



NWCG Task Book for the Positions of:

**FIREFIGHTER TYPE 1  
(FFT1)**

**INCIDENT COMMANDER TYPE 5  
(ICT5)**

(POSITION PERFORMANCE REQUIRED ON A WILDFIRE ASSIGNMENT)

PMS 311-14

JUNE 2009

**Task Book Assigned To:**

Trainee's Name: SAM FIREFIGHTER

Home Unit/Agency: ALL-TOWN FIRE DEPARTMENT

Home Unit Phone Number: office: 800-555-1212 personal: 900-555-1212

**Task Book Initiated By:**

Official's Name: CHIEF JOHN EMBER

Home Unit Title: FIRE CHIEF

Home Unit/Agency: ALL-TOWN FIRE DEPARTMENT

Home Unit Phone Number: 800-555-1212

Home Unit Address: 100 MAIN ST., ALL-TOWN, TX USA

Date Initiated: 10-7-2012

*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:

**FIREFIGHTER TYPE 1**

**Final Evaluator's Verification**

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

I verify that (trainee name) SAM FIREFIGHTER 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: Forrestt Ranger

Final Evaluator's Printed Name: FORRESTT RANGER

Home Unit Title: CAPTAIN

Home Unit/Agency: FIRESTOP ESD #2

Home Unit Phone Number: 888-555-1212 Date: 4-09-2013

**Agency Certification**

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

Certifying Official's Signature: John Ember

Certifying Official's Printed Name: JOHN EMBER

Title: FIRE CHIEF

Home Unit/Agency: ALL-TOWN FIRE DEPARTMENT

Home Unit Phone Number: 800-555-1212 Date: 4-12-2013

Additional copies of this publication are available through:  
NWCG, Publications Management System at <http://www.nwcg.gov/pms/taskbook/taskbook.htm>

**Verification/Certification of Completed Task Book  
for the Position of:**

**INCIDENT COMMANDER TYPE 5**

**Final Evaluator's Verification**

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

I verify that (trainee name) SAM FIREFIGHTER 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: Forrestt Ranger

Final Evaluator's Printed Name: FORRESTT RANGER

Home Unit Title: CAPTAIN

Home Unit/Agency: FIRESTOP ESD #2

Home Unit Phone Number: 888-555-1212 Date: 4-09-2013

**Agency Certification**

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

Certifying Official's Signature: John Ember

Certifying Official's Printed Name: JOHN EMBER

Title: FIRE CHIEF

Home Unit/Agency: ALL-TOWN FIRE DEPARTMENT

Home Unit Phone Number: 800-555-1212 Date: 4-12-2013

## **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 *Wildland Fire Qualification System Guide*, PMS 310-1. This document can be found at <http://www.nwccg.gov/pms/docs/docs.htm>.

## **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.

**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.

## Common Tasks for FFT1 and ICT5

This task book contains the tasks for both Firefighter I (FFT1) and Incident Commander Type 5 (ICT5). The common tasks for both positions are listed first. The tasks specific to Incident Commander Type 5 are listed following the common tasks. The FFT1 tasks only need to be completed once. The FFT1 and ICT5 PTBs can be initiated at the same time; the tasks can be completed simultaneously. A Verification/Certification page is included in this PTB for each position.

Common Tasks for FFT1 & ICT5      pages 7 – 16 (Tasks 1 – 39)  
 ICT5 Specific Tasks                      pages 17 – 22 (Tasks 40 – 60)

### Competency: Assume position responsibilities.

*Description: Successfully assume role of Firefighter and/or Incident Commander 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. Obtain complete information from dispatch upon assignment. <ul style="list-style-type: none"> <li>• Incident name</li> <li>• Incident order number</li> <li>• Request number</li> <li>• Incident phone number</li> <li>• Reporting time</li> <li>• Reporting location (drop point)</li> <li>• Transportation arrangements/travel routes</li> <li>• Contact procedures during travel (telephone/radio)</li> </ul>	0	#1 #2 #3 #4 #5	BW 10-7-2012 CP 10-25-2012 JS 11-19-2012 FR 01-17-2013 FR 04-09-2013
2. Bring adequate personal gear and effects within established weight requirements.	0	#1, #2 #3, #4 #5	BW 10-7-12 CP 10-25-12 JS 11-19-12 FR 1-17-13 FR 4-9-13
3. Follow safety procedures for foot travel and for transporting personnel and equipment (loading, riding, and unloading). <ul style="list-style-type: none"> <li>• Vehicles</li> <li>• Boats</li> <li>• Helicopters</li> <li>• Large transport aircraft</li> <li>• Small fixed-wing aircraft</li> </ul>	0	#1 #2 #3 #4 #5	BW 10-7-12 CP 10-25-12 JS 11-19-12 FR 1-17-13 FR 4-9-13

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

## Common Tasks for FFT1 and ICT5

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
4. Correctly prepare radio for operation. • <i>Successfully complete radio check.</i>	O	#1, #2 #3, #4 #5	BW 10-7-12 CP 10-25-12 JS 11-19-12 FR 1-17-13 FR 4-9-13
5. Arrive at incident and check in. • <i>Arrive properly equipped at assigned location within acceptable time limits.</i>	I	#2 #3 #4 #5	CP 10-25-12 JS 11-19-12 FR 1-17-13 FR 4-9-13

### Behavior: Ensure availability, qualifications, and capabilities of resources to complete assignment.

6. Inspect squad members and their personal protective equipment (PPE) and ensure personnel and equipment meet agency requirements, conditions of hire, and supervisor's instructions. • <i>Check members' qualifications and ensure crew members meet agency qualification requirements for tasks/assignments.</i> • <i>Notify supervisor of corrective action needed.</i> • <i>Request additional resources as needed.</i>	O	#1 #2 #3 #4 #5	BW 10-7-12 CP 10-25-12 JS 11-19-12 FR 1-17-13 FR 4-9-13
7. Examine tools, equipment, and supplies required to complete assigned task for amount, serviceability, and safety. • <i>Notify supervisor of corrective action needed to reconcile deficiencies noted.</i>	O	#1 #2 #3 #4 #5	BW 10-7-12 CP 10-25-12 JS 11-19-12 FR 1-17-13 FR 4-9-13

### Behavior: Gather, update, and apply situational information relevant to the assignment.

8. Obtain initial briefing from supervisor. • <i>Task/assignment (instructions may be written and/or oral).</i> • <i>Incident situation or conditions.</i>	I	#2 #3 #4 #5	CP 10-25-12 JS 11-19-12 FR 1-17-13 FR 4-9-13
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### Behavior: Establish effective relationships with relevant personnel.

9. Conduct self in a professional manner. • <i>Respectful and courteous as an organized crew member.</i> • <i>Respectful of public and private property.</i>	I	#2 #3 #4 #5	CP 10-25-12 JS 11-19-12 FR 1-17-13 FR 4-9-13
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Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.

## Common Tasks for FFT1 and ICT5

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
10. Establish and maintain positive interpersonal and interagency working relationships.	I	#2 #3 #4 #5	CP 10-25-12 SS 11-19-12 FR 1-17-13 FR 4-7-13
<b>Behavior: Ensure ability to use tools necessary to complete assignment.</b>			
11. Accurately navigate to an assigned destination. <ul style="list-style-type: none"> <li>Properly use maps and compass (e.g., verify location by comparing topographic features or street references with map; describe location in terms of coordinates or other acceptable description; accurately compute distance and bearing).</li> <li>Properly use Global Positioning System (GPS), if available.</li> </ul>	O	#1 #2 #3 #4 #5	BW 10-7-12 CP 10-25-12 SS 11-19-12 FR 1-17-13 FR 4-9-13
12. Use the Incident Response Pocket Guide (IRPG) and Fireline Handbook.	O	#1 #4, #5	BW 10-7-12 FR 1-17-13 FR 4-9-13
13. Demonstrate proficiency with tools and equipment. <ul style="list-style-type: none"> <li>Water handling equipment</li> <li>Hand tools</li> <li>Firing/ignition devices</li> <li>Power tools</li> <li>Motorized equipment</li> <li>Weather monitoring devices</li> </ul>	O	#1 #2 #3 #4 #5	BW 10-7-12 CP 10-25-12 SS 11-19-12 FR 1-17-13 FR 4-9-13
14. Properly use portable or mobile multichannel radio. <ul style="list-style-type: none"> <li>Use clear text.</li> <li>Correctly prepare radio for operation.</li> <li>Successfully complete radio check.</li> <li>Select proper channel.</li> <li>Change location to improve reception/transmission (as needed).</li> <li>Protect radio from damage.</li> <li>Use proper radio procedures and techniques.</li> <li>Exercise proper radio discipline.</li> <li>Describe agency procedures for emergency notification (emergency traffic).</li> <li>Describe limitations of radio communications.</li> </ul>	O	#1 #2 #3 #4 #5	BW 10-7-12 CP 10-25-12 SS 11-19-12 FR 1-17-13 FR 4-9-13

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

## Common Tasks for FFT1 and ICT5

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
<b>Behavior: Understand and comply with ICS concepts and principles.</b>			
15. Apply the ICS. <ul style="list-style-type: none"> <li>• <i>Follow chain of command.</i></li> <li>• <i>Use appropriate ICS terminology.</i></li> </ul>	I	#2 #3 #4 #5	J 10-25-12 B 11-19-12 FR 1-17-13 R 4-9-13

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

## Common Tasks for FFT1 and ICT5

### 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
<b>Behavior: Model leadership values and principles.</b>			
16. Exhibit principles of duty. <ul style="list-style-type: none"> <li>Be proficient in your job, both technically and as a leader.</li> <li>Make sound and timely decisions.</li> <li>Ensure tasks are understood, supervised and accomplished.</li> <li>Develop your subordinates for the future.</li> </ul>	I	#2 #3 #4 #5	CP 10-25-12 JS 11-19-12 FR 1-17-13 FR 4-9-13
17. Exhibit principles of respect. <ul style="list-style-type: none"> <li>Know your subordinates and look out for their well-being.</li> <li>Keep your subordinates informed.</li> <li>Build the team.</li> <li>Employ your subordinates in accordance with their capabilities.</li> </ul>	I	#2 #3 #4 #5	CP 10-25-12 JS 11-19-12 FR 1-17-13 FR 4-9-13
18. Exhibit principles of integrity. <ul style="list-style-type: none"> <li>Know yourself and seek improvement.</li> <li>Seek responsibility and accept responsibility for your actions.</li> <li>Set the example.</li> </ul>	I	#2 #3 #4 #5	CP 10-25-12 JS 11-19-12 FR 1-17-13 FR 4-9-13
<b>Behavior: Ensure the safety, welfare, and accountability of assigned personnel.</b>			
19. Provide for the safety and welfare of assigned resources. <ul style="list-style-type: none"> <li>Recognize, mitigate and communicate potentially hazardous situations during tactical operations.</li> <li>Monitor condition of assigned resources.</li> <li>Account for assigned resources.</li> <li>Provide for care of squad members and notify supervisor in event of sickness, injury, or accident.</li> <li>Identify agency policy and practice safety procedures appropriate to conditions.</li> </ul>	W/RX	#4 #5	FR 1-17-13 FR 4-9-13

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

## Common Tasks for FFT1 and ICT5

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
20. Serve as lookout. <ul style="list-style-type: none"> <li>Establish/maintain communications with assigned resources.</li> <li>Choose position with good view of all aspects of hazard, values to be protected, and personnel.</li> <li>Provide updates on any changes that may compromise the safety of fireline personnel.</li> <li>Ensures escape routes and safety zones are maintained for lookout.</li> </ul>	W/RX	#4 #5	FR 1-17-13 FR 4-9-13

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

21. Provide supervision for members assigned to squad. <ul style="list-style-type: none"> <li>Set priorities and determine work objectives.</li> <li>Delegate tasks to employees and hold them accountable for their actions.</li> <li>Ensure supervisor's work objectives and performance standards are met.</li> <li>Conduct performance evaluations.</li> <li>Provide praise or discipline, as warranted.</li> </ul>	I	#2 #3 #4 #5	CP 10-25-12 JS 11-19-12 FR 1-17-13 FR 4-9-13
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**Behavior: Emphasize teamwork.**

22. Establish crew cohesiveness. <ul style="list-style-type: none"> <li>Provide for open communication.</li> <li>Seek commitment.</li> <li>Set expectations for accountability.</li> <li>Focus on the team result.</li> </ul>	I	#2 #3 #4 #5	CP 10-25-12 JS 11-19-12 FR 1-17-13 FR 4-9-13
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*Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.*

## Common Tasks for FFT1 and ICT5

### 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
<b>Behavior: Ensure relevant information is exchanged during briefings and debriefings.</b>			
23. Obtain tactical assignment from supervisor following the IRPG briefing checklist. <ul style="list-style-type: none"> <li>• <i>Special considerations and hazards.</i></li> <li>• <i>Values to be protected.</i></li> </ul>	I	#4 #5	FR 1-17-13 FR 4-9-13
24. Brief subordinates or relief personnel periodically and with every change from planned work. <ul style="list-style-type: none"> <li>• <i>Communications</i></li> <li>• <i>Chain of command</i></li> <li>• <i>Overall assignment information</i></li> </ul>	I	#2 #3 #4 #5	CP 10-25-12 JS 11-19-12 FR 1-17-13 FR 4-9-13
25. Participate in After Action Reviews (AAR).	I	#2, #3 #4, #5	CP 10-25-12 JS 11-19-12 FR 1-17-13 FR 4-9-13
<b>Behavior: Ensure documentation is complete and disposition is appropriate.</b>			
26. Complete required documentation. <ul style="list-style-type: none"> <li>• <i>Employee time report</i></li> <li>• <i>Accidents and injuries reports</i></li> <li>• <i>ICS 214, Unit Log</i></li> </ul>	O	#1 #2 #3 #4 #5	JS 10-7-12 CP 10-25-12 JS 11-19-12 FR 1-17-13 FR 4-9-13
27. Assist with preparation of necessary reports and records.	O	#1, #2 #3, #4 #5	JS 10-7-12 CP 10-25-12 JS 11-19-12 FR 1-17-13 FR 4-9-13
<b>Behavior: Communicate and ensure understanding of work expectations within the chain of command and across functional areas.</b>			
28. Keep assigned crew members informed on a continuing basis about pertinent information.	W/RX	#4 #5	FR 1-17-13 FR 4-9-13
29. Maintain communication with adjoining resources.	W/RX	#4 #5	FR 1-17-13 FR 4-9-13

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

## Common Tasks for FFT1 and ICT5

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
<b>Behavior: Modify approach based on evaluation of incident situation.</b>			
36. Maintain situation awareness and adjust tactics as necessary.	W	#4 #5	FR 1-17-13 FR 4-9-13
<b>Behavior: Anticipate, recognize, and mitigate unsafe situations</b>			
37. Identify and correct unsafe actions or conditions.	I	#2, #3 #4, #5	D 10-25-12 JS 11-19-12 FR 1-17-13 FR 4-9-13
<b>Behavior: Follow established procedures and/or safety procedures relevant to given assignment.</b>			
38. Identify escape routes and safety zones. • <i>Make them known to assigned personnel.</i> • <i>Flag route to assure awareness when necessary.</i>	W/RX	#4 #5	FR 1-17-13 FR 4-9-13
<b>Behavior: Plan for demobilization and ensure demobilization procedures are followed.</b>			
39. Demobilize and check out. • <i>Receive demobilization instructions from incident supervisor.</i>	I	#2 #3 #4 #5	D 10-25-12 JS 11-19-12 FR 1-17-13 FR 4-9-13

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

## ICT5 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>			
40. Obtain and assemble information and materials needed for kit. Kit will be assembled and prepared prior to receiving an assignment. Kit will contain critical items needed for the assignment and items needed for functioning during the first 48 hours. Kit will be easily transportable and within agency weight limitation (per National Interagency Mobilization Guide). Suggested items: <ul style="list-style-type: none"> <li>• <i>Agency-specific forms appropriate to the function</i></li> <li>• <i>PMS 461, IRPG</i></li> <li>• <i>PMS 410-1, Fireline Handbook</i></li> <li>• <i>ICS 201, Incident Briefing</i></li> <li>• <i>ICS 202, Incident Objectives</i></li> <li>• <i>ICS 214, Unit Log</i></li> <li>• <i>List of local radio frequencies and pertinent phone numbers (telephone directory).</i></li> <li>• <i>Belt weather kit and/or other weather monitoring devices.</i></li> </ul>	O	#1 #2 #3 #4 #5	SW 10-7-12 CJ 10-25-12 JS 11-19-12 FL 1-17-13 FR 4-9-13
<b>Behavior: Gather, update, and apply situational information relevant to the assignment.</b>			
41. Using the Size-Up Report checklist in the IRPG, gather and prepare all available information necessary to make appropriate decisions about immediate needs and actions.	W	#4 #5	FL 1-17-13 FR 4-9-13

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

## ICT5 Specific Tasks

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
<b>Behavior: Establish organization structure, reporting procedures, and chain of command of assigned resources.</b>			
42. Using the Fireline Handbook, organize assigned personnel into configurations which will meet incident/tactical objectives. <ul style="list-style-type: none"> <li>• <i>Communicate by giving specific instructions and asking for feedback.</i></li> <li>• <i>Supervise at the scene of action.</i></li> <li>• <i>Anticipate and provide support needs.</i></li> </ul>	W	#4 #5	FR 1-17-13 FR 4-9-13
43. Establish command and control. <ul style="list-style-type: none"> <li>• <i>Announce presence as Incident Commander to incident personnel and dispatch.</i></li> <li>• <i>Confirm resource and situation status.</i></li> </ul>	W	#4 #5	FR 1-17-13 FR 4-9-13

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

## ICT5 Specific Tasks

### Competency: Lead assigned personnel.

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
<b>Behavior: Ensure the safety, welfare, and accountability of assigned personnel.</b>			
44. Using the Risk Management Process in the IRPG, provide for the safety and welfare of assigned resources. • <i>Identify emergency medical protocols/procedures.</i>	W	#4	FR 1-17-13
		#5	FR 4-9-13
<b>Behavior: Establish work assignments and performance expectations, monitor performance, and provide feedback.</b>			
45. Assign personnel to utilize skills and qualifications; make adjustments as needed.	W	#4	FR 1-17-13
		#5	FR 4-9-13
46. Ensure subordinates understand assignment for operational period. • <i>Provide clear, concise instructions and allow for feedback.</i>	W	#4	FR 1-17-13
		#5	FR 4-9-13
47. Continually evaluate performance. • <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	#2	CP 10-25-12
		#3	JS 11-19-12
		#4	FR 1-17-13
		#5	FR 4-9-13

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

## ICT5 Specific Tasks

### Competency: Communicate effectively.

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
<b>Behavior: Ensure relevant information is exchanged during briefings and debriefings.</b>			
48. Brief and keep subordinates informed throughout the incident using the IRPG briefing checklist.	I	#3 #4 #5	JS 11-19-12 FR 1-17-13 FR 4-9-13
49. Provide status updates to supervisor and/or dispatch.	W	#4 #5	FR 1-17-13 FR 4-9-13
50. Provide fire report information to supervisor and/or dispatch.	W	#4 #5	FR 1-17-13 FR 4-9-13
51. Using the IRPG, conduct After Action Reviews (AAR).	I	#3 #4 #5	JS 11-19-12 FR 1-17-13 FR 4-9-13

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

## ICT5 Specific Tasks

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

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
<b>Behavior: Gather, analyze, and validate information pertinent to the incident or event and make recommendations for setting priorities.</b>			
52. Obtain incident objectives from designated officer, supervisor, or dispatch.	O	#1 #2 #3 #4 #5	BW 10-7-12 JP 10-25-12 SS 11-19-12 FR 1-17-13 FR 4-9-13
53. Considering incident objectives, set priorities, and implement appropriate tactics.	W	#4 #5	FR 1-17-13 FR 4-9-13
54. Evaluate incident progress. <ul style="list-style-type: none"> <li>Continually evaluate incident complexity.</li> <li>Monitor tactical operations.</li> <li>Compare actual progress to planned tactics.</li> <li>Decide if plan will accomplish incident objectives.</li> </ul>	W	#4 #5	FR 1-17-13 FR 4-9-13
<b>Behavior: Prepare clear and concise assessments regarding hazards, hazard behavior, weather, and other relevant events.</b>			
55. Comply with agency/area dispatch protocol. <ul style="list-style-type: none"> <li>Complete agency initial attack fire size-up using IRPG.</li> </ul>	W	#4 #5	FR 1-17-13 FR 4-9-13
56. Obtain, monitor, and document fire weather forecasts and other environmental factors to anticipate changes in fire behavior.	W/RX	#4 #5	FR 1-17-13 FR 4-9-13
<b>Behavior 4: Make appropriate decisions based on analysis of gathered information.</b>			
57. Determine if incident complexity exceeds Incident Commander's skill level. <ul style="list-style-type: none"> <li>Utilize an incident complexity analysis checklist.</li> <li>Consult with supervisor, designated officer or dispatch.</li> </ul>	O	#1 #2 #3 #4 #5	BW 10-7-12 JP 10-25-12 SS 11-19-12 FR 1-17-13 FR 4-9-13

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

## ICT5 Specific Tasks

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
58. Determine when incident objectives are met. <ul style="list-style-type: none"> <li>• Containment</li> <li>• Control</li> <li>• Release of resources</li> </ul>	W	#4 #5	FR 1-17-13 FR 4-9-13

**Behavior: Ensure operations consider socio-economic, political and cultural aspects.**

59. Follow local direction to maintain environmental quality and avoid damage to social or cultural environment. <ul style="list-style-type: none"> <li>• Notify supervisor of historical/cultural resources found.</li> </ul>	I	#2 #3 #4 #5	U 10-25-12 S 11-19-12 FR 1-17-13 FR 4-9-13
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**Behavior: Plan for demobilization and ensure demobilization procedures are followed.**

60. Plan, schedule, and coordinate demobilization of assigned resources. <ul style="list-style-type: none"> <li>• Brief subordinate staff on demobilization procedures and responsibilities.</li> <li>• Ensure incident and agency demobilization procedures are followed.</li> </ul>	I	#2 #3 #4 #5	U 10-25-12 S 11-19-12 FR 1-17-13 FR 4-9-13
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*Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.*

**Trainee Information**

Printed Name: SAM FIREFIGHTER

Trainee Position on Incident/Event: STUDENT

Home Unit/Agency: ALL-TOWN FD

Home Unit /Agency Address and Phone Number: 100 MAIN ST, ALL-TOWN TX USA 800-555-1212

**Evaluator Information**

Printed Name: BOB WATROUS

Evaluator Position on Incident/Event: INSTRUCTOR

Home Unit/Agency: ASBESTOS FIRE DEPT.

Home Unit /Agency Address and Phone Number: 1500 BUSH LANE, ASBESTOS MOUNTAIN, TX 877-555-1212

**Incident/Event Information**

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

Duration:

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

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: Bob Watrous Date: 10-7-2012

Evaluator's Relevant Qualification (or agency certification): TIFMAS INSTRUCTOR

**Trainee Information**

Printed Name: SAM FIREFIGHTER  
 Trainee Position on Incident/Event: EXTRICATION  
 Home Unit/Agency: ALL-TOWN FIRE DEPT.  
 Home Unit /Agency Address and Phone Number: 100 MAIN ST., ALL-TOWN TX 800-555-1212

**Evaluator Information**

Printed Name: CLARA PULASKI  
 Evaluator Position on Incident/Event: ENGINE CAPTAIN  
 Home Unit/Agency: ALL-TOWN FD  
 Home Unit /Agency Address and Phone Number: 100 MAIN ST., ALL-TOWN TX 800-555-1212

**Incident/Event Information**

Incident/Event Name: 1-45 MVA w/EXTRICATION Reference (Incident Number/Fire Code): BR-5494  
 Duration: 2 hrs  
 Incident Kind: Wildfire, Prescribed Fire, All Hazard, Other (specify):  
 Location (include Geographic Area, Agency, and State): 1-45, MILE MARKER 27, SHY COUNTY, TX  
 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.
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- 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: Clara Pulaski Date: 10-25-2012  
 Evaluator's Relevant Qualification (or agency certification): ENGINE CAPTAIN

**Trainee Information**

Printed Name: SAM FIREFIGHTER  
Trainee Position on Incident/Event: FIREFIGHTER  
Home Unit/Agency: ALL-TOWN FIRE DEPT.  
Home Unit /Agency Address and Phone Number: 100 MAIN ST., ALL-TOWN TX 800-555-1212

**Evaluator Information**

Printed Name: JACK STORZ  
Evaluator Position on Incident/Event: OPERATIONS SECTION CHIEF  
Home Unit/Agency: ALL-TOWN FIRE DEPT.  
Home Unit /Agency Address and Phone Number: 100 MAIN ST., ALL-TOWN TX 800-555-1212

**Incident/Event Information**

Incident/Event Name: H1 STREET FIRE Reference (Incident Number/Fire Code): BR - 5982  
Duration: 4 hrs  
Incident Kind: Wildfire, Prescribed Fire, All Hazard, Other (specify): STRUCTURE FIRE  
Location (include Geographic Area, Agency, and State): 1212 H1 STREET, ALL-TOWN TX  
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.
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- 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: Jack Storz Date: 11-19-2012  
Evaluator's Relevant Qualification (or agency certification): DEPUTY CHIEF OF OPERATIONS

**Trainee Information**

Printed Name: SAM FIREFIGHTER  
Trainee Position on Incident/Event: HAND CREW / FIRE ATTACK  
Home Unit/Agency: ALL-TOWN FIRE DEPT.  
Home Unit /Agency Address and Phone Number: 100 MAW ST., ALL-TOWN TX 800-555-1212

**Evaluator Information**

Printed Name: FORREST RANGER  
Evaluator Position on Incident/Event: STRIKE TEAM LEADER  
Home Unit/Agency: FIRE STOP ESD #2  
Home Unit /Agency Address and Phone Number: 1500 FIRESTOP RD, JOHNSONVILLE TX 888-555-1212

**Incident/Event Information**

Incident/Event Name: CLAY HILL FIRE Reference (Incident Number/Fire Code): NF-100237  
Duration: 4 DAYS  
Incident Kind: Wildfire, Prescribed Fire, All Hazard, Other (specify):  
Location (include Geographic Area, Agency, and State): CLAY HILL SUBDIVISION, TEXAS FOREST SK, TEXAS  
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: Forrest Ranger Date: 01-17-2013  
Evaluator's Relevant Qualification (or agency certification): STRIKE TEAM LEADER

**Trainee Information**

Printed Name: SAM FIREFIGHTER  
 Trainee Position on Incident/Event: FIREFIGHTER / TYPE VI STRIKE TEAM # 4372  
 Home Unit/Agency: ALL-TOWN FIRE DEPT.  
 Home Unit /Agency Address and Phone Number: 100 MAIN ST., ALL-TOWN TX 800-555-1212

**Evaluator Information**

Printed Name: FORREST RANGER  
 Evaluator Position on Incident/Event: STRIKE TEAM LEADER  
 Home Unit/Agency: FIRE STOP ESD #2  
 Home Unit /Agency Address and Phone Number: 1500 FIRESTOP RD., JOHNSONVILLE TX 888-555-1212

**Incident/Event Information**

Incident/Event Name: ROCK FIRE Reference (Incident Number/Fire Code): NF-101753  
 Duration: 2 DAYS  
 Incident Kind: Wildfire, Prescribed Fire, All Hazard, Other (specify):  
 Location (include Geographic Area, Agency, and State): ROCK STATE PARK, KIRK CO. FIRE, TEXAS  
 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.
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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.

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

Evaluator's Signature: Forrest Ranger Date: 4-09-2013  
 Evaluator's Relevant Qualification (or agency certification): STRIKE TEAM LEADER



**INCIDENT PERSONNEL PERFORMANCE RATING**

*INSTRUCTIONS:* The immediate job supervisor will prepare this form for each subordinate. It will be delivered to the planning section before the rater leaves the fire. Rating will be reviewed with employee who will sign at the bottom.

THIS RATING IS TO BE USED ONLY FOR DETERMINING AN INDIVIDUAL'S PERFORMANCE

1. Name <b>SAM FIREFIGHTER</b>		2. Fire Name and Number <b>ROCK FIRE NF-101753</b>	
3. Home Unit (address) <b>100 MAIN ST., ALL-TOWN TX 70000</b>		4. Location of Fire (address) <b>ROCK STATE PARK, 57 STATE PARK RD KIRK COUNTY TX</b>	
5. Fire Position <b>FIREFIGHTER</b>	6. Date of Assignment From: <b>4-7</b> To: <b>4-9</b>	7. Acres Burned <b>157</b>	8. Fuel Type(s) <b>SLASH</b>

**9. Evaluation**

Enter **X** under appropriate rating number and under proper heading for each category listed. Definition for each rating number follows:

- 0 - Deficient. Does not meet minimum requirements of the individual element.  
DEFICIENCIES MUST BE IDENTIFIED IN REMARKS.
- 1 - Needs to improve. Meets some or most of the requirements of the individual element.  
IDENTIFY IMPROVEMENT NEEDED IN REMARKS.
- 2 - Satisfactory. Employee meets all requirements of the individual element.
- 3 - Superior. Employee consistently exceeds the performance requirements.

Rating Factors	Hot Line				Mop-Up				Camp				Other (specify)			
	0	1	2	3	0	1	2	3	0	1	2	3	0	1	2	3
Knowledge of the job			✓				✓									
Ability to obtain performance			✓				✓					✓				
Attitude			✓				✓					✓				
Decisions under stress			✓				✓									
Initiative			✓				✓					✓				
Consideration for personnel welfare			✓				✓					✓				
Obtain necessary equipment and supplies			✓			✓						✓				
Physical ability for the job			✓				✓					✓				
Safety			✓				✓					✓				
Other (specify)																

10. Remarks  
**MOP-UP - FORGOT GLOVES IN CAMP - OTHERWISE GREAT SAFETY AWARENESS.**

11. Employee (signature) This rating has been discussed with me <i>Sam Firefighter</i>		12. Date <b>4-09-2013</b>	
13. Rated By (signature) <i>Forestry Ranger</i>	14. Home Unit (address) <b>FIRESTOP ESO #2</b>	15. Position of Fire <b>STRIKE TEAM LEADER</b>	16. Date <b>4-09-2013</b>

