

**NWCG Task Book for the Position of:**



**INCIDENT COMMANDER COMPLEX  
(ICCI)**

**PMS 311-101**

**JANUARY 2023**

**Task Book Assigned To:**

Trainee's Name: \_\_\_\_\_

Home Unit/Agency: \_\_\_\_\_

Home Unit Phone Number: \_\_\_\_\_

**Task Book Initiated By:**

Official's Name: \_\_\_\_\_

Home Unit Title: \_\_\_\_\_

Home Unit/Agency: \_\_\_\_\_

Home Unit Phone Number: \_\_\_\_\_

Home Unit Address: \_\_\_\_\_

Date 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:**

**INCIDENT COMMANDER COMPLEX (ICCI)**

**Final Evaluator's Verification**

*To be completed **ONLY** when you are recommending the Trainee for certification.*

I verify that (Trainee name) \_\_\_\_\_ has successfully performed as a Trainee by demonstrating all tasks for the position listed above and should be considered for certification in this position. All tasks are documented with appropriate initials.

Final Evaluator's Signature: \_\_\_\_\_

Final Evaluator's Printed Name: \_\_\_\_\_

Home Unit Title: \_\_\_\_\_

Home Unit/Agency: \_\_\_\_\_

Home Unit Phone Number: \_\_\_\_\_ Date: \_\_\_\_\_

**Agency Certification**

I certify that (Trainee name) \_\_\_\_\_ has met all requirements for qualification in the above position and that such qualification has been issued.

Certifying Official's Signature: \_\_\_\_\_

Certifying Official's Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Home Unit/Agency: \_\_\_\_\_

Home Unit Phone Number: \_\_\_\_\_ Date: \_\_\_\_\_

## NATIONAL WILDFIRE COORDINATING GROUP (NWCG) POSITION TASK BOOK

NWCG Position Task Books (PTBs) have been developed for designated National Incident Management System (NIMS) positions. Each PTB lists the competencies, behaviors and tasks required for successful performance in specific positions. Trainees must be observed completing all tasks and show knowledge and competency in their performance during the completion of this PTB.

Trainees are evaluated during this process by qualified Evaluators, and the Trainee's performance is documented in the PTB for each task by the Evaluator's initials and date of completion. An Evaluation Record will be completed by all Evaluators documenting the Trainee's progress after each Evaluation opportunity.

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 Trainee's performance while completing all tasks may occur on one or more training assignments and may involve more than one Evaluator during any opportunity.

### INCIDENT/EVENT CODING

Each task has a code associated with the type of training assignment where the task may be completed. While tasks can be performed in any situation, they must be evaluated on the specific type of incident/event for which they are coded. For example, tasks coded W must be evaluated on a wildfire. Performance of any task on other than the designated assignment is not valid for qualification. The codes are defined as:

**O = Other:** In any situation (classroom, simulation, daily job, incident, prescribed fire, etc.).

**I = Incident:** Task must be performed on an incident managed under the Incident Command System (ICS). Examples include wildland fire, structural fire, oil spill, search and rescue, hazardous material, and an emergency or non-emergency (planned or unplanned) event.

**W = Wildfire:** Task must be performed on a wildfire incident.

**RX = Prescribed fire:** Task must be performed on a prescribed fire incident.

**W/RX = Wildfire OR prescribed fire:** Task must be performed on a wildfire OR prescribed fire incident.

**R = Rare event:** Rare events such as accidents, injuries, vehicle or aircraft crashes occur infrequently and opportunities to evaluate performance in a real setting are limited. The Evaluator should determine, through interview, if the Trainee would be able to perform the task in a real situation.

Tasks within the PTB are numbered sequentially; however, the numbering does NOT indicate the order in which the tasks need to be performed or evaluated. The bullets under each numbered task are examples or indicators of items or actions related to the task. The purpose of the bullets is to assist the Evaluator in evaluating the Trainee; the bullets are not all-inclusive. Evaluate and initial ONLY the numbered tasks. DO NOT evaluate and initial each individual bullet.

A more detailed description of this process and definitions of terms are included in the *NWCG Standards for Wildland Fire Position Qualifications*, PMS 310-1, <https://www.nwcg.gov/publications/310-1>.

### RESPONSIBILITIES

The responsibilities of the Home Unit/Agency, Trainee, Coach, Training Specialist, Evaluator, Final Evaluator, and Certifying Official are identified in the *NWCG Standards for Wildland Fire Position Qualifications*, PMS 310-1. It is incumbent upon each of these individuals to ensure their responsibilities are met.

## INSTRUCTIONS FOR THE POSITION TASK BOOK EVALUATION RECORD

### Evaluation Record #

Each Evaluator will need to complete an Evaluation Record. Each Evaluation Record should be numbered sequentially. Place this number at the top of the Evaluation Record page and also use it in the column labeled "Evaluation Record #" for each numbered task the Trainee has satisfactorily performed.

### Trainee Information

Print the Trainee's name, position on the incident/event, home unit/agency, and the home unit/agency address and phone number.

### Evaluator Information

Print the Evaluator's name, position on the incident/event, home unit/agency, and the home unit/agency address and phone number.

### Incident/Event Information

**Incident/Event Name:** Print the incident/event name.

**Reference:** Enter the incident code and/or fire code.

**Duration:** Enter inclusive dates during which the Trainee was evaluated.

**Incident Kind:** Circle the kind of incident and specify if other (e.g., search and rescue, flood, etc.).

**Location:** Enter the geographic area, agency, and state.

**Management Type or Prescribed Fire Complexity Level:** Circle the ICS organization level or the prescribed fire complexity level.

**Fire Behavior Prediction System (FBPS) Fuel Model Group:** Circle the Fuel Model Group letter that corresponds to the predominant fuel type in which the incident/event occurred.

**G = Grass Group** (includes FBPS Fuel Models 1 – 3): 1 = short grass (1 foot); 2 = timber with grass understory; 3 = tall grass (1½ - 2 feet)

**B = Brush Group** (includes FBPS Fuel Models 4 – 6): 4 = Chaparral (6 feet); 5 = Brush (2 feet); 6 = dormant brush/hardwood slash; 7 = Southern rough

**T = Timber Group** (includes FBPS Fuel Models 8 – 10): 8 = closed timber litter; 9 = hardwood litter; 10 = timber (with litter understory)

**S = Slash Group** (includes FBPS Fuel Models 11 – 13): 11 = light logging slash; 12 = medium logging slash; 13 = heavy logging slash

### Evaluator's Recommendation

For 1 – 4, initial only one line as appropriate, this will allow for comparison with your initials in the Qualifications Record.

**Comments:** Additional information specific to the Evaluator's recommendation. The Evaluator should note any deficiencies, additional assignment needs, or additional focus areas that were identified. Record additional remarks/recommendations on an Individual Performance Evaluation or by attaching an additional sheet to the Evaluation Record.

**Evaluator's Signature:** Sign here to authenticate the recommendation.

**Date:** Document the date the Evaluation Record is completed.

**Evaluator's Relevant Qualification (or agency certification):** List your qualification or certification relevant to the Trainee position you supervised.

**Note:** Evaluators must be either qualified in the position being evaluated or supervise the Trainee; Final Evaluators must be qualified in the Trainee position they are evaluating.

# Incident Commander Complex (ICCI)

## Competency: Assume position responsibilities.

Description: Successfully assume role of Incident Commander Complex and initiate position activities at the appropriate time according to the following behaviors.

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
<b>Behavior: Ensure readiness for assignment.</b>			
1. Complete required team management responsibilities. <ul style="list-style-type: none"> <li>• Team recruitment and selection</li> <li>• Standard operating procedures</li> <li>• Team building</li> <li>• Team roster</li> <li>• Necessary equipment</li> </ul>	O		
2. Gather necessary information and intelligence. <ul style="list-style-type: none"> <li>• Contact agency administrator.</li> <li>• Negotiate in-briefing time and location.</li> <li>• Negotiate team configurations based on incident needs.</li> </ul>	O		
<b>Behavior: Understand and comply with incident safety procedures and practices.</b>			
3. Ensure functional areas integrate safety considerations into all aspects of incident management.	I		
4. Ensure the Risk Management Process is maintained.	I		
5. Base actions on Incident Action Plan Safety Analysis, (ICS 215A). <ul style="list-style-type: none"> <li>• Implement appropriate tactics.</li> <li>• Ensure public safety.</li> </ul>	I		
<b>Behavior: Ensure availability, qualifications, and capabilities of resources to complete assignment.</b>			
6. Assess situation to determine immediate resource needs. <ul style="list-style-type: none"> <li>• Make appropriate decisions about immediate needs and actions.</li> <li>• Order additional resources through established channel.</li> </ul>	I		

Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.

## Incident Commander Complex (ICCI)

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
7. Evaluate staffing needs required to manage the incident. <ul style="list-style-type: none"> <li>• <i>Organize to meet the needs for management and control of the incident.</i></li> <li>• <i>Assure consistency with Incident Command System (ICS) organizational structure.</i></li> <li>• <i>Identify training opportunities.</i></li> <li>• <i>Ensure established dispatch channels are utilized to order resources.</i></li> <li>• <i>Release excess staff.</i></li> <li>• <i>Request appropriate technical specialists to cope with special conditions on the incident.</i></li> </ul>	I		
<b>Behavior: Gather, update, and apply situational information relevant to the assignment.</b>			
8. Obtain information, direction, and authority from Agency Administrator briefing to effectively manage the incident according to agency's requirements. <ul style="list-style-type: none"> <li>• <i>Information gaps to be resolved</i></li> <li>• <i>Limitations</i></li> <li>• <i>Priorities</i></li> <li>• <i>Logistical concerns</i></li> <li>• <i>Considerations (e.g., environmental concerns, safety, fiscal considerations or constraints, values to be protected, evacuation/sheltering, political implications, legal potential, socio-economic issues, media, jurisdiction including adjacent jurisdictions, cooperating and assisting agencies)</i></li> <li>• <i>Ordering process</i></li> <li>• <i>Points of contact/chain of command/line of authority</i></li> </ul>	W		
9. Obtain necessary documentation. <ul style="list-style-type: none"> <li>• <i>Pre-plans</i></li> <li>• <i>Land management plan(s)</i></li> <li>• <i>Wildland fire decision support documentation or other relevant plan</i></li> <li>• <i>Directories (phone, notification)</i></li> <li>• <i>Written incident status summary</i></li> <li>• <i>Authorizations (e.g., cell phones, rental vehicles, computers)</i></li> </ul>	W		
10. Obtain initial briefing from current Incident Commander.	I		

*Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.*

## Incident Commander Complex (ICCI)

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
11. Evaluate special conditions, existing or predicted, which require technical expertise. <ul style="list-style-type: none"> <li>• <i>Hazardous materials</i></li> <li>• <i>Geological hazard</i></li> <li>• <i>Land management policies</i></li> <li>• <i>Long range planning needs</i></li> <li>• <i>Urban interface needs</i></li> <li>• <i>Incident accident investigation</i></li> <li>• <i>Law enforcement needs</i></li> </ul>	R		

### Competency: Lead assigned personnel.

*Description: Influence, guide, and direct assigned personnel to accomplish objectives and desired outcomes in a rapidly changing, high-risk environment.*

### Behavior: Model leadership values and principles.

12. Create an effective command climate. <ul style="list-style-type: none"> <li>• <i>Provide commander's intent and guidance.</i></li> <li>• <i>Manage team and its activities effectively.</i></li> <li>• <i>Aggressively assume responsibility for the incident and initiate action.</i></li> </ul>	I		
13. Establish and maintain positive interpersonal and interagency working relationships.	I		

### Behavior: Ensure the safety, welfare, and accountability of assigned personnel.

14. Provide for the safety and welfare of assigned resources. <ul style="list-style-type: none"> <li>• <i>Planning process</i></li> <li>• <i>Command and general staff oversight</i></li> <li>• <i>Briefings</i></li> <li>• <i>After Action Reviews (AAR)</i></li> </ul>	I		
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### Behavior: Establish work assignments and performance expectations, monitor performance, and provide feedback.

15. Establish and coordinate time frames with staff. <ul style="list-style-type: none"> <li>• <i>Task</i></li> <li>• <i>Purpose</i></li> <li>• <i>End State</i></li> </ul>	I		
16. Hold staff individually accountable for decisions and actions within their functions.	I		

*Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.*

## Incident Commander Complex (ICCI)

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
17. Hold staff accountable for interactions and coordination with other functional areas.	I		
18. Evaluate performance of subordinates as required by agency policy. <ul style="list-style-type: none"> <li>• <i>Complete prior to release from the incident.</i></li> <li>• <i>Discuss with the individual.</i></li> <li>• <i>Facilitate a process to deal with substandard performance or conduct.</i></li> </ul>	I		
19. Provide training opportunities where available.	I		
20. Document personnel performance actions. <ul style="list-style-type: none"> <li>• <i>Adverse</i></li> <li>• <i>Exceptional</i></li> <li>• <i>Contractor</i></li> </ul>	I		
<b>Behavior: Emphasize teamwork.</b>			
21. Establish cohesiveness among assigned resources.	I		
<b>Behavior: Coordinate interdependent activities.</b>			
22. Ensure interfunctional, interagency coordination and communication. <ul style="list-style-type: none"> <li>• <i>Coordinate with cooperators and stakeholders involved in incident activities.</i></li> </ul>	I		
23. Anticipate and respond proactively to social, political, and cultural issues and concerns. <ul style="list-style-type: none"> <li>• <i>Local procurement</i></li> <li>• <i>Elected officials</i></li> <li>• <i>Private landowners and permittees</i></li> <li>• <i>Resource advisors</i></li> <li>• <i>Public figures</i></li> </ul>	I		
24. Evaluate the need for unified command. <ul style="list-style-type: none"> <li>• <i>Identify appropriate jurisdictional agencies.</i></li> </ul>	O		

Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.



## Incident Commander Complex (ICCI)

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
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### Competency: Communicate effectively.

*Description: Use suitable communication techniques to share relevant information with appropriate personnel on a timely basis to accomplish objectives in a rapidly changing, high-risk environment.*

### Behavior: Ensure relevant information is exchanged during briefings and debriefings.

25. Conduct initial command and general staff briefing and validate team protocols. <ul style="list-style-type: none"> <li>• <i>Assess organizational needs.</i></li> <li>• <i>Identify additional resource needs.</i></li> <li>• <i>Schedule planning cycle.</i></li> <li>• <i>Review team expectations of Incident Commander and Agency Administrator(s).</i></li> <li>• <i>Identify critical factors to ensure team success.</i></li> <li>• <i>Prioritize initial incident objectives.</i></li> </ul>	I		
26. Ensure accurate and timely internal information flow occurs at all levels of the incident. <ul style="list-style-type: none"> <li>• <i>Provide information as required by the Agency Administrator and agency policy or guidelines.</i></li> <li>• <i>Provide accurate, complete information to relevant personnel in a timely manner.</i></li> </ul>	I		
27. Identify and establish working relationships with Emergency Operations Center (EOC), communications centers, Multi-Agency Coordination (MAC) group, expanded dispatch or area command as needed.	I		
28. Participate in briefings. <ul style="list-style-type: none"> <li>• <i>Ensure briefings are accurate, timely, and include appropriate personnel.</i></li> <li>• <i>Brief external support organizations.</i></li> </ul>	I		
29. Review and approve information releases. <ul style="list-style-type: none"> <li>• <i>Follow established information protocol for information releases.</i></li> <li>• <i>Ensure releases are timely and accurate.</i></li> </ul>	I		
30. Participate in media interviews. <ul style="list-style-type: none"> <li>• <i>Present a positive, professional image to the public and the media during interviews.</i></li> </ul>	I		

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## Incident Commander Complex (ICCI)

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
31. Participate in public meetings. <ul style="list-style-type: none"> <li>• <i>Establish external communication protocols with the affected publics.</i></li> <li>• <i>Anticipate and respond proactively to public issues and concerns.</i></li> </ul>	I		
32. Ensure debriefings occur and participate as necessary. <ul style="list-style-type: none"> <li>• <i>Ensure incident situation status information is current and complete.</i></li> </ul>	I		
33. Develop and implement a plan for transfer of command. <ul style="list-style-type: none"> <li>• <i>Ensure plan contains accurate assessment of the situation.</i></li> <li>• <i>Identify incident needs.</i></li> <li>• <i>Identify release priorities.</i></li> <li>• <i>Determine date and time of transition and transfer of command.</i></li> <li>• <i>Complete transition of functional duties in a timely, smooth, and efficient manner.</i></li> <li>• <i>Inform assigned personnel, agencies, and interested parties of transition time.</i></li> <li>• <i>Request rescission of Delegation of Authority.</i></li> <li>• <i>Ensure a complete, accurate, detailed briefing occurs.</i></li> <li>• <i>Ensure respective command and general staff brief their counterparts.</i></li> <li>• <i>Ensure no adverse impact on safety or productivity.</i></li> </ul>	I		
34. Ensure adequate incident demobilization plan is in place. <ul style="list-style-type: none"> <li>• <i>Establish realistic release priorities.</i></li> <li>• <i>Address agency, cooperating/assisting agency, and incident requirements.</i></li> <li>• <i>Minimize contract, transportation, and personnel costs.</i></li> <li>• <i>Ensure incident and agency demobilization safety and travel procedures are followed.</i></li> </ul>	I		
35. Conduct After Action Reviews (AARs). <ul style="list-style-type: none"> <li>• <i>Staff/Incident Management Team (IMT)</i></li> <li>• <i>Strengths and weaknesses</i></li> <li>• <i>Commendations and recommendations</i></li> </ul>	I		

Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.

## Incident Commander Complex (ICCI)

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
36. Participate in incident closeout with Agency Administrator according to agency requirements. <ul style="list-style-type: none"> <li>• <i>Incident analysis/narrative</i></li> <li>• <i>Personal performance evaluation</i></li> <li>• <i>Commendations and recommendations</i></li> </ul>	I		

### Competency: Ensure completion of assigned actions to meet identified objectives.

*Description: Identify, analyze, and apply relevant situational information and evaluate actions to complete assignments safely and meet identified objectives. Complete actions within established timeframe.*

### Behavior: Administer and/or apply agency policy, contracts, and agreements.

37. Review and execute Delegation of Authority.	I		
38. Ensure agreements are available and are factored into overall incident management operations. <ul style="list-style-type: none"> <li>• <i>Financial Agreements</i></li> <li>• <i>Mutual Aid Agreements</i></li> <li>• <i>Contracts</i></li> <li>• <i>Labor relations</i></li> <li>• <i>Memorandums of Understanding (MOU)</i></li> <li>• <i>Interagency Agreements</i></li> <li>• <i>Cost apportionment</i></li> </ul>	I		

### Behavior: Gather, analyze, and validate information pertinent to the incident or event and make recommendations for setting priorities.

39. Assess and analyze current and changing situations to determine action. <ul style="list-style-type: none"> <li>• <i>Prioritize current objectives</i></li> <li>• <i>Select strategies</i></li> <li>• <i>Identify resource capabilities</i></li> <li>• <i>Assign resources</i></li> </ul>	I		
40. Review intelligence documents for accuracy, timeliness, and appropriate distribution. <ul style="list-style-type: none"> <li>• <i>Incident Status Summary, (ICS 209)</i></li> <li>• <i>Area command or MAC priority</i></li> </ul>	I		
41. Anticipate future situations and identify appropriate resource(s) and planning needs. <ul style="list-style-type: none"> <li>• <i>Contingency plans</i></li> </ul>	I		

*Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.*

## Incident Commander Complex (ICCI)

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
42. Identify and resolve problems that could affect the outcome of the incident. <ul style="list-style-type: none"> <li>• <i>Media</i></li> <li>• <i>Political issues</i></li> <li>• <i>Conflicting objectives</i></li> </ul>	I		
43. Continually evaluate overall incident response and modify response as necessary. <ul style="list-style-type: none"> <li>• <i>Revise incident objectives.</i></li> <li>• <i>Revise mitigation actions based on Incident Action Plan Safety Analysis, (ICS-215A).</i></li> <li>• <i>Manage a critical incident within an incident.</i></li> </ul>	I		
<b>Behavior: Make appropriate decisions based on analysis of gathered information.</b>			
44. Participate in the strategic planning process. Provide situational awareness and strategic assessment updates.	I		
45. Participate in a strategic analysis to evaluate and present alternatives and rationale to achieve incident objectives.	I		
46. Oversee the planning process. <ul style="list-style-type: none"> <li>• <i>Time and location of meeting.</i></li> <li>• <i>Current situation and resource status.</i></li> <li>• <i>Validated incident objectives.</i></li> <li>• <i>Validated strategy/tactics.</i></li> <li>• <i>Resources and support/service required to implement tactical plan.</i></li> <li>• <i>Contingency plan.</i></li> <li>• <i>Incident safety analysis.</i></li> <li>• <i>Logistical support (including aviation).</i></li> </ul>	I		
47. Develop clear and concise operational period and incident objectives. <ul style="list-style-type: none"> <li>• <i>Measurable and attainable.</i></li> <li>• <i>Meet Agency Administrator's direction.</i></li> </ul>	I		
48. Develop and validate strategy and tactics commensurate with available resources, incident objectives, and safety considerations.	I		
49. Approve completed Incident Action Plans (IAP). <ul style="list-style-type: none"> <li>• <i>Ensure plan is complete, accurate, realistically attainable, and supports the incident objectives.</i></li> </ul>	I		

Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.

## Incident Commander Complex (ICCI)

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
50. Identify the sources of incident funding and anticipate daily expenditures. <ul style="list-style-type: none"> <li>• <i>Manage cost.</i></li> <li>• <i>Identify approval authorities.</i></li> <li>• <i>Ensure resource commitment is consistent with values to be protected.</i></li> </ul>	I		
51. Make appropriate decisions. <ul style="list-style-type: none"> <li>• <i>Based on available information.</i></li> <li>• <i>Commensurate with values to be protected.</i></li> <li>• <i>Timely.</i></li> <li>• <i>Consider staff input.</i></li> <li>• <i>Consistent with operational period and incident objectives.</i></li> </ul>	I		
52. Maintain personal documentation. <ul style="list-style-type: none"> <li>• <i>Maintain appropriate personal notes.</i></li> <li>• <i>Document critical issues occurring on the incident.</i></li> </ul>	I		
53. Ensure incident documentation package is complete. <ul style="list-style-type: none"> <li>• <i>Organized according to agency requirements.</i></li> <li>• <i>Retention of appropriate personal documentation.</i></li> <li>• <i>Complete incident financial package to agency requirements.</i></li> </ul>	I		
54. Ensure completion of incident analysis/narrative per agency requirements. <ul style="list-style-type: none"> <li>• <i>Summary of incident actions</i></li> <li>• <i>Significant events</i></li> <li>• <i>Key decisions made</i></li> <li>• <i>Effective outcomes</i></li> <li>• <i>Problems</i></li> <li>• <i>Recommendations for future action</i></li> </ul>	I		

Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.

**Trainee Information**

Printed Name:  
 Trainee Position on Incident/Event:  
 Home Unit/Agency:  
 Home Unit /Agency Address and Phone Number:

**Evaluator Information**

Printed Name:  
 Evaluator Position on Incident/Event:  
 Home Unit/Agency:  
 Home Unit /Agency Address and Phone Number:

**Incident/Event Information**

Incident/Event Name: \_\_\_\_\_ Reference (Incident Number/Fire Code): \_\_\_\_\_  
 Duration: \_\_\_\_\_  
 Incident Kind: Wildfire, Prescribed Fire, All Hazard, Other (specify): \_\_\_\_\_  
 Location (include Geographic Area, Agency, and State): \_\_\_\_\_  
 Management Type (circle one): Type 5, Type 4, Type 3, Type 2, Type 1, Area Command, Complex Incident Management  
OR Prescribed Fire Complexity Level (circle one): Low, Moderate, High  
 FBPS Fuel Model Letter: G = Grass, B = Brush, T = Timber, S = Slash

**Evaluator's Recommendation**  
 (Initial only one line as appropriate)

- \_\_\_\_\_ 1) The tasks initialed and dated by me on the Qualification Record have been performed under my supervision in a satisfactory manner. The Trainee has successfully performed all tasks in the PTB for the position. I have completed the Final Evaluator's Verification section and recommend the Trainee be considered for agency certification.
- \_\_\_\_\_ 2) The tasks initialed and dated by me on the Qualification Record have been performed under my supervision in a satisfactory manner. However, opportunities were not available for all tasks (or all uncompleted tasks) to be performed and evaluated on this assignment. An additional assignment is needed to complete the evaluation.
- \_\_\_\_\_ 3) The Trainee did not complete certain tasks in the PTB in a satisfactory manner and additional training, guidance, or experience is recommended.
- \_\_\_\_\_ 4) The individual is severely deficient in the performance of tasks in the PTB for the position and additional training, guidance, or experience is recommended prior to another training assignment.

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Evaluator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Evaluator's Relevant Qualification (or agency certification): \_\_\_\_\_

Additional Evaluation Record Sheets can be downloaded at <https://www.nwcg.gov/publications/position-taskbooks>.

**Trainee Information**

Printed Name:  
 Trainee Position on Incident/Event:  
 Home Unit/Agency:  
 Home Unit /Agency Address and Phone Number:

**Evaluator Information**

Printed Name:  
 Evaluator Position on Incident/Event:  
 Home Unit/Agency:  
 Home Unit /Agency Address and Phone Number:

**Incident/Event Information**

Incident/Event Name: \_\_\_\_\_ Reference (Incident Number/Fire Code): \_\_\_\_\_  
 Duration: \_\_\_\_\_  
 Incident Kind: Wildfire, Prescribed Fire, All Hazard, Other (specify): \_\_\_\_\_  
 Location (include Geographic Area, Agency, and State): \_\_\_\_\_  
 Management Type (circle one): Type 5, Type 4, Type 3, Type 2, Type 1, Area Command, Complex Incident Management  
OR Prescribed Fire Complexity Level (circle one): Low, Moderate, High  
 FBPS Fuel Model Letter: G = Grass, B = Brush, T = Timber, S = Slash

**Evaluator's Recommendation**  
 (Initial only one line as appropriate)

- \_\_\_\_\_ 1) The tasks initialed and dated by me on the Qualification Record have been performed under my supervision in a satisfactory manner. The Trainee has successfully performed all tasks in the PTB for the position. I have completed the Final Evaluator's Verification section and recommend the Trainee be considered for agency certification.
- \_\_\_\_\_ 2) The tasks initialed and dated by me on the Qualification Record have been performed under my supervision in a satisfactory manner. However, opportunities were not available for all tasks (or all uncompleted tasks) to be performed and evaluated on this assignment. An additional assignment is needed to complete the evaluation.
- \_\_\_\_\_ 3) The Trainee did not complete certain tasks in the PTB in a satisfactory manner and additional training, guidance, or experience is recommended.
- \_\_\_\_\_ 4) The individual is severely deficient in the performance of tasks in the PTB for the position and additional training, guidance, or experience is recommended prior to another training assignment.

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Evaluator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Evaluator's Relevant Qualification (or agency certification): \_\_\_\_\_

Additional Evaluation Record Sheets can be downloaded at <https://www.nwcg.gov/publications/position-taskbooks>.