A Publication of the
National Wildfire
Coordinating Group

Sponsored by
United States
Department of Agriculture

United States
Department of the Interior

National Association of
State Foresters

**NATIONAL INTERAGENCY
INCIDENT MANAGEMENT SYSTEM**

TASK BOOK FOR THE POSITION OF

INCIDENT COMMANDER TYPE 1 (ICT1)
INCIDENT COMMANDER TYPE 2 (ICT2)

(WILDFIRE ASSIGNMENT REQUIRED)

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

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: INCIDENT COMMANDER TYPE 1 & 2 (ICTl & ICT2)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
GENERAL 1. <u>Provide for the safety and welfare of assigned personnel during the entire period of supervision.</u> • 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		
2. <u>Establish and maintain positive interpersonal and interagency working relationships.</u> • 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.	O		

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         W   =   task must be performed on a wildfire incident
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POSITION: INCIDENT COMMANDER TYPE 1 & 2 (ICTl & ICT2)

TASK	CODE*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
• 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.			
MOBILIZATION 3. Gather intelligence. • Gathers all available information to accurately access incident. • Make appropriate decisions about immediate needs and actions. • Check-in location. • Reporting time (ETA). • Travel route. • Order number. • Assigned incident commander's name/location. • Type of incident. • Current resource commitments. • Current situation status. • Expected duration of incident. • Terrain. • Weather (current and expected). • Agency administrator's name and method to reach (as appropriate). • Agency administrator's briefing requirements (as appropriate). • Phone/radio contact procedure during travel.	I		

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QUALIFICATION RECORD
Continuation Sheet

POSITION: INCIDENT COMMANDER TYPE 1 & 2 (ICTl & ICT2)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
4. <u>Assess situation to determine immediate resource needs.</u> Based on best available information, determine: • Type. • Size. • Complexity. • Potential. • Resource requirements. • Critical or special resource needs. • If there is a need for ordering resources prior to arrival of team, and the resource request is approved by the agency administrator; the order is initiated through current incident organization. • Other unusual circumstances/situation.	W		
5. <u>Meet with agency administrator for briefing when required by agency policy.</u> • Acquires adequate information, direction and authority to effectively manage the incident according to agency's requirements, and identifies information gaps to be resolved. • Limitations. • Considerations (strategies that have been effective in the past. • Environmental concerns. • Safety. • Fiscal consideration. • Political implications. • Sensitive issues. • Priorities. • Logistical concerns.	W		

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QUALIFICATION RECORD
Continuation Sheet

POSITION: INCIDENT COMMANDER TYPE 1 & 2 (ICTl & ICT2)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task

• Legal potential.
• Socio-economic issues.
• Media.
• Jurisdiction including adjacent jurisdictions and need (or potential need) for unified command.
• Delegation of authority (if appropriate).
• Ordering process.
• Points of contact/chain of command/ line of authority.
• Incident situation analysis; i.e., EFSA.
• Reporting requirements.
• Use of trainees.
• Documentation obtained includes:
  • Delegation of authority.
  • Pre-plans.
  • Land management plan(s).
  • Directories (phone, notification).
  • Written incident situation analysis.			

6. Obtain briefing and ICS Form 201 (Incident Briefing) from current incident commander. • Receives complete, accurate ICS Form 201 and gathers all information necessary from current incident commander to smoothly and effectively assume command of incident. • Current and predicted situation. • Current organization and availability to integrate into incoming organization.	I		

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POSITION: INCIDENT COMMANDER TYPE 1 & 2 (ICTl & ICT2)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
• Actions to present. • Weather. • Facilities. • Problems. • Resources on scene and ordered. • Current efforts both successful and unsuccessful. • Safety and hazards.			
INCIDENT OPERATIONS 7. Transfer command. • Transfer of command is completed in a timely, smooth and efficient manner. • A plan (rewritten or unwritten) for transfer of command. • Reflects accurate assessment of the situation. • Incident needs. • Personal sensitivities. • Agency relations. • All appropriate individuals and agencies know when and how transfer will occur during both mobilization and demobilization.	W		
8. Assess situation to determine immediate action. • Current objectives. • Strategy. • Resource capabilities. • Current and predicted situation are analyzed and immediate resource and planning needs are accurately identified.	W		

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POSITION: INCIDENT COMMANDER TYPE 1 & 2 (ICTl & ICT2)

TASK	CODE*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
9. Develop incident objectives. • Incident objectives are measurable, attainable and flexible. • Objectives meet agency administrator's direction. • Clearly and concisely stated. • Broad and general enough to leave latitude to work.	I		
10. Determine strategy. • Alternative strategies are developed and carefully analyzed to ensure that strategy selected best supports established objectives.	W		
11. Staff and adjust organization as needed. • Organization and command and general staff positions filled meet needs for management and control of the incident. • Priorities, goals, and objectives for team. • Priorities, goals, and objectives for incident. • Unified command needs are considered and unified command is implemented if necessary (see Unified Command Meeting Task). • Organization is consistent with ICS organizational structure. • Training opportunities are identified. • Staff are requested and confirmed through established dispatch channels.	I		

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POSITION: INCIDENT COMMANDER TYPE 1 & 2 (ICT1 & ICT2)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
12. Brief and assign work to general and command staffs. • Expectations of incident commander and agency administrator(s) will be identified. • Staff is briefed on current situation, resource status and planned actions. • Staff understands what tasks they are expected to complete with deadlines. • Information covered to staff. • Contents of the Incident Action Plan. • Organization summary. • Review of current incident activities. • Summary of resources dispatched. • Time and location of first planning meeting. • Special instructions including specific delegation of authority for functions. • Incident time schedules and reporting requirements are established and communicated to all staff.	I		

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QUALIFICATION RECORD
Continuation Sheet

POSITION: INCIDENT COMMANDER TYPE 1 & 2 (ICT1 & ICT2)

TASK	CODE*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task

13. Manage the planning meeting.
 	
 • Planning meeting attendees are identified based upon planning needs, are notified of time, location of planning meeting so that they can acquire and assimilate information needed for the meeting.
 • Current situation and resource status is communicated to attendees.
 • Products of the planning meeting include:
   • Validated incident objectives.
   • Validated strategy, tactics for next operational period.
   • List of resources and support/ service required to implement tactical plan.
   • Evaluation of need for unified command or area command.
   • Safety considerations.
   • Realistic contingency plan.
   • For wildfire: LCES analysis.
	I		

14. Approve the Incident Action Plan. • Plan is complete, accurate, realistically attainable and supports the incident objectives.	I		

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POSITION: INCIDENT COMMANDER TYPE 1 & 2 (ICTl & ICT2)

TASK	CODE*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
15. Coordinate staff activities. • Staff are individually accountable for decisions and actions within their functions. • Spot checks are made often enough to identify and resolve problems that could affect the outcome of the incident. • Incident activities are monitored to ensure accomplishment of the Incident Action Plan. • Support and assistance is provided as requested. • Deadlines are met consistently. • Effort is pro-active rather than reactive.	I		
16. Review and approve information releases and participate in media interviews. • Presents a positive, professional image to the public and the media during interviews. • The public perceives that the incident is well managed. • Information releases follow established incident review and release procedures are timely, accurate, honest and meet the expected public information requirements.	I		

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QUALIFICATION RECORD
Continuation Sheet

POSITION: INCIDENT COMMANDER TYPE 1 & 2 (ICTl & ICT2)

TASK	CODE*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
17. Assure accurate and timely information flow. • Information is provided as required by the agency administrator and agency policy or guidelines. • Everyone with a need to know has accurate, complete information in a timely manner. • Systematic debriefing occurs at all appropriate levels of the incident, ensuring that adequate information is available to all staff for decision-making, evaluation and adjusting operations.	I		

18. Reassess incident status.
 	
• Overall incident response and the various elements are regularly evaluated and modified as necessary to ensure that the response is appropriate to the needs of the incident.
• The following elements are considered:
  • Incident Action Plan effectiveness.
  • Incident objectives applicability.
  • Strategy.
  • Need for unified command.
  • Agency administrator's direction.
  • Organization and staffing.
  • Safety and hazard mitigation.
	W		

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POSITION: INCIDENT COMMANDER TYPE 1 & 2 (ICTl & ICT2)

TASK	CODE*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
19. Establish unified command. • All appropriate jurisdictional agencies are represented in the unified command. • All unified commanders stay together throughout the incident.	I		
20. Hold unified command meeting. • Meeting occurs prior to initial planning meeting. • All involved unified commanders attend. • The decisions are documented. • The following topics are discussed, and workable decisions are made. • Review sequence of events. • Identify and document agency/functional concerns. • Evaluate concerns and resolve conflicts. • Develop incident objectives. • Agree on strategy. • Set priorities. • Agree on operational organization and substructure. • Agree on informational procedures. • Agree on cost sharing and ordering procedures. • Agree on protocols and procedures for joint decision making.	I/R		

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POSITION: INCIDENT COMMANDER TYPE 1 & 2 (ICT1 & ICT2)

TASK	CODE*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
DEMOBILIZATION			
21. Initiate and approve demobilization planning. • Demobilization planning is initiated early enough in the incident so that an adequate plan is in place prior to the actual need to demobilize resources. • Demobilization planning process does not hinder ongoing incident operations. • Approved demobilization plan addresses agency and incident requirements. • Realistic release priorities are established. • Plan is flexible to meet changing incident situation. • Release of resources does not adversely affect ongoing incident operations. • Contract, transportation and personnel costs are minimized.	I		
22. Debrief command and general staff. • Incident situation status information is current and complete. • Strengths and weaknesses are identified. • Solutions/recommendation for action are developed.	I		

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QUALIFICATION RECORD
Continuation Sheet

POSITION: INCIDENT COMMANDER TYPE 1 & 2 (ICTl & ICT2)

TASK	CODE*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
23. Brief relieving incident commander as appropriate. • If the incident is to be turned over to another incident commander, a complete, accurate, detailed briefing occurs.	I		
24. Evaluate performance of subordinates as required by agency policy. • Performance evaluations are done for all unit personnel prior to their release from the incident. • Performance evaluations are discussed with the individual.	I		
25. Ensure documentation package is complete. • Documentation package is current, complete, and is organized according to agency requirements.	I		

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QUALIFICATION RECORD
Continuation Sheet

POSITION: INCIDENT COMMANDER TYPE 1 & 2 (ICTl & ICT2)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
26. Participate in agency post incident analysis with agency administrator. • Participation meets agency requirements. • Timely, complete incident information is available to the agency in the requested format. • Incident analysis includes a summary of incident actions, significant events, key decisions made, effective outcomes, problems, recommendations for future action. • Performance of IC.	I		
27. Demobilization and check-out. • Receive demobilization instructions from work agency administrator. • Subordinate staff are briefed on demobilization procedures and responsibilities. • Ensure that incident and agency demobilization procedure are followed.	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		

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:

_____ The individual has successfully performed all tasks for the position and should be considered for certification.

_____ The individual was not able to complete certain tasks (comments below) or additional guidance is required.

_____ Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation.

_____ 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.

Recommendations:_____

_____

Date:_____ Evaluator's initials:_____ Evaluator's relevant red card (or agency certification) rating:_____

#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
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Recommendations:_____

_____

Date:_____ Evaluator's initials:_____ Evaluator's relevant red card (or agency certification) rating:_____

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
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Recommendations:_____
_____
Date:_____ Evaluator's initials:_____ Evaluator's relevant red card (or agency certification) rating:_____

#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		

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Recommendations:_____
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Date:_____ Evaluator's initials:_____ Evaluator's relevant red card (or agency certification) rating:_____