

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



**PUBLIC INFORMATION OFFICER TYPE 3  
(PIO3)**

**PMS 311-15**

**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:**

**PUBLIC INFORMATION OFFICER TYPE 3 (PIO3)**

**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.

## Public Information Officer Type 3 (PIO3)

### Competency: Prepare and Mobilize.

*Description: Successfully assume role of Public Information Officer Type 3 (PIO3) 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 Individual readiness.</b>			
1. Obtain and assemble materials needed for an Information kit. Suggested items: <ul style="list-style-type: none"> <li>• <i>NWCG Incident Response Pocket Guide (IRPG), PMS 461.</i></li> <li>• <i>Documents needed to perform duties (e.g., contact log sheets).</i></li> <li>• <i>Equipment and supplies for posting or providing information physically and/or electronically.</i></li> <li>• <i>Maintain current access to applicable modern systems/technology (e.g., FireNet, InciWeb).</i></li> </ul>	O		
2. Obtain complete information from dispatch and incident supervisor prior to mobilization. <ul style="list-style-type: none"> <li>• <i>Incident name</i></li> <li>• <i>Incident order number</i></li> <li>• <i>Request number</i></li> <li>• <i>Incident phone number</i></li> <li>• <i>Reporting time</i></li> <li>• <i>Reporting location</i></li> <li>• <i>Transportation arrangements/travel routes</i></li> <li>• <i>Contact procedures during travel (telephone/radio)</i></li> <li>• <i>Name and location of Incident Commander or Public Information Officer</i></li> <li>• <i>Weather, terrain and living conditions (pack appropriately)</i></li> <li>• <i>Ensure items needed to perform duties are part of the required equipment list on your resource order (e.g., laptop, smartphone)</i></li> </ul>	I		
3. Ensure physical and mental preparedness. <ul style="list-style-type: none"> <li>• <i>Personal or home life prepared.</i></li> <li>• <i>Prepare for personal dietary or medical needs.</i></li> <li>• <i>Mentally prepare for working long hours in a high stress dynamic environment with limited contact outside the incident.</i></li> <li>• <i>Ensure home unit/work allows for your absence.</i></li> <li>• <i>Communicate barriers that can jeopardize your physical or mental wellbeing on assignment.</i></li> </ul>	I		

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

## Public Information Officer Type 3 (PIO3)

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
4. Arrive at incident and check in. <ul style="list-style-type: none"> <li>• <i>Arrive properly equipped at assigned location within acceptable time limits.</i></li> <li>• <i>Notify supervisor of any time delays.</i></li> <li>• <i>Follow appropriate check in procedures outlined by incident.</i></li> </ul>	I		
<b>Behavior: Gather critical information pertinent to the assignment.</b>			
5. Obtain initial briefing from local unit personnel, Incident Commander, or Public Information Officer.	O		
6. Review available documents and obtain briefing, objectives, and intent from supervisor. <ul style="list-style-type: none"> <li>• <i>Incident Action Plan (IAP)</i></li> <li>• <i>Incident Status Summary (ICS 209)</i></li> <li>• <i>Delegation of Authority</i></li> <li>• <i>Wildland Fire Decision Support Document</i></li> <li>• <i>Leader's Intent</i></li> <li>• <i>Maps</i></li> <li>• <i>Official incident information websites (InciWeb)</i></li> <li>• <i>Host unit communication plans and guidance</i></li> </ul>	I		
7. Determine Incident Commander/Agency Administrator, and Supervisory PIO (if applicable) expectations regarding the dissemination of information. <ul style="list-style-type: none"> <li>• <i>Determine location for information center, media access, and protocols and information release protocols.</i></li> <li>• <i>Determine expectation and access for electronic and in-person dissemination of information (e.g., livestreaming, social media, video updates or messaging, trapline locations).</i></li> <li>• <i>Determine needs for accessibility and translation.</i></li> <li>• <i>Coordination with local public information staff.</i></li> </ul>	I		
8. Establish procedures to obtain current and on-going incident intelligence. <ul style="list-style-type: none"> <li>• <i>Obtain or access incident documents [e.g., Incident Status Summary (ICS 209)].</i></li> <li>• <i>Communication with dispatch.</i></li> <li>• <i>Follow-up briefings from Incident Commander and other key personnel.</i></li> <li>• <i>Update maps and other visuals.</i></li> <li>• <i>Attend planning meetings and briefings.</i></li> </ul>	O		

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

## Public Information Officer Type 3 (PIO3)

### Competency: Build the Team.

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

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
<b>Behavior: Assemble and validate readiness of assigned personnel and equipment.</b>			
9. Assess needs and maintain appropriate staffing level for successful performance and transition. <ul style="list-style-type: none"> <li>• <i>Identify assigned resources and maintain accountability.</i></li> <li>• <i>Assess the ability of assigned resources and place appropriately to meet incident needs.</i></li> </ul>	I		
10. Establish a common operating picture with supervisor and subordinates. <ul style="list-style-type: none"> <li>• <i>Establish and communicate chain of command, reporting procedures, and risk management processes.</i></li> </ul>	I		
<b>Behavior: Establish/follow standard operating procedures</b>			
11. Establish/follow Standard Operating Procedures <ul style="list-style-type: none"> <li>• <i>Check in/check out protocols</i></li> <li>• <i>Product review and dissemination procedures</i></li> <li>• <i>Social media protocols and procedures</i></li> </ul>	I		
12. Submit orders to meet immediate and long-term needs. <ul style="list-style-type: none"> <li>• <i>Staffing</i></li> <li>• <i>Equipment</i></li> <li>• <i>Supplies</i></li> </ul>	I		
<b>Behavior: Understand and comply with ICS concepts and principles.</b>			
13. Apply the ICS. <ul style="list-style-type: none"> <li>• <i>Follow chain of command</i></li> <li>• <i>Maintain appropriate span of control</i></li> <li>• <i>Use appropriate ICS forms</i></li> <li>• <i>Use appropriate ICS terminology</i></li> </ul>	I		

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## Public Information Officer Type 3 (PIO3)

### Competency: Lead, Supervise, and Direct.

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

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
<b>Behavior: Model leadership values and principles.</b>			
14. Exhibit principles of duty. <ul style="list-style-type: none"> <li>• <i>Be proficient in your job, both technically and as a leader.</i></li> <li>• <i>Make sound and timely decisions.</i></li> <li>• <i>Ensure tasks are understood, supervised, and accomplished.</i></li> <li>• <i>Develop your subordinates for the future.</i></li> </ul>	I		
15. Exhibit principles of respect. <ul style="list-style-type: none"> <li>• <i>Know your subordinates and look out for their well-being.</i></li> <li>• <i>Keep your subordinates informed.</i></li> <li>• <i>Build the team.</i></li> <li>• <i>Employ your subordinates in accordance with their capabilities.</i></li> </ul>	I		
16. Exhibit principles of integrity. <ul style="list-style-type: none"> <li>• <i>Know yourself and seek improvement.</i></li> <li>• <i>Seek responsibility and accept responsibility for your actions.</i></li> <li>• <i>Set the example.</i></li> </ul>	I		
17. Emphasize Teamwork. <ul style="list-style-type: none"> <li>• <i>Establish and maintain positive interpersonal and interagency relationships.</i></li> <li>• <i>Provide for open communication.</i></li> <li>• <i>Seek commitment.</i></li> <li>• <i>Set expectations for accountability.</i></li> <li>• <i>Focus on the team result.</i></li> </ul>	I		
<b>Behavior: Ensure the safety, welfare, and accountability of assigned personnel.</b>			
18. Provide for the safety and welfare of assigned resources. <ul style="list-style-type: none"> <li>• <i>Recognize, mitigate, and communicate potentially hazardous situations.</i></li> <li>• <i>Monitor condition of assigned resources and take appropriate action.</i></li> <li>• <i>Account for assigned resources.</i></li> </ul>	I		

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## Public Information Officer Type 3 (PIO3)

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
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**Behavior: Supervise effectively, establish work assignments and performance expectations, monitor performance, provide training opportunities, and give feedback.**

19. Supervise Effectively. <ul style="list-style-type: none"> <li>• <i>Perform supervisory tasks in accordance with policy and guidance.</i></li> <li>• <i>Address human resource concerns and issues in a timely manner.</i></li> <li>• <i>Provide clear and direct leader's intent.</i></li> <li>• <i>Adjust actions based on changing information and evolving situational awareness.</i></li> <li>• <i>Implement contingency plans as directed.</i></li> <li>• <i>Ensure completion of assigned actions to meet identified objectives.</i></li> </ul>	I		
20. Mentor and Train Assigned Resources. <ul style="list-style-type: none"> <li>• <i>Provide training opportunities for self and others where available, depending on incident opportunities and span of control.</i></li> </ul>	I		
21. Establish Work Assignments and Set Performance Expectations. <ul style="list-style-type: none"> <li>• <i>Identify functional unit tasks.</i></li> <li>• <i>Establish roles and responsibilities for information function for self and/or support staff.</i></li> <li>• <i>Establish time frames and deadlines for assignments.</i></li> <li>• <i>Establish a work schedule and ensure accurate timekeeping.</i></li> <li>• <i>Delegate duties to staff as needed.</i></li> </ul>	I		
22. Provide Feedback and Monitor Performance. <ul style="list-style-type: none"> <li>• <i>Provide ongoing feedback to support staff during incident and demobilization.</i></li> <li>• <i>Monitor performance and provide immediate and regular feedback to assigned personnel and supervisor.</i></li> <li>• <i>Complete incident performance evaluations and evaluate task books.</i></li> <li>• <i>Provide immediate and regular feedback to supervisor.</i></li> </ul>	I		

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## Public Information Officer Type 3 (PIO3)

### Competency: Communicate and Coordinate.

*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.*

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
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#### Behavior: Communicate and assure understanding of work expectations within the chain of command and across functional areas.

23. Establish cohesiveness within ICS/Command and General Staff (C&G) personnel. <ul style="list-style-type: none"> <li>• <i>Represent the information function at C&amp;G, planning, and other key meetings; attend briefing and participate in production and approval of the plan.</i></li> <li>• <i>Report any changes in information strategy/situation.</i></li> <li>• <i>Work with C&amp;G staff to determine roles/responsibilities for elected officials, stakeholders, and cooperators.</i></li> <li>• <i>Establish, plan for, and coordinate Incident within an Incident (IWI) activities.</i></li> </ul>	I		
24. Demonstrate that you understand IWI protocols. <ul style="list-style-type: none"> <li>• <i>Attend specialized training (for example, You Will Not Stand Alone).</i></li> <li>• <i>Review IWI processes in documents such as the PIO Incident Organizer or the Agency Administrator's Guide to Critical Incident Management, <a href="#">PMS 926</a>.</i></li> <li>• <i>Discuss IWI procedures with incident personnel.</i></li> </ul>	O		

#### Behavior: Coordinate interdependent activities.

25. Recognize jurisdictional boundaries and which authorities/agencies should be involved. Coordinate activities appropriately. <ul style="list-style-type: none"> <li>• <i>Determine roles and responsibilities with agency personnel, partners, and stakeholders. Clarify these as needed.</i></li> <li>• <i>Coordinate with other information functions (local unit/cooperating agencies, Joint Information Center, Area Command/other incidents).</i></li> </ul>	I		
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## Public Information Officer Type 3 (PIO3)

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
26. Prepare, plan, coordinate or assist with logistic needs and/or briefing materials for special events, visits, or meetings. <ul style="list-style-type: none"> <li>• <i>VIP visits</i></li> <li>• <i>Community meetings</i></li> <li>• <i>Stakeholder meetings</i></li> </ul>	I		
<b>Behavior: Ensure relevant information is exchanged during briefings and debriefings.</b>			
27. Participate in briefings and meetings as assigned. <ul style="list-style-type: none"> <li>• <i>Develop information updates based on information received.</i></li> <li>• <i>Brief Incident Commander of sensitive information, emerging issues, and community needs.</i></li> <li>• <i>Participate in After Action Reviews (AARs) or close-out briefings.</i></li> </ul>	I		
<b>Behavior: Ensure documentation is complete and disposition is appropriate.</b>			
28. Establish protocols for incident documentation.	I		
29. Maintain and/or assist in maintaining incident documentation specific to the Information Section of the incident. <ul style="list-style-type: none"> <li>• <i>Know and use procedures for electronic documentation and naming conventions.</i></li> </ul>	I		
30. Complete and route as required: <ul style="list-style-type: none"> <li>• <i>Activity Log (ICS 214)</i></li> <li>• <i>Crew Time Report (CTR), SF-261</i></li> <li>• <i>Incident Personnel Performance Rating (ICS 225 WF)</i></li> <li>• <i>General Message (ICS 213)</i></li> </ul>	I		

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## Public Information Officer Type 3 (PIO3)

### 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.*

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
<b>Behavior: Administer and/or apply agency policy, contracts, and agreements.</b>			
31. Establish a central point of contact for incident information. <ul style="list-style-type: none"> <li>• <i>Establish information center/contact location.</i></li> <li>• <i>Email and telephone lines for external and internal communication.</i></li> <li>• <i>Websites (InciWeb or other official source).</i></li> <li>• <i>Social media channels.</i></li> </ul>	I		
32. Prepare updates/fact sheets for the incident. <ul style="list-style-type: none"> <li>• <i>Location (proximity to well-known locations or communities)</i></li> <li>• <i>Size of affected area</i></li> <li>• <i>Time and date of origin</i></li> <li>• <i>Cause (when determined)</i></li> <li>• <i>Values to be protected</i></li> <li>• <i>Approximate costs to date</i></li> <li>• <i>Number of structures destroyed</i></li> <li>• <i>Current and expected weather conditions</i></li> <li>• <i>Expected duration of incident (e.g., containment, control)</i></li> <li>• <i>Agencies, jurisdictions, and cooperators</i></li> <li>• <i>Equipment and resources committed and responding</i></li> <li>• <i>Special messages</i></li> <li>• <i>Incident objectives</i></li> </ul>	I		
33. Provide current, accurate, and timely information to external audiences (e.g., fact sheets, news release, talking points). <ul style="list-style-type: none"> <li>• <i>Produce information resources in a timely manner and disseminate appropriately.</i></li> <li>• <i>Use effective written and verbal communication skills for a variety of audiences.</i></li> <li>• <i>InciWeb or other internet resources posted in appropriate locations.</i></li> </ul>	I		

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TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
34. Develop a communication strategy (audiences, key messages, tactics) and implement accordingly. <ul style="list-style-type: none"> <li>• <i>Establish, evaluate, and adjust outreach strategies to meet diverse audience and demographic needs.</i></li> <li>• <i>Determine supervisor's expectations regarding the dissemination of information and establish expectations for subordinates.</i></li> </ul>			
35. Stay apprised of advancements in, and use of, appropriate tools, communication devices, and equipment to complete job duties. <ul style="list-style-type: none"> <li>• <i>Access and knowledge of appropriate platforms and software (have NAP password and access, InciWeb knowledge and access, FireNet access and knowledge of file sharing/documentation/procedures).</i></li> <li>• <i>Knowledge of appropriate platforms, software, and technology to complete duties.</i></li> </ul>	W		
36. Use social media platforms appropriate to meet the communication needs of the incident. <ul style="list-style-type: none"> <li>• <i>Coordinate with host unit for social media expectations and procedures.</i></li> <li>• <i>Ensure 508 accessibility on each platform.</i></li> <li>• <i>Abide by agency social media standards.</i></li> </ul>	I		
37. Use InciWeb or relevant website to share incident information. <ul style="list-style-type: none"> <li>• <i>Format and post relevant incident summary and information.</i></li> <li>• <i>Format and post documents, links, images, and maps.</i></li> <li>• <i>Ensure 508 accessibility.</i></li> </ul>	I		
38. Issue appropriate communications based on emerging situations. <ul style="list-style-type: none"> <li>• <i>Evacuations</i></li> <li>• <i>Road closures</i></li> <li>• <i>Smoke conditions</i></li> <li>• <i>IWI</i></li> </ul>	I		

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TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
39. Identify, analyze, and use relevant situational information to make informed decisions and take appropriate actions. <ul style="list-style-type: none"> <li>• <i>Adjust actions based on changing information and evolving situational awareness.</i></li> <li>• <i>Implement contingency plans as directed.</i></li> <li>• <i>Communicate changing conditions.</i></li> </ul>	I		
40. Prepare and disseminate information to incident personnel. <ul style="list-style-type: none"> <li>• <i>Establish and maintain bulletin board(s) at Incident Command Post (ICP) and other incident locations.</i></li> <li>• <i>Use designated protocols for communicating with incident personnel.</i></li> </ul>	I		
41. Incorporate approved special messages/information into routine incident information. <ul style="list-style-type: none"> <li>• <i>Safety</i></li> <li>• <i>Prevention</i></li> <li>• <i>Resource benefits</i></li> <li>• <i>Environmental protection measures</i></li> <li>• <i>Interagency cooperation</i></li> <li>• <i>Rehabilitation and resource recovery programs</i></li> <li>• <i>Recognition of local community and volunteer support</i></li> </ul>	I		
<b>Behavior: Develop appropriate information releases and conduct interviews according to established protocol.</b>			
42. Give interviews that are concise, accurate, timely, well planned, and consistent with key messages. <ul style="list-style-type: none"> <li>• <i>Anticipate interview questions and practice responses.</i></li> <li>• <i>Review updated talking points.</i></li> </ul>	I		
43. Facilitate positive relationships with media. <ul style="list-style-type: none"> <li>• <i>Publicize information center, phone numbers, location, operating hours, email, and websites.</i></li> <li>• <i>Maintain log of media names, organization, and types of requests for information.</i></li> <li>• <i>Follow up on media requests for callbacks and additional information.</i></li> <li>• <i>Coordinate and plan press conferences as needed.</i></li> </ul>	I		

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## Public Information Officer Type 3 (PIO3)

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
44. Coordinate with incident personnel to schedule interviews and provide media escort as needed. <ul style="list-style-type: none"> <li>• <i>Provide personal protective equipment (PPE) as appropriate.</i></li> <li>• <i>Ensure designated escorts are qualified and have adequate communication equipment.</i></li> <li>• <i>Arrange and schedule phone, virtual, and/or in-person interviews for the media with incident personnel and provide interviewees with key messages and/or talking points.</i></li> </ul>	I		
45. Establish and maintain appropriate community contacts as needed (trapline). <ul style="list-style-type: none"> <li>• <i>Deliver or post information at trapline locations.</i></li> <li>• <i>Facilitate digital notifications (e.g., phone and email contacts).</i></li> </ul>	I		
46. Assist with effective community relations in coordination with local unit. <ul style="list-style-type: none"> <li>• <i>Provide updates for community leaders and other partners.</i></li> <li>• <i>Prepare for information meetings.</i></li> </ul>	I		

### Behavior: Use effective written and verbal communication skills for a variety of audiences.

47. Demonstrate effective verbal communication skills. <ul style="list-style-type: none"> <li>• <i>Speak to community members and stakeholders.</i></li> <li>• <i>Facilitate and/or present at community meetings or press conferences.</i></li> <li>• <i>Give media interviews.</i></li> <li>• <i>Provide briefings.</i></li> </ul>	I		
48. Demonstrate writing skills appropriate to the audience in a variety of formats. <ul style="list-style-type: none"> <li>• <i>Talking points</i></li> <li>• <i>News releases</i></li> <li>• <i>Thank you notes</i></li> </ul>	I		
49. Prepare appropriate communication for diverse audience. <ul style="list-style-type: none"> <li>• <i>Know, understand, and plan for the needs of the demographics of audiences.</i></li> <li>• <i>Provide translation services as needed.</i></li> </ul>	I		

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

## Public Information Officer Type 3 (PIO3)

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
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### Behavior: Take appropriate action based on assessed risks (Manage Risk).

50. Know your skill level and limitations. <ul style="list-style-type: none"> <li>• Apply the Risk Management Process as stated in the <a href="#">IRPG</a>.               <ul style="list-style-type: none"> <li>• <i>Identify hazards</i></li> <li>• <i>Assess hazards</i></li> <li>• <i>Develop controls and make risk decisions</i></li> <li>• <i>Implement controls</i></li> <li>• <i>Supervise and evaluate</i></li> </ul> </li> </ul>	I		
51. Ensure compliance with all safety practices and procedures and report all accidents or injuries to supervisor.	I		
52. Investigate rumors and take appropriate action. <ul style="list-style-type: none"> <li>• <i>Monitoring news coverage, social media, and other sources.</i></li> <li>• <i>Listening to feedback and questions from community members.</i></li> <li>• <i>Adjust messaging and strategy accordingly to address rumors.</i></li> </ul>	I		

### Behavior: Follow established procedures and/or safety procedures relevant to given assignment.

53. Follow safety procedures and be aware of incident-specific hazards. <ul style="list-style-type: none"> <li>• <i>PPE.</i></li> <li>• <i>Lookouts, Communications, Escape Routes, and Safety Zones (LCES).</i></li> <li>• <i>Hazards (inform others).</i></li> <li>• <i>Transportation and aviation procedures.</i></li> <li>• <i>Work/rest guidelines.</i></li> <li>• <i>Apply the Standard Firefighting Orders and Watch Out Situations to your assignment, as stated in the <a href="#">IRPG</a>.</i></li> <li>• <i>Use Look Up, Down and Around in the <a href="#">IRPG</a> to help maintain situational awareness. Adjust actions accordingly.</i></li> </ul>	W		
54. Follow safety procedures specific to the information function. <ul style="list-style-type: none"> <li>• <i>Maintain accountability (travel safety, check-in/check-out, functional communication devices).</i></li> <li>• <i>Work within your skill level and limitations.</i></li> </ul>	I		

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



## Public Information Officer Type 3 (PIO3)

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
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**Behavior: Transfer position duties while ensuring continuity of authority and knowledge while accounting for the increasing or decreasing incident complexity.**

55. Coordinate an efficient transfer of position duties when mobilizing/demobilizing [e.g., incoming Incident Management Team (IMT), host agency]. <ul style="list-style-type: none"> <li>• <i>Inform subordinate staff and IC.</i></li> <li>• <i>Document follow-up action needed and submit to supervisor.</i></li> <li>• <i>Submit a transition plan and/or other close-out documentation for incoming IMT or staff; planning for increasing/decreasing complexity.</i></li> </ul>	I		
56. Ensure continuity of duties when changing roles, including potential resource needs and incident complexities.	I		

**Behavior: Plan for demobilization and ensure demobilization procedures are followed.**

57. Plan for demobilization. <ul style="list-style-type: none"> <li>• <i>Prepare demobilization schedule.</i></li> <li>• <i>Communicate with supervisor and subordinates or local unit personnel.</i></li> </ul>	I		
58. Ensure proper close-out procedures and needs are met with local unit. <ul style="list-style-type: none"> <li>• <i>Breakdown and return equipment and supplies to appropriate unit.</i></li> <li>• <i>Dismantle trapline, if necessary.</i></li> <li>• <i>Ensure contacts are informed of change in information strategy.</i></li> <li>• <i>Provide follow up contact information.</i></li> <li>• <i>Provide appropriate documentation.</i></li> </ul>	I		
59. Demobilize and check out. <ul style="list-style-type: none"> <li>• <i>Receive demobilization instructions from incident supervisor.</i></li> <li>• <i>Complete demobilization checkout process before being released from the incident.</i></li> <li>• <i>If required, complete Demobilization Checkout (ICS 221), and submit completed form to the appropriate person.</i></li> <li>• <i>Ensure proper refurbishing and resupply of equipment, vehicles, food, water, and supplies.</i></li> </ul>	I		

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### Public Information Officer Type 3 (PIO3)

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
60. Report status to home unit including reassignment or estimated time of arrival (ETA) to home unit.	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: \_\_\_\_\_  
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 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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

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

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

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

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