

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

RESOURCE UNIT LEADER (RESL)

National Association of
State Foresters



PMS 311-27
NFES 2337

August 1993

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.

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

FINAL EVALUATOR'S VERIFICATION

I verify that all tasks have been performed and are complete with signatures. I also verify that

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

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

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National Interagency Fire Center, ATTN: Supply
3833 S. Development Avenue
Boise, Idaho 83705-5354

Order NFES # 2337

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: RESOURCE UNIT LEADER (RESL)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p><u>GENERAL</u></p> <p>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:</p> <ul style="list-style-type: none"> • ICS 420-1 (Field Operations Guide). • Incident specific management procedures (e.g., for wildfire incidents NWCG Fireline Handbook 410-1, HAZMAT Plans for hazardous materials incidents, etc.). • Fire Time Report. • ICS Form 203, Organization Assignment List. • ICS Form 204, Division Assignment. • ICS Form 207, Organization Chart. • ICS Form 210, Status Change Cards. • ICS Form 215, Operation Planning Worksheet. • ICS Form 211, Check-In List, in color-coded book, if possible. • ICS Form 213, General Message. • ICS Form 219, Resource status cards, racks or sort files. • General supplies: pens, paper, tape, stapler, paper clips, ruler, highlighters, other personally developed items. 	O		

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QUALIFICATION RECORD
Continuation Sheet

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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"> • Through briefings, discuss EEO, civil rights, sexual discrimination and other sensitive issues, with assigned personnel. • Recognize cultural language difficulties as it impacts work output and expectations. • Provide equal assignment opportunities based on individual skill level. • Monitor and evaluate progress based on expected work standards not race, color or creed. • Individual agency values and policies are addressed throughout the tenure of the incident. • Differences in agency values and policies that affect the operation are arbitrated in a manner that fosters continuous positive working relationships. • Integrate cultural resource considerations into all management activities. 	O		

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<p>3. <u>Provide for the safety and welfare of assigned personnel during the entire period of supervision.</u></p> <ul style="list-style-type: none"> • Recognizes potentially hazardous situations. • Informs subordinates of hazards. • Ensures that special precautions are taken when extraordinary hazards exist. • Ensures adequate rest is provided to all unit personnel. 	I		
<p><u>MOBILIZATION</u></p> <p>4. <u>Obtain complete information from dispatch upon initial activation.</u></p> <ul style="list-style-type: none"> • Incident name. • Incident order number. • Request number. • Reporting location. • Reporting time. • Transportation arrangements/travel routes. • Contact procedures during travel (telephone/radio). 	I		
<p>5. <u>Gather information necessary to assess incident assignment and determine immediate needs and actions.</u></p> <ul style="list-style-type: none"> • Incident Commander's/Supervisor's name, location, contact. • Current resource commitments. • Current situation. • Expected duration of assignment. 	I		

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TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<u>INCIDENT ACTIVITIES</u>			
6. <u>Arrives at incident.</u> <ul style="list-style-type: none"> • Report to check-in location according to agency guidelines and within acceptable time limits. • Report to assigned location. 	I		
7. <u>Obtains briefing from Planning Section Chief.</u> Obtain the following information: <ul style="list-style-type: none"> • Incident size. • Number of resources. • Incident potential. • Location of work area. • Procedures for ordering resources and supplies. • Start time and first work period. • Status of staffing for resource unit. • General orientation to the camp/base. • Information to be solicited from incident resources for tracking purposes. • Read ICS form 201, Incident Briefing, if available. 			
8. <u>Organizes work area.</u> Consider key items: <ul style="list-style-type: none"> • Acquire table(s); seating; additional supplies not in kit. • Acquire communications equipment: radio, telephone, data communication equipment and operator. • Establish filing system: card holders or racks organized by operational period and section. 			

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<p>9. <u>Evaluates needs and orders supplies and materials to keep unit operating.</u></p> <ul style="list-style-type: none"> • 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. 	I		
<p>10. <u>Organizes and supervises unit.</u></p> <ul style="list-style-type: none"> • Identify need for subordinates. • Order subordinates as needed. • Brief and keep subordinates informed. • Establish unit timeframes and schedules. • Make assignments. • Spot check work. • Evaluate and record performance. • Review and approve time. • Develop team work. • Provide counseling and discipline as needed. 			
<p>11. <u>Briefs subordinate(s) on relief.</u></p> <ul style="list-style-type: none"> • Briefs face-to-face. • Information is given periodically and with every change from planned work. • Communications. • Chain-of-command. • Overall incident information. 	I		

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TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p>12. <u>Completes all ICS forms and cards utilized following standard ICS procedures.</u></p> <ul style="list-style-type: none"> • Fill out forms and cards within timeframes established by Planning Section Chief. • Information is complete, accurate and legible. 	I		
<p>13. <u>Organizes check-in locations as directed by Planning Section Chief.</u> Each check-in location has:</p> <ul style="list-style-type: none"> • Supply of ICS Form 211 signs to designate check-in location. • Writing instruments. • Table and light chairs. • Radio, if applicable. <p>Check-in stations are operational within specified timeframes.</p> <ul style="list-style-type: none"> • Incident base: within one hour. • Outlying locations: within timeframes set by Planning Section Chief. 	I		

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<p>14. <u>Briefs personnel assigned to check-in function and reviews duties and responsibilities.</u> Include:</p> <ul style="list-style-type: none"> • General layout of the camp/base. • Work schedule. • Where and how often to turn in check-in lists. • Review of procedures for completion of ICS Form 211. • Information to solicit from each resource for tracking; i.e.: <ul style="list-style-type: none"> • Number of days on previous assignment. • Travel status information. • Contract work limitations. • Most recent day off. • Unusual restrictions or limitations on work assignments. 	I		
<p>15. <u>Interact and coordinate with appropriate Unit Leader and operations personnel.</u></p> <ul style="list-style-type: none"> • Receive and transmit needed information. 	I		
<p>16. <u>Verifies that resources checked in are ordered for this incident.</u></p> <ul style="list-style-type: none"> • Compare check-in lists and confirm that resources are at the proper incident/location. • Provide check-in information to supply unit and finance section as requested. 	I		

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<p>17. <u>Verifies that the check-in function is being performed at each incident check-in location.</u></p> <ul style="list-style-type: none"> • Contact each check-in location at least once each operational period. • Spot check check-in lists for completeness. • Take action to correct consistent errors in check-in lists. • Check-in information arrives at resource unit within 30 minutes of established timeframes. 	I		
<p>18. <u>Displays resource status cards to reflect the function, organization, status and location of all resources on the incident.</u> Arrange resource status cards to reflect information including but not limited to:</p> <ul style="list-style-type: none"> • Name of incident base. • Name of camp(s). • Assignment of individual resources to branches, divisions and groups. • Function of each resource (finance, operations, command, etc.). • Current status of each resource (enroute, available, assigned or out-of-service), by operational periods. <p>Arrange resources by alpha/numeric sequence if appropriate.</p>	I		

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TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p>19. <u>Compares check-in list with finance section records and ground support unit inventory list to verify that all resources are accounted for.</u></p> <ul style="list-style-type: none"> • Make comparisons within first 48-hour period of operation and every operational period unless directed otherwise by Planning Section Chief. 	I		
<p>20. <u>Adjusts resource status card display to reflect changes in status for incident resources.</u></p> <ul style="list-style-type: none"> • Adjust resource status card display as often as necessary to reflect most recent information. • Adjust resource status card display to reflect division assignments for upcoming operational period within timeframes set by Planning Section Chief. • Adjust resource status card display to reflect change in status within one hour of receipt of change of status card. • Send all status change cards to documentation unit at conclusion of each operational period. 	I		

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TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p>21. <u>Tracks restrictions/work requirements for each operational resource to maximize safe and efficient assignments during the incident.</u> Include:</p> <ul style="list-style-type: none"> • Number of days worked in succession. • Rest and recuperation requirements. • Number of days on previous assignment. • Contract limitations. • Restrictions on type of assignment. • Assignment to spike camps. • Assignment to extended work shifts. <p>Use information to facilitate resource assignments for each operational period.</p>	I		
<p>22. <u>Prepares resource availability information.</u></p> <ul style="list-style-type: none"> • Prepares information prior to start of planning strategy meeting. • Reflects most recent status information for each operation section resource. • Display "Total count", "kind" and "type" information for each resource category accurately. • Write information in the appropriate sections of the ICS Form 215 (Operational Planning Worksheet). 	I		
<p>23. <u>Provides resource information in the plans strategy meeting.</u></p> <ul style="list-style-type: none"> • Provide resource status information as requested. • Present ICS Form 215 information briefly and clearly. 	I		

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TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p>24. <u>Records conclusive operational and logistical information and decisions on ICS Form 215. Includes:</u></p> <ul style="list-style-type: none"> • Designation of division or group. • Work assignment. • Resource kind and type requirements. • Reporting locations. • Pick-up points and items. • Special instructions. <p>Record information accurately, completely and legibly.</p>	I		
<p>25. <u>Prepares ICS Form 203 (Organization Assignment List) and ICS Form 207 (Organization Chart).</u></p> <ul style="list-style-type: none"> • Reflect results of most recent plans strategy meeting and updated resource status card display. • Review and sign completed documents. • Complete documents within timeframes set by Planning Section Chief. 	I		
<p>26. <u>Submits complete and signed ICS Form 203 to Documentation Unit Leader for inclusion in Incident Action Plan for next operational period.</u></p> <p>Meet timeframe for duplication and collation into Incident Action Plan as established by Planning Section Chief.</p>	I		

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<p>27. <u>Posts ICS Form 207 in highly visible location.</u></p> <p>Display accurate information for the start of the current operational period.</p> <p>Post ICS Form 207 on:</p> <ul style="list-style-type: none"> • Incident command post display board. • Resource unit work area. • Fire information center. • Other locations designated by Planning Section Chief. 	I		
<p>28. <u>Completes ICS Form 214.</u></p> <ul style="list-style-type: none"> • Complete log for each operational period. • Submit completed log to Documentation Unit Leader through Planning Section Chief each operational period. 	I		
<p>29. <u>Places resource orders upon direction from the Planning Section Chief to reconcile resource deficiencies and needs.</u></p> <ul style="list-style-type: none"> • Base requests on resource deficiencies identified on ICS Form 215 during plans strategy meeting. • Complete orders within timeframe and direction established by Planning Section Chief. 	I		

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TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p>30. <u>Assigns specific resources to fill needs identified at plans strategy meeting.</u></p> <ul style="list-style-type: none"> • Use restriction/work requirement information to guide assignments made to each resource. • Use temporary status information (mechanical out-of-service, rest requirements, limited duty, etc.). • Consider safe operations when selecting resources. • Display resource status cards to reflect approved assignments. 	I		
<p>31. <u>Prepares ICS Form 204 (Division Assignment) for the next operational period.</u></p> <ul style="list-style-type: none"> • Include assignments, instructions and additional information contained in ICS Form 215. • Use information from the most recent communications plan. • Complete division assignment list to meet deadline set by Planning Section Chief who reviews and approves list. 	I		

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<p>32. <u>Provide information to situation unit on current status of resources for completion of ICS Form 209 (Incident Status Summary).</u></p> <ul style="list-style-type: none"> • Display most recent status of resources. • Provide information within timeframe established by Planning Section Chief. • Format information correctly for agency or incident commander's utilization. 	I		
<p>33. <u>Responds to request for information about resources.</u></p> <ul style="list-style-type: none"> • Process routine requests for information as time is available. • Process emergency requests for information quickly within existing deadlines and timeframes. • Types of information resource unit provides include: <ul style="list-style-type: none"> • Total number of personnel on incident. • Total number of personnel assigned to each section and/or unit. • Total number of resources by type and location of specific resource. 	I		
<p>34. <u>Submits original documents to Documentation Unit Leader for each operational period.</u></p> <p>Submit documents at conclusion of each operational period.</p> <ul style="list-style-type: none"> • Incident Action Plan. • ICS Form 207, Organization chart. • ICS Form 210, Status Change Cards. • ICS Form 214, Unit Log. • ICS Form 215, Operational Planning Worksheet. 	I		

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TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p>35. <u>Provides information on individual resources for implementation of Demobilization Plan.</u></p> <ul style="list-style-type: none"> • Provide all check-in sheets to Demobilization Unit Leader. • Provide additional information on restrictions/work requirements as obtained from respective division supervisors and unit leaders. 	I		
<p>36. <u>Adjusts resource availability information to reflect implementation of Demobilization Plan.</u></p> <ul style="list-style-type: none"> • Display proposed demobilization on Operations Planning Worksheet for upcoming operational period. • Adjust resource status card display as necessary to reflect actual demobilization of resources. 	I		
<u>DEMOBILIZATION</u>			
<p>37. <u>Plans for demobilization and check-out.</u></p> <ul style="list-style-type: none"> • Receive demobilization instructions from work supervisor. • Brief subordinate staff on demobilization procedures and responsibilities. • Insure that incident and agency demobilization procedures are followed. • Complete and turn in ICS Form 221 (Demobilization Check-Out) to appropriate person (if required). 	I		

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TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p>38. <u>Demobilizes Resource Unit.</u></p> <ul style="list-style-type: none"> • Demobilize as directed by Planning Section Chief. • Brief unit personnel on procedures for closing out unit operations. • Dismantle and store displays. • Return equipment and supplies to supply unit. • Order replacement supplies from supply unit. • Deliver check-in sheets, unit logs, employee evaluations and originals of other related documents to Documentation Unit. • Resource Unit personnel complete demobilization procedures. 	I		
<p>39. <u>Complete demobilization process.</u></p> <ul style="list-style-type: none"> • Brief replacement. • Follow agency procedures for demobilization. 	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'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 & 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 & 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>					

#2	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 & 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 & 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>					

Evaluation Record (Continuation Sheet)

TRAINEE NAME		TRAINEE POSITION			
#3	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 & 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 & suggested) prior to further assignment as a trainee.</p> <p>Recommendations: _____</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'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 & 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 & suggested) prior to further assignment as a trainee.</p> <p>Recommendations: _____</p> <p>Date: _____ Evaluator's initials: _____ Evaluator's relevant red card (or agency certification) rating: _____</p>					