



NWCG Task Book for the Position of:

**PRESCRIBED FIRE MANAGER
(RXMG)**

PMS 311-70

OCTOBER 2020

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:**

Prescribed Fire Manager (RXMG)

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. 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. Performance of any task on other than the designated assignment is not valid for qualification. The codes are defined as:

O = Other: In any situation (classroom, simulation, daily job, incident, prescribed fire, etc.).

I = Incident: 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 = Wildfire: Task must be performed on a wildfire incident.

RX = Prescribed fire: Task must be performed on a prescribed fire incident.

W/RX = Wildfire OR prescribed fire: Task must be performed on a wildfire OR prescribed fire incident.

R = Rare event: 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.

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 *NWCG Standards for Wildland Fire Position Qualifications*, PMS 310-1, <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 *NWCG Standards for Wildland Fire Position Qualifications*, 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: Circle the kind of incident and specify if other (e.g., search and rescue, flood, etc.).

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

Management Type or Prescribed Fire Complexity Level: Circle the ICS organization level or the prescribed fire complexity level.

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.

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

Evaluator's Signature: Sign here to authenticate the recommendation.

Date: Document the date the Evaluation Record is 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.

PRESCRIBED FIRE MANAGER (RXMG)

Competency: Assume position responsibilities.

Description: Successfully assume role of Prescribed Fire Manager 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.			
1. Review agency and interagency procedures, policies and regulations for prescribed fire as related to position.	O		
2. Review agency and personal liability issues.	O		
Behavior: Ensure availability, qualifications, and capabilities of resources to complete assignment.			
3. Assess situation to determine resource needs. • <i>Order additional resources through established channel.</i>	RX		
4. Verify qualifications of assigned personnel.	RX		
Behavior: Gather, update, and apply situational information relevant to the assignment.			
5. Obtain initial briefing from local fire management organization. • <i>Regional and local implementation policies</i> • <i>Agency and personal liability issues</i> • <i>Smoke management issues</i> • <i>Social/political issues</i>	RX		
6. Ensure prescribed fire plan(s) addresses requirements and objectives prior to implementation. • <i>Review other specific agency guidelines, requirements and/or supporting documents.</i>	RX		

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

PRESCRIBED FIRE MANAGER (RXMG)

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Establish effective relationships with relevant personnel.			
7. Establish and maintain positive interpersonal and interagency working relationships.	I		
Behavior: Establish organization structure, reporting procedures, and chain of command of assigned resources.			
8. Establish the organizational role of the Prescribed Fire Manager in relation to assigned personnel, local fire management organization and Agency Administrator. <ul style="list-style-type: none"> • <i>Organization structure</i> • <i>Reporting procedures</i> 	O		

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

PRESCRIBED FIRE MANAGER (RXMG)

Competency: Lead assigned personnel.

Description: Influence, guide, and direct assigned personnel to accomplish objectives and desired outcomes in a rapidly changing, high-risk environment.

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Model leadership values and principles.			
9. Exhibit principles of duty. <ul style="list-style-type: none"> • <i>Be proficient in your job, both technically and as a leader.</i> • <i>Make sound and timely decisions.</i> • <i>Ensure tasks are understood, supervised and accomplished.</i> • <i>Develop your subordinates for the future.</i> 	I		
10. 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		
11. 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.			
12. Provide for the safety and welfare of assigned resources. <ul style="list-style-type: none"> • <i>Recognize, mitigate and communicate potentially hazardous situations during tactical operations.</i> • <i>Monitor condition of assigned resources.</i> • <i>Account for assigned resources.</i> • <i>Take actions to prevent personnel fatigue (e.g., rotating duties, adjusting rest periods).</i> 	I		

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

PRESCRIBED FIRE MANAGER (RXMG)

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
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Behavior: Establish work assignments and performance expectations, monitor performance, and provide feedback.

13. Direct specific resources to complete operational assignments according to agency specific policies and standards to meet the prescribed fire plan(s) objectives. <ul style="list-style-type: none"> • <i>Supervise and coordinate the Prescribed Burn Bosses on multiple prescribed fires.</i> 	RX		
14. Ensure subordinates understand assignment for operational period. <ul style="list-style-type: none"> • <i>Provide clear, concise instructions and allow for feedback.</i> 	RX		
15. Continually evaluate performance. <ul style="list-style-type: none"> • <i>Communicate deficiencies immediately and take corrective action.</i> • <i>Provide training opportunities where available.</i> • <i>Complete personnel performance evaluations according to agency guidelines.</i> 	I		

Behavior: Emphasize teamwork.

16. Establish cohesiveness among assigned resources. <ul style="list-style-type: none"> • <i>Provide for open communication.</i> • <i>Seek commitment.</i> • <i>Set expectations for accountability.</i> • <i>Focus on the team result.</i> 	I		
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Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.

PRESCRIBED FIRE MANAGER (RXMG)

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Coordinate interdependent activities.			
17. Coordinate burn organization(s) with other relevant agencies/personnel. <ul style="list-style-type: none"> • <i>Other offices</i> • <i>Air quality authorities</i> • <i>News media</i> • <i>Transportation agencies</i> • <i>Safety officials</i> • <i>Interested public</i> 	RX		
18. Coordinate intent to burn with resource specialist(s).	RX		
19. Coordinate with interdisciplinary managers during planning phases. <ul style="list-style-type: none"> • <i>Cultural</i> • <i>Silvicultural</i> • <i>Range</i> • <i>Biological</i> 	RX		
20. Consider rehabilitation needs/efforts with Burn Boss(es), resource specialist(s), and Agency Administrator(s).	RX		

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

PRESCRIBED FIRE MANAGER (RXMG)

Competency: Communicate effectively.

Description: Use suitable communication techniques to share relevant information with appropriate personnel on a timely basis to accomplish objectives in a rapidly changing, high-risk environment.

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Ensure relevant information is exchanged during briefings and debriefings.			
21. Brief Burn Boss(es) on operational procedures, objectives and hazards.	RX		
22. Obtain status debriefings from command personnel.	RX		
23. Conduct After Action Reviews (AARs).	I		
Behavior: Ensure documentation is complete and disposition is appropriate.			
24. Ensure required documentation is completed, maintained and properly filed. <ul style="list-style-type: none"> • <i>Crew time reports</i> • <i>Safety inspections</i> • <i>Injury forms</i> • <i>Shift records</i> • <i>ICS 214, Unit Log</i> • <i>Cost summaries</i> 	O		
25. Complete required documentation for the prescribed fire plan. <ul style="list-style-type: none"> • <i>Submit comparison of results to original fire objectives as part of prescribed fire report.</i> • <i>Ensure completion of post-burn narrative reports.</i> 	O		

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

PRESCRIBED FIRE MANAGER (RXMG)

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
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Behavior: Gather, produce and distribute information as required by established guidelines and ensure understanding by recipient.

26. Notify appropriate people of the intent to burn. <ul style="list-style-type: none"> • <i>Dispatch</i> • <i>Fire staff</i> • <i>Cooperators</i> • <i>Land owners</i> 	RX		
27. Provide information related to prescribed burning to meet other agencies, cooperators and public education needs. <ul style="list-style-type: none"> • <i>Agency/prescribed fire plan objectives</i> • <i>Accomplishments</i> • <i>Planned actions</i> 	RX		

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

28. Maintain communication with Burn Boss(es), assigned supervisor and adjoining entities during prescribed fire operations. <ul style="list-style-type: none"> • <i>Advise Burn Boss(es) of potential or impending safety concerns (e.g., changing weather).</i> 	RX		
29. Maintain contact with National Weather Service, state air quality regulators, agency administrator(s).	RX		

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

30. Ensure rehabilitation actions are accomplished in accordance with prescribed fire plans.	R		
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PRESCRIBED FIRE MANAGER (RXMG)

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.			
31. Ensure applicable agreements/contracts are administered. <ul style="list-style-type: none"> • <i>Execute necessary agreements with affected entities (e.g., local residents, land users, other government agencies, conservation groups, advisory boards).</i> • <i>Properly schedule notifications per agreements in prescribed fire plan(s).</i> • <i>Monitor feedback from public/agencies notified; make adjustments if necessary.</i> 	RX		
Behavior: Gather, analyze, and validate information pertinent to the incident or event and make recommendations for setting priorities.			
32. Review prescribed fire plan(s) prior to implementation.	O		
33. Obtain and interpret long term weather information. <ul style="list-style-type: none"> • <i>Local and regional weather information offices.</i> • <i>Appropriate weather data bases (e.g., National Fire Danger Rating System, National Weather Library).</i> 	O		
34. Identify air quality constraints relative to use of fire.	RX		
35. Monitor implementation costs and make the appropriate notifications. <ul style="list-style-type: none"> • <i>Determine cost limits set by agency guidelines.</i> • <i>Follow procedures for interagency funding, if applicable.</i> 	O		

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

PRESCRIBED FIRE MANAGER (RXMG)

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
36. Collect, analyze, and summarize immediate post-burn fire effects and fire behavior evaluation data as specified in prescribed fire plan. <ul style="list-style-type: none"> • <i>Evaluate accomplishment of fire objectives, operational procedures, and assigned personnel as related to fire and resource management planning.</i> • <i>Compare results to original fire objectives.</i> • <i>Recommend changes for incorporation in future prescribed fire plans.</i> 	RX		

Behavior: Prepare clear and concise assessments regarding hazards, hazard behavior, weather, and other relevant events.

37. Ensure completion of documented (formal and informal) hazard analysis in multiple resource type situations. <ul style="list-style-type: none"> • <i>Incident safety analysis</i> • <i>Special circumstances</i> 	O		
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Behavior: Make appropriate decisions based on analysis of gathered information.

38. Ensure “Go/No-Go” decision(s) have been made using collected data.	RX		
39. Prioritize operations and resource allocations (e.g., initiation of additional fires, rehabilitation).	RX		
40. Support control actions on a prescribed fire converted to wildfire. <ul style="list-style-type: none"> • <i>Identify needs for and coordinate requests for additional resources needed.</i> 	R		

Behavior: Take appropriate action based on assessed risks.

41. Ensure the Risk Management Process is maintained.	I		
42. Set priorities for allocation of resources. <ul style="list-style-type: none"> • <i>Consider air quality and resource constraints.</i> 	RX		

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

PRESCRIBED FIRE MANAGER (RXMG)

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
43. Assist in defining the appropriate monitoring level relevant to the resource management objectives. <ul style="list-style-type: none"> • <i>Assist in selection of appropriate monitoring techniques.</i> • <i>Determine whether desired fire effects are achieved.</i> • <i>Make necessary changes.</i> 	RX		
44. Manage multiple operations. <ul style="list-style-type: none"> • <i>Ensure timely fire behavior and smoke management predictions.</i> • <i>Ensure on-site prescription variables are measured.</i> 	RX		
Behavior: Modify approach based on evaluation of incident situation.			
45. Coordinate the termination of burn(s) if smoke, resource, and/or fire management objectives are not being met.	R		
Behavior: Follow established procedures and/or safety procedures relevant to given assignment.			
46. Implement agency policies and guidelines regarding multiple prescribed burns.	RX		
47. Conduct operations in a safe manner according to the safety guidelines, prescribed fire plan, and agency-specific policies and standards.	RX		
48. Convert prescribed fire(s) to wildland fire(s) per agency policy.	R		
49. Coordinate the declaration of prescribed fires out per agency policy.	RX		

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

PRESCRIBED FIRE MANAGER (RXMG)

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
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Behavior: Ensure operations consider socio-economic, political and cultural aspects.

50. Identify the impacts of multiple prescribed fires. <ul style="list-style-type: none"> • <i>Natural resources</i> • <i>Local economy</i> • <i>Social demographics</i> • <i>Local government</i> 	RX		
51. Anticipate and evaluate impacts of prescribed fire/smoke on the public. <ul style="list-style-type: none"> • <i>Coordinate with air quality authorities.</i> • <i>Follow correct air quality compliance guidelines.</i> • <i>Direct use of appropriate smoke emissions prediction and smoke modeling software.</i> • <i>Interface with the media, as appropriate.</i> 	RX		
52. Ensure implementation operations do not compromise wilderness, natural, cultural resource values and capital improvements.	RX		

Behavior: Develop appropriate information releases and conduct media interviews according to established protocol.

53. Ensure pre-burn coordination and communication with the public and other agencies according to the prescribed fire plan(s).	RX		
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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.

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

Evaluator's Signature: _____ Date: _____

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

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
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- _____ **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.

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Evaluator's Signature: _____ Date: _____

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