



NWCG Task Book for the Positions of:

**LOGISTICS SECTION CHIEF
(LSC3)**

PMS 311-35

OCTOBER 2017

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: _____

**Verification/Certification of Completed Task Book
for the Position of:

LOGISTICS SECTION CHIEF (LSC3)**

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 *NIMS 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) 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.

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.

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.

Logistics Section Chief (LSC3)

Competency: Assume position responsibilities

Description: Successfully assume role of Logistics 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
Behavior: Ensure readiness for assignment.			
<p>1. Obtain and assemble information and materials needed for kit. Kit will be assembled and prepared prior to receiving an assignment. Kit will contain critical items needed for the assignment and items needed for functioning during the first 48 hours. Kit will be easily transportable and within agency weight limitations. The basic information and materials needed may include, but is not limited to, any of the following:</p> <p>Reference Materials</p> <ul style="list-style-type: none"> • <i>Appropriate references for the incident type and agencies involved.</i> • <i>Field Operations Guide ICS 420-1.</i> • <i>Position manuals for the section.</i> • <i>Individual checklists/reminders.</i> • <i>Department of Transportation Emergency Response Guide Book, NFES 2150.</i> • <i>Emergency Equipment Shift Ticket, NFES 0872.</i> • <i>Crew Time Report, NFES 0891.</i> • <i>National Mobile Food Service/Shower Contract.</i> • <i>IMT contact information.</i> <p>Forms</p> <ul style="list-style-type: none"> • <i>ICS Form 205, Incident Radio Communication Plan.</i> • <i>ICS Form 206, Medical Plan.</i> • <i>ICS Form 213, General Message.</i> • <i>ICS Form 214, Unit Log.</i> • <i>ICS Form 260-1, Resource Order Form (four part), NFES 1470.</i> • <i>Agency specific forms appropriate to the function.</i> • <i>OF-296, Vehicle/Heavy Equipment Inspection Form, NFES 1173.</i> <p>Supplies</p> <ul style="list-style-type: none"> • <i>Pens, pencils, note paper, etc.</i> • <i>Office supplies appropriate to the function.</i> 	O		
Behavior: Ensure readiness of self and subordinates [crew] for assignment.			
2. Arrive properly equipped at incident assigned location within acceptable time limits.	I		
3. Check in according to agency guidelines.	I		

Logistics Section Chief (LSC3)

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Ensure availability, qualifications, and capabilities of resources to complete assignment.			
4. Identify units within the section to be activated and resources required for section operation.	I		
5. Coordinate the order request after resources are identified.	I		
6. Determine logistics section current capabilities and limitations. <ul style="list-style-type: none"> • <i>Ordering time line.</i> • <i>Available equipment.</i> • <i>Resources on hand; e.g., supplies, drivers, personnel.</i> • <i>Facilities capabilities; e.g., camps.</i> 	I		
Behavior: Gather, update, and apply situational information relevant to the assignment.			
7. Obtain complete information from dispatch upon activation. <ul style="list-style-type: none"> • <i>Incident name</i> • <i>Incident order number</i> • <i>Request number</i> • <i>Reporting location</i> • <i>Reporting time</i> • <i>Transportation arrangements/travel routes</i> • <i>Contact procedures during travel (telephone/radio)</i> 	O		
8. Gather information necessary to assess incident assignment and determine immediate needs and actions. <ul style="list-style-type: none"> • <i>Incident Commander's name and agency address.</i> • <i>Type of incident.</i> • <i>Current resource commitments.</i> • <i>Current situation.</i> • <i>Expected duration of assignment.</i> • <i>Terrain.</i> • <i>Weather.</i> • <i>Agency Administrator's briefing/other briefing requirements (as appropriate).</i> 	I		

Logistics Section Chief (LSC3)

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
<p>9. Obtain briefing from Agency Administrator/ outgoing Incident Commander and gather information.</p> <ul style="list-style-type: none"> • <i>Ensure that briefings from Agency Administrator/outgoing Incident Commander are complete and include, as a minimum description: Incident Objectives, ICS Form 201, organizational structure (area command or single organization), special considerations on the incident, the current national situation and Wildland Fire Situation Analysis (if wildland fire incident).</i> • <i>Collect information on current resources assigned, en route, on order, and local resource status including initial attack/response as it relates to the logistics section. These information sources may include: agency dispatcher, Initial Attack/Response Incident Commander, overhead, resource advisor, etc.</i> • <i>Determine facilities established and operating.</i> • <i>Obtain anticipated incident duration, size, and type.</i> • <i>Complete the appropriate checklist for takeover of incidents.</i> 	I		
<p>10. Collect information from outgoing Logistics Section Chief, initial Incident Commander or other personnel responsible for incident prior to your arrival.</p> <ul style="list-style-type: none"> • <i>Obtain status of incident and assigned resources.</i> • <i>Obtain status of existing logistics section.</i> • <i>Obtain information on location situations; e.g., ICP/base locations, medical facilities, road closures, camp locations, etc.</i> 	I		
Behavior: Establish effective relationships with relevant personnel.			
<p>11. Establish and maintain positive interpersonal and interagency working relationships.</p> <ul style="list-style-type: none"> • <i>Local agencies.</i> • <i>Hosting unit.</i> • <i>Public.</i> • <i>Division/Group Supervisors.</i> • <i>Command and General Staff</i> 	I		
<p>12. Create a work environment that provides mutual respect and equal opportunity for all personnel assigned to the incident.</p>	I		

Logistics Section Chief (LSC3)

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.			
13. Plan and activate section. <ul style="list-style-type: none"> • <i>Identify units within the section to be activated and resources required for section operation.</i> • <i>After resources are identified, coordinate the order request.</i> • <i>Identify work space requirements and determine locations.</i> • <i>Brief unit leaders including summary of incident, current activity, and anticipated section activity for individual unit planning.</i> • <i>Provide initial operating instructions to section personnel, including safety and security concerns and expectations.</i> 	I		
Behavior: Understand and comply with ICS concepts and principles.			
14. Maintain appropriate span of control.	I		
15. Demonstrate knowledge of ICS structure, principles, positions, and ICS forms.	I		
16. Understand scope, roles, responsibilities, jurisdiction, and authority of responder agencies.	I		
17. Assure execution of appropriate administrative requirements (to include documentation, ICS forms, personnel and equipment time records, performance ratings).	I		

Logistics Section Chief (LSC3)

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 principles of Duty, Respect, and Integrity.			
18. 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 that tasks are understood, supervised and accomplished.</i> • <i>Develop your subordinates for the future.</i> 	I		
19. 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		
20. 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.			
21. Recognize potentially hazardous situations.	I		
22. Inform subordinates of hazards.	I		
23. Control positions and function of resources.	I		
24. Ensure that special precautions are taken when extraordinary hazards exist.	I		
25. Ensure adequate rest is provided to all unit personnel.	I		
26. Ensure Hazmat regulations, other national standards, and protocols are met.	I		
27. Ensure unit provides and supports a hostile free work environment.	I		
28. Ensure ADA requirements are being met.	I		

Logistics Section Chief (LSC3)

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Establish work assignments and performance expectations, monitor performance, and provide feedback.			
29. Provide initial operating instructions to section personnel, including safety and security concerns and expectations.	O		
30. Perform the duties of a Communications Unit Leader according to the most current version of the Field Operations Guide (ICS 420-1). <ul style="list-style-type: none"> • <i>Develop plans for effective use of incident communications equipment and facilities.</i> • <i>Installing and testing of communications equipment.</i> • <i>Supervision of the Incident Communications Center.</i> • <i>Distribution of communications equipment to incident personnel.</i> • <i>Maintenance and repair of communications equipment.</i> • <i>Prepare all forms and required documentation necessary to perform this position.</i> 	I		
31. Perform the duties of a Medical Unit Leader according to the most current version of the Field Operations Guide (ICS 420-1). <ul style="list-style-type: none"> • <i>Develop the Medical Plan.</i> • <i>Obtain medical aid and transportation for injured and ill incident personnel.</i> • <i>Establishment of responder rehabilitation.</i> • <i>Preparation of reports and records.</i> • <i>Prepare all forms and required documentation necessary to perform this position.</i> 	I		
32. Perform the duties of a Food Unit Leader according to the most current version of the Field Operations Guide (ICS 420-1). <ul style="list-style-type: none"> • <i>Supply food for entire incident (including remote locations).</i> 	I		

Logistics Section Chief (LSC3)

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
33. Perform the duties of a Supply Unit Leader according to the most current version of the Field Operations Guide (ICS 420). <ul style="list-style-type: none"> • <i>Order personnel, equipment and supplies.</i> • <i>Receive and store all supplies for the incident.</i> • <i>Maintain an inventory of supplies.</i> • <i>Service nonexpendable supplies and equipment.</i> • <i>Prepare all forms and required documentation necessary to perform this position.</i> 	I		
34. Perform the duties of a Facilities Unit Leader according to the most current version of the Field Operations Guide (ICS 420-1). <ul style="list-style-type: none"> • <i>Layout and activation of incident facilities (e.g., ICP, base camps).</i> • <i>Provide sleeping and sanitation facilities.</i> • <i>Provide security.</i> • <i>General maintenance.</i> • <i>Prepare all forms and required documentation necessary to perform this position.</i> 	I		
35. Perform the duties of a Ground Support Unit Leader according to the most current version of the Field Operations Guide (ICS 420-1). <ul style="list-style-type: none"> • <i>Support out of service resources.</i> • <i>Transportation of personnel, supplies, food, and equipment.</i> • <i>Fueling, service, maintenance, and repair of vehicles and other ground support equipment.</i> • <i>Develop and implement Incident Traffic Plan.</i> • <i>Prepare all forms and required documentation necessary to perform this position.</i> 	I		
36. Establish priorities and coordinate units within the section.	I		
37. Communicate job performance requirements to subordinates.	I		
38. Continuously evaluate performance.	I		
39. Communicate deficiencies immediately and take corrective action.	I		
40. Identify training needs and provide opportunities for training.	I		
41. Prepare and discuss formal performance evaluation.	I		

Logistics Section Chief (LSC3)

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
42. Ensure that performance ratings are completed as required by the Incident Commander/Agency Administrator. <ul style="list-style-type: none"> • <i>Discuss ratings with individual.</i> • <i>Ensure contractor/vendor evaluation is completed.</i> 	I		
Behavior: Emphasize teamwork.			
43. Ensure interaction occurs among Logistics Section units.	I		
Behavior: Coordinate interdependent activities.			
44. Interact and coordinate with all Command and General Staff. <ul style="list-style-type: none"> • <i>Receive and transmit current and accurate information.</i> 	I		
45. Coordinate with unit leaders and provide Planning Section Chief a list of excess personnel, contract equipment, crews, miscellaneous personnel and other resources. List will include: <ul style="list-style-type: none"> • <i>Name/type.</i> • <i>Quantity.</i> • <i>Time/date of available release.</i> • <i>Review the list daily for accuracy ensuring that all units are demobilized in a timely and complete manner.</i> 	I		

Logistics Section Chief (LSC3)

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
<p>Behavior: Ensure all relevant information is exchanged during check-in, briefings and debriefings.</p> <p>46. Obtain briefing from Agency Administrator/ outgoing Incident Commander and gather information.</p> <ul style="list-style-type: none"> • <i>Ensure that briefings are complete and include, as a minimum description: Incident Objectives, ICS Form 201, organizational structure (area command or single organization), special considerations on the incident, and the current national situation and Wildland Fire Situation Analysis (if wildland fire incident).</i> • <i>Collect information on current resources assigned, en route, on order, and local resource status including initial attack as it relates to the logistics section. These information sources may include: agency dispatcher, Initial Attack Incident Commander, overhead, resource advisor, etc.</i> • <i>Determine facilities established and operating.</i> • <i>Obtain anticipated incident duration, size, and type.</i> • <i>Complete the appropriate checklist for takeover of incidents.</i> 	I		
<p>47. Obtain briefing from Incident Commander. May be one-on-one or in an Incident Management Team (IMT) meeting.</p> <ul style="list-style-type: none"> • <i>Receive Incident Commander's priorities, goals, and objectives for the IMT.</i> • <i>Receive Incident Commander's priorities, goals, and objectives for the incident.</i> • <i>Obtain initial instructions concerning the tasks expected of the logistics section.</i> • <i>Receive expected time frames for briefings, planning meetings, and team meetings.</i> 	I		
<p>48. Brief unit leaders including summary of incident, current activity, and anticipated section activity for individual unit planning.</p>	I		

Logistics Section Chief (LSC3)

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
49. Conduct logistics section meeting and/or briefing. <ul style="list-style-type: none"> • <i>Review proposed IAP.</i> • <i>Identify possible changes by units to meet current IAP.</i> • <i>Confirm needs and requests or reassign personnel as needed.</i> • <i>Review current and future situation status, resource status, fire behavior (wildland fire incident), and weather forecast.</i> • <i>Ensure applicable plans; e.g., medical, security, transportation, communications, etc., are updated and provided to plans unit.</i> • <i>Ensure special instructions are included in the IAP for the next and future operational periods.</i> 	I		
50. Participate in the operational period briefing, particularly emphasizing any changes from the written IAP.	I		
51. Update Incident Commander on current accomplishments and/or problems. <ul style="list-style-type: none"> • <i>Verbally inform Incident Commander as soon as possible on problems and accomplishments.</i> 	I		
52. Debrief Agency Administrator. Debriefing may be for a designated representative or incoming LSC. <ul style="list-style-type: none"> • <i>Participate in debriefing.</i> 	I		
Behavior: Ensure documentation is complete and disposition is appropriate.			
53. Complete ICS Form 214, Unit Log <ul style="list-style-type: none"> • <i>Submit completed and legible Unit Logs containing pertinent information to the documentation unit for each operational period.</i> • <i>Document problems and accomplishments.</i> 	O		
54. Ensure all personnel and equipment time records are complete and have been submitted to the Time Unit Leader/Equipment Time Recorder at the end of each operational period.	O		
55. If required, complete ICS Form 211, Demobilization Check-Out, and turn in to the appropriate person.	O		
56. Participate in after-incident review per agency policy.	I		

Logistics Section Chief (LSC3)

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Communicate and assure understanding of work expectations within the chain of command and across functional areas.			
57. Evaluate and share with IMT all functional information for your section and what is anticipated for incident operations based on expected duration, size, and type of incident.	I		
Behavior: Develop and implement plans and gain concurrence of affected agencies and the public.			
58. Participate in preparation of Incident Action Plan (IAP). <ul style="list-style-type: none"> • <i>Review proposed tactics for next operational period or periods.</i> • <i>Advise on current capabilities and limitations.</i> • <i>Determine additional resources needed.</i> • <i>Discuss long-range plans and identify potential or future requirements.</i> • <i>Prepare or review applicable portions of the IAP; e.g., Medical Plan, Security Plan, Transportation Plan, special instructions.</i> 	I		
59. Assist in development, approval, and implementation of Demobilization Plan and/or Transition Plan. <ul style="list-style-type: none"> • <i>Coordinate with the demobilization unit/ Planning Section Chief during development and implementation of Demobilization Plan.</i> • <i>Coordinate during development and implementation with local agency concerning functional demobilization procedures.</i> • <i>Brief staff on demobilization responsibilities.</i> 	I		

Logistics Section Chief (LSC3)

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.			
60. Act as the contractor's authorized representative (COR) for national contracts and/or local agency specific contracts. <ul style="list-style-type: none"> • <i>Supervise the Contracting Officers Technical Representative (COTR).</i> • <i>Coordinate as needed with Finance/Administration Section Chief.</i> 	I		
Behavior: Gather, analyze, and validate information pertinent to the incident or event and make recommendations for setting priorities.			
61. Evaluate and monitor current situation. <ul style="list-style-type: none"> • <i>Determine if current logistics capabilities will meet incident objectives.</i> • <i>Identify problems and concerns (evacuation, sheltering, aviation safety, etc.) for which logistics may be part of the solution.</i> • <i>Advise Incident Commander and other appropriate incident management team personnel.</i> 	I		
62. Anticipate and identify kind, type, and number of resources required to achieve objectives. <ul style="list-style-type: none"> • <i>Consider incident type and complexity, kinds and types of resources, resource availability, and safety factors.</i> • <i>Order necessary personnel and equipment.</i> • <i>Discuss long-range and contingency plans and identify potential and future resources.</i> 	I		
Behavior: Make appropriate decisions based on analysis of gathered information.			
63. Establish priorities and coordinate units within the section.	I		
Behavior: Modify approach based on evaluation of incident situation.			
64. Determine additional resources needed.	I		
65. Discuss long-range plans and identify potential or future requirements.	I		

Logistics Section Chief (LSC3)

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
66. Identify possible changes by unit to meet current IAP.	I		
Behavior: Plan for demobilization and ensure demobilization procedures are followed.			
67. Consider demobilization and/or transition early enough during the incident so that an adequate Demobilization/ Transition Plan is in place prior to the actual need to release resources or escalate the incident.	I		
68. Receive demobilization/transition instructions from the appropriate person. <ul style="list-style-type: none"> • Brief subordinate staff on demobilization/transition procedures and responsibilities. Ensure that incident and agency demobilization/transition procedures are followed.. • If required, complete ICS Form 211, Demobilization Check-Out, and turn in to the appropriate person. • Brief replacement if necessary. 	I		
Behavior: Transfer position duties while ensuring continuity of authority and knowledge and taking into account the increasing or decreasing incident complexity.			
69. Consider demobilization and/or transition early enough during the incident so that an adequate Demobilization/ Transition Plan is in place prior to the actual need to release resources or escalate the incident.	I		
70. Coordinate the development, approval and implementation of transfer of command when incident escalates/deescalates.	I		
71. Monitor and document progress towards incident objectives and prepare for transition.	I		
72. Determine with replacement time of transfer.	I		
73. Communicate transfer of command to logistics and command staff.	I		
74. If necessary, coordinate with agencies about transfer of command back to local jurisdiction.	I		

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
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): _____

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
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): _____