

A Publication of the  
National Wildfire  
Coordinating Group

**NATIONAL INTERAGENCY  
INCIDENT MANAGEMENT SYSTEM**

**BOOK FOR THE POSITION OF**

**SINGLE RESOURCE BOSS  
CREW (CRWB)  
ENGINE (ENGB)  
DOZER (DOZB)  
TRACTOR/PLOW (TRPB)  
FELLING (FELB)  
FIRING (FIRB)**

Sponsored by  
United States  
Department of Agriculture

United States  
Department of the Interior

National Association of  
State Foresters

**(WILDFIRE ASSIGNMENT REQUIRED)**



**PMS 311-13  
NFES 2318**

**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 # 2318

## **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: SINGLE RESOURCE BOSS

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p><b><u>GENERAL</u></b></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"> <li>• Incident specific reference materials.</li> <li>• Fireline Handbook 410-1/FOG-420-1.</li> <li>• Documentation materials.</li> </ul>	O		

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QUALIFICATION RECORD  
Continuation Sheet

POSITION: SINGLE RESOURCE BOSS

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p>2. <u>Apply NWCG Fireline Handbook (410-1) contents data/information appropriately to:</u></p> <ul style="list-style-type: none"> <li>• Determine fire assignment personal equipment, minimum and optional items.</li> <li>• Explain the administrative requirements to fire manning and incident briefing.</li> <li>• Explain ICS modular organizational development from initial attack to a multibranch organizational level.</li> <li>• Communicate using clear text.</li> <li>• Explain reports and forms routinely used in the ICS.</li> <li>• Apply fire fighting safety guides appropriately for single resource boss position.</li> <li>• Explain the operations organization and single resource boss duties within the organization.</li> <li>• Apply tactical and strategic guidelines required for your position in fireline location, line construction, back firing, burnout, equipment use, water use, mop-up.</li> <li>• Utilize guides as applicable regarding aircraft use.</li> <li>• Utilize planning guides as appropriate for single resource boss position.</li> <li>• Explain the flow of personnel going on and off shift in base camp.</li> </ul>	O		
<p>3. <u>Evaluate, train and test crew members to ensure they possess required skill and knowledge to perform assignment tasks.</u> Maintain performance records.</p>	O		

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TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
4. <u>Organize crew into configurations which will meet incident/tactical objectives.</u>	W		
5. <u>Apply critical supervision skills to your crew.</u> Given assignment/standards and timeframes are met. Control of crew is maintained on and off incident.	I		
6. <u>Maintain crew members in good mental and physical health.</u>  <ul style="list-style-type: none"> <li>• Crew is motivated to carry out assignments.</li> <li>• Moral problems are dealt with immediately</li> <li>• Crew physical health is maintained.</li> <li>• Fatigue producing conditions on fires are resolved.</li> <li>• Problems encountered with inexperienced or poorly trained crews are resolved.</li> </ul>	W		

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TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p>7. <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> </ul>	O		
<p>8. <u>Provide for the safety and welfare of assigned personnel during the entire period of supervision.</u></p> <ul style="list-style-type: none"> <li>• Recognizes potentially hazardous situations.</li> <li>• Informs subordinates of hazards.</li> <li>• Controls positions and function of resources.</li> <li>• Ensures that special precautions are taken when extraordinary hazards exist.</li> <li>• Ensures adequate rest and hydration is provided to all operations personnel.</li> </ul>	I		

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TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p>9. <u>Follow the Standard Fire Orders, Watch Out Situations and agency policy.</u></p> <ul style="list-style-type: none"> <li>• Develop plans based on safety guidelines.</li> <li>• Spot check tactical operations to ensure compliance with safety guidelines.</li> <li>• Ensures all tactical operations comply with the principles of LCES.</li> </ul>	W		
<p><b><u>MOBILIZATION</u></b></p> <p>10. <u>Obtain complete information from dispatch upon initial activation.</u> Prior to dispatch to the incident, the following information is obtained.</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>• Phone contacts.</li> <li>• Radio frequencies.</li> <li>• Transportation arrangements/travel routes.</li> <li>• Reporting times.</li> </ul>	I		

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TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
11. <u>Gather information.</u> Gathers all available information necessary to accurately assess incident, make appropriate decisions about immediate needs and actions. Including at least: <ul style="list-style-type: none"> <li>• Current situation status.</li> <li>• Expected duration of incident.</li> <li>• Terrain.</li> <li>• Weather (current and expected).</li> <li>• Special equipment needed.</li> </ul>	I		
12. <u>Develop travel manifest.</u>	O		
13. <u>Put together package of individual time reports for each crew member and start a Crew Time Report.</u> Time reports are accurate and complete for each crew member.	O		
14. <u>Assemble personnel.</u> <ul style="list-style-type: none"> <li>• Notify crew members of fire assignment for timely mobilization.</li> <li>• Crew members assembled at rendezvous point at time required.</li> </ul>	O		

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15. <u>Inspect personnel and equipment:</u> <ul style="list-style-type: none"> <li>• Safety equipment and personal gear meets minimum requirements of agency and safety guidelines in NWCG Fireline Handbook 410-1.</li> <li>• Crew condition.</li> <li>• Tools and equipment are ready for travel.</li> </ul>	O		
16. <u>Travel to rendezvous or check-in point.</u>	I		
17. <u>Report to the designated official at the check-in point providing information for completion of ICS Form 211.</u>	I		
<b><u>INCIDENT ACTIVITIES</u></b>			
18. <u>Report to strike team/task force leader or supervisor at rendezvous or check-in point.</u> <ul style="list-style-type: none"> <li>• Receive organizational assignment from supervisor at rendezvous or check-in point. Acknowledges assignment.</li> <li>• Recheck readiness for assignment. Meets readiness requirements for assignment.</li> <li>• Brief supervisor about readiness of crew. Readiness assessment is accurate and understood by strike team/task force leader.</li> </ul>	I		

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TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
19. <u>Awaiting assignment or further instructions.</u> Maintain crew ready to move out on assignment. <ul style="list-style-type: none"> <li>• Make known crew status to strike team/task force leader.</li> <li>• Determine logistical needs and make them known.</li> <li>• Maintain equipment.</li> <li>• Recheck resources.</li> </ul>	I		
20. <u>Receive tactical assignment or task from supervisor.</u>	W		
21. <u>Briefs subordinates.</u> <ul style="list-style-type: none"> <li>• Briefs face-to-face.</li> <li>• Information is given periodically and with every change from planned work.</li> <li>• Communications.</li> <li>• Chain-of-command.</li> <li>• Overall incident information.</li> </ul>	W		
22. <u>Receive immediate past shift information from supervisor you are relieving, when available.</u>	W		
23. <u>Evaluate fuels, topography and weather factors throughout entire operational period.</u>	W		
24. <u>Identify escape routes and safety zones. Make them known to crew members. Flag route to assure awareness when necessary.</u>	W		

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TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
25. <u>Take special precautions for downhill and/or indirect line construction.</u>	W		
26. <u>Apply appropriate skill and knowledge of fireline tactics and equipment to the current assignment or task.</u>	W		
27. <u>Modify production standards and time frames for accomplishment of fireline construction tasks under various fuels, topographic and weather conditions.</u>	W		
28. <u>Adjust fireline location to meet specific conditions and provide for safety of crew members.</u>	W		
29. <u>Describe an effective air drop in terms of flame length and rate of spread. Describe line construction to take advantage of retardant.</u>	O		
30. <u>Keep supervisor informed about progress, changes in conditions, fire behavior and special events. Informs face-to-face, if possible.</u>	W		

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TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p>31. <u>Complete fireline construction assignment.</u></p> <ul style="list-style-type: none"> <li>• Determines type of line construction.</li> <li>• Locates fireline.</li> <li>• Constructs fireline based on principles of fireline construction, including burnout and backfiring.</li> <li>• Applies water and chemicals effectively.</li> <li>• Utilizes portable pump/hose lay delivery system where applicable for tactical work assignment.</li> <li>• Utilizes/operates chain saw as a line construction tool in cutting woody materials under 20 inches in diameter where applicable for tactical work assignment.</li> <li>• Uses fireline construction techniques that facilitate rehabilitation of site.</li> <li>• Inspects completed fireline</li> <li>• Plans assignments for holding forces.</li> <li>• Completes fire mop-up.</li> </ul>	W		
<p>32. <u>Patrol a fire.</u></p> <ul style="list-style-type: none"> <li>• Look for spots across lines.</li> <li>• Observe downwind areas utilizing sight and sound.</li> <li>• Frequently check dangerous areas both sides of line.</li> <li>• Notify supervisor of spotovers.</li> <li>• Patrol until the fire is completely safe to leave or you are relieved.</li> </ul>	W		
<p>33. <u>Brief relief forces.</u> Briefs relief forces, fully describing current status/conditions/concerns regarding assignment.</p>	W		

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TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p>34. <u>Travel to and from assignment.</u></p> <ul style="list-style-type: none"> <li>• Has crew ready at specified location on time.</li> <li>• Arranges tool transport.</li> <li>• Manifests crew for helicopter, if needed.</li> <li>• Uses time effectively during delays, i.e., critique assignment.</li> <li>• Takes head count prior to departure.</li> <li>• Insures driver/operator is alert, qualified and had required rest.</li> </ul>	O		
<p>35. <u>Check in after operational period.</u></p> <ul style="list-style-type: none"> <li>• Report status.</li> <li>• Check tools, supplies and radios.</li> <li>• Complete timekeeping.</li> <li>• Obtain needed medical attention.</li> </ul>	W		
<p>36. <u>Demonstrate that, in the event that sickness, injury, or accident occurs during the operational period, the crew boss can:</u></p> <ul style="list-style-type: none"> <li>• Administer first aid treatment on the fireline.</li> <li>• Arrange for medical treatment and evacuation from the fireline. Knows the difference between critical/non-critical fireline evacuations and the correct procedure for each.</li> <li>• Notify supervisor of fireline crew member injury/sickness.</li> <li>• Complete agency medical and compensation for injury reports.</li> </ul>	O		

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TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
37. <u>Arrange for logistical support needs during out-of-service period through supervisor.</u> Follows appropriate channels.	I		
38. <u>Brief subordinates on rest area and camp layout.</u> Uses map of camp area and identifies rest area and camp layout.	I		
39. <u>Complete out-of-service assignment.</u> <ul style="list-style-type: none"> <li>• Provides for supervisor/crew welfare and conduct.</li> <li>• Facilities unit leader knows location of crew.</li> <li>• Crew accountability is ensured.</li> <li>• Contacts agency representative and informs of situation, status, personnel problems and location while in camp.</li> </ul>	O		
40. <u>Complete personnel evaluations.</u> Completes to agency requirements. Reviews with individual crew member prior to leaving incident.	I		
41. <u>Complete ICS Form 214.</u> Completes as required by ICS Forms Manual 230-1.	I		

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TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<b><u>DEMOBILIZATION</u></b>			
42. <u>Demobilization and check out.</u> <ul style="list-style-type: none"> <li>• Receive demobilization instructions from work supervisor.</li> <li>• Subordinate staff are briefed on demobilization procedures and responsibilities.</li> <li>• Ensure that incident and agency demobilization procedures are followed.</li> <li>• If required, ICS Form 221 (Demobilization Check-out) is completed and turned in to the appropriate person.</li> </ul>	I		
43. <u>Arrange for enroute logistical needs and enroute check points in demobilization from incident.</u> Provides if required. Arrangements are made similar to incident dispatch requirements.	O		
44. <u>Assemble crew for departure from incident and brief subordinate supervisors/crew members.</u> Standards are similar to departure for incident actions.	O		
45. <u>Depart incident for home or disassemble point if part of strike team/task force.</u> Actions similar to original dispatch to incident.	O		

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TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
46. <u>Check-in with agency dispatcher prior to disassembly of crew at home location.</u> <ul style="list-style-type: none"> <li>• Short critique with crew.</li> <li>• Insures that all crew members have transportation to subsequent home base from point of mobilization.</li> <li>• Completes agency reports and records.</li> </ul>	O		
<b>ADDITIONAL SPECIFIC TASKS FOR ENGINE BOSS, DOZER BOSS, TRACTOR/PLOW BOSS, FIRING BOSS, OR FELLING BOSS.</b>			
<b><u>ENGINE BOSS</u></b>			
47. <u>Identify capability of an engine on a wildland fire.</u>	O		
48. <u>Identify capabilities of assigned engine personnel</u>	O		
49. <u>Compare engine attack method alternatives to type of assignment.</u> <ul style="list-style-type: none"> <li>• Can apply different types of indirect and direct engine tactics.</li> <li>• Knows the capabilities and characteristics of most common types of retardant including foam used in engines and can apply same.</li> </ul>	O		

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TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
50. <u>Make specific tactical assignments for engine.</u> Makes assignments based on specific instructions from supervisor.	W		
51. <u>Develop alternatives to primary plan based on the possibility of engine/equipment breakdown or failure.</u>	W		
52. <u>Check engine communications systems. Insures compatibility and operation.</u>	O		
53. <u>Locate water sources and check for volume, cleanliness, permission from owner to use water source in engine resupply.</u>	O		
54. <u>Sustain water and chemical supply for engine assignment. Maintain a supply of water to the fire, particularly on critical areas of the line.</u>	W		
55. <u>Obtain engine maintenance schedule and ensure engine is maintained.</u>	O		
56. <u>Coordinate and communicate with various fireline and support personnel required for engine assignment.</u>	W		

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TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
57. <u>Identifies and corrects performance deficiencies regarding equipment maintenance, mop-up, driving, retardant operations, water source and supply system, operating procedures, safety.</u> Completes assignment within the timeframe established by operations action plan.	W		
<b><u>DOZER BOSS</u></b>	O		
58. <u>Identify capability of a dozer on wildland fire.</u>			
59. <u>Inspects dozer prior to and immediately after completing assignment, using dozer inspection check list.</u>  <ul style="list-style-type: none"> <li>• Determine if any parts are worn, out of adjustment or otherwise unacceptable.</li> <li>• Examine the protective equipment on the dozer for serviceability.</li> <li>• Complete inspection forms and note all unsafe items.</li> <li>• Determine dozer readiness for fireline duty; either day or night.</li> <li>• Check against agency specific guidelines.</li> </ul>	O		
60. <u>Notify supervisor of corrective action needed for dozer readiness.</u>	O		

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QUALIFICATION RECORD  
Continuation Sheet

POSITION: SINGLE RESOURCE BOSS

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
61. <u>Assures clear communications by review and training of hand signals with operators, swampers and spotters before they try to use them.</u>	O		
62. <u>Locates and flags fireline for dozers to construct, given a portion of fire perimeter and general instructions as to fireline location and standards, using abney hand level or clinometer and compass.</u>	O		
63. <u>Use dozers tactically.</u>  <ul style="list-style-type: none"> <li>• Constructs fireline safely, effectively, and to desired standards.</li> <li>• Control lines are fired out in accordance with the principles of backfiring and burnout.</li> <li>• Meets assignment objectives.</li> </ul>	W		
64. <u>Identify hazards associated with dozer operations.</u>	O		
65. <u>Locate and construct safety zones using dozer. Safety zones are of adequate size according to fuel type, terrain and burning conditions.</u>	W		
66. <u>Follows fueling of equipment precautions as necessary.</u>	O		

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QUALIFICATION RECORD  
Continuation Sheet

POSITION: SINGLE RESOURCE BOSS

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
67. <u>Ensures Operator parks dozer in secure area, the breaks are locked, the blade is on the ground, the dozer is left in a cleared area, the dozer is not left in a saddle and the dozer is kept off roads.</u>	O		
68. <u>Adhere to standards of line construction and good dozer management practices.</u>	W		
69. <u>Identifies the environmental problems dozer lines cause and recommends measures to reduce the problem.</u>	O		
70. <u>Consider constructed improvements in dozer use.</u>  <ul style="list-style-type: none"> <li>• Takes the necessary precautions to prevent dozer damage to fences, underground utilities, above ground utilities, archaeological and historical sites, paved roads, railroad tracks, structures and other constructed improvements.</li> <li>• Recognizes the safety hazards to dozer and crew in dozer use around constructed improvements and takes necessary precautions.</li> </ul>	O		

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QUALIFICATION RECORD  
Continuation Sheet

POSITION: SINGLE RESOURCE BOSS

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p>71. <u>Keep the supervisor advised of progress, problems and potentially dangerous situations in dozer use.</u></p> <ul style="list-style-type: none"> <li>• Advises supervisor regarding:               <ul style="list-style-type: none"> <li>• Availability of equipment.</li> <li>• Dozer availability and location.</li> <li>• Standards of line completed.</li> <li>• Status of controlling in area of assignment.</li> <li>• Dozer lines waterbarred or not.</li> <li>• Needs (fuel, parts, relief operator).</li> <li>• Down time per dozer.</li> </ul> </li> </ul>	W		
<p>72. <u>Receive feedback from supervisor in dozer use.</u></p> <ul style="list-style-type: none"> <li>• Receives feedback regarding:               <ul style="list-style-type: none"> <li>• Overall status of fire.</li> <li>• New assignment.</li> <li>• Disposition and ETA of any equipment/supplies/personnel ordered.</li> <li>• Evaluation of work accomplished.</li> <li>• Special instructions.</li> <li>• Safety considerations.</li> </ul> </li> </ul>	W		
<p>73. <u>Keep and record equipment and personnel time in dozer use.</u></p> <ul style="list-style-type: none"> <li>• Forms will be 100 percent complete and accurate to the satisfaction of the equipment time recorder, supervisor, agency requirements.</li> <li>• Dispenses copies to operator and/or appropriate positions.</li> </ul>	I		

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QUALIFICATION RECORD  
Continuation Sheet

POSITION: SINGLE RESOURCE BOSS

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<b><u>TRACTOR/PLOW BOSS</u></b>			
74. <u>Identify significant fuel models in assigned work area.</u> Aids to determining Fuel Models for estimating Fire Behavior, Anderson, H.E., April '82 USDA FS, PMS #435-2.	O		
75. <u>Describe expected fire behavior in each fuel model, when given simulated weather conditions.</u> Correctly determines chains per hour when creeping, running and spotting.	O		
76. <u>Identify capability of a tractor/plow on wildland fire.</u>	O		
77. <u>Complete size-up in determining what tactics will be used, decisions and actions required before beginning attack.</u>	W		
78. <u>Make direct attack, downwind flank, head, and upwind flank.</u> <ul style="list-style-type: none"> <li>• Describe burning conditions when direct attack may be safely used.</li> <li>• Describe plowing conditions when direct attack may be safely used.</li> <li>• Describe actions to take when suppressing a wildfire using direct attack.</li> </ul>	W		

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QUALIFICATION RECORD  
Continuation Sheet

POSITION: SINGLE RESOURCE BOSS

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
79. <u>Make indirect head attack with or without firing and not using a barrier.</u> <ul style="list-style-type: none"> <li>• Describe conditions desirable for using an indirect head attack with and without firing and not using a barrier.</li> <li>• Describe the proper method of constructing plowed lines when making an indirect head attack without firing and not using a barrier.</li> </ul>	W		
80. <u>Make indirect head attack using a barrier with and without firing.</u> <ul style="list-style-type: none"> <li>• List steps required in making an indirect head attack using a barrier and firing.</li> </ul>	W		

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QUALIFICATION RECORD  
Continuation Sheet

POSITION: SINGLE RESOURCE BOSS

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p>81. <u>Make indirect flank attack using one or two tractors, separate, in pairs or tandem.</u></p> <ul style="list-style-type: none"> <li>• Identifies the steps necessary in making an indirect downwind flank attack with one tractor.</li> <li>• Identifies additional critical steps using two paired tractors.</li> <li>• Identifies additional critical steps using two tandem tractors.</li> <li>• Identifies additional critical steps using two tractors, one on each flank</li> <li>• Identifies critical steps involved, with flank secured and when two tractors are making an indirect head attack and meeting from opposite directions.</li> <li>• Identifies the steps necessary in making an upwind indirect flank attack with head secured with one tractor.</li> <li>• Identifies additional steps with two tandem tractors.</li> </ul>	W		
<p><b><u>FIRING BOSS</u></b></p> <p>82. <u>As single resource boss—firing, attend plans meeting to exchange information and receive shift plan.</u></p>	W		

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QUALIFICATION RECORD  
Continuation Sheet

POSITION: SINGLE RESOURCE BOSS

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p>83. <u>Complete a prefiring reconnaissance of assignment.</u></p> <ul style="list-style-type: none"> <li>• Looks for firing operation problem areas.               <ul style="list-style-type: none"> <li>• Escape routes (primary and secondary).</li> <li>• Topography.</li> <li>• Fuels.</li> <li>• Weather.</li> <li>• Constructed and natural barriers.</li> </ul> </li> <li>• Applies safety considerations involved in a firing operation.</li> </ul>	W		
<p>84. <u>Operate, maintain and use firing devices.</u> Of the following firing devices, operates/maintains those used in own local area such as fuses, drip torch, pneumatic torch, very pistol, grenades, power flame thrower, matches, aerial applications, propane torch, flare gun, Brunol Canisters, aerial drip torch. Operates at minimum the fusee, drip torch and pneumatic torch. Diagnoses and repairs malfunctions in a drip and pneumatic torch.</p>	O		
<p>85. <u>Use backfire as an indirect attack method against a rapidly spreading wildfire.</u> Applies fire suppression firing methods and practices. Eliminates fuel in advance of the fire, changes the direction of the fire, and/or slows the fires progress in conformance with firing plan.</p>	W		

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QUALIFICATION RECORD  
Continuation Sheet

POSITION: SINGLE RESOURCE BOSS

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
86. <u>Calculate probabilities including results of backfiring or failure to fire. Applies fire behavior skills.</u>	W		
87. <u>Apply methodology to fire suppression in conjunction with established control lines and anchor points.</u>	W		
88. <u>Recognize and avert problems that might adversely affect a firing operation.</u>	W		
89. <u>Determining number of personnel and type and amount of equipment needed in a firing operation.</u>	W		
90. <u>Augment holding forces in firing by portable pumps and engine hose lays, dozers, hand crews, and fixed-wing retardant and helitanker support. Applies appropriately for the firing operation and availability of resources. Knows tactics in using combinations of resources and applies them in accordance with agency policy and requirements.</u>	W		
91. <u>Ensure legal requirements are met.</u>	W		

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QUALIFICATION RECORD  
Continuation Sheet

POSITION: SINGLE RESOURCE BOSS

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
92. <u>Plan the protection of structures and improvements and evacuation of people located inside the area to be fired.</u> Minimizes property loss and maximizes safety of people located inside the area to be fired.	W		
93. <u>Identify coordination process in firing.</u> Coordinates with immediate supervisor, adjacent forces, logistics, planning, fire behavior analyst, meteorologist.	W		
94. <u>Develop firing tactics to be applied.</u> Meets assignment requirements. Conforms with agency policy and guidelines for firing.	W		
95. <u>Brief firing team and make personnel and equipment assignments.</u>	W		
96. <u>Deploys firing crew in accordance with personnel and equipment assignments.</u>	W		
97. <u>Use firing tactically and completes assignment.</u> Completes a firing operation within the timeframes established by operations action plan and supervisor. Firing objectives are met. Firing was performed safely.	W		

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QUALIFICATION RECORD  
Continuation Sheet

POSITION: SINGLE RESOURCE BOSS

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<b><u>FELLING BOSS</u></b>			
98. <u>Examine felling saw, tools and supplies for completeness, serviceability and safety.</u> Saw is typical of the type used by industry fellers. Inspection forms are complete and all unsafe items noted.	O		
99. <u>Initiate corrective action needed to ready felling crew for task assignment.</u> Corrects deficiencies based on inspection of saw, tools and supplies and analysis of need to complete task or assignment.	O		
100. <u>Adjusts felling crew organization to meet changing considerations within guideline constraints from supervisor.</u>	W		
101. <u>Ensure the proper use, safety, servicing and maintenance of saws.</u>	O		
102. <u>Keep the supervisor advised of felling crew progress, problems, and potentially dangerous situations.</u> Follows coordination/communications guideline.	W		
103. <u>Coordinate felling and bucking progress with other supervisors in area.</u> Coordinates according to directions/instructions from supervisor.	W		

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QUALIFICATION RECORD  
Continuation Sheet

POSITION: SINGLE RESOURCE BOSS

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
104. <u>Assess any felling and bucking problems relating to personnel, equipment, maintenance, fire activity, hazards.</u> Takes positive action to correct or avoid felling and bucking problems. Felling and bucking is accomplished safely, effectively and to desired standards.	W		
105. <u>Keep and record felling equipment and personnel time for each operational period.</u> Forms are complete and accurate to the satisfaction of the equipment time recorder, supervisor, agency requirements.	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 &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>					

#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 &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>					

**Evaluation Record**  
(Continuation Sheet)

TRAINEE NAME		TRAINEE POSITION			
<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		
<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>#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>					