

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

**PLANNING SECTION CHIEF  
(PSC3)**



**PMS 311-55**

**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:**

**PLANNING SECTION CHIEF (PSC3)**

**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.

## Planning Section Chief (PSC3)

### 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
<b>Behavior: Ensure readiness for assignment.</b>			
<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 limitation. The basic information and materials needed <b>may include</b>, but is not limited to, any of the following:</p> <p><b>Reference Materials</b></p> <ul style="list-style-type: none"> <li>• <i>References appropriate for the incident type and agencies involved.</i></li> <li>• <i>PMS 410-1, Fireline Handbook.</i></li> <li>• <i>Field Operations Guide ICS 420-1.</i></li> <li>• <i>Position manuals for the section.</i></li> <li>• <i>Individual checklists/reminders.</i></li> <li>• <i>IMT contact information.</i></li> </ul> <p><b>Forms</b></p> <ul style="list-style-type: none"> <li>• <i>ICS Form 202, Incident Objectives.</i></li> <li>• <i>ICS Form 203, Organization Assignment List.</i></li> <li>• <i>ICS Form 204, Division Assignment.</i></li> <li>• <i>ICS Form 207, Organization Chart.</i></li> <li>• <i>ICS Form 209, Incident Status Summary.</i></li> <li>• <i>ICS Form 211, Check-In List.</i></li> <li>• <i>ICS Form 213, General Message.</i></li> <li>• <i>ICS Form 214, Unit Log.</i></li> <li>• <i>ICS Form 215, Operational Planning Worksheet.</i></li> <li>• <i>ICS Form 215 WS, (wall size).</i></li> <li>• <i>ICS Form 215a, Incident Safety Analysis.</i></li> <li>• <i>ICS Form 215a WS, (wall size).</i></li> <li>• <i>ICS Form 219-1 through 219-19, Resource Status Cards.</i></li> <li>• <i>ICS Form 220, Air Operations Summary Worksheet.</i></li> <li>• <i>Agency specific forms appropriate to the function.</i></li> </ul> <p><b>Supplies</b></p> <ul style="list-style-type: none"> <li>• <i>Pens, pencil, note paper, etc.</i></li> <li>• <i>Office supplies appropriate to the function.</i></li> </ul>	O		

## Planning Section Chief (PSC3)

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
2. Arrive properly equipped at incident assigned location within acceptable time limits.	I		
3. Check in according to agency guidelines.	I		

**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 operations.	I		
5. Utilize technical specialists, operations personnel, and local agency(s) personnel.	I		
6. Ensure that planning meeting location is well organized. Required resources are in place prior to each meeting. <ul style="list-style-type: none"> <li>• <i>Large ICS Form 215 and ICS Form 215A.</i></li> <li>• <i>Large scale schematic map of incident.</i></li> <li>• <i>Flip charts.</i></li> <li>• <i>Felt tip markers.</i></li> <li>• <i>Planning meeting agenda.</i></li> </ul>	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"> <li>• <i>Incident name.</i></li> <li>• <i>Incident order number.</i></li> <li>• <i>Request number.</i></li> <li>• <i>Reporting location.</i></li> <li>• <i>Reporting time.</i></li> <li>• <i>Transportation arrangements/travel routes.</i></li> <li>• <i>Contact procedures during travel (telephone/radio).</i></li> </ul>	O		
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## Planning Section Chief (PSC3)

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
<p>8. Gather information necessary to assess incident assignment and determine immediate needs and actions.</p> <ul style="list-style-type: none"> <li>• <i>Incident Commander's name and agency address.</i></li> <li>• <i>Type of incident.</i></li> <li>• <i>Current resource commitments.</i></li> <li>• <i>Current situation.</i></li> <li>• <i>Expected duration of assignment.</i></li> <li>• <i>Terrain.</i></li> <li>• <i>Weather.</i></li> <li>• <i>Agency Administrator's briefing/other briefing requirements (as appropriate).</i></li> </ul>	I		
<p>9. Obtain briefing from Agency Administrator/ outgoing Incident Commander and gather information.</p> <ul style="list-style-type: none"> <li>• <i>Ensure that briefings from Agency Administrator/outgoing Incident Commander are complete and include, as a minimum description:</i></li> <li>• <i>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></li> <li>• <i>Obtain anticipated incident duration, size, and type.</i></li> <li>• <i>Complete the appropriate checklist for takeover of incidents.</i></li> <li>• <i>Obtain initial instructions concerning the tasks expected of the planning section.</i></li> <li>• <i>Receive expected timeframes for briefings, planning meetings, and team meetings.</i></li> </ul>	I		
<p>10. Collect information from outgoing Planning Section Chief, initial Incident Commander or other personnel responsible for incident prior to your arrival.</p> <ul style="list-style-type: none"> <li>• <i>Obtain status of incident and assigned resources.</i></li> <li>• <i>Obtain status of existing Planning Section.</i></li> <li>• <i>Obtain information on location situations; e.g., ICP/ base locations, medical facilities, road closures, camp locations, etc.</i></li> </ul>	I		



## Planning Section Chief (PSC3)

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
<b>Behavior: Establish effective relationships with relevant personnel.</b>			
11. Establish and maintain positive interpersonal and interagency working relationships. <ul style="list-style-type: none"> <li>• <i>Local agencies.</i></li> <li>• <i>Hosting unit.</i></li> <li>• <i>Public.</i></li> <li>• <i>Division/Group Supervisors.</i></li> <li>• <i>Command and General Staff.</i></li> </ul>	I		
12. Create a work environment that provides mutual respect and equal opportunity for all personnel assigned to the incident.	I		
<b>Behavior: Understand and comply with ICS concepts and principles.</b>			
13. Maintain appropriate span of control.	I		
14. Demonstrate knowledge of ICS structure, principles, positions, and ICS forms.	I		
15. Understand scope, roles, responsibilities, jurisdiction, and authority of responder agencies.	I		
16. Assure execution of appropriate administrative requirements (to include documentation, ICS forms, personnel and equipment time records, performance ratings).	I		

## Planning Section Chief (PSC3)

### 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
17. Exhibit principles of duty. <ul style="list-style-type: none"> <li>• <i>Be proficient in your job, both technically and as a leader.</i></li> <li>• <i>Make sound and timely decisions.</i></li> <li>• <i>Ensure that tasks are understood, supervised and accomplished.</i></li> <li>• <i>Develop your subordinates for the future.</i></li> </ul>			
18. Exhibit principles of respect. <ul style="list-style-type: none"> <li>• <i>Know your subordinates and look out for their well-being.</i></li> <li>• <i>Keep your subordinates informed.</i></li> <li>• <i>Build the team.</i></li> <li>• <i>Employ your subordinates in accordance with their capabilities.</i></li> </ul>	I		
19. Exhibit principles of integrity. <ul style="list-style-type: none"> <li>• <i>Know yourself and seek improvement.</i></li> <li>• <i>Seek responsibility and accept responsibility for your actions.</i></li> <li>• <i>Set the example.</i></li> </ul>	I		
<b>Behavior: Ensure the safety, welfare, and accountability of assigned personnel.</b>			
20. Recognize potentially hazardous situations.	I		
21. Inform subordinates of hazards.	I		
22. Control positions and function of resources.	I		
23. Ensure that special precautions are taken when extraordinary hazards exist.	I		
24. Ensure adequate rest is provided to all unit personnel.	I		

## Planning Section Chief (PSC3)

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
25. Ensure that rest, recuperation, and release requirements of resources are tracked and preparations are made to meet them (including requirements by terms of employment).	I		
<b>Behavior: Establish work assignments and performance expectations, monitor performance, and provide feedback.</b>			
26. Establish priorities and coordinate units within the section.	I		
27. Perform the duties of a Resources Unit Leader according to the most current version of the Field Operations Guide (ICS 420-1). <ul style="list-style-type: none"> <li>• <i>Maintain status of all assigned resources (primary and support) at an incident.</i></li> <li>• <i>Oversee check-in of all resources.</i></li> <li>• <i>Maintain a status-keeping system indicating current location and status of all resources.</i></li> <li>• <i>Maintain a master list of all resources (e.g., key supervisory personnel, primary and support resources, etc.).</i></li> </ul>	I		
28. Perform the duties of a Situation Unit Leader according to the most current version of the Field Operations Guide (ICS 420-1). <ul style="list-style-type: none"> <li>• <i>Ensure the collection, processing, and organizing of all incident information.</i></li> <li>• <i>As needed, prepare future projections of incident growth, maps, and intelligence.</i></li> </ul>	I		
29. Perform the duties of a Documentation Unit Leader according to the most current version of the Field Operations Guide (ICS 420-1). <ul style="list-style-type: none"> <li>• <i>Maintain accurate and up-to-date incident files.</i></li> <li>• <i>Provide duplication services.</i></li> <li>• <i>Ensure proper storage of incident files for legal, analytical, and historical purposes.</i></li> </ul>	I		
30. Perform the duties of a Demobilization Unit Leader according to the most current version of the Field Operations Guide (ICS 420-1). <ul style="list-style-type: none"> <li>• <i>Develop the Incident Demobilization Plan.</i></li> </ul>	I		

## Planning Section Chief (PSC3)

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
31. Communicate job performance requirements to subordinates.	I		
32. Continuously evaluate performance.	I		
33. Communicate deficiencies immediately and take corrective action.	I		
34. Identify training needs and provide opportunities for training.	I		
35. Prepare and discuss formal performance evaluation.	I		
36. Ensure that necessary support staff is aware of planning meeting assignments. <ul style="list-style-type: none"> <li>• <i>Situation Unit Leader has accurate and current incident, regional and national situation status.</i></li> <li>• <i>Resources Unit Leader has accurate and current status of resources on the incident as well as regionally and nationally.</i></li> <li>• <i>Technical specialist input is presented.</i></li> <li>• <i>Arrangements are made for documentation and recording of applicable information.</i></li> </ul>	I		
37. Ensure Resources Unit Leader is aware of tactics meeting and operational briefing assignment.	I		
<b>Behavior: Emphasize teamwork.</b>			
38. Establish cohesiveness among assigned resources. <ul style="list-style-type: none"> <li>• <i>Establish trust through open communication.</i></li> <li>• <i>Require commitment.</i></li> <li>• <i>Set expectations of accountability.</i></li> <li>• <i>Bring focus to the team result.</i></li> </ul>	I		
<b>Behavior: Coordinate interdependent activities.</b>			
39. Interact and coordinate with all command and general staff.			

## Planning Section Chief (PSC3)

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
40. Coordinate incident rehabilitation needs. <ul style="list-style-type: none"> <li>• <i>Coordinate with responsible agencies.</i></li> <li>• <i>Work with technical specialist(s) e.g., hazardous materials specialist, environmental specialists; Burned Area Emergency Rehabilitation Team, and keep updated on their activities.</i></li> <li>• <i>Review the list of rehabilitation needs daily for accuracy ensuring that all units are demobilized in a timely and complete manner.</i></li> </ul>	I		

## Planning Section Chief (PSC3)

### 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>41. Attend Agency Administrator and/or outgoing Incident Commander briefing.</p> <ul style="list-style-type: none"> <li>• <i>Obtain a completed analysis of the incident; e.g., a Wildland Fire Situation Analysis (WFSA) for a wildland fire, or support the development of an analysis, a written Delegation of Authority, a copy of the most recent ICS Form 209, map(s) of the incident, and a completed ICS Form 201.</i></li> <li>• <i>Complete the appropriate checklist for takeover of large incidents.</i></li> <li>• <i>Get copies of current resource orders and those resources committed to incident.</i></li> <li>• <i>Obtain key contact list with phone and fax numbers.</i></li> </ul>	I		
<p>42. Obtain briefing from your Incident Commander. May be one-on-one or at an initial strategy meeting or other team meeting.</p> <ul style="list-style-type: none"> <li>• <i>Receive Incident Commander's priorities, goals, and objectives for the incident management team.</i></li> <li>• <i>Receive Incident Commander's priorities, goals, and objectives for the incident.</i></li> <li>• <i>Obtain initial instructions concerning the tasks expected of the planning section.</i></li> <li>• <i>Receive expected timeframes for briefings, planning meetings, and team meetings.</i></li> </ul>	I		
<p>43. Collect information from outgoing section chief, initial Incident Commander or other personnel with information relevant to your section.</p> <ul style="list-style-type: none"> <li>• <i>Obtain status of incident and assigned resources.</i></li> <li>• <i>Obtain status of existing planning section.</i></li> <li>• <i>Evaluate and replace or order positions in planning section, as needed.</i></li> </ul>	I		

## Planning Section Chief (PSC3)

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
44. Identify who needs to attend operational period briefings. <ul style="list-style-type: none"> <li>• <i>Post in conspicuous locations time of briefings, location, and required attendees.</i></li> </ul>	I		
45. Facilitate the operational period briefing, particularly emphasizing any changes from the written IAP.	I		
46. Debrief Agency Administrator. <ul style="list-style-type: none"> <li>• <i>Participate in debriefing.</i></li> </ul>	I		
47. Participate in after-incident review per agency policy.	I		
<b>Behavior: Ensure documentation is complete and disposition is appropriate.</b>			
48. Ensure an incident summary e.g., ICS Form 209 is completed within established timeframes. <ul style="list-style-type: none"> <li>• <i>Review for accuracy and completeness, approve, sign, and submit to appropriate office.</i></li> <li>• <i>Make sure priorities and special considerations are specified.</i></li> </ul>	I		
49. Ensure that all personnel and equipment time records are complete and have been submitted to the Time Unit Leader at the end of each operational period.	I		
50. Submit to the documentation unit completed and legible ICS Form 214 Unit Logs containing pertinent information for each operational period.	I		
51. Ensure all required incident reports and narrative are completed to agreed upon standards prior to leaving incident.	I		
52. Properly assemble and file up-to-date incident records.	I		
<b>Behavior: Gather, produce and distribute information as required by established guidelines and ensure understanding by recipient.</b>			

## Planning Section Chief (PSC3)

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
53. Establish and maintain incident planning cycle. <ul style="list-style-type: none"> <li>• <i>Publish and post planning cycle at appropriate locations.</i></li> <li>• <i>Distribute cycle to Incident Commander, command and general staff, and other appropriate personnel.</i></li> <li>• <i>Facilitate meeting and briefings during the planning cycle.</i></li> </ul>	I		

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

54. 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		
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**Behavior: Develop and implement plans and gain concurrence of affected agencies and the public.**

55. Ensure planning staff completes required elements of the Incident Action Plan (IAP) within required timeframes. <ul style="list-style-type: none"> <li>• <i>Obtain elements from other appropriate sections within established timeframes.</i></li> <li>• <i>Assemble the elements into an IAP.</i></li> <li>• <i>Ensure the IAP meets incident objectives and is congruent with approved strategic plan; i.e., WFSA.</i></li> <li>• <i>Develop contingency plan(s) as needed (evacuation/ sheltering, structure protection, etc.).</i></li> <li>• <i>Obtain the Incident Commander's approval and signature on IAP.</i></li> <li>• <i>Identify how many copies of IAP are needed.</i></li> <li>• <i>Ensure documentation unit makes and distributes appropriate copies of IAP to key people.</i></li> <li>• <i>Identify information from the IAP that needs to be known prior to the operational period briefing and who needs to know.</i></li> <li>• <i>Provide accurate information to these individuals prior to the operational period briefing; e.g., air operations, ground support, food unit, supply unit, and agency dispatch.</i></li> </ul>	I		
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## Planning Section Chief (PSC3)

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
56. Ensure the agency's incident strategic plan is appropriate. <ul style="list-style-type: none"> <li>• <i>If it needs revision the Agency Administrator is responsible (may ask the Incident Commander to revise for the Agency Administrator's approval).</i></li> </ul>	I		
57. Consider demobilization early enough during the incident so that an adequate demobilization plan is in place prior to the actual need to release resources. <ul style="list-style-type: none"> <li>• <i>Ensure demobilization plan is complete and signed.</i></li> <li>• <i>Develop in coordination with command and general staff and agency dispatch.</i></li> <li>• <i>Request all sections submit names or lists of surplus or potentially surplus personnel and resources to demobilization unit 48 hours in advance of them becoming surplus.</i></li> <li>• <i>Schedule surplus resources and personnel for proper demobilization.</i></li> </ul>	I		

## Planning Section Chief (PSC3)

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

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

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
<b>Behavior: Administer and/or apply agency policy, contracts and agreements. .</b>			
58. Display, describe, and utilize necessary agency policy, legal and fiscal constraints, and political considerations to be used in the planning meeting to review adequacy of strategic plans (WFSA for wildland fire incident) and in development of Incident Action Plan (IAP).	I		
<b>Behavior: Gather, analyze and validate information pertinent to the incident or event and make recommendations for setting priorities</b>			
59. Evaluate and monitor current situation. <ul style="list-style-type: none"> <li>• <i>Determine if present plan of action will meet incident objectives.</i></li> <li>• <i>Determine if the present plan is congruent with the incident strategic plan; i.e., WFSA.</i></li> <li>• <i>Identify current and potential problems and concerns.</i></li> <li>• <i>Advise Incident Commander and other appropriate incident management team personnel.</i></li> </ul>	I		
60. Collect, evaluate and process resource and situational incident information to provide the basis of the IAP.	I		
<b>Behavior: Take appropriate action based on assessed risks.</b>			
61. Establish priorities and coordinate units within the section.	I		

## Planning Section Chief (PSC3)

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
<p>62. Schedule and conduct planning meetings.</p> <ul style="list-style-type: none"> <li>• <i>Inform identified planning meeting attendees of the time, location, and information expected of them for the meeting.</i></li> <li>• <i>Define objectives, agenda, and time expectations for the planning meeting.</i></li> <li>• <i>Agree to and post at appropriate locations, the planning meeting agenda.</i></li> <li>• <i>Identify or reaffirm incident objectives (Incident Commander [IC] identifies or approves objectives. The IC should address objectives or ask the Planning Section Chief to do so).</i></li> <li>• <i>Display, describe, and utilize necessary agency policy, legal and fiscal constraints, and political considerations to be used in the planning meeting to review adequacy of strategic plans and in development of Incident Action Plan (IAP).</i></li> <li>• <i>Present accurate, adequate, and current situation and resource status information with accurate maps.</i></li> <li>• <i>Ensure that Operations Section Chief identifies incident control lines, values to be protected, division boundaries, and drop points; and prioritizes divisions in the event that choices must be made in allocating scarce resources, on map(s) visible to all attendees.</i></li> <li>• <i>Ensure that Operations Section Chief identifies tactics, resources needed, and reporting/pickup locations and time by division/groups and that this information is properly displayed on ICS Form 215 or equivalent.</i></li> <li>• <i>Ensure that the Safety Officer identifies hazards and the mitigation of those hazards by division/group and that this information is displayed on an ICS 215 A or equivalent.</i></li> <li>• <i>Compare resources needed to implement the Operations Section Chief's proposed action plan to available resources and reconcile any differences.</i></li> <li>• <i>Display available resources for IAP on ICS Form 215.</i></li> </ul> <p><i>(continued on next page)</i></p>			

## Planning Section Chief (PSC3)

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
<p><i>(continued from previous page)</i></p> <ul style="list-style-type: none"> <li>• <i>Coordinate all attendees to assure the plan as proposed can be implemented and supported; examples - can air operations provide the needed air support and transportation needs; can logistics accomplish personnel feeding on time, provide necessary ground transportation, and provide required tools; etc.</i></li> <li>• <i>Ensure LCES is incorporated into the planning process.</i></li> <li>• <i>Resolve concerns and conflicts.</i></li> <li>• <i>Adjust IAP accordingly.</i></li> <li>• <i>Identify elements of the IAP required from other sections, and time needed by the planning section; e.g., Safety Message, Communication Plan, Medical Plan, Air Operations Summary, Transportation Plan, and other special messages.</i></li> <li>• <i>Conduct planning meeting in 30 minutes or less.</i></li> </ul>	I		
63. Ensure planning meetings are scheduled as required and all objectives of planning meeting are met in the acceptable time frame.	I		
<b>Behavior: Modify approach based on evaluation of incident situation.</b>			
64. Monitor incident status and develop alternative strategies. <ul style="list-style-type: none"> <li>• Document and present potential alternative strategies to command and general staff.</li> <li>• Advise command and general staff of significant changes in incident status that affect them, in a timely manner.</li> </ul>	I		

## Planning Section Chief (PSC3)

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
65. 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. <ul style="list-style-type: none"> <li>• <i>Ensure demobilization plan is complete and signed.</i></li> <li>• <i>Develop in coordination with command and general staff and agency dispatch.</i></li> <li>• <i>Request all sections submit names or lists of surplus or potentially surplus personnel and resources to demobilization unit 48 hours in advance of them becoming surplus.</i></li> <li>• <i>Schedule surplus resources and personnel for proper demobilization.</i></li> </ul>	I		
66. Implement approved demobilization plan and schedule.	I		

**Behavior: Transfer position duties while ensuring continuity of authority and knowledge and taking into account the increasing or decreasing incident complexity.**

67. Monitor and document progress towards incident objectives and prepare for transition.	I		
68. Determine with replacement time of transfer.	I		
69. Communicate transfer of command to command and general staff.	I		
70. 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: \_\_\_\_\_  
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 \_\_\_\_\_  
 \_\_\_\_\_

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

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

Additional Evaluation Record sheets can be downloaded at [www.nwcg.gov/pms/taskbook/taskbook.htm](http://www.nwcg.gov/pms/taskbook/taskbook.htm)

**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**

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

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

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