

NWCG Task Book for the Positions of:



**FINANCE SECTION CHIEF
(FSC3)**

PMS 311-50

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: _____

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:**

FINANCE SECTION CHIEF (FSC3)

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.

Finance Section Chief (FSC3)

Competency: Assume position responsibilities

Description: Successfully assume role of Finance/Administration 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 essential items needed for the assignment and items needed for functioning. Kit will be easily transportable and within agency weight limitation. 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>References appropriate for the incident type and agencies involved.</i> • <i>PMS 410-1, Fireline Handbook.</i> • <i>Field Operations Guide ICS 420-1 Agency specific policies and procedures.</i> • <i>Acceptable Union Agreements</i> • <i>ICS Finance/Administration Section Position Manual, ICS 224.</i> • <i>IMT contact information.</i> <p>Forms</p> <ul style="list-style-type: none"> • <i>ICS Form 213, General Message.</i> • <i>ICS Form 214, Unit Log.</i> • <i>Minimum supply of forms appropriate to the finance/administration section.</i> • <i>Agency specific forms.</i> <p>Supplies</p> <ul style="list-style-type: none"> • <i>Office supplies appropriate to the finance/administration section.</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		

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

Finance Section Chief (FSC3)

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. Identify workspace requirements and determine locations.	I		
Behavior: Gather, update, and apply situational information relevant to the assignment.			
6. 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		
7. 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		
8. Attend Agency Administrator or outgoing Incident Commander briefing. Obtain available incident information and incident agency guidelines and policies: <ul style="list-style-type: none"> • <i>Obtain a copy of Delegation of Authority as necessary.</i> • <i>Obtain names, contact numbers, and positions/ functions of cooperating/assisting agencies.</i> • <i>Complete checklist for takeover of large incidents.</i> 	I		

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

Finance Section Chief (FSC3)

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
9. Obtain briefing from Incident Commander. May be one-on-one or in an Incident Management Team (IMT) meeting. <ul style="list-style-type: none"> • <i>Review Incident Commander's priorities, goals and objectives for the IMT and Management of the incident.</i> • <i>Obtain initial instructions concerning Finance/Administration Section priorities.</i> • <i>Receive expected timeframes for briefings, planning meetings, and team meetings.</i> 	I		
10. Collect information from outgoing Finance/Administration Section Chief, outgoing Incident Commander or other personnel responsible for incident prior to your arrival. <ul style="list-style-type: none"> • <i>Obtain status of incident and assigned resources.</i> • <i>Obtain status of existing Finance/Administration Section.</i> • <i>Order necessary personnel and equipment.</i> 	I		
Behavior: Establish effective relationships with relevant personnel.			
11. Establish and maintain positive interpersonal and interagency working relationships. <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		
12. Create a work environment that provides mutual respect and equal opportunity for all personnel assigned to the incident.	I		
Behavior: Establish organization structure, reporting procedures, and chain of command of assigned resources.			

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

Finance Section Chief (FSC3)

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
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>Identify workspace 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		

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

Finance Section Chief (FSC3)

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		
Behavior: Establish work assignments and performance expectations, monitor performance, and provide feedback.			
26. Provide initial operating instructions to section personnel.	O		

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

Finance Section Chief (FSC3)

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
27. Perform the duties of a Time Unit Leader according to the most current version of the Field Operations Guide (ICS 420-1). <ul style="list-style-type: none"> • <i>Ensure proper equipment and personnel time recording.</i> • <i>Manage commissary operations (if needed).</i> 	I		
28. Perform the duties of a Procurement Unit Leader according to the most current version of the Field Operations Guide (ICS 420-1). <ul style="list-style-type: none"> • <i>Administer all financial matters pertaining to vendor contracts, leases, and fiscal agreements.</i> 	I		
29. Perform the duties of a Compensation and Claims Unit Leader according to the most current version of the Field Operations Guide (ICS 420-1). <ul style="list-style-type: none"> • <i>Manage administrative matters pertaining to compensation for injury and other claims-related activities (other than injury) for an incident.</i> 	I		
30. Perform the duties of a Cost Unit Leader according to the most current version of the Field Operations Guide (ICS 420-1). <ul style="list-style-type: none"> • <i>Collect all cost data.</i> • <i>Perform cost effectiveness analyses.</i> • <i>Provide cost estimates and cost saving recommendations for the incident.</i> 	I		
31. Establish, monitor, and adjust performance expectations of subordinates.	I		
32. Communicate deficiencies immediately and take corrective action.	I		
33. Reinforce acceptable performance.	I		
34. Identify training needs and provide opportunities for training.	I		
35. Ensure that performance ratings are completed as required by the incident or agency policy.	I		
Behavior: Emphasize teamwork.			
36. Ensure interaction occurs among finance/administration units.	I		

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

Finance Section Chief (FSC3)

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Coordinate interdependent activities.			
37. Interact and coordinate with all Command and General Staff. Receive and provide current information. <ul style="list-style-type: none"> • <i>Claims and potential claims.</i> • <i>Injury information.</i> • <i>Work/rest guidelines.</i> • <i>Pay issues.</i> • <i>Commissary.</i> • <i>Procurement.</i> 	O		
38. Coordinate with subordinates and provide Planning Section Chief a list of excess personnel and other resources.	O		

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

Finance Section Chief (FSC3)

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 all relevant information is exchanged during check-in, briefings and debriefings.			
39. Attend Agency Administrator or outgoing Incident Commander briefing. Obtain available incident information and incident agency guidelines and policies: <ul style="list-style-type: none"> • <i>Obtain a copy of the Delegation of Authority if required.</i> • <i>Obtain names, contact numbers, and positions/functions of cooperating/assisting agencies.</i> • <i>Complete checklist for takeover of large incidents.</i> 	I		
40. Obtain briefing from Incident Commander. May be one-on-one or in an Incident Management Team (IMT) meeting. <ul style="list-style-type: none"> • <i>Receive Incident Commander's priorities, goals, and objectives for the IMT and management of the incident.</i> • <i>Obtain initial instructions concerning Finance/Administration Section priorities.</i> • <i>Receive expected time frames for briefings, planning meetings, and team meetings.</i> 	I		
41. Brief unit leaders on current and anticipated activity.	O		
42. Provide daily or operational period briefings to section personnel.	O		
43. Participate in the operational period briefing, emphasizing the needs of the Finance/Administration Section.	O		
44. Update Incident Commander on current accomplishments and/or problems..	O		
45. Brief staff on demobilization responsibilities.	I		
46. Participate in IMT debriefing with the Agency Administrator.	I		

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

Finance Section Chief (FSC3)

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
47. Participate in the closeout session with agency administrative staff.	I		
48. Brief replacement if necessary.	I		
49. Participate in after-incident review per agency policy.	I		
Behavior: Ensure documentation is complete and disposition is appropriate.			
50. Ensure reports and forms are complete, accurate, and timely. Check periodically.	I		
51. Maintain Unit Log, ICS 214.	I		
52. Ensure all financial documents are completed and submitted in a timely manner. <ul style="list-style-type: none"> • <i>Pay documents.</i> • <i>Injury reports.</i> • <i>Procurement documents.</i> • <i>Property damage reports.</i> • <i>Commissary accountability.</i> • <i>Claim documents.</i> 	I		
53. Consolidate incident finance package.	I		
54. Transfer incident finance package to responsible agency or person.	I		
Behavior: Gather, produce, and distribute information as required by established guidelines and ensure understanding by recipient.			
55. Evaluate and share pertinent information for the section with IMT members which may affect incident management. <ul style="list-style-type: none"> • <i>Potential and existing problems, especially in areas of injury compensation, pay, claims, and procurement.</i> 	I		
56. Provide financial summary information on current incident operations.	I		

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

Finance Section Chief (FSC3)

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 incident management team members, all information for your section and what is anticipated for incident operations based on expected duration, size, type of incident, potential values to be protected, and jurisdictional involvement.	I		
Behavior: Develop and implement plans and gain concurrence of affected agencies and the public.			
58. Develop and implement a section operating plan. Consider the following: <ul style="list-style-type: none"> • <i>Size and complexity of incident.</i> • <i>Incident agency policies and procedures.</i> • <i>Section timeframes and schedules.</i> • <i>Job performance expectations.</i> • <i>Incident finance package requirements.</i> 	I		
59. Participate in preparation and review of IAP. <ul style="list-style-type: none"> • <i>Provide cost analysis data on incident operations.</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		
60. Assist in development and approval of Incident Demobilization Plan. <ul style="list-style-type: none"> • <i>Provide input to Demobilization Plan.</i> • <i>Lead times.</i> • <i>Payment team needs.</i> • <i>Commissary cut-off.</i> • <i>Identify high-cost resources.</i> • <i>Equipment release considerations.</i> • <i>Coordinate with local agency concerning functional demobilization procedures.</i> 	I		

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

Finance Section Chief (FSC3)

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.			
61. Review contracts, memoranda of understanding and cooperative agreements to ascertain their impact and application.	I		
Behavior: Gather, analyze, and validate information pertinent to the incident or event and make recommendations for setting priorities..			
62. Monitor section activities against Incident Action Plan (IAP) and adjust priorities accordingly.	I		
Behavior: Make appropriate decisions based on analysis of gathered information.			
63. Personally review finance data to ensure spending within limits and contractual obligations are being met.	I		
64. Periodically evaluate section resources status and needs to determine if resource assignments are appropriate. <ul style="list-style-type: none"> Determine kind and number of resources required to complete work. Assign resources as appropriate. 	I		
Behavior: Utilize information to produce outputs.			
65. Ensure preparation of timely financial and administrative reports to enable IC to respond appropriately.	I		
Behavior: Take appropriate action based on assessed risks.			
66. Ensure completion of cost analysis data on alternative control operations as required.	I		
Behavior: Modify approached based on evaluation of incident situation.			
67. Monitor section activities against Incident Action Plan (IAP) and adjust priorities accordingly.	I		

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

Finance Section Chief (FSC3)

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Plan for demobilization and ensure demobilization procedures are followed.			
68. Consider demobilization needs throughout the incident. • <i>Reassign personnel within section as appropriate.</i>	I		
69. Implement Demobilization Plan. • <i>Brief staff on demobilization responsibilities.</i> • <i>Identify excess section resources. Coordinate with subordinates and provide Planning Section Chief a list of excess personnel and other resources.</i> • <i>Ensure all financial documents are completed and submitted in a timely manner.</i> - <i>Pay documents.</i> - <i>Injury reports.</i> - <i>Procurement documents.</i> - <i>Property damage reports.</i> - <i>Commissary accountability.</i> - <i>Claim documents.</i> • <i>Consolidate incident finance package.</i> • <i>Ensure incident and agency demobilization procedures are followed.</i>	I		
70. Transfer incident finance package to responsible agency or person.	I		
Behavior: Transfer position duties while ensuring continuity of authority and knowledge and taking into account the increasing or decreasing incident complexity.			
71. Assist in development, approval and implementation of transfer of command when incident escalates/deescalates.	I		
72. Monitor and document progress towards incident objectives and prepare for transition.	I		
73. Determine with replacement time of transfer.	I		
74. Communicate transfer of command to operations and command staff.	O		
75. If necessary, coordinate with agencies about transfer of command back to local jurisdiction.	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
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)

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- _____ 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): _____