A Publication of the
**National Wildfire
Coordinating Group**

NWCG Task Book for the Positions of:

UNMANNED AIRCRAFT SYSTEMS PILOT (UASP)

UNMANNED AIRCRAFT SYSTEMS, MANAGER (UASM)

UNMANNED AIRCRAFT SYSTEMS, MODULE LEADER (UASL)

UNMANNED AIRCRAFT SYSTEMS, DATA SPECIALIST (UASD)

PMS 311-79   **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: _____

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:

_____

(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: _____

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.

This task book contains tasks for following UAS positions: Unmanned Aircraft Systems Pilot (UASP), Unmanned Aircraft Systems, Module Leader (UASL), Unmanned Aircraft Systems, Manager (UASM), and Unmanned Aircraft Systems, Data Specialist (UASD).

Once the trainee is qualified as a Unmanned Aircraft Systems Pilot (UASP), the trainee can begin to work on the Unmanned Aircraft Systems, Manager (UASM) specific tasks.

Only a qualified Unmanned Aircraft Systems Pilot (UASP), can begin to work on the Unmanned Aircraft Systems, Module Leader (UASL) specific tasks.

The position of UAS Data Specialist does not have a prerequisite qualification.

UASP Specific Tasks   **(Page 7-17, Tasks 1-43)**
UASM Specific Tasks   **(Page 18-19, Tasks 1-7)**
UASL Specific Tasks   **(Page 20-21, Tasks 1-6)**
UASD Specific Tasks   **(Page 22-23, Tasks 1-11)**

Unmanned Aircraft Systems Pilot (UASP) Specific Tasks

Competency: Assume position responsibilities

Description: Function in the role of a Remote Pilot in the incident/fireline environment.

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Ensure readiness for assignment.			
1. Assemble materials for kit/Obtain information for the mission. • *Crew/Pilot/UAS credentials (pilot/aircraft cards, Red Card, etc.)* • *Airspace authorization requirement (Part 107, FAA MOA, emergency certificate of authorization (ECOA), etc.)* • *UAS and sensors* • *Hardware and software* • *Communications equipment (AM/FM radios)/cellular/satellite phones* • *GIS data (base maps)*	O		
Behavior: Ensure availability, qualifications, and capabilities of resources to complete assignment.			

2. Obtain information from dispatch.
• *Resource Order*
  o *Incident name and management code*
  o *Equipment requirements (special needs)*
  o *Reporting time*
  o *Reporting location*
  o *Special needs (UAS/hardware/software)*
• *Transportation/lodging arrangements*
• *Frequencies, contacts, assigned aerial resources*
• *Airspace designation (Class, Temporary Flight Restrictions (TFR), Special Use, etc.)*
	I		

3. Check in at assigned base of operations and with supervisor. • *Verify chain of command* • *Discuss communication protocols/procedures* • *Determine final data product (s), delivery location, and delivery time/method*	I		

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

Unmanned Aircraft Systems Pilot (UASP) Specific Tasks

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
4. Validate UAS/Sensor Capabilities. • *Appropriate UAS platform for the mission* • *Appropriate Sensors for the mission* • *Proper carding of UAS and remote pilot(s)* • *Verify UAS has sufficient time remaining before next scheduled maintenance* • *Determine remote pilot flight and duty limitations as stated in agency policy*	O		
5. Ensure UAS preparation/pilot preflight responsibilities are completed. • *Ensure UAS flights have been authorized by agency administrator and IC* • *UAS preflight inspection including sensor payload* • *Discuss UAS requirements and limitations for mission with supervisor* • *Verify final data product* • *Personal Protective Equipment (PPE)* • *Request/file a TFR/ECOA/NOTAM as required* • *Obtain information on weather in the operating area*	O		

Behavior: Verify coordination procedures and program communication equipment.

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
6. Verify coordination procedures. • *Aerial supervision* • *Assigned aircraft* • *Dispatch/communication unit/helibase* • *Ground personnel*	O		
7. Program communication equipment. • *VHF-FM frequencies* • *VHF-AM frequencies (if required)* • *Cell/Sat phones* • *Perform communication/radio check*	O		

Behavior: Establish effective relationships with relevant personnel.

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
8. Ensure remote pilot, visual observer (VO), and mission pertinent personnel are briefed on the mission. • *Mission objective* • *Mission location and altitude* • *Weather* • *Emergency procedures*	O		

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

Unmanned Aircraft Systems Pilot (UASP) Specific Tasks

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Ensure ability to use tools necessary to complete assignment.			
9. Perform UAS mission. • *Verify required product (map/photos/video/etc.)* • *Prepare aircraft and sensors* • *Demonstrate functionality of sensors.* • *Ensure airspace is deconflicted via dispatch or clearance from aerial supervision is obtained.* • *Coordinate flight with air and ground personnel* • *Collect data* • *Process data* • *Distribute final product*	I		
Behavior: Gather, update, and apply situational information relevant to the assignment.			
10. Obtain daily Incident Action Plan (IAP) or relevant plans and incident maps for the duration of an extended attack fire. • *IAP* • *Obtain daily update on incident objectives and assignment*	I		
Behavior: Establish organization structure, reporting procedures, and chain of command of assigned resources.			
11. Conduct a mission safety briefing. • *General scope of the mission (data requirement)* • *Incident location: Descriptive location, latitude and longitude, bearing and distance* • *Aerial resources assigned including other aerial supervision* • *Radio frequencies (tactical and flight following)* • *Special information (hazards, military operations, TFRs)* • *Expected duration of mission*	O		

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

Unmanned Aircraft Systems Pilot (UASP) Specific Tasks

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	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Model leadership principles of Duty, Respect, and Integrity.			
12. Exhibit principles of Duty. • *Be proficient in your job, both technically and as a leader* • *Make sound and timely decisions* • *Ensure tasks are understood, supervised and accomplished* • *Develop your subordinates for the future*	O		
13. Exhibit principles of Respect. • *Know your subordinates and look out for their well-being* • *Keep your subordinates informed* • *Build the team* • *Employ your subordinates in accordance with their capabilities*	O		
14. Exhibit principles of Integrity. • *Know yourself and seek improvement* • *Seek responsibility and accept responsibility for your actions* • *Set the example*	O		
Behavior: Ensure the safety, welfare, and accountability of assigned personnel.			

15. . Ensure Pre-takeoff responsibilities are completed.
 • *Confirm airspace and mission authorizations*
 • *Check with dispatch regarding status of military aviation operations (restricted, MOAs, MTRs) and TFRs*
 • *Perform preflight/VO briefing*
 • *Test communication*
 • *Determine altimeter setting:*
     o *Ask aerial supervision*
     o *If no aerial supervision, ask on scene aircraft*
     o *If no aircraft on scene, use 29.92 (inHG)*
 • *Calculate mission altitude*
 • *Coordinate with air and ground resources*
 • *Obtain clearance if aerial supervision is on scene*
 • *Complete aircraft/mission checklists*
	O		

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

Unmanned Aircraft Systems Pilot (UASP) Specific Tasks

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
16. Provide for the safety and welfare of assigned resources. • *Recognize, mitigate, and communicate potentially hazardous situations* • *Monitor condition of assigned resources* • *Account for assigned resources*	O		

Behavior: Establish work assignments and performance expectations, monitor performance, and provide feedback.

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
17. Calculate mission altitude. • *Obtain altimeter setting* • *Calibrate altimeter* • *Determine home location in feet above mean sea level (MSL)* • *Calculate mission altitude based on required elevation above ground level (AGL)*	O		
18. Perform after takeoff tasks. • *Record take off time* • *Monitor assigned frequencies* • *Complete the aircraft checklists* • *Establish flight following as required* • *Coordinate/communicate with aircraft and ground personnel* • *Utilize effective CRM*	O		

Behavior: Emphasize teamwork.

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
19. Establish cohesiveness among assigned resources. • *Provide for open communication* • *Seek commitment* • *Set expectations for accountability* • *Focus on the team result*	O		
20. Participate in functional area briefings and After Action Reviews (AARs).	O		

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

Unmanned Aircraft Systems Pilot (UASP) 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	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Ensure all relevant information is exchanged during check-in, briefings and debriefings.			
21. Demonstrate appropriate communication skills using common terminology and brevity with dispatch, ground resources, and other aircraft. • *Coordinate with assigned aircraft* • *Status of special use airspace (TFR, restricted areas, etc)* • *Coordinate with responding air resources on the assigned frequency as appropriate* • *Coordinate with ground resources on the assigned frequencies* • *Maintain communication with dispatch and monitor assigned frequencies*	O		
Behavior: Ensure documentation is complete and disposition is appropriate.			
22. Complete required documentation. • *OAS 2U/agency reporting documents* • *SAFECOM (as required)* • *Final data product*	O		
23. Compile daily statistics and provide to appropriate supervisor.	O		
Behavior: Gather, produce, and distribute information as required by established guidelines and ensure understanding by recipient.			
24. Coordinate flight when Aerial Supervision is on scene. • *Obtain altimeter setting* • *Calculate mission altitude* • *Request clearance for missio*n	I		
25. Coordinate flight when Aerial Supervision is not on scene, but other aircraft are. • *Contact on scene aircraft* • *Obtain altimeter setting* • *Calculate mission altitude* • *Coordinate vertical/horizontal separation*	I		

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

Unmanned Aircraft Systems Pilot (UASP) Specific Tasks

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
26. Coordinate flight when there are no aircraft on scene. • *Set altimeter to 29.92 (inHG)* • *Calculate mission altitude* • *Give blind radio call on assigned air to ground/air to air frequency. Give your location, altitude, and intentions* • *Call the IC/ground personnel on the assigned tactical frequency and verify no other aircraft are on scene*	I		
27. Coordinate flight if aircraft arrives while UAS is in flight. • *Establish communication and coordinate separation or* • *Return to home location until communication is established*	I		

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

Unmanned Aircraft Systems Pilot (UASP) 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	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Administer and/or apply agency policy, contracts and agreements.			
28. Monitor compliance with agency aviation regulations. • *Airspace authorization* • *FAA Part 107* • *Sunrise and sunset limitations* • *Beyond visual line of sight (BVLOS) operations* • *Work Rest Policy*	I		
Behavior: Follow established procedures and/or safety procedures relevant to given assignment.			
29. Ensure safety of flight by utilizing the following principles. • *Visual Sight Rules (See and Avoid)* • *Fire Traffic Area Protocol* • *Vertical and Horizontal Separation* • *Coordinated Altimeter Settings* • *TCAS and Transponders* • *AM and FM Communication* • *Situational Awareness* • *Visual Observer*	O		
30. Follow Established Mission Procedures. • *Pre-mission* • *After Takeoff* • *Before Landing* • *After Landing* • *Emergencies*	O		

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

Unmanned Aircraft Systems Pilot (UASP) Specific Tasks

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task

31. Follow UAS Emergency Procedures.
• *Lost control, communication, or visual contact with UAS: If control of the UAS is lost and a flyaway occurs:*
  i. Notify aerial supervision, aircraft in the area, and ground personnel
  ii. Clear the affected airspace and suspend air operations in the area
  iii. Notify flight following contact/dispatch as required
  iv. Wait for the duration of the fuel/battery load v. Resume air operations
  vi. Search for the missing UAS
• *Follow established mishap reporting procedures: UAS: If control of the UAS is lost and a flyaway occurs:*
  Agency guidance/notification process ii. 1-800 MISHAP iii. SAFECOM
• *Local mishap response plan v. Incident within Incident (IWI) plan*
• *FAA Part 107 requirements for injury, damage, or lost link (flyaway)*
	O		

32. Conduct operations in accordance with the Interagency Fire UAS Operations Guide.	O		

Behavior: Gather, analyze, and validate information pertinent to the incident or event and make recommendations for setting priorities.

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task

33. Collect data.
• *Use appropriate sensor to collect requested data*
  ○ *Still images*
  ○ *Video*
  ○ *Infrared*
  ○ *Multi Spectral*
  ○ *Point, Line or Polygon*
	O		

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

Unmanned Aircraft Systems Pilot (UASP) Specific Tasks

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

34. Pre-process data.
 • *Download data logs*
 • *Collect photos / videos*
 • *Establish a folder structure*
 • *Populate folders with*
    o *Images*
    o *Video*
    o *Logs*
 • *Align photos or convert telemetry logs to GPX files*
 • *Deliver pre-processed data to appropriate specialist for processing*
	O		

35. Process data. • *Deliver pre-processed data to appropriate specialist or,* • *Develop map products* • *Develop imagery products* • *Deliver products*	O		

Behavior: Take appropriate action based on assessed risks.

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
36. Ensure the Risk Management Process is established and maintained.	O		

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

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
37. Perform Post Mission Procedures. • *Confirm need for UAS aircraft for next day.* • *Debrief with available air resources* • *Debrief with Air Operations Branch Director (AOBD) and dispatch* • *Attend or provide input to incident planning meeting for next day's operation* • *Complete required documentation (OAS-2U, SAFECOM, etc.)*	I		
38. Demobilization • *Schedule/implement demobilization*	I		

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

Unmanned Aircraft Systems Pilot (UASP) Specific Tasks

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Transfer position duties while ensuring continuity of authority and knowledge and taking into account the increasing or decreasing incident complexity.			
39. Brief incoming UAS crew. • *Data Objective* • *Air and Ground Contacts* • *Frequencies* • *Mission Location* • *Hazards and Weather*	O		
Behavior: Anticipate, recognize and mitigate unsafe situations.			
40. Identify and appropriately act on hazardous situations. • *Ensure fireline UAS operations are conducted under the principles of LCES and standard fireline safety procedure* • *Operations in steep terrain, heavy timber, or dense smoke* • *Operations in conjunction with or in proximity to manned aircraft* • *Inadequate communications* • *Hazards (e.g., towers, power lines, wires, snags* • *Potential for or changes in weather (e.g., thunderstorms, frontal systems)* • *Potential mid-air collision*	I		
Behavior: Prepare clear and concise assessments regarding hazards, hazard behavior, weather, and other relevant events.			
41. Identify and appropriately act on hazardous situations to ground forces. • *Potential for or extreme fire behavior* • *Potential for or changes in weather (e.g., thunderstorms, frontal systems)*	I		
Behavior: Provide logistical support as necessary.			
42. Identify and plan for logistical support needs. • *Confirm medevac plan*	I		
Behavior: Ensure compliance with all legal and safety requirements relevant to air operations.			
43. Watch for hazardous flight conditions and shut down aviation operations when necessary. • Excessive winds or turbulence • Limited visibility • Severe weather	I		

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

Unmanned Aircraft Systems, Manager (UASM) 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	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Gather, analyze, and validate information pertinent to the incident or event and make recommendations for setting priorities.			
1. Validate Vendor UAS/Sensor Capabilities. • *Appropriate UAS platform for the mission* • *Appropriate Sensors for the mission* • *Proper carding of UAS and remote pilot(s)* • *Verify UAS has sufficient time remaining before next scheduled maintenance* • *Determine remote pilot flight and duty limitations as stated in agency policy*	I		
2. Conduct a mission safety briefing for the vendor UAS flight crew. • *General scope of the mission (data requirement)* • *Incident location: Descriptive location, latitude and longitude, bearing and distance* • *Aerial resources assigned including other aerial supervision* • *Radio frequencies (tactical and flight following)* • *Special information (hazards, military operations, TFRs)* • *Radio contacts (operations, aerial supervision, air and ground resources)* • *Expected duration of mission.* • *Vertical and horizontal separation of aircraft* • *Emergency procedures*	I		
3. Vendor Contract Documentation. • *Ensure contractor is in compliance with terms of the contract* • *Complete agency portion flight payment document* • *Evaluation report on contractor performance* • *Complete contract daily diary*	I		
4. Airspace Authorization. • *Request TFR as required* • *Request ECOA for BVLOS operations as required* • *Coordinate with Air Operations/Aerial Supervision*	I		

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

Unmanned Aircraft Systems, Manager (UASM) 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	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Communicate and ensure understanding of work expectations within the chain of command and across functional areas.			

5. Coordinate with the following personnel and attend briefings prior to vendor UAS operations:
• *AOBD/ASGS*
  o *Chain of Command*
• *PLANS / SITL / RESL*
  o *Requested data*
  o *Requested data format*
  o *UAS information for the ICS-220*
• *Operations / DIVS*
  o *Sensor tasking (Situational Awareness)*
  o *Sensor type*
• *Helibase Manager*
  o *Launch and recovery location*
  o *Launch and recovery times*
• *Aerial Supervision*
  o *Mission altitude*
  o *Mission location*
  o *Sensor Tasking*
  o *Fuel Cycles*
  o *Call signs*
  o *Radio frequencies*
• *Attend daily aviation, operations, and planning meetings/briefings*
	I		

Behavior: Gather, produce and distribute information as required by established guidelines and ensure understanding by recipient.			
6. Coordinate with operations personnel to provide Situational Awareness information. • *Live video feed* • *Direct communication from UAS crew to ground personnel* • *Priority sensor tasking as required*	I		
7. Coordinate with Planning Section personnel to provide requested data. • *Aircraft telemetry files* • *Point, Line or Polygon data (GPX/KML files)* • *Still images (Electro-Optical / Infrared)* • *Video (Electro-Optical / Infrared)*	I		

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

Unmanned Aircraft Systems, Module Leader (UASL) 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	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Establish effective relationships with relevant personnel.			
1. Report to incident and receive briefing. • *Establish incident chain of command* • *Determine data product requirements* • *Verify equipment meets the needs of the mission* • *Determine UAS module flight and duty limitations as stated in agency policy*	I		
2. Assemble and brief the module. • *Identify chain of command/roles and responsibilities* • *Discuss flight/data objectives* • *Identify logistical needs*	I		
3. Coordinate UAS missions. • *Ensure UAS flights have been authorized by agency administrator and IC* • *Attend briefings and participate as requested in the development of UAS assignments (ICS-204)* • *Ensure daily UAS assignments are received and understood* • *Brief incident overhead regarding UAS capabilities and limitations* • *Coordinate with Public Information Officer (PIO) as required* • *Coordinate activities with Air Operations, Helibase, Aerial Supervision, and Operations* • *Brief Remote Pilots on required data collection* • *Brief Data Specialist on required data product* • *Ensure airspace is deconflicted via dispatch, helibase, or clearance from aerial supervision is obtained* • *Ensure airspace authorization is obtained* • *Brief overhead/resources on procedures for ordering UAS support on divisions* • *Oversee Mission UAS flights* • *Ensure required data product is delivered*	I		

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

Unmanned Aircraft Systems, Module Leader (UASL) Specific Tasks

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
4. Debrief UAS missions. • *Attend post mission debriefings with Air Operations, Helibase, Aerial Supervision, and Operations* • *Facilitate debriefing with UAS module* • *Share lessons learned with local aviation personnel and management as required*	I		
5. Ensure post mission tasks are completed. • *Aircraft maintenance and inspection* • *Data packaging and storage* • *Aircraft Use reporting* • *SAFECOMs as required* • *Brief incoming/replacement UAS personnel*	I		

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

6. Schedule/implement demobilization.	I		

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

Unmanned Aircraft Systems, Data Specialist (UASD) 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	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Ensure readiness for assignment.			
1. Assemble materials for kit/Obtain information for the mission. • *Sensors* • *Hardware and software* • *GIS data*	O		
2. Check in at assigned base of operations and with supervisor. • *Verify chain of command* • *Discuss communication protocols/procedures* • *Determine final data product (s), delivery location, and delivery time/method*	I		
3. Validate Sensor Capabilities. • *Appropriate Sensors for the mission* • *Hardware/software to support sensors*	O		
4. Report to incident and receive briefing. • *Determine data product requirements* • *Determine data delivery requirements* • *Verify that sensors, hardware, and software meet the needs of the mission* • *IAP*	I		
Behavior: Retrieve and pre-process data			
5. Coordinate with Remote Pilot. • *Establish responsibilities* • *Confirm payload requirements* • *Participate in UAS mission flights as requested*	O		
6. Retrieve data. • *Download UAS telemetry files (tlog/data flash log)* • *Download GPX/KML files from GPS* • *Transfer video and still images to hard drive* • *Backup all data*	O		

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

Unmanned Aircraft Systems, Data Specialist (UASD) Specific Tasks

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
7. Utilize tablet/PC to create rough operational products. • *Estimated fire perimeter* • *Estimated acreage* • *EO photos/videos of points of interest* • *IR photos/videos of points of interest*	O		
8. Package data for precision planning products. • *Convert data flash log to KML/GPX files* • *Geotag imagery* • *Perform coarse image alignment*	O		
9. Deliver requested products. • *Ensure data meets requested specifications* • *Ensure data is delivered on schedule*	I		
10. Assist incident planning personnel as requested. • *Develop orthomosaics and digital elevation models (DEM) from image sets* • *Derive point, line, and polygon files for incident mapping products* • *Provide analysis of EO/infrared imagery* • *Import image files into a GIS (TIF, etc.)* • *Produce geo-referenced maps for fireline personnel*	I		

Behavior: Plan for demobilization and ensure demobilization procedures are followed

11. Anticipate demobilization of resources. • *Schedule/implement demobilization*	I		

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

Trainee Information

Printed Name:

Trainee Position on Incident/Event:

Home Unit/Agency:

Home Unit /Agency Address and Phone Number:

Evaluator Information

Printed Name:

Evaluator Position on Incident/Event:

Home Unit/Agency:

Home Unit /Agency Address and Phone Number:

Incident/Event Information

Incident/Event Name: Reference (Incident Number/Fire Code):

Duration:

Incident Kind: Wildfire, Prescribed Fire, All Hazard, Other (specify):

Location (include Geographic Area, Agency, and State):

Management Type (circle one): Type 5, Type 4, Type 3, Type 2, Type 1, Area Command

OR Prescribed Fire Complexity Level (circle one): Low, Moderate, High

FBPS Fuel Model Letter: G = Grass, B = Brush, T = Timber, S = Slash

Evaluator's Recommendation
(Initial only one line as appropriate)

_____ 1) The tasks initialed and dated by me on the Qualification Record have been performed under my supervision in a satisfactory manner. The trainee has successfully performed all tasks in the PTB for the position. I have completed the Final Evaluator's Verification section and recommend the trainee be considered for agency certification.

_____ 2) The tasks initialed and dated by me on the Qualification Record have been performed under my supervision in a satisfactory manner. However, opportunities were not available for all tasks (or all uncompleted tasks) to be performed and evaluated on this assignment. An additional assignment is needed to complete the evaluation.

_____ 3) The trainee did not complete certain tasks in the PTB in a satisfactory manner and additional training, guidance, or experience is recommended.

_____ 4) The individual is severely deficient in the performance of tasks in the PTB for the position and additional training, guidance, or experience is recommended prior to another training assignment.

Comments:_____

_____

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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):

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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.

Comments:

Evaluator's Signature:_____ Date:_____

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