

A Publication of the  
National Wildfire  
Coordinating Group

**NATIONAL INTERAGENCY  
INCIDENT MANAGEMENT SYSTEM**

Sponsored by  
United States  
Department of Agriculture

**TASK BOOK FOR THE POSITION OF**

United States  
Department of the Interior

**HELIBASE MANAGER  
FOUR OR MORE HELICOPTERS  
(HEB1)**

National Association of  
State Foresters

**HELIBASE MANAGER  
ONE TO THREE HELICOPTERS  
(HEB2)**



**PMS 311-20  
NFES 2327**

**August 1993**

<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.*

**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 complete with signatures. I also verify that  

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

**EVALUATOR'S SIGNATURE AND DATE**

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

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**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**

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

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3833 S. Development Avenue  
Boise, Idaho 83705-5354

Order NFES # 2327

## NATIONAL WILDFIRE COORDINATING 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 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: HELIBASE MANAGER (HEB1 & HEB2)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p><b><u>GENERAL</u></b></p> <p>1. <u>Apply business management practices.</u></p> <ul style="list-style-type: none"> <li>• Provide fiscal accountability.</li> <li>• Complete daily cost summaries for aircraft and equipment (water trucks, fuel tenders, and other rental equipment).</li> <li>• Review and approve crew time reports.</li> <li>• Establish ordering procedures (ordering authority).</li> </ul>	O		

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 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: HELIBASE MANAGER (HEB1 & HEB2)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p>2. <u>Establish and maintain positive interpersonal and interagency working relationships.</u></p> <ul style="list-style-type: none"> <li>• Through briefings, discuss EEO, civil rights, sexual discrimination, and other sensitive issues with assigned personnel.</li> <li>• Recognize cultural language difficulties as it impacts work output and expectations.</li> <li>• Provide equal assignment opportunities based on individual skill level.</li> <li>• Monitor and evaluate progress based on expected work standards, not race, color, or creed.</li> <li>• Individual agency values and policies are addressed throughout the tenure of the incident.</li> <li>• Differences in agency values and policies that affect the operation are arbitrated in a manner that fosters continuous positive working relationships.</li> <li>• Integrate cultural resource considerations into all management activities.</li> </ul>	O		

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QUALIFICATION RECORD  
Continuation Sheet

POSITION: HELIBASE MANAGER (HEB1 & HEB2)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p><b><u>MOBILIZATION</u></b></p> <p>3. <u>Obtain complete information from dispatch upon initial activation.</u></p> <ul style="list-style-type: none"> <li>• Incident name.</li> <li>• Incident order number.</li> <li>• Request number.</li> <li>• Reporting location.</li> <li>• Reporting time.</li> <li>• Transportation arrangements/travel routes.</li> <li>• Contact procedures during travel (telephone/radio).</li> </ul>			
<p><b><u>INCIDENT ACTIVITIES</u></b></p> <p>4. <u>Arrive at incident at check-in.</u> Receive initial briefing from air support group supervisor.</p> <ul style="list-style-type: none"> <li>• Incident objectives as stated in Incident Action Plan.</li> <li>• Operation strategy.</li> <li>• Location of helibase site.</li> <li>• Determine number and type helicopters on site.</li> </ul>	I		
<p>5. <u>Report to assigned helibase to determine the following information:</u></p> <ul style="list-style-type: none"> <li>• Identify positions presently filled and staff other positions if needed.</li> <li>• Order additional aircraft if needed.</li> </ul>	I		

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QUALIFICATION RECORD  
Continuation Sheet

POSITION: HELIBASE MANAGER (HEB1 & HEB2)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p>6. <u>Brief or receive briefings from air support group supervisor.</u></p> <ul style="list-style-type: none"> <li>• Participate in air operations planning.               <ul style="list-style-type: none"> <li>• Inform air support group supervisor of helibase activities.</li> <li>• Prepare resource capability chart.</li> </ul> </li> <li>• Receive mission priorities and develop schedule based upon Incident Action Plan.</li> <li>• Receive and respond to special requests for logistical and tactical mission.</li> <li>• Daily review staffing requirements and:               <ul style="list-style-type: none"> <li>• Reassign, order, or demobilization.</li> </ul> </li> <li>• Establish and maintain helibase log.               <ul style="list-style-type: none"> <li>• Inspect, approve and number all helispots.                   <ul style="list-style-type: none"> <li>• Location on Incident Action Plan maps.</li> <li>• Limitations; i.e., type I, II, III, IV or medivac sites.</li> </ul> </li> </ul> </li> <li>• Obtain needed radios (commo plan).</li> </ul>	O		

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QUALIFICATION RECORD  
Continuation Sheet

POSITION: HELIBASE MANAGER (HEB1 & HEB2)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p>7. <u>Properly review and implement helibase checklist.</u></p> <ul style="list-style-type: none"> <li>• Develop and post medivac Plan.</li> <li>• Develop and post crash rescue plan.</li> <li>• Establish flight following procedures.</li> <li>• Identify flight hazards (wires, cables, local wind, weather phenomena).</li> <li>• Establish fueling site and procedures.</li> <li>• Check load calculations for completeness, accuracy and currency.</li> <li>• Post Incident Action Plan.</li> <li>• Establish traffic pattern for aircraft and vehicles.</li> <li>• Check pilot aircraft cards.</li> <li>• Check helitack crewmember qualifications.</li> <li>• Post communication plan.</li> <li>• Establish approach/departure paths for aircraft.</li> <li>• Provide for dust abatement.</li> <li>• Develop helibase layout.</li> <li>• Identify helispot locations and arrange for construction.</li> <li>• Inspect, approve and mark helispots.</li> <li>• Order helibase sanitation facilities (outhouses, trash disposal).</li> <li>• Insure duty limitations, day-off schedules are adhered to.</li> <li>• Provide safety equipment (PPE, fire extinguishers, crash/rescue kit, etc.).</li> <li>• Provide safety briefings to passengers.</li> <li>• Give briefings to aircrews and helitack. <ul style="list-style-type: none"> <li>• Debrief aircrews and helitack.</li> <li>• Complete helicopter operations checklist and obtain approval.</li> <li>• Insure pilots review, understand and sign helicopter operations checklist.</li> </ul> </li> </ul>	I		

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QUALIFICATION RECORD  
Continuation Sheet

POSITION: HELIBASE MANAGER (HEB1 & HEB2)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p>8. <u>Coordinate with Air Support Group Supervisor.</u></p> <ul style="list-style-type: none"> <li>• Provide input for Air Operations Summary (aircraft availability, number of aircraft by type, hours of availability.</li> <li>• Receive mission objectives and priorities.</li> <li>• Share information on helibase activities.</li> <li>• Exchange information on maintenance schedules/breakdowns.</li> </ul>	W		
<p>9. <u>Coordinate with Air Tactical Group Supervisor.</u></p> <ul style="list-style-type: none"> <li>• Provide Flight following.</li> <li>• Support Tactical missions.</li> </ul>			
<p>10. <u>Coordinate with other functional bases (helibases, helispots, camps, helitorch base, fuel depots, F/W bases, helitanker sites).</u></p>			
<p>11. <u>Coordinate with supply unit.</u></p> <ul style="list-style-type: none"> <li>• Establish ordering procedures.</li> <li>• Tag and mark aerial cargo with destination.</li> <li>• Coordinate back-haul from camps, line, helibase and helispots.</li> <li>• Receive supplies and equipment (ongoing).</li> </ul>			

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QUALIFICATION RECORD  
Continuation Sheet

POSITION: HELIBASE MANAGER (HEB1 & HEB2)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p>12. <u>Coordinate with ground support unit.</u></p> <ul style="list-style-type: none"> <li>• Arrange transportation to and from helibase/camp.</li> <li>• Back-haul equipment.</li> <li>• Transport crews to and from helibase.</li> <li>• Collect use information on rented equipment.</li> </ul>			
<p>13. <u>Coordinate with finance/administration section.</u></p> <ul style="list-style-type: none"> <li>• Report daily aircraft and equipment costs.</li> <li>• Monitor agreements.</li> <li>• Submit time reports.</li> <li>• Provide documentation for potential claims.</li> </ul>			
<p>14. <u>Coordinate with facilities unit.</u></p> <ul style="list-style-type: none"> <li>• Arrange for: <ul style="list-style-type: none"> <li>• Helibase security.</li> <li>• Sanitation.</li> <li>• Garbage pickup.</li> </ul> </li> <li>• Provide sleeping areas/shade.</li> </ul>			
<p>15. <u>Coordinate with communications unit.</u></p> <ul style="list-style-type: none"> <li>• Secure radios, batteries and antennas.</li> <li>• Provide support for repeater placement/repair.</li> </ul>			

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QUALIFICATION RECORD  
Continuation Sheet

POSITION: HELIBASE MANAGER (HEB1 & HEB2)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
16. <u>Coordinate with medical unit.</u> <ul style="list-style-type: none"> <li>• Review medivac plan.</li> <li>• Identify medivac aircraft and crew.</li> <li>• Arrange briefing for medical personnel.</li> <li>• Provide list of equipment and qualified "EMTs."</li> </ul>			
17. <u>Coordinate with Safety Officer.</u> <ul style="list-style-type: none"> <li>• Review plans and operation.</li> </ul>			
18. <u>Coordinate with planning section.</u> <ul style="list-style-type: none"> <li>• Provide aircraft for mapping and IR flights.</li> <li>• Request maps and Incident Action Plan for flight crews.</li> <li>• Supply list of resources to Resource unit.</li> <li>• Request weather briefings and updates.</li> <li>• Submit unit log (ICS Form 214).</li> <li>• Evaluate subordinate personnel.</li> </ul>			
19. <u>Coordinate with Information Officer.</u> <ul style="list-style-type: none"> <li>• Provide PPE and safety briefings for media/VIP</li> </ul>			

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QUALIFICATION RECORD  
Continuation Sheet

POSITION: HELIBASE MANAGER (HEB1 & HEB2)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
20. <u>Coordinate with local dispatch.</u> <ul style="list-style-type: none"> <li>• Define I.A. availability.</li> <li>• Obtain hazard maps.</li> <li>• Contact vendors, technical specialist, etc.</li> </ul>			
<b><u>DEMOBILIZATION</u></b>  21. <u>Demobilization and checkout:</u> <ul style="list-style-type: none"> <li>• Receive demobilization instructions.</li> <li>• Brief subordinate staff on demobilization procedures and responsibilities.</li> <li>• Ensure that incident and agency demobilization procedures are followed.</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			
<b>#1</b>	Evaluator's name, incident/office title & agency:				
Evaluator's home unit address & phone:					
Location of Incident or Simulation (agency & area)	Incident Type (wildfire, search & rescue, etc.)	Number & Type of Resources Pertinent to Trainee's Position	Duration (inclusive dates in trainee status)	Mgt. Level (Area Command, Type 1, 2, 3, or 4)	NFFL Fuel Model
			to		
<p>The tasks initialed &amp; dated by me have been performed under my supervision and 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 must complete all training (both mandatory &amp; suggested) prior to further assignment as a trainee.</p> <p>Recommendations: _____</p> <p>_____</p> <p>Date: _____ Evaluator's initials: _____ Evaluator's relevant red card (or agency certification) rating: _____</p>					

<b>#2</b>	Evaluator's name, incident/office title & agency:				
Evaluator's home unit address & phone:					
Location of Incident or Simulation (agency & area)	Incident Type (wildfire, search & rescue, etc.)	Number & Type of Resources Pertinent to Trainee's Position	Duration (inclusive dates in trainee status)	Mgt. Level (Area Command, Type 1, 2, 3, or 4)	NFFL Fuel Model
			to		
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**Evaluation Record  
(Continuation Sheet)**

<b>TRAINEE NAME</b>		<b>TRAINEE POSITION</b>			
<b>#3</b>	Evaluator's name, incident/office title & agency:				
Evaluator's home unit address & phone:					
Location of Incident or Simulation (agency & area)	Incident Type (wildfire, search & rescue, etc.)	Number & Type of Resources Pertinent to Trainee's Position	Duration (inclusive dates in trainee status)	Mgt. Level (Area Command, Type 1, 2, 3, or 4)	NFFL Fuel Model
			to		
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<b>#4</b>	Evaluator's name, incident/office title & agency:				
Evaluator's home unit address & phone:					
Location of Incident or Simulation (agency & area)	Incident Type (wildfire, search & rescue, etc.)	Number & Type of Resources Pertinent to Trainee's Position	Duration (inclusive dates in trainee status)	Mgt. Level (Area Command, Type 1, 2, 3, or 4)	NFFL Fuel Model
			to		
<p>The tasks initialed &amp; dated by me have been performed under my supervision and 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 must complete all training (both mandatory &amp; suggested) prior to further assignment as a trainee.</p> <p>Recommendations: _____</p> <p>_____</p> <p>Date: _____ Evaluator's initials: _____ Evaluator's relevant red card (or agency certification) rating: _____</p>					