

NATIONAL INTERAGENCY  
INCIDENT MANAGEMENT SYSTEM



TASK BOOK FOR THE POSITION OF  
INFRARED INTERPRETER  
(IRIN)

April 1999

<b>TASK BOOK ASSIGNED TO:</b>
INDIVIDUAL'S NAME, DUTY STATION, AND PHONE NUMBER
<b>TASK BOOK INITIATED BY:</b>
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

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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.**

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FINAL EVALUATOR'S SIGNATURE AND DATE

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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.**

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CERTIFYING OFFICIAL'S SIGNATURE AND DATE

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

## 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 individual'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 incident. Some positions also required that specific tasks be performed on a wildland fire - performance of these tasks on other types of incidents are NOT qualifying. It is important that performance be critically evaluated and accurately recorded by each evaluator. All tasks must be evaluated. 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 Fire Qualification Subsystem Guide 310-1. A brief list of responsibilities also appears below:

### RESPONSIBILITIES:

1. The **Local Office** is responsible for:

Selecting trainees based on the needs of the local office and the geographic area.

- Ensuring that the trainee meets the training and experience requirements included in the Wildland Fire Qualification Subsystem Guide 310-1.
- Issuing 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 **individual** 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 local office personnel when the PTB is completed and providing a copy.
  - Keeping the original PTB in personal records.
3. The **Evaluator** is responsible for:
  - 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 each PTB.
  - Signing the verification statement inside the front cover of the PTB when all tasks have been initialed.
4. The **Training Specialist** is responsible for:
  - Identifying incident evaluation opportunities.
  - Identifying and assigning an evaluator that can provide a positive experience for the trainee, and make an accurate and honest appraisal of the trainee's performance.
  - Providing PTBs to approved trainees on the incident when local agency 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.

## QUALIFICATION RECORD

### POSITION: INFRARED INTERPRETER (IRIN)

TASK	C O D E *	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
<u>GENERAL</u>			
1. <u>Obtain and assemble information and materials needed for kit.</u> Kit will be assembled and prepared prior to receiving an assignment. Kit will contain critical items needed for the assignment and items needed for functioning during the first 48 hours. Kit will be easily transportable and within agency weight limitation (per National Mobilization Guide). The basic information and materials needed are: <ul style="list-style-type: none"> <li>• Infrared operations manual.</li> <li>• Adequate numbers/colors of markers for map production.</li> <li>• Materials for posting on display boards/maps.</li> <li>• NWCG 410-1 (Jan. 1998).</li> <li>• Materials for determining acreage.</li> <li>• Suggested materials list (I-443).</li> </ul>	O		
2. <u>Demonstrate ability to apply these business management functions.</u> <ul style="list-style-type: none"> <li>• Complete time report.</li> <li>• Set priorities.</li> <li>• Organize safe and efficient work area.</li> </ul>	O		
<u>MOBILIZATION</u>			
3. <u>Obtain complete information from dispatch upon initial activation.</u> <ul style="list-style-type: none"> <li>• Incident name.</li> <li>• Incident order number.</li> <li>• Request number.</li> <li>• Reporting locations.</li> <li>• Reporting time.</li> <li>• Transportation arrangements/travel routes.</li> <li>• Contact procedures during travel (telephone/radio).</li> </ul>	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, search & rescue, etc.)

W = task must be performed on a wildfire 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.

**QUALIFICATION RECORD**  
**Continuation Sheet**

**POSITION: INFRARED INTERPRETER (IRIN)**

	TASK	C O D E *	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
4.	<u>Gather information necessary to assess incident assignment and determine immediate needs and actions.</u> <ul style="list-style-type: none"> <li>• Incident Commander's/Supervisor's name, location, contact.</li> <li>• Current resource commitments.</li> <li>• Current situation.</li> <li>• Expected duration of assignment.</li> </ul>	I		
<u>INCIDENT ACTIVITIES</u>				
5.	<u>Arrive at incident.</u> <ul style="list-style-type: none"> <li>• Check in at check-in location according to agency guidelines and within acceptable time limits.</li> <li>• Properly equipped.</li> <li>• Locate assigned location.</li> </ul>	I		
6.	<u>Obtain briefing from Situation Unit Leader or Supervisor.</u> <ul style="list-style-type: none"> <li>• Understand schedule for planning section meeting.</li> <li>• Determine and understand timeframes for inputs into Incident Action Plan.</li> <li>• Review needs for personnel and facilities to aid in product processing.</li> <li>• Location of work area.</li> </ul>	I		
7.	<u>Gather operational information.</u> <ul style="list-style-type: none"> <li>• Learn incident base facilities and layout; equipment available, off-base support facilities such as duplicating machines, computers, fax, maps, etc.</li> </ul>	I		

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**QUALIFICATION RECORD**  
**Continuation Sheet**

**POSITION: INFRARED INTERPRETER (IRIN)**

	<b>TASK</b>	<b>C O D E *</b>	<b>EVAL. RECORD #</b>	<b>EVALUATOR: Initial &amp; date upon completion of task</b>
7.	<u>Gather information necessary to assess incident assignment and determine immediate needs and actions (con't.).</u> <ul style="list-style-type: none"> <li>• Local airport location and capability. (Runway length and condition)</li> <li>• Local office space available to work from.</li> <li>• Phone numbers and radio frequencies for local dispatch and being used on Incident.</li> <li>• Fire location, latitude and longitude, VOR headings and elevation needed to place IR flight and order.</li> </ul>	I		
8.	<u>Obtain work materials.</u> <ul style="list-style-type: none"> <li>• Obtain additional materials and equipment necessary to fully accomplish assigned tasks within specified timeframes.</li> <li>• Obtain transportation to and from airport, local office, and Incident Command Posts, or designated areas.</li> <li>• Obtain place to stay near airport and local office (if applicable).</li> <li>• Obtain base maps and aerial photos of fire area.</li> </ul>	I		
9.	<u>Place IR Flight order.</u> <ul style="list-style-type: none"> <li>• Ensure proper aircraft ordering procedures are used.</li> <li>• Get confirmation order has been placed.</li> <li>• Ensure time of flight and pick up locations and time are relayed back to interpreter.</li> </ul>	I		

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**QUALIFICATION RECORD**  
**Continuation Sheet**

**POSITION: INFRARED INTERPRETER (IRIN)**

TASK		C O D E *	EVALUATI ON RECORD #	EVALUATOR: Initial & date upon completion of task
10.	<u>Pick up IR imagery.</u>  <ul style="list-style-type: none"> <li>• Arrange for or pick up IR imagery from IR Tech./Flight crew.</li> <li>• Include air drop procedures.</li> </ul>	I		
11.	<u>Interpret imagery.</u>  <ul style="list-style-type: none"> <li>• Interpret and post findings accurately on aerial photos or quad maps.</li> </ul>	I		
12.	<u>Determine acreage.</u>  <ul style="list-style-type: none"> <li>• Calculate acreage of incident for each interpretation.</li> </ul>	I		
13.	<u>Deliver IR Flights.</u>  <ul style="list-style-type: none"> <li>• Arrange for or deliver IR flight maps and information to incident, Plans Section (SUL).</li> <li>• Include information on fire location and intensity.</li> </ul>	I		
14.	<u>Maintain IR records.</u>  <ul style="list-style-type: none"> <li>• Include maps, imagery and daily and unit logs.</li> </ul>	I		
15.	<u>Prepare for and give briefing to SUL and/or others as determined by Incident.</u>	I		
<u>DEMOBILIZATION</u>				
16.	<u>Demobilization and check-out.</u>  <ul style="list-style-type: none"> <li>• Receive demobilization instructions from work supervisor.</li> <li>• Ensure that incident and agency demobilization procedures are followed. If required, ICS Form 221 (Demobilization Check-out) is completed and turned in to appropriate person.</li> </ul>	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, by 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.**

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

**Evaluator's home unit address & 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 in order to indicate the circumstances under which a particular task was performed.

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

**Incident type:** Enter type of incident, e.g., wildfire, search and rescue, flood, etc.

**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 individual was evaluated. This block may indicate a span of time covering several small and similar incidents if the individual has been evaluated on that basis, i.e., several initial attack fires in similar fuel types.

**Mgt. Level:** Indicate ICS organization level, i.e., Type 4, Type 3, Type 2, Type 1, or Area Command.

**NFFL Fuel Model:** For wildfire experience, enter number (1-13) of the fuel model in which the incident occurred and under which the individual was evaluated.

- |                                   |                                |
|-----------------------------------|--------------------------------|
| 1. Short grass (1 foot)           | 8. Closed Timber Litter        |
| 2. Timber (grass & understory)    | 9. Hardwood Litter             |
| 3. Tall grass (2 1/2 feet)        | 10. Timber (litter understory) |
| 4. Chaparral (6 feet)             | 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	Evaluator's name: Incident/office title & agency:				
Evaluator' 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 &amp; 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 &amp; 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>					

#2	Evaluator's name: Incident/office title & agency:				
Evaluator' 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 &amp; 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 &amp; 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>					

Evaluation Record  
(Continuation Sheet)

\_\_\_\_\_  
TRAINEE NAME

\_\_\_\_\_  
TRAINEE POSITION

#3	Evaluator's name: Incident/office title & agency:				
Evaluator' 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 &amp; 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 &amp; knowledge and skills needed) prior to additional assignment(s) as a trainee.</p> <p>Recommendations: _____</p> <p>_____</p> <p>Date: _____ Evaluator's initials: _____ Evaluator's relevant red card (or agency certification) rating: _____</p>					

#4	Evaluator's name: Incident/office title & agency:				
Evaluator' 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 &amp; 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 &amp; knowledge and skills needed) prior to additional assignment(s) as a trainee.</p> <p>Recommendations: _____</p> <p>_____</p> <p>Date: _____ Evaluator's initials: _____ Evaluator's relevant red card (or agency certification) rating: _____</p>					

## **GLOSSARY**

### **Evaluator**

One who judges or rates performance of a trainee based on a specific task.

### **Position Performance**

Performing multiple tasks in context of doing the job of the target position. Trainees must demonstrate the ability to do the job.

### **Trainee Assignment**

An assignment that is performed in conjunction with a fully qualified person for the purpose of demonstrating knowledge, skills, and abilities required in accomplishing the tasks of the position.

### **Trainee**

A person who has completed all required prerequisites and has been nominated to a training position.