



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

**AIRTANKER BASE MANAGER  
(ATBM)**

**FIXED WING BASE MANAGER  
(FWBM)**

**SINGLE ENGINE AIRTANKER MANAGER  
(SEMG)**

**PMS 311-61**

**OCTOBER 2018**

**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:**

\_\_\_\_\_  
(position title)

**Final Evaluator's Verification**

*To be completed **ONLY** when you are recommending the trainee for certification.*

I verify that (trainee name) \_\_\_\_\_ has successfully performed as a trainee by demonstrating all tasks for the position listed above and should be considered for certification in this position. All tasks are documented with appropriate initials.

Final Evaluator's Signature: \_\_\_\_\_

Final Evaluator's Printed Name: \_\_\_\_\_

Home Unit Title: \_\_\_\_\_

Home Unit/Agency: \_\_\_\_\_

Home Unit Phone Number: \_\_\_\_\_ Date: \_\_\_\_\_

**Agency Certification**

I certify that (trainee name) \_\_\_\_\_ has met all requirements for qualification in the above position and that such qualification has been issued.

Certifying Official's Signature: \_\_\_\_\_

Certifying Official's Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Home Unit/Agency: \_\_\_\_\_

Home Unit Phone Number: \_\_\_\_\_ Date: \_\_\_\_\_

This document is posted at the NWCG website: <https://www.nwcg.gov/publications/position-taskbooks>

## **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.

## ATBM/FWBM/SEMG Specific Tasks

This task book contains the tasks for the positions of Airtanker Base Manager (ATBM), Fixed Wing Base Manager (FWBM), and Single Engine Air Tanker Manager (SEMG). The common tasks for all positions are listed first. The tasks specific to each position are listed following the common tasks.

Common Tasks	pages 6 – 12	(Tasks 1 – 50)
ATBM/SEMG Specific Tasks	pages 13 – 16	(Tasks 51 – 75)
ATBM Specific Tasks	pages 17 – 18	(Tasks 76 – 87)
FWBM Specific Tasks	pages 19 – 20	(Tasks 88 – 101)

### Competency: Assume position responsibilities.

*Description: Successfully assume the identified role within the Air Operations Section 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>			
1. Check in on arrival with appropriate agency or incident personnel and receive in-briefing.	I		
<b>Behavior: Establish effective working relationships with relevant personnel.</b>			
2. Establish contacts and develop good working relationships with local agency/aircrew/contractor personnel in order to provide safe and efficient base operations.	I		
3. Establish agency contacts and identify chain of command that includes Fire Management Officer, Aviation Manager, Dispatch, Incident contact or Air Support Group Supervisor, and procurement person.	I		
4. Establishes contacts and dialogue with airport personnel that includes airport management, fixed base operator, airport tenants, and tower personnel if applicable.	I		
5. Coordinate with appropriate personnel (Dispatch/Aviation Operations Staff/IMT) to establish duty day start/off times, and cost reporting.	I		

## ATBM/FWBM/SEMG Specific Tasks

### 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
6. Accurately maintain the base activity daily log.	I		
7. Conduct daily briefing with all contract and government personnel assigned to the base that includes mission priorities, operations and adjustments in current operations, communications, weather forecasts, current and predicted fire weather forecasts, and temporary flight restrictions.	I		
8. Discuss pre-flight safety concerns.	O		
9. Provide mission briefing to aircrew and base personnel, verify information with the local dispatch center utilizing aircraft dispatch form/resource order and discuss proper turn-down protocol.	I		
10. Ensure communications are established and there is information flow between the base, aircraft, and dispatch office.	I		
11. Ensure important operational information such as roll times, aircraft availability, days off, and rotation is communicated with base personnel, local management, dispatch, and other bases as appropriate.	I		
12. Facilitate After Action Reviews (AAR's) or debriefings and discuss improvement opportunities including adjustments in operations with appropriate personnel.	I		

## ATBM/FWBM/SEMG Specific Tasks

### 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
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#### Behavior: Maintain required security procedures for base of operations.

13. Describe agency policy and guidance as it relates to the security of the base facility.	O		
14. Train and brief personnel regarding base facility and airport security protocols.	I		
15. Ensure only authorized personnel and activities are allowed on the ramp.	I		
16. Obtain or complete facilities security assessment for hosting agency base of operations.	O		

#### Behavior: Administer/or apply agency policy, contracts, and agreements.

17. Determine if the aircraft is on an exclusive use, call when needed, or on call contract.	O		
18. Provide related information on daily aircraft status or changes; maintain contact with Contracting Officer Representative (COR) or Project Inspector (PI) for the aircraft.	I		

#### Behavior: Ensure flight and duty day hours are not exceeded.

19. Schedule and manage work to ensure flight and/or duty hours of pilots, mechanics, and fuel truck drivers are not exceeded.	I		
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## ATBM/FWBM/SEMG Specific Tasks

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
20. Ensure start and stop times are being recorded accurately by base personnel.	I		

**Behavior: Ensure contract compliance.**

21. Monitor compliance with contract specifications and take corrective actions, if necessary.	I		
22. Display skill and ability to work closely with contractors to ensure that contract requirements are met and a high level of cooperation and integrity is achieved between the contractors and the agency.	I		

**Behavior: Take appropriate action based on assessed risks.**

23. Discuss pre-flight safety concerns.	O		
24. Discuss with pilot capabilities and limitations due to density altitude or runway length.	O		
25. Describe personal safety considerations and attitudes of personnel in regard to risk management when conducting base operations. This may include but is not limited to fatigue, dehydration, distractions, qualifications, and training.	O		

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

26. Review local Unit Aviation Operations Plan and other applicable plans that may provide information on the management of the base, (i.e., Ramp Management Plan, Smokejumper Operations Plan, etc.)	O		
27. Ensure adequate supply of required personal protective equipment (PPE) is available and is utilized by base personnel.	I		

## ATBM/FWBM/SEMG Specific Tasks

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
28. Develop, update, or review, a mishap response plan; ensure plan is posted.	I		
29. Brief personnel on crash rescue and mishap response procedures for the base operations.	I		
30. Demonstrate the ability to implement the Crash Rescue/Mishap Response Plan in a simulation.	O		
31. Ensure personnel are trained in the maintenance and use of fire extinguishers and procedures to be followed in the event of a fire emergency on the ramp.	I		
32. Demonstrate understanding of the Aviation Safety Communique (SAFECOM) system and complete/submit SAFECOM(s) in a timely manner through identified channels, and provide on the spot correction of safety concerns and issues.	O		
33. Discuss reporting processes for all fuel and retardant spills and clean up according to established environmental and/or hazardous materials procedures, referencing Safety Data Sheets (SDS).	O		
34. Discuss the regulations and procedures for fueling operations, review applicable National Fire Protection Association (NFPA) standards.	O		
35. Ensure base personnel are adhering to agency policy and guidance pertaining to retardant and fuel spills on the ramp.	I		
36. Coordinate and manage a safe flight environment that includes sterile cockpit compliance.	I		
37. Coordinate with local unit on appropriate charge coding, and incident cost summary reporting.	I		

**Behavior: Provide logistics support as necessary.**

## ATBM/FWBM/SEMG Specific Tasks

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
38. Provide for all logistical needs of the base and provide for welfare of base personnel.	I		
39. Establish contact and process for ordering and procurement of needed base items that includes macro purchasing including retardant.	I		
40. Ensure base is staffed with trained and qualified personnel as appropriate for the level of activity or complexity on a daily basis.	I		
41. Assists aircrews in arranging for transportation and lodging as appropriate.	I		

### **Behavior: Make appropriate decision based on analysis of gathered information.**

42. Monitor ground operations for safety during loading, taxi, and fueling operations.	I		
43. Demonstrate skill and ability in planning and managing movement of all aircraft and motor vehicles on the operations ramp.	I		
44. Effectively manage base support personnel e.g., Ramp Manager, Fixed Wing Parking Tender, Aircraft Time Keeper, and contractors.	I		
45. Ensure base facilities and equipment are properly maintained and in good working order.	I		

### **Behavior: Ensure ability to use tools necessary to complete assignment.**

46. Demonstrate ability to utilize computer for daily contract documentation, spreadsheets, various websites, payment procedures, data input, and Automated Flight Following (AFF).	I		
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## ATBM/FWBM/SEMG Specific Tasks

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
47. Develop or acquire relevant maps such as response area, known aerial hazards, and jettison area/s.	O		
48. Establish layout of base operations area that includes loading pit, fueling area, aircraft parking, vehicle parking, pilot/crew rest area, storage, and applicable expansion space.	O		

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

49. Discuss how to restore base areas to pre-incident or pre-season condition.	O		
50. Check out with appropriate agency or incident personnel prior to departure and complete closeout/debriefing.	I		

## ATBM/SEMG Specific Tasks

### Competency: Assume position responsibilities.

*Description: Successfully assume role of ATBM/SEMG and initiate position activities at the appropriate time according to the following behaviors.*

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
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#### Behavior: Ensure readiness for assignment:

51. Obtain and assemble information and materials needed for kit as referenced in the <i>NWCG Standards for Single Engine Airtanker Operations</i> .	O		
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### 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.*

#### Behavior: Ensure relevant information is exchanged during briefings and debriefings.

52. Brief pilots on local area retardant avoidance areas, waterways, and misapplication reporting requirements.	I		
53. Conduct initial pilot/loader in-briefing with contractor personnel.	I		

### 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.*

#### Behavior: Administer/or apply agency policy, contracts, and agreements.

54. Review and discuss the <i>National Long-Term Fire Retardant Contract</i> and differences in services for a type A base, type B base and fixed operating base (FOB) origin, and identify payment procedures.	O		
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## ATBM/SEMG Specific Tasks

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
55. Review and discuss the <i>National Mobile Retardant Base Contract</i> and payment procedures.	O		
56. Demonstrate familiarity with <i>NWCG Standards for Airtanker Base Operations</i> , and <i>NWCG Standards for Single Engine Airtanker Operations</i> .	O		
57. Conduct initial contractor inspection. Validate pilot and aircraft cards, complete pre-use inspection of aircraft and support/service equipment.	I		
58. Initiate and maintain required administrative forms such as Single Engine Airtanker (SEAT) daily operations worksheet, cumulative pilot-duty day log, cost summary or identified items outlined in the <i>NWCG Standards for Single Engine Airtanker Operations</i> .	I		
59. Accurately complete AMD 23e document with proper charge code format, task order number, and related availability, flight time, service miles, special charges, etc.	O		
60. Discuss additional payment procedures that may be encountered (i.e., State).	O		
61. Complete Contractor performance evaluation (CPARS AQD-136A).	I		
62. Demonstrates familiarity with <i>NWCG Standards for Single Engine Airtanker Operations</i> .	O		
63. Develop or update SEAT Base Operations Plan (SBOP) and brief base personnel on changes.	O		
<b>Behavior: Effectively manage retardant operations.</b>			
64. Describe the retardant product type and mixing characteristics for the base of operations.	O		

## ATBM/SEMG Specific Tasks

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
65. Maintain lot acceptance and quality control standards during retardant delivery and mixing operations of retardant/suppressant products, and ensure product is mixed appropriately.	O		
66. Discuss retardant metering systems (e.g., Mass Flow Meter) and the importance of product density and weight in relation to product specifications and aircraft safety.	O		
67. Describe how to operate retardant mixing, pumping and recirculation systems at the base of operation.	O		
68. Demonstrate the ability to execute a retardant quality assurance check using a refractometer to ensure the mixed product meets required specifications.	O		
69. Manage retardant mixing and loading operations, and base personnel acting in the positions of RTCM, MXMS, and/or contractor personnel.	W		
70. Ensure retardant use summary is accurately maintained.	W		
71. Identify and brief personnel on the appropriate management and mitigations of retardant spills, wash-down, and drainage. Identify appropriate contact/contacts to report hazardous material spills and cleanup, review <i>Storm Water Pollution and Prevention Plan (SWPPP)</i> , if in place.	O		

**Behavior: Anticipate, recognize, and mitigate unsafe situations.**

72. Identify risks or hazards utilizing the safety management system (SMS) and hazard assessment tools for SEAT operations.	O		
73. Conduct safety briefing that utilizes risk assessment and hazard analysis for SEAT operations.	O		

## ATBM/SEMG Specific Tasks

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
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**Behavior: Coordinate interdependent activities.**

74. Demonstrate ability to coordinate National rotation policy as it pertains to airtankers and/or SEATs.	W		
75. Coordinate with dispatch, aerial supervision and aircrews to ensure proper rotation and spacing of airtankers (or SEATs) arrive over the incident.	W		



## ATBM Specific Tasks

### Competency: Assume position responsibilities.

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
<b>Behavior: Ensure readiness for assignment.</b>			
76. Obtain and assemble information and materials needed for kit as referenced in the <i>NWCG Standards for Airtanker Operations</i> .	O		

### 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.*

<b>Behavior: Take appropriate action based on assessed risks.</b>			
77. Identify risks or hazards utilizing the SMS and hazard assessment tools for large airtanker operations.	I		
78. Conduct safety briefing that utilizes risk assessments and hazard analysis for large airtanker operations.	I		

### Behavior: Administer/or apply agency policy, contracts, and agreements.

79. Ensure proper procedures for hot loading and simultaneous fueling and loading are adhered to by base personnel and contractors.	W		
80. Demonstrate ability to manage airtanker base operations with mixed and varying aircraft types, capabilities, limitations, and safety considerations.	W		
81. Demonstrate ability to manage complex ramp operations involving personnel, aircraft, logistics, and safety.	W		

## ATBM Specific Tasks

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
82. Demonstrate familiarity with <i>NWCG Standards for Airtanker Base Operations</i> , and <i>NWCG Standards for Single Engine Airtanker Operations</i> .	O		
83. Demonstrate familiarity with large airtanker contracts and can effectively administer these contracts.	O		
84. Demonstrate familiarity with Modular Airborne Firefighting System (MAFFS) Operating Plan.	O		
85. Discuss payment procedures for large airtankers as outlined by contracting agency.	O		
86. Initiate and maintain required administrative forms such as Daily Operations Worksheet, Incident Cost Summary, Retardant Use Summary, or identified items outlined in the <i>NWCG Standards for Airtanker Base Operations</i> , or as requested by appropriate aviation personnel.	W		
87. Develop or update Airtanker Base Operations Plan (ABOP) and brief base personnel on changes.	O		

## FWBM Specific Tasks

### Competency: Assume position responsibilities.

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
<b>Behavior: Ensure readiness for assignment.</b>			
88. Obtain and assemble information and materials needed for FWBM kit.	O		

### 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.*

#### Behavior: Ensure relevant information is exchanged during briefings and debriefings.

89. Ensure passengers have received a briefing from the pilot.	I		
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#### Behavior: Gather, produce, and distribute information.

90. Accurately completes or obtains aircraft schedule/flight request for all flights	I		
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### 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.*

#### Behavior: Provide logistics support as necessary.

91. Establish facilities, designate areas for cargo, personnel and vehicles for operations supporting large transport aircraft, providing crew transport.	I		
92. Assists dispatch office in providing appropriate aircraft to meet mission requirement.	I		

## FWBM Specific Tasks

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
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**Behavior: Follow established procedures and/or safety procedures relevant to given assignment.**

93. Ensure that a manifest is prepared for passengers and cargo distribute to appropriate personnel.	I		
94. Demonstrate ability and knowledge to designate parking areas accommodating light fixed wing or large transport aircraft.	O		
95. Ensure a flight manager is assigned to each flight transporting government personnel.	I		
96. Assign a loadmaster to provide for safe loading and unloading of passengers and cargo.	I		

**Behavior: Take appropriate action based on assessed risks.**

97. Identify risks or hazards utilizing the SMS and hazard assessment tools for Fixed Wing Base Operations, and base support positions.	O		
98. Conduct safety briefing that include risk assessment and hazard analysis for Fixed Wing Base Operations.	O		
99. Ensure hazardous materials are transported in accordance with the <i>Interagency Transport of Hazardous Materials Guide</i> . Discuss responsibilities for hazmat transport.	O		

**Behavior: Administer/or apply agency policy, contracts, and agreements.**

100. Demonstrate familiarity with fixed-wing rental agreements and Call When Needed (CWN) contracts. Understand the scope of the contract and is able to successfully administer these contracts.	O		
101. Ensure proper payment document is completed as per contracting agency.	O		

**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): \_\_\_\_\_

**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): \_\_\_\_\_