

NWCG Task Book for the Position of:



**PLANNING SECTION CHIEF
TYPE 1 (PSC1)**

(POSITION PERFORMANCE REQUIRED ON A WILDFIRE ASSIGNMENT)

PMS 311-23

FEBRUARY 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:**

(position title)

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 Interagency Incident Management System (NIIMS) 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. The codes are: O = other, I = incident, W = wildfire, RX = prescribed fire, W/RX = wildfire OR prescribed fire and R = rare event. The codes are defined as:

- O = Task can be completed in any situation (classroom, simulation, daily job, incident, prescribed fire, etc.).
- I = 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 = Task must be performed on a wildfire incident.
- RX = Task must be performed on a prescribed fire incident.
- W/RX = Task must be performed on a wildfire OR prescribed fire incident.
- R = 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.

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; tasks coded RX must be evaluated on prescribed fire and so on. Performance of any task on other than the designated assignment is not valid for qualification.

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 *Wildland Fire Qualification System Guide*, PMS 310-1. This document can be found at <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 *Wildland Fire Qualification System Guide*, 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: Enter the kind of incident (wildfire, prescribed fire, search and rescue, flood, hurricane, etc.).

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

Management Type or Prescribed Fire Complexity Level: Circle the ICS organization level (Type 5, Type 4, Type 3, Type 2, Type 1, Area Command, Critical Incident Management) or the prescribed fire complexity level (Low, Moderate, High).

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.

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 your recommendations.

Date

Document the date the Evaluation Record is being 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.

PSC1

Competency: Assume position responsibilities.

Description: Successfully assume role of Planning Section Chief 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
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Behavior: Gather, update, and apply situational information relevant to the assignment.

1. Obtain briefing from Agency Administrator and/or outgoing Incident Commander. <ul style="list-style-type: none"> • <i>Incident information (e.g., ICS 201, Incident Briefing; ICS 202, Incident Objectives; wildland fire decision support documentation; Written Delegation of Authority; copy of most recent ICS 209, Incident Status Summary; map(s) of the incident).</i> • <i>Copies of current ICS 260, Resource Orders and resources committed to incident.</i> • <i>Key contact list with phone and fax numbers.</i> 	I		
2. Obtain briefing from Incident Commander (one-on-one or in Incident Management Team (IMT) meeting). <ul style="list-style-type: none"> • <i>IC's priorities, goals, and objectives for IMT and the incident.</i> • <i>Initial instructions concerning the tasks expected of the Planning Section.</i> • <i>Expected timeframes for briefings, planning meetings, and team meetings.</i> 	I		
3. Collect information from outgoing Planning Section Chief or other personnel responsible for incident prior to arrival. <ul style="list-style-type: none"> • <i>Status of incident and assigned resources.</i> • <i>Status of existing Planning Section.</i> 	I		

Behavior: Establish effective relationships with relevant personnel.

4. Establish and maintain positive interpersonal and interagency working relationships.	I		
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Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.

PSC1

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Establish organization structure, reporting procedures, and chain of command of assigned resources.			
5. Plan and activate section. <ul style="list-style-type: none"> • <i>Identify units within the section to be activated and order resources required for section operation.</i> • <i>Identify work space requirements and determine locations.</i> • <i>Brief unit leaders on current and anticipated activity.</i> • <i>Provide initial operating instructions to section personnel.</i> 	I		

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

PSC1

Competency: Lead assigned personnel.

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
Behavior: Model leadership values and principles.			
6. Exhibit principles of duty. <ul style="list-style-type: none"> • <i>Be proficient in your job, both technically and as a leader.</i> • <i>Make sound and timely decisions.</i> • <i>Ensure tasks are understood, supervised and accomplished.</i> • <i>Develop your subordinates for the future.</i> 	I		
7. Exhibit principles of respect. <ul style="list-style-type: none"> • <i>Know your subordinates and look out for their well-being.</i> • <i>Keep your subordinates informed.</i> • <i>Build the team.</i> • <i>Employ your subordinates in accordance with their capabilities.</i> 	I		
8. Exhibit principles of integrity. <ul style="list-style-type: none"> • <i>Know yourself and seek improvement.</i> • <i>Seek responsibility and accept responsibility for your actions.</i> • <i>Set the example.</i> 	I		
Behavior: Ensure the safety, welfare, and accountability of assigned personnel.			
9. Manage operational periods to achieve objectives. <ul style="list-style-type: none"> • <i>Evaluate need for extended operational periods.</i> • <i>Ensure adequate work/rest ratio.</i> 	I		
Behavior: Establish work assignments and performance expectations, monitor performance, and provide feedback.			
10. Ensure subordinates understand assignment for operational period.	I		

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

PSC1

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
11. Continually evaluate performance. <ul style="list-style-type: none"> • <i>Communicate deficiencies immediately and take corrective action.</i> • <i>Provide training opportunities where available.</i> • <i>Complete personnel performance evaluations according to agency guidelines.</i> 	I		
Behavior: Emphasize teamwork.			
12. Establish cohesiveness among assigned resources.	I		
Behavior: Coordinate interdependent activities.			
13. Establish priorities and coordinate units within the section.	I		
14. Interact and coordinate with command staff, general staff and appropriate unit leaders. <ul style="list-style-type: none"> • <i>Receive and transmit current and accurate information.</i> • <i>Communicate changes to the Incident Action Plan (IAP) or relevant plan.</i> • <i>Ensure the Resource Unit Leader is advised of changes in status of resources assigned to the operation. Keep status current.</i> 	I		
15. Coordinate incident rehabilitation needs with responsible agencies and environmental specialists. <ul style="list-style-type: none"> • <i>Fire Suppression Rehabilitation</i> • <i>Burned Area Emergency Response</i> 	W		

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

PSC1

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.

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Ensure relevant information is exchanged during briefings and debriefings.			
16. Facilitate Planning Section meetings and share pertinent information. <ul style="list-style-type: none"> • <i>Expected duration</i> • <i>Changes in objectives or strategy(ies)</i> • <i>Additional responsibilities</i> • <i>Changes in jurisdictional involvement</i> 	I		
17. Schedule and conduct operational period briefings <ul style="list-style-type: none"> • <i>30 minutes or less</i> • <i>Incident objectives (Incident Commander or Planning Section Chief)</i> • <i>Current situation (Operations Section Chief)</i> • <i>Weather information (Incident Meteorologist or Fire Behavior Analyst)</i> • <i>Fire behavior (Fire Behavior Analyst)</i> • <i>Work assignments (Operations Section Chief)</i> • <i>Air operations summary (Air Operations Branch Director)</i> • <i>Safety message (Safety Officer)</i> • <i>Other applicable information (e.g., Logistics, Finance, Planning, Information, Liaison, Resource Advisors/agency representatives)</i> • <i>Changes from the written IAP</i> • <i>Incident Commander's remarks</i> 	I		
18. Facilitate Agency Administrator close-out/After Action Review (AAR).	I		

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

PSC1

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Ensure documentation is complete and disposition is appropriate.			
19. Coordinate submission of ICS 209, Incident Status Summary. <ul style="list-style-type: none"> • <i>Accurate and complete</i> • <i>Priorities and special considerations</i> • <i>Within established timeframes</i> • <i>Incident Commander's signature</i> 	I		
20. Ensure incident documentation is completed as required by the Incident Commander. <ul style="list-style-type: none"> • <i>ICS 214, Unit Logs</i> • <i>Personnel and equipment time records to Time Unit Leader each operational period.</i> • <i>Incident reports and narrative prior to leaving incident.</i> • <i>Final documentation package to host agency.</i> 	I		
Behavior: Gather, produce and distribute information as required by established guidelines and ensure understanding by recipient.			
21. Facilitate and/or participate in preplanning/strategy meetings as appropriate.	I		
22. Establish, adhere to, and maintain incident planning cycle. <ul style="list-style-type: none"> • <i>Publish, distribute, and post planning cycle.</i> 	I		
23. Inform identified attendees of planning meeting time, location, and information expected of them. <ul style="list-style-type: none"> • <i>Define meeting objectives, agenda, and time expectations.</i> • <i>Post agenda at appropriate locations.</i> 	I		
24. Ensure distribution of copies of IAP at the operational briefing.	I		

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

PSC1

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
25. Update Incident Commander as soon as possible on current accomplishments and/or problems.	I		

Behavior: Communicate and ensure understanding of work expectations within the chain of command and across functional areas.

26. Ensure presenters are aware of and adhere to meeting responsibilities. <ul style="list-style-type: none"> Operational briefing Pre-planning/strategy meeting Planning meeting 	I		
27. Ensure planning staff has specific assignments and responsibilities to support the incident. <ul style="list-style-type: none"> Division of duties Work parameters 	I		

Behavior: Develop and implement plans and gain concurrence of affected agencies and/or the public.

28. Conduct planning meetings. <ul style="list-style-type: none"> Complete in 30 minutes or less. Review and validate incident objectives (Incident Commander or Planning Section Chief). Provide current situation (Operations Section Chief). Present weather information (Incident Meteorologist or Fire Behavior Analyst). Present fire behavior (Fire Behavior Analyst). Present work assignments as outlined on ICS 215, Operational Planning Worksheet (Operations Section Chief). Present air operations summary (Air Operations Branch Director). Present ICS 215A, Incident Safety Analysis (Safety Officer). Ensure the proposed plan can be implemented and supported by section chiefs and agency representatives. Identify IAP elements required from other sections and time needed by the Planning Section. 	W		
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Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.

PSC1

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
29. Ensure planning staff completes and compiles required elements of the IAP within required timeframes. <ul style="list-style-type: none"> • <i>Obtain elements from other appropriate sections.</i> • <i>Assemble the elements into an IAP.</i> • <i>Ensure the IAP links management and control objectives with strategies and tactics.</i> • <i>Obtain the Incident Commander's approval and signature on IAP.</i> • <i>Identify how many copies of IAP are needed.</i> 	W		
30. Implement demobilization plan. <ul style="list-style-type: none"> • <i>Ensure realistic release priorities.</i> • <i>Address agency, cooperating/assisting agency and incident requirements.</i> • <i>Minimize contract, transportation, and personnel costs.</i> • <i>Ensure incident and agency demobilization safety and travel procedures are followed.</i> 	I		
31. Develop and implement a plan for transfer of command. <ul style="list-style-type: none"> • <i>Contains accurate assessment of the situation.</i> • <i>Identify incident needs.</i> • <i>Identify release priorities.</i> • <i>Include date and time of transition and transfer of command.</i> • <i>Complete transition of functional duties in a timely, smooth, and efficient manner.</i> • <i>Facilitate transfer of command meeting.</i> • <i>Brief subordinates.</i> 	I		

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

PSC1

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
32. Ensure planning staff completes or supports completion of other relevant plans within required timeframes. <ul style="list-style-type: none">• <i>Contingency plan(s) as needed (e.g., evacuation/ sheltering, structure protection)</i>• <i>Demobilization plan</i>• <i>Transfer of command plan</i>	I		

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

PSC1

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
Behavior: Administer and/or apply agency policy, contracts and agreements.			
33. Apply agency policy, legal and fiscal constraints, and political considerations when reviewing and developing plans. <ul style="list-style-type: none"> • <i>Strategic plans (e.g., wildland fire decision support documentation, Delegation of Authority)</i> • <i>IAP or other relevant plan</i> • <i>Cost containment</i> 	I		
34. Ensure work/rest guidelines and length of assignments are monitored and followed.	I		
35. Ensure release priorities address contractual requirements. <ul style="list-style-type: none"> • <i>Coordinate with Finance/Administration.</i> 	I		
Behavior: Gather, analyze, and validate information pertinent to the incident or event and make recommendations for setting priorities.			
36. Evaluate and monitor current situation to determine if present plan of action will meet incident objectives. <ul style="list-style-type: none"> • <i>Use technical specialists, operations personnel, and/or agency personnel.</i> • <i>Advise command and general staff of significant changes in incident status in a timely manner.</i> 	I		
37. Determine if the agency's strategic plan and wildland fire decision support documentation is appropriate and can be supported.	W		

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

PSC1

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Take appropriate action based on assessed risks.			
38. Ensure the Risk Management Process is established and maintained.	I		
Behavior: Modify approach based on evaluation of incident situation.			
39. Modify and present revised incident objectives to command and general staff.	I		
40. Revise planning cycle when appropriate. <ul style="list-style-type: none"> • <i>Meeting time and location</i> • <i>Operational periods</i> 	I		
Behavior: Transfer position duties while ensuring continuity of authority and knowledge and taking into account the increasing or decreasing incident complexity.			
41. Coordinate an efficient transfer of position duties when mobilizing/demobilizing. <ul style="list-style-type: none"> • <i>Consider transition early in the incident.</i> • <i>Inform subordinate staff and Incident Commander.</i> • <i>Document follow-up action needed and submit to agency representative.</i> 	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, Critical 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.

Record additional remarks/recommendations on an Individual Performance Evaluation, or by attaching an additional sheet to the evaluation record.

Evaluator's Signature: _____ Date: _____

Evaluator's Relevant Qualification (or agency certification): _____

Additional Evaluation Record Sheets can be downloaded at <https://www.nwccg.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, Critical 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.

Record additional remarks/recommendations on an Individual Performance Evaluation, or by attaching an additional sheet to the evaluation record.

Evaluator’s Signature: _____ Date: _____
Evaluator’s Relevant Qualification (or agency certification): _____