

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

## FOOD UNIT LEADER (FDUL)

National Association of  
State Foresters



**PMS 311-34**  
**NFES 2344**

**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**

---

**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**

---

Additional copies of this publication may be ordered from:

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

Order NFES # 2344

## 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: FOOD UNIT LEADER (FDUL)

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 limitations (per National Mobilization Guide). The basic information and materials needed are:</p> <ul style="list-style-type: none"> <li>• Freezer and thermometer.</li> <li>• Meat thermometer.</li> <li>• "No smoking" signs for caterer's work area (counter).</li> <li>• Clicker for head count.</li> <li>• Steno pad for daily notes.</li> <li>• Evaluation forms.</li> <li>• Felt markers.</li> <li>• Strapping tape.</li> <li>• Utility knife.</li> <li>• Task list.</li> <li>• ICS Form 213, General Message.</li> <li>• ICS Form 214, Unit Log.</li> </ul>	O		
<p>2. <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>• Ensures that special precautions are taken when extraordinary hazards exist.</li> <li>• Ensures adequate rest is provided to all unit personnel.</li> </ul>	I		

\*Code: O = task can be completed in any situation (classroom, simulation, prescribed fire, daily job, etc.)  
 I = task must be performed on an incident (flood, fire, search & rescue, etc.)  
 W = task must be performed on a wildfire incident  
 /R = Rare event—the evaluation assignment may not provide opportunities to demonstrate performance. The evaluator may be able to determine skills/knowledge through interview or the home office may need to arrange for another assignment or a simulation.

QUALIFICATION RECORD  
Continuation Sheet

POSITION: FOOD UNIT LEADER (FDUL)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p>3. <u>Establish and maintain positive interpersonal and interagency working relationships.</u></p> <ul style="list-style-type: none"> <li>• Through briefings, discuss EEO, civil rights, sexual discrimination and other sensitive issues, with assigned personnel.</li> <li>• Recognize cultural language difficulties as it impacts work output and expectations.</li> <li>• Provide equal assignment opportunities based on individual skill level.</li> <li>• Monitor and evaluate progress based on expected work standards not race, color or creed.</li> <li>• Individual agency values and policies are addressed throughout the tenure of the incident.</li> <li>• Differences in agency values and policies that affect the operation are arbitrated in a manner that fosters continuous positive working relationships.</li> <li>• Integrate cultural resource considerations into all management activities.</li> </ul>	O		

\*Code: O = task can be completed in any situation (classroom, simulation, prescribed fire, daily job, etc.)  
 I = task must be performed on an incident (flood, fire, search & rescue, etc.)  
 W = task must be performed on a wildfire incident  
 /R = Rare event—the evaluation assignment may not provide opportunities to demonstrate performance. The evaluator may be able to determine skills/knowledge through interview or the home office may need to arrange for another assignment or a simulation.

QUALIFICATION RECORD  
Continuation Sheet

POSITION: FOOD UNIT LEADER (FDUL)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p><b><u>MOBILIZATION</u></b></p> <p>4. <u>Obtain complete information from dispatch upon initial activation.</u></p> <ul style="list-style-type: none"> <li>• Incident name.</li> <li>• Incident order number.</li> <li>• Request number.</li> <li>• Reporting location.</li> <li>• Reporting time.</li> <li>• Transportation arrangements/travel routes.</li> <li>• Contact procedures during travel (telephone/radio).</li> </ul>	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"> <li>• Incident Commander's/Supervisor's name, location, contact.</li> <li>• Current resource commitments.</li> <li>• Current situation.</li> <li>• Expected duration of assignment.</li> <li>• Current resource commitments.</li> <li>• Current situation status.</li> <li>• Expected duration of incident.</li> <li>• Terrain.</li> <li>• Weather (current and expected).</li> <li>• Agency administrator's name and method to reach (as appropriate).</li> <li>• Agency administrator's briefing requirements (as appropriate).</li> <li>• Phone/radio contact procedures during travel.</li> </ul>	I		

\*Code: O = task can be completed in any situation (classroom, simulation, prescribed fire, daily job, etc.)  
 I = task must be performed on an incident (flood, fire, search & rescue, etc.)  
 W = task must be performed on a wildfire incident  
 /R = Rare event—the evaluation assignment may not provide opportunities to demonstrate performance. The evaluator may be able to determine skills/knowledge through interview or the home office may need to arrange for another assignment or a simulation.

QUALIFICATION RECORD  
Continuation Sheet

POSITION: FOOD UNIT LEADER (FDUL)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<b><u>INCIDENT ACTIVITIES</u></b>			
6. <u>Arrive at incident and check in.</u> Arrive properly equipped at incident assigned location within acceptable limits. Check in according to agency guidelines.	I		
7. <u>Obtain briefing from supervisor.</u> Ensure that briefings from Logistics Section Chief are complete and includes as a minimum description of work space, work schedule, policies, and operating procedures. You are responsible for asking adequate questions, from possible pre-determined list, that will allow satisfactory completion of all job aspects.	I		
8. <u>Organizes work area.</u> Consider key items: <ul style="list-style-type: none"> <li>• Acquire table(s); seating; additional supplies not in kit.</li> <li>• Acquire communications equipment: radio, telephones, data communication equipment and operator.</li> <li>• Establish filing system: card holders or racks organized by operational period and section.</li> </ul>	I		

\*Code: O = task can be completed in any situation (classroom, simulation, prescribed fire, daily job, etc.)  
I = task must be performed on an incident (flood, fire, search & rescue, etc.)  
W = task must be performed on a wildfire incident  
/R = Rare event—the evaluation assignment may not provide opportunities to demonstrate performance. The evaluator may be able to determine skills/knowledge through interview or the home office may need to arrange for another assignment or a simulation.



QUALIFICATION RECORD  
Continuation Sheet

POSITION: FOOD UNIT LEADER (FDUL)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p>9. <u>Evaluates needs and orders supplies and materials to keep unit operating.</u></p> <ul style="list-style-type: none"> <li>• Order materials and supplies using procedures established by the section chief.</li> <li>• Maintain quantities of forms, supplies and materials at a level to prevent shortage of any basic needed items.</li> </ul>	I		
<p>10. <u>Organizes and supervises unit.</u></p> <ul style="list-style-type: none"> <li>• Identify need for subordinates.</li> <li>• Order subordinates as needed.</li> <li>• Brief and keep subordinates informed.</li> <li>• Establish unit timeframes and schedules.</li> <li>• Make assignments.</li> <li>• Spot check work.</li> <li>• Evaluate and record performance.</li> <li>• Review and approve time.</li> <li>• Develop team work.</li> <li>• Provide counseling and discipline as needed.</li> </ul>	I		
<p>11. <u>Participate in service branch logistics section briefing/planning activities.</u></p> <ul style="list-style-type: none"> <li>• Attend all operational planning meetings and briefings, if invited.</li> <li>• Obtain copy of Incident Action Plan.</li> <li>• Establish and maintain contact with resource and demobilization sections.</li> </ul>	I		

\*Code: O = task can be completed in any situation (classroom, simulation, prescribed fire, daily job, etc.)  
 I = task must be performed on an incident (flood, fire, search & rescue, etc.)  
 W = task must be performed on a wildfire incident  
 /R = Rare event—the evaluation assignment may not provide opportunities to demonstrate performance. The evaluator may be able to determine skills/knowledge through interview or the home office may need to arrange for another assignment or a simulation.

QUALIFICATION RECORD  
Continuation Sheet

POSITION: FOOD UNIT LEADER (FDUL)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p>12. <u>Plan and establish food unit for contract catering operation.</u></p> <ul style="list-style-type: none"> <li>• If not already ordered, order caterer and mobile food service unit (use Resource Order Form to request food service). Place order with Ordering Manager. Order will be based on: estimated size and duration of incident, equipment and operators assigned to the incident, available personnel and locations for food service.</li> <li>• Order kitchen support crew. Arrange wages with finance section, if not done at point of hire. Numbers to be based on size and duration of incident (determine whether 1 or 2 shifts will be needed).</li> </ul>	I		

\*Code: O = task can be completed in any situation (classroom, simulation, prescribed fire, daily job, etc.)  
 I = task must be performed on an incident (flood, fire, search & rescue, etc.)  
 W = task must be performed on a wildfire incident  
 /R = Rare event—the evaluation assignment may not provide opportunities to demonstrate performance. The evaluator may be able to determine skills/knowledge through interview or the home office may need to arrange for another assignment or a simulation.

QUALIFICATION RECORD  
Continuation Sheet

POSITION: FOOD UNIT LEADER (FDUL)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p>13. <u>Establish food service support system.</u></p> <ul style="list-style-type: none"> <li>• In coordination with Facilities Unit Leader, determine space and facilities needed for kitchen and feeding area set up.</li> <li>• In cooperation with Facilities Unit Leader, determine utilities needed for support of food unit.</li> <li>• Arrange for appropriate ground and air support.</li> <li>• In cooperation with Facilities Unit Leader, develop a schedule for maintaining refueling and inspecting all mechanical equipment.</li> <li>• In cooperation with Facilities Unit Leader, develop a schedule for removal of garbage and gray water.</li> <li>• In cooperation with Facilities Unit Leader, develop a program for pest and dust abatement.</li> <li>• Cooperate with Facilities Unit Leader to establish and initiate security for food unit.</li> <li>• Establish and operate supplemental food system consisting of extra snacks, fruit, beverages and condiments. Also, order items to be stored in the supply unit such as MREs, hot food containers, garbage bags, etc.</li> <li>• Establish and manage proper food storage with a dry storage area for paper products.</li> <li>• Arrange for communication needs of food unit.</li> </ul>	I/R		

\*Code: O = task can be completed in any situation (classroom, simulation, prescribed fire, daily job, etc.)  
 I = task must be performed on an incident (flood, fire, search & rescue, etc.)  
 W = task must be performed on a wildfire incident  
 /R = Rare event—the evaluation assignment may not provide opportunities to demonstrate performance. The evaluator may be able to determine skills/knowledge through interview or the home office may need to arrange for another assignment or a simulation.

QUALIFICATION RECORD  
Continuation Sheet

POSITION: FOOD UNIT LEADER (FDUL)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p>14. <u>Manage food unit for contract catering operation.</u></p> <ul style="list-style-type: none"> <li>• Serve as project inspector and work with caterer to ensure catering operation complies with all clauses, specifications and stipulations contained in National Catering Contract. Report discrepancies to COTR on the incident who has full responsibility for administering the contract.</li> <li>• Arrange for agency property and services as required in contract.</li> <li>• After arrival of caterer, review food unit layout plans with contractor's representative to determine need changes.</li> <li>• Upon arrival of caterer, review suggested menus to determine if changes may be needed for menu content, variety or serving size.</li> <li>• Monitor food service to determine if changes are needed in: food handling, cooking, food preparation or storage.</li> <li>• Obtain feedback from incident personnel on adequacy of food service.</li> <li>• Establish quality control standards with periodic inspections for both in camp meals and sack lunches.</li> </ul>	I		

\*Code: O = task can be completed in any situation (classroom, simulation, prescribed fire, daily job, etc.)  
 I = task must be performed on an incident (flood, fire, search & rescue, etc.)  
 W = task must be performed on a wildfire incident  
 /R = Rare event—the evaluation assignment may not provide opportunities to demonstrate performance. The evaluator may be able to determine skills/knowledge through interview or the home office may need to arrange for another assignment or a simulation.

QUALIFICATION RECORD  
Continuation Sheet

POSITION: FOOD UNIT LEADER (FDUL)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<ul style="list-style-type: none"> <li>• Ensure that caterer supplies all equipment and supplies stated in contract.</li> <li>• Ensure contractor meets health and safety requirements for both in camp meals and dated sack lunches as stated in contract.</li> <li>• Conduct periodic inspections.</li> <li>• Coordinate with contractor on meal count (establish who will do the counting), number of meals ordered, meal scheduling, and handling requirements. Give adequate lead time for spiked out meals.</li> <li>• Coordinate with contractor on previous day's bills, including accountability for mileage and rental units used by agency. Payments for requested supplement foods and meals served. Bill will be signed by Logistics Section Chief or Food Unit Leader.</li> <li>• Determine, from demobilization plan, when to demobilize caterers or feeding areas.</li> <li>• Coordinate with facilities section. Make recommendation to Logistics Section Chief for demobilization of caterer.</li> <li>• Complete evaluation for catering services.</li> </ul>			

\*Code: O = task can be completed in any situation (classroom, simulation, prescribed fire, daily job, etc.)  
 I = task must be performed on an incident (flood, fire, search & rescue, etc.)  
 W = task must be performed on a wildfire incident  
 /R = Rare event—the evaluation assignment may not provide opportunities to demonstrate performance. The evaluator may be able to determine skills/knowledge through interview or the home office may need to arrange for another assignment or a simulation.

QUALIFICATION RECORD  
Continuation Sheet

POSITION: FOOD UNIT LEADER (FDUL)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p>15. <u>Supervise food unit personnel hired by agency.</u></p> <ul style="list-style-type: none"> <li>• Establish work schedules for all assigned personnel.</li> <li>• Make safety and health rules known to personnel regarding food handling.</li> <li>• Thoroughly brief assigned personnel on incident feeding requirements at base, camp(s), staging areas and other incident feeding locations.</li> <li>• Closely monitor work activities of all assigned personnel.</li> </ul>	I		
<p>16. <u>Ensure all appropriate health and safety measures are met.</u></p> <ul style="list-style-type: none"> <li>• Conduct periodic inspections of food service area and water quality control.</li> <li>• Have Medical Unit keep you informed of any unusually large number of reported illnesses that could be related to food service.</li> </ul>	I  I/R		

\*Code: O = task can be completed in any situation (classroom, simulation, prescribed fire, daily job, etc.)  
 I = task must be performed on an incident (flood, fire, search & rescue, etc.)  
 W = task must be performed on a wildfire incident  
 /R = Rare event—the evaluation assignment may not provide opportunities to demonstrate performance. The evaluator may be able to determine skills/knowledge through interview or the home office may need to arrange for another assignment or a simulation.

QUALIFICATION RECORD  
Continuation Sheet

POSITION: FOOD UNIT LEADER (FDUL)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p>17. <u>Prepare and submit reports pertaining to food unit.</u></p> <ul style="list-style-type: none"> <li>• Equipment time, turn in to appropriate unit.</li> <li>• Personnel time reports for AD crews; validate, sign and turn into finance section.</li> <li>• Keep copy of order(s) placed on message/change forms and turn in to Ordering Manager.</li> <li>• Keep copies of orders filled and not filled and turn in to Ordering and Receiving Managers.</li> <li>• Complete, with contractor, daily meal order/invoice for mobile food service Forms 1276A and 1276B. Have caterer validate and sign—turn in to equipment time.</li> <li>• Complete mobile food service unit evaluation form.</li> <li>• Food catering service evaluation signed by COTR and caterer—turn in to equipment time.</li> </ul>	I		
<p>18. <u>Identify and release excess section resources and supplies.</u> Maintain, through inventory and personal observation, status of equipment, supplies and assigned personnel.</p>	I		

\*Code: O = task can be completed in any situation (classroom, simulation, prescribed fire, daily job, etc.)  
 I = task must be performed on an incident (flood, fire, search & rescue, etc.)  
 W = task must be performed on a wildfire incident  
 /R = Rare event—the evaluation assignment may not provide opportunities to demonstrate performance. The evaluator may be able to determine skills/knowledge through interview or the home office may need to arrange for another assignment or a simulation.

- \*Code:    O = task can be completed in any situation (classroom, simulation, prescribed fire, daily job, etc.)  
          I = task must be performed on an incident (flood, fire, search & rescue, etc.)  
          W = task must be performed on a wildfire incident  
          /R = Rare event—the evaluation assignment may not provide opportunities to demonstrate performance. The evaluator may be able to determine skills/knowledge through interview or the home office may need to arrange for another assignment or a simulation.



QUALIFICATION RECORD  
Continuation Sheet

POSITION: FOOD UNIT LEADER (FDUL)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
19. <u>Brief subordinate(s) and relief personnel. Direct communication is critical.</u> Information is to be given periodically and with every change from planned work. The chain of command must be followed. Overall incident information is important to subordinates.	I		
20. <u>Interact and coordinate with appropriate Unit Leader and operations personnel.</u>  • Receive and transmit needed information.	I		
21. <u>Maintains ICS Form 214 (Unit Log), Unit Leader.</u> Unit Log will be kept current, legible, and all major activities will be documented.	I/R		

\*Code: O = task can be completed in any situation (classroom, simulation, prescribed fire, daily job, etc.)  
 I = task must be performed on an incident (flood, fire, search & rescue, etc.)  
 W = task must be performed on a wildfire incident  
 /R = Rare event—the evaluation assignment may not provide opportunities to demonstrate performance. The evaluator may be able to determine skills/knowledge through interview or the home office may need to arrange for another assignment or a simulation.

QUALIFICATION RECORD  
Continuation Sheet

POSITION: FOOD UNIT LEADER (FDUL)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p>22. <u>Develop written contingency plans to ensure continuing food service under adverse conditions.</u> It must be understood that food service is one of the most important functions on the incident and that situations may occur that could interrupt food service. The unit leader must plan for these situations and continue to provide food.</p> <ul style="list-style-type: none"> <li>• Weather contingency. Plan and set up food service area with the assumption that there will be high winds or rain sometime during the incident.</li> <li>• Supply break down contingency. Have a three-meal supply of food or rations. Have a three-day supply for camps on hand. Coordinate with ground support unit, procurement unit, Ordering Manager, and Logistics Section Chief to track orders.</li> <li>• Plan for breakdowns in air or ground support driving meal delivery.</li> <li>• Plan for breakdowns of refrigeration units: coordinate with Facilities Unit Leader.</li> <li>• Plan for breakdowns in food preparation units: i.e., stoves won't work.</li> <li>• Health problem contingency.</li> <li>• Plan for health problems by having enough prepackaged food available (one-day supply) in the event that the main unit has to be shut down for health problems.</li> </ul>	I/R		

\*Code: O = task can be completed in any situation (classroom, simulation, prescribed fire, daily job, etc.)  
 I = task must be performed on an incident (flood, fire, search & rescue, etc.)  
 W = task must be performed on a wildfire incident  
 /R = Rare event—the evaluation assignment may not provide opportunities to demonstrate performance. The evaluator may be able to determine skills/knowledge through interview or the home office may need to arrange for another assignment or a simulation.

QUALIFICATION RECORD  
Continuation Sheet

POSITION: FOOD UNIT LEADER (FDUL)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<ul style="list-style-type: none"> <li>• Water is the most important commodity. Be assured of continuing supply. Drinking water has the highest priority. Keep a supply of water available.</li> <li>• Have a contingency plan for catering contract noncompliance to assure that incident personnel continue being fed in the event of a transitional period between a dismissed caterer and newly ordered caterer.</li> </ul>			
<p>23. <u>Evaluate performance of subordinates as required by agency policy.</u> Performance evaluations are done for all unit personnel prior to their release from the incident. Performance evaluations are discussed with the individual.</p>	I		
<p><b><u>DEMOBILIZATION</u></b></p> <p>24. <u>Demobilization and check-out.</u></p> <ul style="list-style-type: none"> <li>• Receive demobilization instructions from work supervisor.</li> <li>• Brief subordinate staff on demobilization procedures and responsibilities.</li> <li>• Ensure that incident and agency demobilization procedures are followed. If required, ICS Form 221 (Demobilization Check-Out) is completed and turned in to the appropriate person.</li> </ul>	I		

\*Code: O = task can be completed in any situation (classroom, simulation, prescribed fire, daily job, etc.)  
 I = task must be performed on an incident (flood, fire, search & rescue, etc.)  
 W = task must be performed on a wildfire incident  
 /R = Rare event—the evaluation assignment may not provide opportunities to demonstrate performance. The evaluator may be able to determine skills/knowledge through interview or the home office may need to arrange for another assignment or a simulation.



## INSTRUCTIONS for EVALUATION RECORD

**There are four separate blocks allowing evaluations to be made. These evaluations may be made on incidents, by simulation in classroom, or in daily duties, depending on what the position task book indicates. This should be sufficient for qualification in the position if the individual is adequately prepared. If additional blocks are needed, a page can be copied from a blank task book and attached.**

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

**Evaluator's home unit address & phone:** self explanatory

**#:** The number in the upper left corner of the experience block identifies a particular experience or group of experiences. This number should be placed in the column labeled "Evaluation Record #" on the Qualification Record in order to indicate the circumstances under which a particular task was performed.

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

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

**Number and Type of Resources:** Enter the number of resources and types assigned to the incident pertinent to the trainee's task book position.

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

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

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

- |                                 |                                |
|---------------------------------|--------------------------------|
| 1. Short Grass (1 foot)         | 8. Closed Timber Litter        |
| 2. Timber (grass & understory)  | 9. Hardwood Litter             |
| 3. Tall grass (2 1/2 feet)      | 10. Timber (litter understory) |
| 4. Chaparral (6 feet)           | 11. Light Logging Slash        |
| 5. Brush (2 feet)               | 12. Medium Logging Slash       |
| 6. Dormant brush-Hardwood Slash | 13. Heavy Logging Slash        |
| 7. Southern Rough               |                                |

**Recommendation:** Check as appropriate and/or make comments regarding the future needs for development of this trainee.

**Date:** List the date the record is being completed.

**Evaluator's initials:** Initial here to authenticate your recommendations and to allow for comparison with initials in the Qualifications Record.

**Evaluator's relevant red card rating:** List your certification relevant to the trainee position you supervised.

## Evaluation Record

TRAINEE NAME		TRAINEE POSITION			
<b>#1</b>	Evaluator's name, incident/office title & agency:				
Evaluator's home unit address & phone:					
Location of Incident or Simulation (agency & area)	Incident Type (wildfire, search & rescue, etc.)	Number & Type of Resources Pertinent to Trainee's Position	Duration (inclusive dates in trainee status)	Mgt. Level (Area Command, Type 1, 2, 3, or 4)	NFFL Fuel Model
			to		
<p>The tasks initialed &amp; dated by me have been performed under my supervision and in a satisfactory manner by the above named trainee. I recommend the following for further development of this trainee:</p> <p>_____ The individual has successfully performed all tasks for the position and should be considered for certification.</p> <p>_____ The individual was not able to complete certain tasks (comments below) or additional guidance is required.</p> <p>_____ Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation.</p> <p>_____ The individual is severely deficient in the performance of tasks for the position and must complete all training (both mandatory &amp; suggested) prior to further assignment as a trainee.</p> <p>Recommendations: _____</p> <p>_____</p> <p>Date: _____ Evaluator's initials: _____ Evaluator's relevant red card (or agency certification) rating: _____</p>					

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

#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 &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>					