

US Department of Interior
Bureau of Land Management



US Department of Agriculture
US Forest Service



Task Book for the Position of:

FIXED WING BASE MANAGER (FWBM)

(POSITION PERFORMANCE REQUIRED ON A WILDFIRE ASSIGNMENT)

Note: This is not an NWCG developed position task book. It is approved by BLM and USFS to meet agency requirements for the ATBM technical specialist.

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: _____

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:**

FIXED WING BASE MANAGER (FWBM)

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>

FIRE AND AVIATION MANAGEMENT POSITION TASK BOOK

A Position Task Book (PTB) has been developed for the Fixed Wing Base Manager (FWBM) position. 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.

Fixed Wing Base Manager (FWBM)

Competency: Assume position responsibilities.

Description: Successfully assume role of Fixed Wing Base 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: Ensure readiness for assignment.

<p>1. Obtain and assemble information and materials needed for a Fixed Wing Base Managers kit. The kit will be assembled and prepared prior to an assignment. Kit will contain critical items needed for assignment. Kit will be easily transported and within weight limitations. The kit should include but is not limited to:</p> <ul style="list-style-type: none"> • <i>Aviation Technical Assistance Directory</i> • <i>Interagency ATB Directory</i> • <i>National Airtanker Contract</i> • <i>CWN/Exclusive Use SEAT Contract</i> • <i>National Retardant Contract</i> • <i>National Mobilization Guide</i> • <i>Interagency Airtanker Base Operations Guide</i> • <i>Interagency SEAT Operations Guide</i> • <i>Interagency Aviation Transport of Hazardous Materials Guide</i> • <i>Lot Acceptance, Quality Assurance and Field Quality Control for Fire Retardant Chemicals Guide</i> • <i>Wildland Fire Chemicals MSDS</i> • <i>Refractometer (optional)</i> • <i>Flight Use Reports (OAS-23)</i> • <i>Airbase Daily Log Forms</i> • <i>Aircraft Daily Log Forms</i> • <i>SAFECOM Forms</i> • <i>Personnel Time Report</i> • <i>Pocket Calculator</i> • <i>Note Pads</i> • <i>Pens / Pencils</i> • <i>Clock / Wrist watch</i> • <i>Eye protection</i> • <i>Hearing Protection</i> • <i>Gloves</i> • <i>Reflective Safety Vest</i> • <i>Flashlight</i> • <i>Programmable Handheld Radio w/Headset (optional)</i> 	O		
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Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.

Fixed Wing Base Manager (FWBM)

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
<ul style="list-style-type: none"> • <i>Programmable Handheld Scanner (optional)</i> • <i>Cell Phone</i> • <i>Laptop Computer (optional)</i> 			
Behavior: Establish effective working relationships with relevant personnel			
<p>2. Establishes contacts and develops good working relationships with local/national /regional agency and contractor personnel in order to provide safe, efficient, cost effective airbase operations.</p> <ul style="list-style-type: none"> • <i>Fire and Aviation Management</i> • <i>Dispatch</i> • <i>Procurement</i> • <i>Contracting</i> • <i>Safety</i> • <i>Maintenance</i> • <i>Pilots</i> • <i>Incident (AOBD/ASGS/ATGS)</i> • <i>Vendors</i> 	O		
<p>3. Establishes contacts and dialogue with airport personnel as appropriate in order to educate, facilitate communication and maintain a positive working relationship and agency image.</p> <ul style="list-style-type: none"> • <i>Airport Management</i> • <i>Fixed Base Operators</i> • <i>Tower Personnel</i> • <i>Airport fire Personnel</i> • <i>Airport Tenants</i> 	O		

Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.

Fixed Wing Base Manager (FWBM)

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.

4. Ensures passengers have received a briefing from the pilot.	I		
5. Conducts daily safety briefing with all contract and government personnel assigned to the base. <ul style="list-style-type: none"> • <i>Access various websites for briefing information compilation such as weather, temporary flight restrictions, aviation safety alerts etc.</i> • <i>Review and relay information in incident action plans such as radio frequencies, maps ,etc.</i> 	W		

Behavior: Gather, produce and distribute information as required by established guidelines and ensure understanding by recipient.

6. Accurately completes or obtains an aircraft Schedule / Flight Request for all flights. <ul style="list-style-type: none"> • <i>Copies are distributed to appropriate parties</i> 	O		
7. Ensures that a manifest is prepared for passengers and cargo <ul style="list-style-type: none"> • <i>Copies are distributed to appropriate personnel</i> 	O		
8. Maintains a daily log of aircraft operations <ul style="list-style-type: none"> • <i>Notify and coordinate with dispatch office ETA/ETD/ATA/ATD/ETE information for all flights</i> 	O		

Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.

Fixed Wing Base Manager (FWBM)

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
9. Assists the dispatch office in providing the appropriate aircraft to meet mission requirements <ul style="list-style-type: none"> • <i>Aircraft performance / specifications</i> • <i>Number of passengers</i> • <i>Cargo</i> • <i>Weight</i> • <i>CWN aircraft (pilot/aircraft carded)</i> 	O		
10. Accurately completes and submits daily incident cost summaries to the appropriate party (dispatch/ASGS/AOBD) for each fire. <ul style="list-style-type: none"> • <i>Aircraft flight hours and costs</i> • <i>Gallons of retardant delivered to the incident and costs.</i> • <i>Extended standby, RON, landing fees and other.</i> 	W		
11. Coordinates and verifies with the local dispatch all flight information to be provided to flight crews on the aircraft dispatch form including: <ul style="list-style-type: none"> • <i>Resource order #, Request #, Fire #.</i> • <i>Incident name, lat and long, bearing and distance, reload base.</i> • <i>Frequencies, contacts, hazards, other aircraft.</i> • <i>Airspace information (MOA/MTR/TFR), de-confliction.</i> 	W		
12. Ensures communications are established and there is information flow between the airbase, aircraft and dispatch office.	W		
13. Develop or acquire and post a local area flight hazard map. <ul style="list-style-type: none"> • <i>Consult map prior to flight</i> • <i>Update as necessary</i> 	O		
14. Develop or acquire and post a crash rescue plan. <ul style="list-style-type: none"> • <i>Discuss crash/rescue procedures with personnel</i> 	O		

Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.

Fixed Wing Base Manager (FWBM)

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.

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Administer and/or apply agency policy, contracts and agreements.			
15. Demonstrates thorough familiarity with fixed wing rental agreements and CWN contracts. Understands the scope of their contract duties and is able to successfully administer these contracts. <ul style="list-style-type: none"> • <i>Schedule of Items</i> • <i>Maintenance reporting requirements</i> • <i>Flight and duty limitations</i> • <i>Start up/ cut off times</i> • <i>Additional crewmembers'</i> • <i>Use of PPE</i> • <i>Proficiency flights</i> • <i>Availability and unavailability requirements for aircraft/ crews</i> • <i>Use of authorized breaks</i> • <i>Aircraft contract daily diary</i> • <i>Contract performance evaluations</i> 	O		
16. Describe Document Payment Items <ul style="list-style-type: none"> • <i>Availability / Unavailability</i> • <i>Extended Standby</i> • <i>Flight Hours</i> • <i>Landing Fees</i> • <i>Overnight Allowances</i> • <i>Miscellaneous Charges</i> 	O		
17. Complete Payment Procedures <ul style="list-style-type: none"> • <i>Describe agency/contractor responsibilities</i> • <i>OAS-23 Aircraft Use Report (DOI)</i> • <i>FS 6500-122 Flight Use Report (USFS)</i> • <i>Aviation Business System (USFS)</i> 	O		

Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.

Fixed Wing Base Manager (FWBM)

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
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Behavior: Administer and/or apply agency policy, contracts and agreements.

18. Displays skill and ability to work closely with contractor(s) to ensure that contract requirements are met and a high level of cooperation and integrity is achieved between the contractor(s) and the agency.	W		
19. Demonstrates ability to utilize computer for daily contract documentation / spreadsheets and various websites. • <i>Automated Flight Following</i>	W		

Behavior: Make appropriate decisions based on analysis of gathered information.

20. Consult and coordinate with the airport management or ownership when establishing a fixed wing operations area. • <i>Taxiways, ramps and runways must be capable of supporting the type of aircraft that will be operating.</i> • <i>Conflict with other airport users</i> • <i>FBO capable of supporting the operation with fuel /oil etc.</i>	O		
21. Discuss with the airport management and/or local agency charges for landing fees, rental fees and other airport costs if any. Coordinate with dispatch/procurement personnel the establishment of an agreement and payment procedures. • <i>For incidental use of airports it may be necessary for procurement personnel to first establish a land use agreement or similar agreement prior to use.</i>	O		
22. Establish facilities, designate areas for cargo, personnel, vehicles, for operations supporting large transport aircraft providing crew transport.	O		

Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.

Fixed Wing Base Manager (FWBM)

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
<p>23. Ensure base facilities and equipment are properly maintained and in good working order.</p> <ul style="list-style-type: none"> • <i>Loading pit</i> • <i>Retardant drainage and retention area</i> • <i>Fueling area/fuel sources</i> • <i>Vehicle parking area</i> • <i>Ensure adequate space for expansion</i> • <i>Jettison area for retardant</i> • <i>Runway adequate for operations</i> • <i>Pilot/crew rest area</i> • <i>Storage facilities</i> 	W		
<p>Behavior: Anticipate, recognize and mitigate unsafe situations.</p>			
<p>24. Describe the elements of a Safety Risk Assessment (or JHA) and apply to a given situation.</p> <ul style="list-style-type: none"> • <i>Identify the task or procedure to be accomplished.</i> • <i>Identify hazards associated with the task or procedure.</i> • <i>Implement actions to reduce or eliminate hazards.</i> • <i>Identify emergency procedures in the event of a mishap or accident.</i> 	O		
<p>25. Displays capability of developing / utilizing and/or updating risk assessments or JHA's associated with base positions.</p> <ul style="list-style-type: none"> • <i>Ramp Manager</i> • <i>Parking Tender</i> • <i>Retardant Crewmember*</i> • <i>Retardant Mixmaster*</i> • <i>Vehicle / equipment operation</i> <p>(*) SEAT / Airtanker operations</p>	O		
<p>26. Conducts a security risk assessment of the airbase facility. Ensures adequate security measures are in place</p>	O		

Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.

Fixed Wing Base Manager (FWBM)

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Take appropriate action based on assessed risks.			
27. Identify and discuss physical and environmental considerations that affect personnel safety during base operations. This may include but is not limited to: <ul style="list-style-type: none"> • <i>Physical conditioning</i> • <i>Nourishment / fluid intake</i> • <i>Fatigue</i> • <i>Duration of shift</i> • <i>Time of day</i> • <i>Weather</i> • <i>Light conditions</i> • <i>Noise</i> 	O		
28. Describe personal safety considerations and attitudes of personnel in regard to risk management when conducting airbase operations. This may include but is not limited to: <ul style="list-style-type: none"> • <i>Job complacency</i> • <i>Confidence level</i> • <i>Assignment refusal</i> • <i>Qualification for assignment</i> • <i>Distractions</i> • <i>Proper PPE</i> 	O		
29. Brief base personnel regarding risk assessment / JHA contents as they pertain to applicable duties/tasks.	O		
30. Describe agency policy and guidance as it relates to the security of the base facility.	O		
31. Trains / briefs personnel regarding base facility/airport security protocols.	O		

Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.

Fixed Wing Base Manager (FWBM)

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Follow established procedures and/or safety procedures relevant to given assignment.			
32. Demonstrate the ability and knowledge to designate parking areas accommodating light fixed wing o large transport aircraft. Consider: <ul style="list-style-type: none"> • <i>Aircraft size and weight</i> • <i>Turning radius</i> • <i>Prop or jet blast</i> • <i>Traffic flow</i> • <i>Availability of tie downs</i> • <i>Vehicle access</i> • <i>Separation from other aircraft and activities</i> 			
33. Ensures a flight manager is assigned to each flight transporting government personnel. <ul style="list-style-type: none"> • <i>Government pilot</i> • <i>Load Master</i> • <i>Crew Boss</i> • <i>Superintendent</i> 	I		
34. Assign a loadmaster to provide for safe loading and unloading of passengers and cargo.	I		
35. Ensure hazardous materials are transported in accordance with the interagency Transport of Hazardous Materials Guide. Discuss responsibilities for hazmat transport. <ul style="list-style-type: none"> • <i>Authorized</i> • <i>Properly packaged</i> • <i>Properly loaded / secured</i> 			

Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.

Fixed Wing Base Manager (FWBM)

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
<p>36. Demonstrates skill and ability in planning and regulating the movement of all aircraft, motor vehicles and personnel on the aircraft ramp.</p> <ul style="list-style-type: none"> • <i>Designate days off parking</i> • <i>Maintenance parking</i> • <i>Fueling Areas</i> • <i>Plans for expansion during high density operations.</i> • <i>Provides separation of dissimilar aircraft types / operations (rotor wing, light fixed wing, large airtanker, SEAT's, smokejumper, air tactical, etc.)</i> 	W		
<p>37. Demonstrates knowledge of and enforces all safety requirements of airbase operations</p> <ul style="list-style-type: none"> • <i>Aircraft Fueling operations</i> • <i>Retardant mixing operations*</i> • <i>Aircraft retardant loading operations*</i> • <i>Utilization of PPE</i> • <i>Retardant Hot loading Operations*</i> • <i>Start up and cut off times</i> • <i>Ramp operations</i> • <i>Hazardous materials</i> • <i>Crash / rescue procedures</i> • <i>Forklift or other equipment operations</i> <p>(*) <i>SEAT / Airtanker operations</i></p>	W		
<p>38. Ensures personnel are trained in the maintenance and use of fire extinguishers and procedures to be followed in the event of a fire emergency on the ramp.</p> <ul style="list-style-type: none"> • <i>Procedures must be identified in the ramp safety plan and provided to all personnel.</i> 	O		
<p>39. Demonstrates understanding of the SAFECOM system and completes/submits SAFECOMS in a timely manner through identified channels</p> <ul style="list-style-type: none"> • <i>Provide on the spot correction of safety concerns/issues</i> 	W		

Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.

Fixed Wing Base Manager (FWBM)

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Provide logistic support as necessary			
40. Provide for the logistical needs of the airbase. <ul style="list-style-type: none"> • <i>Establishes contacts and identifies needs as necessary to agency or incident procurement personnel.</i> • <i>Assists transient aircrews with transportation and lodging when appropriate.</i> • <i>Provides meals and drinks for contract personnel as necessary during periods of high fire activity.</i> • <i>Orders or purchase supplies necessary to support base operations.</i> 	W		
41. Ensures the base is staffed with qualified personnel as appropriate for the level of operation. <ul style="list-style-type: none"> • <i>Airtanker Base Manager*</i> • <i>Assistant Airtanker Base Manager*</i> • <i>SEAT Manager*</i> • <i>Ramp Manager</i> • <i>Fixed Wing Parking Tender(s)</i> • <i>Helicopter Parking Tender(s)</i> • <i>Retardant Mixmaster*</i> • <i>Retardant Loader(s)*</i> • <i>Aircraft Timekeeper</i> • <i>Radio Operator</i> • <i>Forklift Operator</i> • <i>Drivers(s)</i> • <i>“Runner(s)”</i> <p><i>(*) SEAT/Airtanker operations</i></p>	I		
42. Effectively demonstrate the ability to supervise base operations and the applicable positions identified in task #13.	W		

Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.

Fixed Wing Base Manager (FWBM)

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Ensure compliance with all legal and safety requirements relevant to air operations.			
43. Maintains and updates a Material Safety Data Sheet (MSDS) for the base. "Employee Right to Know"	O		
44. Demonstrates a working knowledge of the agency safety and health handbook.	O		

Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.

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.
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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.

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): _____