

A Publication of the
National Intelligence
Training Committee

TASK BOOK FOR THE POSITION OF

Sponsored by
United States
Department of Agriculture

INTELLIGENCE SUPPORT (INTS)



National Interagency Dispatch
Training Steering Committee

MAY 2008

TASK BOOK ASSIGNED TO:
INDIVIDUAL'S NAME, DUTY STATION, AND PHONE NUMBER TASK BOOK INITIATED BY:
OFFICIAL'S NAME, TITLE, DUTY STATION, AND PHONE NUMBER
LOCATION AND DATE THAT TASK BOOK WAS INITIATED

The material contained in this book accurately defines the performance expected of the position for which it was developed. This task book is approved for use as a position qualification document in accordance with the instructions contained herein.

EVALUATOR

DO NOT COMPLETE THIS UNLESS YOU ARE RECOMMENDING THE TRAINEE FOR CERTIFICATION

**VERIFICATION / CERTIFICATION OF COMPLETED TASK BOOK
FOR THE POSITION OF**

–
FINAL EVALUATOR'S VERIFICATION

I verify that all tasks have been performed and are documented with appropriate initials. I also verify that

–
has performed as a trainee and should therefore be considered for certification in this position.

–
FINAL EVALUATOR'S SIGNATURE AND DATE

–
EVALUATOR'S PRINTED NAME, TITLE, DUTY STATION, AND PHONE NUMBER

AGENCY CERTIFICATION:

I certify that _____
has met all requirements for qualification in this position and that such qualification has been issued.

–
CERTIFYING OFFICIAL'S SIGNATURE AND DATE

–
CERTIFYING OFFICIAL'S NAME, TITLE, DUTY STATION, AND PHONE NUMBER

NATIONAL COORDINATORS' GROUP POSITION TASK BOOK

Position Task Books (PTB) have been developed for designated positions within the National Interagency Incident Management System. Each PTB lists the performance requirements (tasks) for the specific position in a format that allows a trainee to be evaluated against written guidelines. Successful performance of all tasks, as observed and recorded by an evaluator, will result in a recommendation to the agency that the trainee be certified in that position.

Evaluation and confirmation of the trainee's performance of all the tasks may involve more than one evaluator and can occur on incidents, in classroom simulation, and in other work situations. **Designated PTBs require position performance during which the majority of required tasks are demonstrated on a single wildland or prescribed fire. Some positions require that specific tasks be performed on a wildland fire. Performance of these tasks on other kinds of incidents is NOT qualifying.** It is important that performance be critically evaluated and accurately recorded by each evaluator. All tasks must be evaluated before recommending certification. All bullet statements within a task which require an action (contain an action verb) must be demonstrated before that task can be signed off.

A more detailed description of this process, definitions of terms, and responsibilities are included in the Wildland and Prescribed Fire Qualification Guide 310-1. A brief list of responsibilities also appears below.

RESPONSIBILITIES:

1. The **Home Unit** is responsible for:
 - Selecting trainees based on the needs of the home unit and higher levels.
 - Ensuring that the trainee meets the training and experience requirements included in the Wildland and Prescribed Fire Qualification Guide 310-1.
 - Initiating PTBs to document task performance.
 - Explaining to the trainee the purpose and processes of the PTB as well as the trainee's responsibilities.
 - Providing opportunities for evaluation and/or making the trainee available for evaluation.
 - Providing an evaluator for local assignments.
 - Tracking progress of the trainee.
 - Confirming PTB completion.
 - Determining certification per local policy.
 - Issuing proof of certification.
2. The **Trainee** is responsible for:
 - Reviewing and understanding instructions in the PTB.
 - Identifying desired objectives/goals.
 - Providing background information to an evaluator.

- Satisfactorily demonstrating completion of all tasks for an assigned position within three years.
 - Assuring the Evaluation Record is complete.
 - Notifying home unit personnel when the PTB is completed and providing a copy.
 - Keeping the original PTB in personal records.
3. The **Evaluator** is responsible for:
- Understanding the Wildland and Prescribed Fire Qualifications System.
 - Being qualified and proficient in the position being evaluated.
 - Meeting with the trainee and determining past experience, current qualifications, and desired objectives/goals.
 - Reviewing tasks with the trainee.
 - Explaining to the trainee the evaluation procedures that will be utilized and which objectives may be attained.
 - Identifying tasks to be performed during the evaluation period.
 - Accurately evaluating and recording demonstrated performance of tasks. Satisfactory performance shall be documented by dating and initialing completion of the task. Unsatisfactory performance shall be documented in the Evaluation Record.
 - Completing the Evaluation Record found at the end of this PTB.
4. The **Final Evaluator** is responsible for:
- Signing the verification statement inside the front cover of the PTB when all tasks have been initialed and if the trainee is recommended for certification.
5. The **Incident Training Specialist** is responsible for:
- Identifying incident evaluation opportunities.
 - Assuring that trainees have met prerequisites.
 - Identifying and assigning a qualified evaluator that can provide a positive experience for the trainee, and making an accurate and honest appraisal of the trainee's performance.
 - Providing PTBs to approved trainees on the incident when home unit was unable to provide them.
 - Documenting the assignment.
 - Conducting progress reviews.
 - Conducting a close-out interview with the trainee and evaluator and assuring that documentation is proper and complete.
 - Notifying trainee's home unit.

QUALIFICATION RECORD
Continuation Sheet

POSITION: INTELLIGENCE SUPPORT (INTS)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
1. <u>Obtains an orientation and initial briefing.</u> <ul style="list-style-type: none"> • Orientation <ul style="list-style-type: none"> - Organization chart/chain of command - Local facility emergency evacuation plans - Housing/transportation/meals/per diem - Shift schedule - Reference materials - Facility layout - Computer systems/software and communications equipment in use • Initial Briefing <ul style="list-style-type: none"> - Current resource status and critical shortages - Current situation status - Expected duration - Weather (current/expected) - Local protocols - Other significant activity occurring nationally, within the Area, or locally - Incident priorities - Expectations of management - Authorities delegated - Protocols for transfer of sensitive information (accidents, fatalities, etc.) 	I		

*Code: O = task can be completed in any situation (classroom, simulation, prescribed fire, daily job, etc.)
 I = task must be performed on an incident (flood, fire, prescribed fire, search & rescue, planned event, etc.)
 W = task must be performed on a wildland fire incident
 /R = Rare event—the evaluation assignment may not provide opportunities to demonstrate performance. The evaluator may be able to determine skills/knowledge through interview or the home office may need to arrange for another assignment or a simulation.
 RX = task must be performed on a prescribed fire incident

QUALIFICATION RECORD
Continuation Sheet

POSITION: INTELLIGENCE SUPPORT (INTS)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
2. <u>Demonstrates the ability to work professionally with internal and external customers.</u> - Co-workers - Public - Incident personnel - Other dispatch offices/coordination centers - Agency fire managers - Fire weather personnel - Fire information personnel	O		
3. <u>Operates effectively within the Initial Attack/Expanded/GACC environment, exhibiting situational awareness.</u> • Shares appropriate information. • Maintains professional attitude. • Prioritizes duties. • Recognizes personal limits. • Asks for help when appropriate. • Adapts to rapidly changing situations. • Recognizes and identifies resource shortages. • Stays within defined limits of authority.	I		

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QUALIFICATION RECORD
Continuation Sheet

POSITION: INTELLIGENCE SUPPORT (INTS)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p>4. <u>Recognizes the various incident and resource kinds/types commonly used.</u></p> <ul style="list-style-type: none"> • Kinds of incidents: <ul style="list-style-type: none"> - Fires (Prescribed, Wildland, WFU) - All-hazard incidents • Resource kinds/types: <ul style="list-style-type: none"> - Incident Management Teams (1, 2, 3) - Individual overhead - Crews (1, 2, camp) - Equipment (engines, dozers, etc.) - Aircraft (fixed, rotor) - Supplies 	O		
<p>5. <u>Resolves questions and issues by using available sources and reference materials.</u></p> <ul style="list-style-type: none"> - Situation Report User's Guide - ICS-209 User's Guide - WIMS User's Guide - ROSS User's Guide - National, Geographic Area, and local mobilization guides - Office Standard Operating Procedures for Intelligence Section 	I		

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QUALIFICATION RECORD
Continuation Sheet

POSITION: INTELLIGENCE SUPPORT (INTS)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p>6. <u>Demonstrates effective listening and communication skills (oral and written).</u></p> <ul style="list-style-type: none"> - Collects and records incoming Intelligence - Products are legible and complete - Information transfer is accurate and concise 	I		
<p>7. <u>Effectively maintains unit files/records according to local guidelines.</u></p> <ul style="list-style-type: none"> - Situation reports - ICS-209s - Briefings and resource summaries - Unit logs - Shift briefs - Weather products - Fire occurrence statistics - NFDRS products - Maps (fire, lightning, etc.) 	I		
<p>8. <u>Demonstrates basic computer and telecommunications skills in the following areas:</u></p> <ul style="list-style-type: none"> - File management - Word processing - Printing - Data entry - Internet navigation - Electronic mail (including DMS) - Fax machine - Phone system 	O		

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QUALIFICATION RECORD
Continuation Sheet

POSITION: INTELLIGENCE SUPPORT (INTS)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
9. <u>Demonstrates the ability to utilize Intelligence related computer applications including, but not limited to:</u> - WIMS - Situation report program - ICS-209 program - Resource status (ROSS) - Lightning maps	I		
10. <u>Demonstrates familiarity with the different types of maps in use within the dispatch/coordination environment:</u> - Jurisdictions - Protection maps - Ownership - Lightning maps - Wilderness areas - Resource management areas • Plots locations using coordinate systems. - Township/range/section - Latitude/longitude - VOR/bearing/distance - Universal Transverse Mercator (UTM)	O		

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QUALIFICATION RECORD
Continuation Sheet

POSITION: INTELLIGENCE SUPPORT (INTS)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p>11. <u>Demonstrates the ability to gather Intelligence in the following areas as required by national, geographic, and local guidelines.</u></p> <ul style="list-style-type: none"> - Daily fire weather observations and indices - Fire weather products: <ul style="list-style-type: none"> * forecasts * watches * red flag warnings * spot forecasts * lightning maps * weather outlooks/summaries - Situation status (current activity) - Significant incidents (as locally defined) - Resource status - Cumulative fire statistics 	I		
<p>12. <u>Demonstrates the ability to generate Intelligence products in the following areas as required by national, geographic, and local guidelines.</u></p> <ul style="list-style-type: none"> - Situation reports - ICS-209s - Resource status summaries - Briefings (oral and written) <ul style="list-style-type: none"> - Maps - Specialized Intelligence as warranted by current situation or local requirements: <ul style="list-style-type: none"> * Managers' summaries * MAC Group products * Weekly/year-end summaries 	I		

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QUALIFICATION RECORD
Continuation Sheet

POSITION: INTELLIGENCE SUPPORT (INTS)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
13. <u>Distributes Intelligence products via the method(s) identified in local standard operating procedures, which may include:</u> - Electronic mail system(s) - Posting to a web site - Display/information boards - Phone - Fax - Radio	I		
14. <u>Follows the locally established protocols for transfer of sensitive information:</u> - Crash Rescue - Accident - Medevac - Search and Rescue - Hazmat - Law Enforcement - Fire shelter deployment - Fatality protocols • Responds appropriately to emergency situations. - Makes proper notifications.	I/R		
15. <u>Receives demobilization instructions from work supervisor and ensures incident and agency demobilization procedures are followed.</u>	I		

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INSTRUCTIONS for EVALUATION RECORD

There are four separate blocks allowing evaluations to be made. These evaluations may be made on incidents, simulation in classroom, or in daily duties, depending on what the position task book indicates. This should be sufficient for qualification in the position if the individual is adequately prepared. If additional blocks are needed, a page can be copied from a blank task book and attached.

COMPLETE THESE ITEMS AT THE START OF THE EVALUATION PERIOD:

Evaluator's name, incident/office title, and agency: List the name of the evaluator, his/her incident position (on incidents) or office title, and agency.

Evaluator's home unit address and phone: Self explanatory

#: The number in the upper left corner of the experience block identifies a particular experience or group of experiences. This number should be placed in the column labeled "Evaluation Record #" on the Qualification Record for each task performed satisfactorily.

Location of Incident/Simulation: Identify the location where the tasks were performed by agency and office.

Incident Kind: Enter kind of incident, e.g., wildland fire, prescribed fire, search and rescue, flood, etc.

COMPLETE THESE ITEMS AT THE END OF THE EVALUATION PERIOD:

Number and Type of Resources: Enter the number of resources and types assigned to the incident pertinent to the trainee's task book position.

Duration: Enter inclusive dates during which the trainee was evaluated. This block may indicate a span of time covering several small and similar incidents if the trainee has been evaluated on that basis, i.e., several initial attack fires in similar fuel types.

Management Level or Prescribed Fire Complexity Level: Indicates ICS organization level, i.e., Type 5, Type 4, Type 3, Type 2, Type 1, Area Command or prescribed fire complexity level (low, moderate, high).

NFFL Fuel Model: For wildland fire and prescribed fire experience, enter number (1-13) of the fuel model(s) in which the incident occurred and under which the trainee was evaluated.

- | | | | |
|--------------------|---------------------------------|---------------------|--------------------------------|
| Grass Group | 1. Short Grass (1 foot) | Timber Group | 8. Closed Timber Litter |
| | 2. Timber (grass & understory) | | 9. Hardwood Litter |
| | 3. Tall Grass (2-1/2 feet) | | 10. Timber (litter understory) |
| Brush Group | 4. Chaparral (6 feet) | Slash Group | 11. Light Logging Slash |
| | 5. Brush (2 feet) | | 12. Medium Logging Slash |
| | 6. Dormant brush-Hardwood Slash | | 13. Heavy Logging Slash |
| | 7. Southern Rough | | |

Recommendation: Check as appropriate and/or make comments regarding the future needs for development of this trainee.

Date: List the date the record is being completed.

Evaluator's initials: Initial here to authenticate your recommendations and to allow for comparison with initials in the Qualifications Record.

Evaluator's relevant red card rating: List your certification relevant to the trainee position you supervised.

Evaluation Record

TRAINEE NAME

TRAINEE POSITION

# 1	Evaluators name: Incident / office title & agency:				
Evaluators home unit address & phone:					
Name and Location of Incident or Simulation (agency & area)	Incident Kind (wildland fire, search & rescue, etc.)	Number & Type of Resources Pertinent to Trainee's Position	Duration (inclusive dates in trainee status)	Management Level or Prescribed Fire Complexity Level	NFFL Fuel Model(s)
			to		
<p>The tasks initialed & dated by me have been performed under my supervision in a satisfactory manner by the above named trainee. I recommend the following for further development of this trainee.</p> <p>_____ The individual has successfully performed all tasks for the position and should be considered for certification</p> <p>_____ The individual was not able to complete certain tasks (comments below) or additional guidance is required.</p> <p>_____ Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation.</p> <p>_____ The individual is severely deficient in the performance of tasks for the position and needs further training (both required & knowledge and skills needed) prior to additional assignment(s) as a trainee.</p> <p>Recommendations: _____</p> <p>Date: _____ Evaluator's initials: _____ Evaluator's relevant red card (or agency certification) rating: _____</p>					

# 1	Evaluators name: Incident / office title & agency:				
Evaluators home unit address & phone:					
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Evaluation Record (Continuation Sheet)

TRAINEE NAME

TRAINEE POSITION

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Evaluator's home unit address & phone:					
Name and Location of Incident or Simulation (agency & area)	Incident Kind (wildland fire, search & rescue, etc.)	Number & Type of Resources Pertinent to Trainee's Position	Duration (inclusive dates in trainee status)	Management Level or Prescribed Fire Complexity Level	NFFL Fuel Model(s)
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Evaluator's home unit address & phone:					
Name and Location of Incident or Simulation (agency & area)	Incident Kind (wildland fire, search & rescue, etc.)	Number & Type of Resources Pertinent to Trainee's Position	Duration (inclusive dates in trainee status)	Management Level or Prescribed Fire Complexity Level	NFFL Fuel Model(s)
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