A Publication of the
U.S. Forest Service
Department of the Interior
U.S. Fire Administration

Task Book for the Position of:

Emergency Support Function 4, Administrative Support (ESFA)

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:

EMERGENCY SUPPORT FUNCTION 4, ADMINISTRATIVE SUPPORT

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: _____

EMERGENCY SUPPORT FUNCTION 4 (ESF4)
POSITION TASK BOOK

These Position Task Books (PTBs) have been developed for designated positions assigned to Emergency Support Function 4 (ESF4) under the National Response Framework (NRF). Each PTB is designed to be consistent with National Wildfire Coordinating Group (NWCG) PTBs and 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 the same as those 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.

Emergency Support Function 4 Administrative Support (ESFA)

Competency: Assume position responsibilities.
Description: Successfully assume role of Documentation Unit Leader and initiate position activities at the appropriate time according to the following behaviors.

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Ensure readiness for assignment.			
1. Obtain and assemble information and materials needed for kit. Suggested items: • *ICS 213, General Message* • *ICS 214, Unit Log* • *ICS 229, Incident Cost Summary* • *General supplies* • *NWCG Fireline Handbook, PMS 410-1* • *Interagency Incident Business Management Handbook, PMS 902*	O		
2. Obtain complete information from dispatch upon assignment. • *Incident name* • *Incident order number* • *Request number* • *Incident phone number* • *Reporting time* • *Reporting location* • *Transportation arrangements/travel routes* • *Contact procedures during travel* • *Expected duration of assignment*	O		
3. Arrive at incident and check in. • *Arrive properly equipped at assigned location within acceptable time limits*	I		

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

Emergency Support Function 4 Administrative Support (ESFA)

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task

Behavior: Ensure availability, qualifications, and capabilities of resources to complete assignment.

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
4. Coordinate with Emergency Support Function 4 Primary leader (ESFL) and other functional areas to obtain resources to organize work space and keep unit operating. • *Order materials and supplies using procedures established by the section chief* • *Maintain quantities of forms, supplies, and materials at a level to prevent shortage of any basic needed items* • *Acquire equipment (e.g., radio, telephones, faxes, computers)*	I		

Behavior: Gather, update, and apply situational information relevant to the assignment.

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
5. Obtain initial briefing and information from ESFL at the NRCC, RRCC, or JFO. • *Policies and operating procedures (e.g., ordering resources and supplies, work schedule, timelines and priorities)* • *Operational work period* • *General orientation to the NRCC, RRCC, or JFO* • *Incident Status Summary and Incident Action Plan (IAP) or other relevant plan, as available* • *Expectations for attending meetings/briefings* • *Safety concerns/hazards*	I		

Behavior: Establish effective relationships with relevant personnel.

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
6. Conduct self in a professional manner. • *Respectful and courteous* • *Respectful of public and private property*	I		
7. Establish and maintain positive interpersonal and interagency working relationships.	I		

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

Emergency Support Function 4 Administrative Support (ESFA)

Behavior: Understand and comply with National Incident Management System (NIMS) concepts and principles.

8. Apply the ICS. • *Follow chain of command* • *Maintain appropriate span of control* • *Use appropriate ICS forms* • *Use appropriate ICS terminology*	I		

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

Emergency Support Function 4 Administrative Support (ESFA)

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	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Model leadership values and principles.			
9. Exhibit principles of duty. • *Be proficient in your job, both technically and as a leader* • *Make sound and timely decisions* • *Ensure tasks are understood, supervised and accomplished.* • *Develop your subordinates for the future*	I		
10. Exhibit principles of respect. • *Know your subordinates and look out for their well-being.* • *Keep your subordinates informed* • *Build the team.* • *Employ your subordinates in accordance with their capabilities*	I		
11. Exhibit principles of integrity. • *Know yourself and seek improvement* • *Seek responsibility and accept responsibility for your actions* • *Set the example*	I		
Behavior: Ensure the safety, welfare, and accountability of assigned personnel.			
12. Provide for the safety and welfare of assigned resources. • *Recognize, mitigate and communicate potentially hazardous situations*	I		

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

Emergency Support Function 4 Administrative Support (ESFA)

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Emphasize teamwork.			
13. Establish cohesiveness among assigned resources. • *Provide for open communication.* • *Set expectations for accountability* • *Focus on the team result*	I		
Behavior: Coordinate interdependent activities.			
14. Identify the sources of incident funding and anticipate daily expenditures. • *Identify and track costs* • *Identify approval authorities*	I		
15. Ensure inter-functional, interagency coordination and communication. • *Coordinate with cooperators and stakeholders involved in incident activities*	I		
16. Coordinate with other ESFs and sections for completion of work assignments. • *Assist other sections to meet priorities and time frames* • *Receive and transmit needed information*	I		

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

Emergency Support Function 4 Administrative Support (ESFA)

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	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Ensure relevant information is exchanged during briefings and debriefings.			
17. Attend incident operational briefings and meetings as directed. • *Provide information as requested*	I		
18. Participate in functional area briefings and section After Action Reviews (AARs)	I		
Behavior: Ensure documentation is complete and disposition is appropriate.			
19. Ensure documentation is completed as required. • *Briefing papers* • *Mission Assignment/cost logs* • *ICS 214, Unit Log*	I		
20. Prepare and maintain index of incident files. • *Organize incident files*	I		
21. Deliver final documentation package to designated person.	I		

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

Emergency Support Function 4 Administrative Support (ESFA)

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	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task

Behavior: Gather, analyze, and validate information pertinent to the incident or event and make recommendations for setting priorities.

TASK	CODE	EVAL. RECORD #	EVALUATOR
22. Coordinate with functional areas for collection of incident documentation. • *Timeframes* • *Pertinent submissions*	I		
23. Evaluate available information and make recommendations to support the incident. • Workload priorities • Staff assignments • Information requests	I		

Behavior: Follow established procedures and/or safety procedures relevant to given assignment.

TASK	CODE	EVAL. RECORD #	EVALUATOR
24. Ensure established guidelines are followed. • Work/rest • Personal protective equipment (PPE) when required for field assignments (e.g., ERT-A) • Communications (e.g., cell phone, email)	I		

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

Emergency Support Function 4 Administrative Support (ESFA)

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Utilize information to produce outputs.			
25. Produce final documentation package. • *Include appropriate files from sections, other ESFs, and other FEMA facilities* • *Determine recipients for final documentation package* • *Provide to ESFL for final review* • *Complete index for final documentation package*	I		
Behavior: Transfer position duties while ensuring continuity of authority and knowledge and taking into account the increasing or decreasing incident complexity.			
26. Coordinate an efficient transfer of position duties when mobilizing/demobilizing. • *Inform ESFL and other ESF4 staff* • *Document follow-up action needed and submit to supervisor*	I		
Behavior: Plan for demobilization and ensure demobilization procedures are followed.			
27. Demobilize and check out. • *Receive demobilization instructions from ESFL* • *If required, complete ICS 221, Demobilization Checkout or other checkout form and submit completed form to the appropriate person*	I		

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-Hazards, 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
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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): _____