICS structure.	I		
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Competency: Lead assigned personnel.

Description: Influence, guide, and direct assigned personnel to accomplish objectives and desired outcomes in a rapidly changing, high-risk environment.

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
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Behavior: Model leadership values and principles.

9. Exhibit principles of duty. <ul style="list-style-type: none"> • <i>Be proficient in your job, both technically and as a leader.</i> • <i>Make sound and timely decisions.</i> • <i>Ensure tasks are understood, supervised and accomplished.</i> • <i>Develop your subordinates for the future.</i> 	I		
10. Exhibit principles of respect. <ul style="list-style-type: none"> • <i>Know your subordinates and look out for their well-being.</i> • <i>Through briefings, discuss EEO, civil rights, sexual discrimination and other sensitive issues with personnel</i> • <i>Keep your subordinates informed.</i> • <i>Build the team.</i> • <i>Employ your subordinates in accordance with their capabilities.</i> 	I		
11. Exhibit principles of integrity. <ul style="list-style-type: none"> • <i>Know yourself and seek improvement.</i> • <i>Seek responsibility and accept responsibility for your action.</i> • <i>Set the example</i> 	I		

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
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Behavior: Ensure the safety, welfare, and accountability of assigned personnel.

12. Provide for the safety and welfare of assigned resources. <ul style="list-style-type: none"> • <i>Recognize, mitigate and communicate potentially hazardous situations</i> • <i>Monitor condition of assigned resources</i> • <i>Account for assigned resources</i> • <i>Ensure work-rest guidelines are met and adequate rest is provided to all personnel</i> 	I		
13. Identify hazardous materials to ensure that is appropriately marked and labeled for transportation. <ul style="list-style-type: none"> • <i>Follow appropriate DOT-PHSMMA procedures for ground and air shipments</i> • <i>Ensure MSDS sheets are included with transport</i> • <i>Load shipment per established procedures</i> • <i>Notify carrier/driver of hazardous materials to assure procedures have been followed</i> 			

Behavior: Establish work assignments and performance expectations, monitor performance, and provide feedback.

14. Complete daily review of staffing requirements and ensure adequate personnel to meet needs.	I		
15. Develop schedule/assignments based on Incident activity and needs. <ul style="list-style-type: none"> • <i>Brief, delegate, supervise and keep cache personnel informed</i> • <i>Make assignments and priorities</i> • <i>Monitor for quality control</i> 	I		
16. Ensure subordinates understand assignment for operational period. <ul style="list-style-type: none"> • <i>Thoroughly brief personnel on assignments</i> • <i>Encourage questions</i> • <i>Implement standards and procedures outlined in Fire Equipment and Storage Refurbishment Standards Handbook for all refurbishment tasks</i> 	I		

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
17. Continually evaluate performance. <ul style="list-style-type: none"> • <i>Communicate deficiencies immediately and take corrective action</i> • <i>Provide training opportunities where available.</i> • <i>Complete personnel performance evaluations according to agency guidelines</i> 	I		

Behavior: Emphasize teamwork.

18. Establish cohesiveness among assigned resources. <ul style="list-style-type: none"> • <i>Provide for open communication</i> • <i>Seek commitment</i> • <i>Set expectations for accountability</i> • <i>Focus on the team result</i> 	I		
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Behavior: Coordinate interdependent activities.

19. Interact and coordinate with appropriate Incident personnel. <ul style="list-style-type: none"> • <i>Attend in-briefing and transition/exit team meetings (if possible)</i> • <i>Provide the ordering Incident with alternatives when an item isn't available or quantities requested would hinder current cache support capability</i> 	I		
20. Coordinate with Incidents and Expanded Dispatch for completion of work assignments. <ul style="list-style-type: none"> • <i>Coordinate demobilization of equipment/supplies with Incident</i> • <i>Provide Incident summaries and other reports</i> 	I		
21. Coordinate with Incidents to identify needed/excess personnel and facilities <ul style="list-style-type: none"> • <i>Communicate with Incidents on National shortage items to expedite return of excess or not used items.</i> 	I		

Competency: Communicate effectively.

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

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
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Behavior: Ensure relevant information is exchanged during briefings and debriefings.

22. Brief and keep subordinates informed and updated. <ul style="list-style-type: none"> • <i>Ensure work expectations are communicated and understood</i> • <i>Ensure Incidents are informed of actual daily delivery times and item substitution/deletion needed</i> 	I		
23. Participate in functional area briefings and conduct unit After Action Reviews (AARs).	I		

Behavior: Ensure documentation is complete and disposition is appropriate.

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

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
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Behavior: Gather, produce and distribute information as required by established guidelines and ensure understanding by recipient.

27. Prepare information for briefings and meetings.	I		
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Behavior: Communicate and ensure understanding of work expectations within the chain of command and across functional areas.

28. Coordinate across functional areas. • <i>Provide timely feedback in response to requests.</i>	I		
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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: Follow established procedures and/or safety procedures relevant to given assignment.

29. Ensure established guidelines are followed. • <i>Work/rest</i> • <i>Agency safety standards and procedures</i>	I		
30. Provide for a cache inventory system. • <i>Operate within the procedures established for the automated data system</i> • <i>Evaluate inventory stocking level to meet mission requirements</i> • <i>Evaluate personnel needs for automated inventory system</i> • <i>Ensure that user profiles are created in automated inventory system</i> • <i>Ensure federal security regulations are adhered to for government and AD personnel accessing government owned equipment and data</i> • <i>Participate in cache system established calls and data reporting</i> • <i>Encourage and implement cache system standard procedures</i>	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 and taking into account the increasing or decreasing incident complexity.

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

32. Anticipate demobilization of resources. <ul style="list-style-type: none"> • <i>Identify excess resources.</i> • <i>Prepare schedule for demobilization.</i> 	I		
33. Ensure demobilization of resources. <ul style="list-style-type: none"> • <i>Brief subordinate staff on demobilization procedures and responsibilities.</i> • <i>Ensure incident and agency demobilization procedures are followed.</i> 	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): _____
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- _____ **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.

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Evaluator's Signature: _____ Date: _____

Evaluator's Relevant Qualification (or agency certification): _____