

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
STRIKE TEAM LEADER
CREW (STCR)
ENGINE (STEN)
DOZER (STDZ)
TRACTOR/PLOW (STPL)
(WILDFIRE ASSIGNMENT REQUIRED)**



**PMS 311-11
NFES2312**

August 1993

TASK BOOK ASSIGNED TO:
INDIVIDUAL'S NAME, DUTY STATION, AND PHONE NUMBER
TASK BOOK INITIATED BY:
OFFICIAL'S NAME, TITLE, DUTY STATION, AND PHONE NUMBER
LOCATION AND DATE THAT TASK BOOK WAS INITIATED

The material contained in this book accurately defines the performance expected of the position for which it was developed. This task book is approved for use as a position qualification document in accordance with the instructions contained herein.

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

FINAL EVALUATOR'S VERIFICATION

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

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

EVALUATOR'S SIGNATURE AND DATE

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

AGENCY CERTIFICATION :

I certify that _____

has met all requirements for qualification in this position and that such qualification has been issued.

CERTIFYING OFFICIAL'S SIGNATURE AND DATE

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

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 # 2312

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: STRIKE TEAM LEADER

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p><u>GENERAL</u></p> <p>1. <u>Obtain and assemble information and materials needed for kit.</u> Kit will be assembled and prepared prior to receiving an assignment. Kit will contain critical items needed for the assignment and items needed for functioning during the first 48 hours. Kit will be easily transportable and within agency weight limitation (per National Mobilization Guide). The basic information and materials needed are:</p> <ul style="list-style-type: none"> • Resource listings. • Telephone directory (local, assignment specific). • Notification requirements. • Incident specific reference materials. • ICS 410-1 Fireline Handbook. • ICS 420-1 Field Operations Guide. • Maps. • Documentation materials. • Agency requirements and procedures for purchases of supplies, fuel, repairs, food and other items which may be needed enroute, at the incident, or in demobilization. 	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: STRIKE TEAM LEADER

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p>2. <u>Establish and maintain positive interpersonal and interagency working relationships.</u></p> <p>a. Through briefings, discuss EEO, civil rights, sexual discrimination, interagency policy and other sensitive issues, with assigned personnel.</p> <p>b. Recognize cultural language difficulties as it impacts work output and expectations.</p> <p>c. Provide equal assignment opportunities based on individual skill level.</p> <p>d. Monitor and evaluate progress based on expected work standards not race, color or creed.</p> <p>e. Individual agency values and policies are addressed throughout the tenure of the incident.</p> <p>f. Differences in agency values and policies that affect the operation are arbitrated in manner that fosters continuous positive working relationships.</p> <p>g. Integrated cultural resource considerations into all management activities.</p>	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: STRIKE TEAM LEADER

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p>3. <u>Provide for the safety and welfare of assigned personnel during the entire period of supervision.</u></p> <ul style="list-style-type: none"> • Recognizes potentially hazardous situations. • Informs subordinates of hazards. • Controls positions and function of resources. • Ensures that special precautions are taken when extraordinary hazards exist. • Ensures adequate rest and hydration is provided to all operations personnel. 	I		
<p>4. <u>Follow the Standard Fire Orders, Watch Out Situations, and agency policy.</u></p> <ul style="list-style-type: none"> • Develop plans based on safety guidelines. • Spot check tactical operations to ensure compliance with safety guidelines. • Ensures all tactical operations comply with the principles of LCES. 	W		

*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: STRIKE TEAM LEADER

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<u>MOBILIZATION</u>			
5. <u>Obtain complete information from dispatch upon initial activation to include:</u> <ul style="list-style-type: none"> • Information concerning agency policy and procedures, state laws, safety and other requirements concerning transport of various equipment which may be assigned. • Incident order number. • Request number. • Incident name. • Reporting location (drop point). • Phone contacts. • Radio frequencies. • Transportation arrangements and routes. • Reporting times. • Weather. • Special equipment needed. 	I		
6. <u>Inspect assigned unit; appoint assistant strike team leader; note qualifications of personnel.</u>	O		
7. <u>Survey assigned units for frequency and ID numbers.</u>	O		
8. <u>Report strike team status to agency dispatcher or supervisor (includes any units that fail to arrive or fail readiness inspection).</u>	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: STRIKE TEAM LEADER

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
9. <u>Brief assigned unit leaders and determine route of travel, enroute logistical needs (fuel, food, etc.).</u> Determines proper formation and communications, enroute check points.	O		
10. <u>Direct units during travel to check in point.</u> Follows correct agency procedures in event of breakdown or accident enroute.	O/R		
11. <u>Report to the designated official at the check in point and provide required information (ICS Form 211) or report directly to supervisor on the incident.</u>	I		
<u>INCIDENT ACTIVITIES</u>			
12. <u>Attend operational period briefing prior to assignment.</u>	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: STRIKE TEAM LEADER

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
13. <u>Obtain briefing from supervisor.</u> a. Request and be briefed from supervisor. Initial instructions concerning work activities, who, what, when, where and why. b. Review and compare tactical assignment with incident objectives to determine feasibility of assignment. List problems that may be encountered. Discuss conclusions with supervisor. c. Request clarifying information or resolution from immediate supervisor as required. d. Obtain Incident Action Plan when available.	I		
14. <u>Ensure assigned resources arrive to assignment location.</u>	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: STRIKE TEAM LEADER

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p>15. <u>Size-up fire situation.</u></p> <p>a. Determine fuels and topography fire is burning in as well as fuels to be involved.</p> <p>b. Take on-site weather.</p> <p>c. Calculate rates of spread, fireline intensity.</p> <p>d. Analyze fireline hazards based on current and predicted fire behavior.</p> <p>e. Identify factors influencing line construction rates, type of line constructed, line location and techniques of line construction.</p> <p>f. Identify applicable methods to employ in fire construction that will facilitate rehabilitation of site.</p> <p>g. Identify values at risk on assigned area with Incident Action Plan.</p> <p>h. Plan tactical action on assigned area based on objectives of Incident Action Plan, fire behavior outputs. Match resource capability with needed tasks.</p>	W		

*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: STRIKE TEAM LEADER

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p>16. <u>When at assigned work location, brief and assign tasks to resources based on Incident Action Plan objectives and resource capabilities.</u></p> <p>a. Brief single resource bosses using information from Incident Action Plan. (1) Safety (standard fire orders, Watch Out Situations). (2) Incident Action Plan objectives. (3) Work standards and expectations. (4) Weather (in conjunction with Incident Action Plan). (5) Communication (in conjunction with Incident Action Plan). (6) Expected fire behavior.</p> <p>b. Describe mop-up practices and standards.</p> <p>c. Discuss minimum impact suppression principles if applicable.</p>	W		
<p>17. <u>Coordinate activities with adjacent strike team leader and single resources.</u></p> <p>a. Contact adjoining forces.</p> <p>b. Make list of supervisors of adjoining resources.</p> <p>c. Inform adjoining forces of status.</p> <p>d. Receive status of adjoining forces.</p> <p>e. Determine communication channels with adjoining forces for Incident Action Plan.</p> <p>f. Maintain communication with assigned resources.</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.

QUALIFICATION RECORD
Continuation Sheet

POSITION: STRIKE TEAM LEADER

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p>18. <u>Monitor progress/work during operational period by:</u></p> <p>a. Receiving reports from subordinate supervisors, based on your briefing and work expectations.</p> <p>b. Conduct personal observation based on your work expectations.</p>	I		
<p>19. <u>Determine and identify need for assistance or for corrections of assigned work task during operational period.</u></p> <p>a. Identify needs for corrections in work tasks to meet standards and safety policy.</p> <p>b. Identify fatigue producing factors and take corrective measures.</p> <p>c. Contact Division/Group Supervisor, etc. Review tactical observations and Incident Action Plan, etc.</p> <p>d. Evaluate by comparing objectives vs. accomplishment. Determine with crew.</p> <p>e. Identify need for additional assistance, logistical support and replacements due to slow progress or unexpected events. (1) Identify types of resources; air, etc.</p> <p>f. Determine assistance, logistical support and placements required to implement correction action. Evaluation and recommendations from subordinate supervisors, e.g., split assignment with another division.</p>	W		

*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: STRIKE TEAM LEADER

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p>20. <u>Use tactics applied to structures; i.e., wildland/fire-ground operations.</u></p> <p>a. Identify the type of wildland urban interface.</p> <p>b. Size-up the fire-ground situation and associated risks for current assignment. (1) Identify usable tactics for current resources. (2) Request specialized resources if applicable.</p> <p>c. Safely and effectively utilize the resources available based on capabilities and limitations.</p> <p>d. Apply principles of sound management and fire supervision.</p>	W		
<p>21. <u>Submit situation and resource status information to supervisor.</u></p> <p>a. Inform supervisor of any change in conditions or events based on amended or adjusted work assignment or assigned resources.</p> <p>b. Request additional resources, logistical support, and/or replacements through supervisor, Incident Action Plan, briefing, discussion.</p> <p>c. Hazards or special considerations, Incident Action Plan or Unit Log.</p> <p>d. Report special events.</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.

QUALIFICATION RECORD
Continuation Sheet

POSITION: STRIKE TEAM LEADER

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
22. <u>Brief relief forces on:</u> a. Progress accomplished during operational period. d. Reference points or geographic features. c. Hazards or special considerations.	W		
23. <u>Maintain Unit Log (ICS Form 214).</u> a. Record appropriate strike team leader action on ICS Form 214; ICS Forms Manual ICS 230-2. b. Transmit required records and unit log to the Division/Group Supervisor at the end of each operational period.	I		
24. <u>Establish communication links.</u> a. Provide radios and radio frequencies for all strike team increments. b. Establish communication with supervisors.	I		
25. <u>Ensure transportation needs are met as specified in the Incident Action Plan.</u> a. Coordinate any additional transportation needs through the ground support unit leader. b. Inform supervisor if transportation needs can not be met.	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: STRIKE TEAM LEADER

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
26. <u>Brief assigned personnel on procedures for traveling to staging area.</u>	O		
27. <u>Check in with staging area manager.</u>	O		
28. <u>Obtain logistics needs (fuel, food, water, etc.) from the staging area manager. If a staging area manager is not assigned, coordinate logistics needs and dispatching procedures through the division supervisor.</u>	O		
29. <u>Maintain assigned resources required three minute dispatch status.</u>	I		
30. <u>Brief supervisors.</u> a. Meet with supervisors and establish out-of-service status and standards. b. Provide supervisors with area layout and logistic support locations.	I		
31. <u>Determine logistical support needs.</u> a. Meet with supervisors and assess logistical support needs. b. Develop written list of support needs.	I		
32. <u>Make necessary arrangements for logistical support.</u> a. Meet with logistics section to obtain special support needs.	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: STRIKE TEAM LEADER

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
33. <u>Contact interagency resource representative.</u>	O		
34. <u>Contact Resource unit.</u> a. Provide update status, and location of assigned resources. b. Establish and confirm out-of-service time frame. c. Establish contact or communication procedures.	I		
<u>DEMOBILIZATION</u>			
35. <u>Confirm demobilization instructions with supervisor at incident.</u>	W		
36. <u>Inspect units and personnel to ensure that they are ready to leave in state-of-readiness (rest, repairs, tools, fuel, etc.).</u>	O		
37. <u>Complete personnel evaluation forms and Unit Log.</u>	I		
38. <u>Complete Demobilization Check-Out (ICS Form 211).</u>	I		
39. <u>Distribute time reports to individual resources.</u>	O		
40. <u>Assemble strike team for briefing and departure.</u>	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			
#1	Evaluator's name, incident/office title & agency:				
Evaluator's home unit address & phone:					
Location of Incident or Simulation (agency & area)	Incident Type (wildfire, search & rescue, etc.)	Number & Type of Resources Pertinent to Trainee's Position	Duration (inclusive dates in trainee status)	Mgt. Level (Area Command, Type 1, 2, 3, or 4)	NFFL Fuel Model
			to		
<p>The tasks initialed & dated by me have been performed under my supervision and in a satisfactory manner by the above named trainee. I recommend the following for further development of this trainee:</p> <p>_____ The individual has successfully performed all tasks for the position and should be considered for certification.</p> <p>_____ The individual was not able to complete certain tasks (comments below) or additional guidance is required.</p> <p>_____ Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation.</p> <p>_____ The individual is severely deficient in the performance of tasks for the position and must complete all training (both mandatory & suggested) prior to further assignment as a trainee.</p> <p>Recommendations: _____</p>					
<p>Date: _____ Evaluator's initials: _____ Evaluator's relevant red card (or agency certification) rating: _____</p>					

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

**Evaluation Record
(Continuation Sheet)**

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

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