

# How to fill out a taskbook correctly

Covering common mistakes that hold up taskbook review

#### 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.

Trainces 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.).
- 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 c
  - 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.

## **INCIDENT / EVENT CODING**

- When signing in a taskbook, each task has this code identified.
- The incident / event being given credit must be applicable to the code listed on the task.
- For example, an evaluator should not give credit for experience gained on a hurricane response for a W or RX coded task.
- Evaluators and trainees should both carefully review these codes to make sure tasks are credited properly.
- Tasks signed off on incidents / events that do not meet the code requirements are rejected.

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 <u>http://www.nwcg.gov/pms/docs.htm</u>.

#### 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.

### **Traince 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 8 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).

## **INCIDENT / EVENT INFORMATION**

- This information is required and needs to be documented with detail.
- Evaluators should provide enough information so that the TFS Certification Committee can make an accurate assessment of an employee's gained experience.
- A taskbook's review status will be put on hold if not enough information is provided. Evaluators will have to be contacted and asked to correctly complete the evaluators page or provide more detailed information.
- The purpose of this information is to paint a picture of the experience an employee has gained. If left blank, it looks like nothing happened.
- Wildfire Management Type and Prescribed Fire Complexity Level are <u>TWO different</u> types of levels. Choose the correct one for the event.

5

Common Tasks for All Single Resource Bosses

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
<ol> <li>Follow safety guidelines.         <ul> <li>Inform subardinates of hazards.</li> <li>Develop plans based on safety guidelines.</li> <li>Ensure tactical operations maintain the principles of Lookouts, Communication, Escape Routes, Safety Zones (LCES).</li> <li>Ensure work/rest guidelines are met.</li> </ul> </li> </ol>	I	#107 #2 #3 #5 #7	RF 02.01.17 563-26-18 RF 02.03.17 RF 02.13.17 RF 02.13.17 BH 10/20/17

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

19. Complete daily review of staffing requirements.	I	#3 #5 #4	RF 02-12-17 - 56/17 DB 3-10-17
<ol> <li>Develop schedule/assignments based on Incident Action Plan (IAP) or relevant plan.</li> </ol>	1	<b>≈\</b> #5 #4	AF 02-01-17 236/17 DB 3-10-17
<ol> <li>Ensure subordinates understand assignment for operational period.</li> <li>Provide clear, concise instructions and allow for feedback.</li> </ol>	1	立1 当5 立2世7 世日四	
<ol> <li>Continually evaluate performance.</li> <li>Communicate deficiencies immediately and take corrective action.</li> <li>Provide training apportunities where available.</li> <li>Complete personnel performance evaluations according to agency guidelines.</li> </ol>	1	#1 #2 #5 #1 #9	RF 02.01.17 RF 02.03.17 BH. (0/20/17 563.6618
Behavior: Emphasize teamwork.	1		d
<ul> <li>23. Establish crew cohesiveness,</li> <li>Provide for open continunication</li> <li>Seek commitment</li> <li>Set expectations for accountability</li> <li>Focus on the team result.</li> </ul>	1	±1 ±2 #3 ±1 ₽5	RF 0201-17 RF 02:03-17 RF 02:13-17 DB 3-10-17 25550
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Good Example of Tasks:

- Although it is not required, it is **highly recommended** to have the evaluator initial by each task that is completed even if previously initialed.
- This example shows multiple signatures in each box, demonstrating that the trainee was evaluated for each task more then once.
- Notice how each task is initialed and dated as well.

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



## NWCG GOOD – Initial Attack Fire

- Notice all sections have been filled in completely, some
  evaluation pages may of may not have the comments section.
- The Incident / Event Information listed specifically what
   fire was evaluated and exactly what the duration was. If it was a one day event.
- The location was specified to what Region/Branch is was.
   Do NOT simply list TX. List the responsible agency as well.
- Notice the Incident Kind and Management Type match.
- When identifying the fuels by circling the model type, it is
  okay to write out what specifically they were. It paints a better picture of experience.
- Carefully review and mark the appropriate Evaluator's Recommendation.
- Remember to have your Evaluator sign and date the rating.



## **ICS-225 WF – Incident Performance Rating**

- All of the information needs to be filled out. To often there are numerous blanks on this form and it will have to be sent back to be completed.
- Only list ONE position being evaluated.
- BOTH the person being rated and the rater need to sign this form or it will be sent back.
- This form is <u>wildfire</u> specific, please use this for wildfire or prescribed burn events instead of the FEMA one. On other all-hazard events the FEMA ICS-225 is acceptable.
- Trainee performance should be thoroughly documented in the notes section in addition to the column ratings. The trainee will benefit if they know what they are doing correctly or what needs to be improved.

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# **ICS 225 GOOD EXAMPLE**

- The incident number was listed.
- The correct Location information was included.
- Rating is clearly marked for tasks <u>performed</u> during assignment.
- Remarks are clearly listed on the tasks the trainee preformed and an explanation of the rating given are clear.
- IF you (trainee) have a supervisor change through your assignment, you can get two evaluations from them both **BUT** not for the same or overlapping dates.
- Evaluators should not give an evaluation for the same dates that another evaluator already has. It voids your evaluation, essentially this is an attempt to get dual credit for the same experience. This is NOT accepted.
- Be sure that you as the trainee both sign and date the evaluation
  or it will be sent back.
- Be sure that the evaluator also sings and dates the evaluation.

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# 225-Good Example

- All proper information is filled out like the previous example.
- This shows where the evaluator explained what happened on the incident as well as provided direction on what the trainee needs to work on.
- This helps the trainee focus on a certain area in the taskbook that needs improvement or an area that they have not experienced yet.

ICS 225 WF (1/14)

NFES 001576

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Another example of how to show recommendations in the remarks, while stating the good points that were made during that assignment.

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Evaluation Record #\_\_\_\_\_

Printed Name:

Trainee Position on Incident/Event:

Home Unit/Agency:

Home Unit /Agency Address and Phone Number:

Printed Name: Jone Smith Evaluator Information

Evaluator Position on Incident/Event: UERR

Home Unit/Agency:

Duration:

Home Unit /Agency Address and Phone Number:

**Incident/Event Information** 

Incident/Event Name: Fire

ne: Fire Reference (Incident Number/Fire Code):

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 <u>OR</u> 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):

Additional Evaluation Record Sheets can be downloaded at www.nwcg.gov/pms/taskbook/taskbook.htm

## **NWCG BAD EXAMPLE**

- Missing basic information throughout.
- Duration is listed as a year and not as specific dates tied to specific events. Multiple events listed but not related. These should be different evaluations and broken down with specifics.
- Durations should not last longer than one month. If the event / incident lasts longer than one month, a new evaluation should be used.
- Evaluator's recommendations need to be completed. This helps the next evaluator and also during taskbook review.
- The evaluator's signature date is before the end of the duration date. Only dates actually observed by the evaluator should be listed.

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2 - Satisfactory. Employee me																	
3 - Superior. Employee consis	tenuy exceeds the pend	auns	ance	requ	urer	nen	ts.										
Rating Fact	ors		Hot	Line	-		Mor	-Up			Ca	mp	-	Oth	er (	Spec	ifv)
		0	1	2	3	0	1	2	3	0	1	2	3	0	1		
nowledge of the job		-	V			-	V				-						
bility to obtain performance		-		~			-	~	-	-	-	-			-		-
ttitude			-	-	V	-	-	-	~			<u> </u>	-		-		-
ecisions under stress		-	V	-	-	-	-	~	-		-		-				
nitiative			-	-	V	-	-		~						-		-
onsideration for personnel we	fare		-	V	-	-	-	V	-						-		-
btain necessary equipment a	CALIFORNIA CONTRACTOR OF A CONTRACTOR OFTA CON		-	V			-	v	-	-	-	-			-		1
hysical ability for the job			-	V	-	-	-	v		-					_		
afety		-	V	-			-	~	-	-	-	-	-				-
ther (specify)		-	V	-	-	_	-		-	-	_	_			_	-	
0. Remarks					_				-								(
has recently completed S and is able to transfer the know guestion and listen to input. o respond to wildfires. I would	vledge to the field.	has	sap	ositi	ve a	ttitu	deo	n the	e fire	ine	and	t is r	not a	afraid	to :	ask	
1 Fooleway (simplus ) 71																	
1. Employee (signature) This	rating has been discuss	ed 1	with	me								12	. Da	ate	1	611	7
3. Rate By (sionature)	14 Home Unit (addres	cel		15	Pro-	eiti/	on of	Fir	2011	4	_	10	D	ate	20	1/1	
			R	15	. 17		π5		5			10	20	SIC	11	7	
						10	-1-3	<b>,</b>	_			c	01	D	11	1	

## CONTRADICTING EVALUATION

- All information is filled out correctly.
- However, when you read the remarks and compare them to the rating factors the remarks contradict what is selected in the rating factors.
- Is this individual really ready to take the next step based on the rating factor?

600 Example

				TES	HEO	PT
TRAINEE NAME	Jane Sm	ith	TRAINEE POSITI	ON: DZOP		]
# Evaluator's n		in	Incident/office title		1	1
	John D	DOP	Resource =	Specialist	TES	
Evaluator's home	unit address & phone	e:	11			1
123	Dozer Str		ile, TX 99	999		
Name and Location of Incident or Simulation	Incident Kind (wildland fire, search & rescue, etc.)	Number & Type of Resources Pertinent to Trainee's Position	Duration (inclusive dates in trainee status)	Management Level or Prescribed Fire Complexity Lev	NFFL Fuel Model(s)	
(agency & area) NC-NCS-00000 Big Rock Fire		(1) Type 2 Dozer	1/5/17 to 1/20/17	Type 3	3,8,13	
named trainee. I re The indiv certification The indiv Not all ta evaluation The indiv	commend the follow idual has successful on. idual was not able to sks were evaluated on. idual is severely det	been performed und ing for further develow ly performed all task to complete certain ta on this assignment ar ficient in the perform ind skills needed) pri	lopment of this train as for the position ar sks (comments belond an additional assi- nance of tasks for the	ee. ad should be cons w) or additional gnment is needed position and ne	sidered for guidance is required. I to complete the eds further training	
Date: 1/20/17	Evaluator's initial	n Staging, Co - around eq s: <u>JD</u> Evalu y certification) ratin	ator's Signature:	John Doe		
		quipment Operated	Manual Annual Contract of Contract of Contract			
Type Tractor Plow T1 (D7, JD850); 7 T4 (JD650, JD550	(circle one):	5); T3 (D5H, D4H,			of operation:	
Type Dozer (circle T1 (D8H, D7H, JD		750, TD15, JD650, I	05K); T3 (JD550, JI		of operation:	
Type Motor Grade	r (circle one): Stee	ering wheel Jo	oystick	Hours	of operation:	
Blade (circle type)	: Straight V-blade	VPAT folding blac	le Shear KG conv		of operation:	
Attachments (circle	e one): Rip	pers Winch		Hours	of operation:	
Transport (make/m	nodel): Mack		-	Hours	of operation: 40	
Transport (circle o	ne): Sin	gle axle Fandem		2	of operation:	
Type transmission	(circle one): Aut	omatic Manual: 6	speed, 10 speed, 12	speed Hours	of operation:	
Trailer (make/mod	el): Large traile	r Pintle hook	Drop neck tra	iler Hours	of operation: 40	

## Texas SPECIFIC PTBs (Engine Operator) GOOD EXAMPLE

- All blocks are appropriately filled in.
- Notes were provided about the assignment and trainee's performance.
- Even though this example is a 15 day assignment, there were only 30 actual operator hours noted. Hours operated <u>are not</u> the same as hours on shift.

GOOD Example

			TRAINEE POSITIO		
FRAINEE NAME	Jane Smi	+h	TRAINEE POSITIO	DZOP	
- Evaluator's			Incident/office title		Concernance of the second s
	John Do	0	Resource S,	Decim (ist /	TFS
valuator's home	unit address & phor	ne:	11		
12			eville, TX	99999	
Name and	Incident Kind	Number & Type	Duration (inclusive dates in	Management Level or	NFFL Fuel Model(s)
Location of ncident or	(wildland fire, search & rescue,	of Resources Pertinent to	trainee status)	Prescribed Fire	Widdei(s)
Simulation	etc.)	Trainee's Position	tranice status)	Complexity Level	
agency & area)	0.00.)	Trainee of conton		1	
Doeville ofc		(1) Type 2	1/ , to 2/		
site preip	training	Dozer	1/25/17 to 2/14/17		7
The tasks initialed	& dated by me hav	e been performed un	der my supervision i	n a satisfactory ma	nner by the above
amed trainee. I r	ecommend the follow	wing for further deve	elopment of this train	ee.	
		Illy performed all tas	ks for the position an	id should be consid	lered for
certificat		to complete certain ta	asks (comments helo	w) or additional gu	idance is required
× Not all t	asks were evaluated	on this assignment a	nd an additional assis	gnment is needed t	o complete the
evaluatio	on.				
The indi	vidual is severely de	eficient in the perform	nance of tasks for the	e position and need	s further training
	uired & knowledge	and skills needed) pr	ior to additional assi	among antica) as a tuni	
a destruction of the second second second					
Recommendation	s: Conducted to				
opportuni	s: Conducted to				
opportuni dazer wis	s: Conducted to				
opportuni dozer mis	s: Conducted to ty. Wonked - available for	few hours ev few hours ev afternoon I			
		few hours ev afternoon I	y office s recy morning of A. Blading ha	ite prep o during M-1 s significantle	
			y office s recy morning of A. Blading ha	ite prep o during M-1 s significantle	
ate: 2/14/17	_ Evaluator's initia	raining by usin few hours ev ofternoon I ls: JD Eval	y office s recy morning a CA. Blading ha uator's Signature: _	John Doe	
Date: 2/14/17	_ Evaluator's initia ant red card (or agen	raining by vsi few hours ev afternoon I ls: <u>JD</u> Evalution cy certification) ratin	Moffie si A. Blading he uator's Signature: ng: AZOP, DZ	ite prep o during M-1 s significantle John Doe 27A	
Date: <u>2/14/17</u> Evaluator's releva	_ Evaluator's initia ant red card (or agen	raining by usin few hours ev ofternoon I ls: JD Eval	Moffie si A. Blading he uator's Signature: ng: AZOP, DZ	ite prep o during M-1 s significantle John Doe 27A eck	irea as = and then y improved.
Date: 2/14/17 Evaluator's releva	_ Evaluator's initia ant red card (or agen w (circle one):	Aring by USA few hours ev ofternoon I Is: JD Evalution cy certification) ratin Equipment Operated	A. Blading ha uator's Signature: for Qualification Ch	ite prep o during M-1 s significantle John Doe 27A eck	
Date: 2/14/17 Evaluator's releva Type Tractor Ploy T1 (D7, JD850);	_ Evaluator's initia ant red card (or agen ) w (circle one): T2 (D6, JD750, TD	Aring by USN few hours ev ofternoon I ls: JB Evalution cy certification) ratin Equipment Operated D15); T3 (D5H, D4H	A. Blading ha uator's Signature: for Qualification Ch	ite prep o during M-1 s significantle John Doe 27A eck	irea as = and then y improved.
Date: 2/14/17 Evaluator's releva Type Tractor Ploy F1 (D7, JD850); F4 (JD650, JD55	_ Evaluator's initia ant red card (or agen l w (circle one): T2 (D6, JD750, TD 0); T5 (JD450); T6	Aring by USN few hours ev ofternoon I ls: JB Evalution cy certification) ratin Equipment Operated D15); T3 (D5H, D4H	A. Blading ha uator's Signature: for Qualification Ch	John Doe 2 IA Hours of Hours of	rea as = and then y improved. foperation:
Date: 2/14/17 Evaluator's releva Type Tractor Plo T1 (D7, JD850); T4 (JD650, JD55 Type Dozer (circl	_ Evaluator's initia ant red card (or agen w (circle one): T2 (D6, JD750, TD 0); T5 (JD450); T6 e one):	Arin's by vs. few hours ev afternoon I ls: JD Eval cy certification) ratin Equipment Operated p15); T3 (D5H, D4H (JD400, JD350)	Monthia si A. Blading ha uator's Signature: for Qualification Ch 1, TD12);	He prep o during M-1 s significanth John Doe EIA eck Hours of Hours of	irea as = and then y improved.
Date: 2/14/17 Evaluator's releva Type Tractor Plo F1 (D7, JD850); T4 (JD650, JD55 Type Dozer (circl F1 (D8H, D7H, J	_ Evaluator's initia ant red card (or agen w (circle one): T2 (D6, JD750, TE 0); T5 (JD450); T6 e one): D850); T2 (D6N, JE	Aring by USN few hours ev afternoon I Is: JD Evaluation Equipment Operated (JD400, JD350) 0750, TD15, JD650, 1	Monthia si A. Blading ha uator's Signature: for Qualification Ch 1, TD12);	John Doe EIA ECK Hours of Hours of D450J)	rea as = and then y improved. foperation: foperation:
Date: 2/14/17 Evaluator's releva Type Tractor Plo T1 (D7, JD850); T4 (JD650, JD55 Type Dozer (circl T1 (D8H, D7H, J	_ Evaluator's initia ant red card (or agen w (circle one): T2 (D6, JD750, TD 0); T5 (JD450); T6 e one):	Aring by USN few hours ev afternoon I Is: JD Evaluation cy certification) ratin Equipment Operated (JD400, JD350) 0750, TD15, JD650, 1	<i>A.</i> Blading ha uator's Signature: for Qualification Ch (, TD12); D5K); T3 (JD550, JI	John Doe EIA ECK Hours of Hours of D450J)	rea as = and then y improved. foperation: 23
Date: 2/14/17 Evaluator's releva Type Tractor Ploy T1 (D7, JD850); T4 (JD650, JD55 Type Dozer (circl T1 (D8H, D7H, J Type Motor Grad	_ Evaluator's initia ant red card (or agen v (circle one): T2 (D6, JD750, TD 0); T5 (JD450); T6 e one): D850); (2 (D6N) JD er (circle one): Ste	A construction of the second s	A. Blading ha uator's Signature: for Qualification Ch (, TD12); D5K); T3 (JD550, JI oystick	John Doe 274 eck Hours of Hours of Hours of Hours of	rea as = and then y improved. foperation: 23
Date: 2/14/17 Evaluator's releva Type Tractor Ploy T1 (D7, JD850); T4 (JD650, JD55 Type Dozer (circl T1 (D8H, D7H, J Type Motor Grad	_ Evaluator's initia ant red card (or agen v (circle one): T2 (D6, JD750, TD 0); T5 (JD450); T6 e one): D850); (2 (D6N) JD er (circle one): Ste	Aring by USN few hours ev afternoon I Is: JD Evaluation cy certification) ratin Equipment Operated (JD400, JD350) 0750, TD15, JD650, 1	A. Blading ha uator's Signature: for Qualification Ch (, TD12); D5K); T3 (JD550, JI oystick	John Doe John Doe ZA eck Hours of Hours of Hours of Hours of Hours of Hours of	three as $= a e^{i} + b e^{i} + a^{i}$ $= a e^{i} + b e^{i}$ $= a e^{i} + b e^{i}$ for operation: for operation: for operation: for operation: = 2 = 3
Date: 2/14/17 Evaluator's relevant Type Tractor Ploo T1 (D7, JD850); T4 (JD650, JD55 Type Dozer (circl T1 (D8H, D7H, J Type Motor Grad Blade (circle type	_ Evaluator's initia ant red card (or agen ) w (circle one): T2 (D6, JD750, TD 0); T5 (JD450); T6 e one): D850); T2 (D6N) JL er (circle one): Ste ): Straight V-bladd	A construction of the second s	A Blading has uator's Signature: for Qualification Ch 1, TD12); D5K); T3 (JD550, JI oystick A Shear KG conv	John Doe John Doe John Doe 27A eck Hours of Hours of	rea as = a e then y improved. f operation: 2 3 f operation: 2 3 f operation: 2 3 f operation:
Date: 2/14/17 Evaluator's releva Type Tractor Ploo F1 (D7, JD850); F4 (JD650, JD55 Type Dozer (circl F1 (D8H, D7H, J Type Motor Grad Blade (circle type Attachments (circ	_ Evaluator's initia ant red card (or agen w (circle one): T2 (D6, JD750, TD 0); T5 (JD450); T6 e one): D850); T2 (D6N) JD er (circle one): Ste ): Straight V-bladd de one):	Aring by USN few hours ev afternoon I Is: JD Evalu- cy certification) ratin Equipment Operated D15); T3 (D5H, D4H (JD400, JD350) D750, TD15, JD650, J pering wheel J e CPAT folding bla	A Blading has uator's Signature: for Qualification Ch 1, TD12); D5K); T3 (JD550, JI oystick A Shear KG conv	John Doe John Doe 27A eck Hours of Hours of Hours of Hours of Hours of Hours of	f operation: 2 3 f operation: f operation: f operation: f operation: f operation: f operation: 2 3 f operation: 2 3
Date: 2/14/17 Evaluator's releva Type Tractor Ploy T1 (D7, JD850); T4 (JD650, JD55 Type Dozer (circl T1 (D8H, D7H, J Type Motor Grad	_ Evaluator's initia ant red card (or agen w (circle one): T2 (D6, JD750, TE 0); T5 (JD450); T6 e one): D850); 2 (D6N, JE er (circle one): Ste ): Straight V-blade de one): Ri model):	Arin's by USN few hours ev afternoon I Is: JB Evalu- cy certification) ratin Equipment Operated D15); T3 (D5H, D4H (JD400, JD350) D750, TD15, JD650, J pering wheel J e VPAT folding bla ppers Winch	A Blading has uator's Signature: for Qualification Ch 1, TD12); D5K); T3 (JD550, JI oystick A Shear KG conv	John Doe John Doe 27A eck Hours of Hours of Hours of Hours of Hours of Hours of	the as = a e f hen $\gamma$ improved. f operation: f ope
Date: 2/14/17 Evaluator's relevant Type Tractor Ploo (1) (D7, JD850); (4) (JD650, JD55 (7) (D650, JD55 (7) (D650, JD55 (7) (Particle (1) (1) (1) (1) (1) (1) (1) (1) (1) (1)	_ Evaluator's initia ant red card (or agen by (circle one): T2 (D6, JD750, TD 0); T5 (JD450); T6 e one): D850); T2 (D6N, JD er (circle one): Ste ): Straight V-bladd ile one): Ri model): Ma	Arin by USN few hours ev afternoon I Is: JD Evalu- cy certification) ratin Equipment Operated D15); T3 (D5H, D4H (JD400, JD350) D750, TD15, JD650, J sering wheel Ju- e CPAT folding bla ppers Winch	D of file size $A$ . Blading has uator's Signature: for Qualification Ch I, TD12); D5K); T3 (JD550, JI oystick A Shear KG conv	John Doe John Doe ZA eck Hours of Hours of	f operation: 2 3 f operation: 2 5 f operation: 2 5 f operation: 2 7 f operation: 7 f operation: f operation: f operation: f operat
Date: 2/14/17 Evaluator's relevative Type Tractor Ploy F1 (D7, JD850); F4 (JD650, JD55 Type Dozer (circl F1 (D8H, D7H, J Type Motor Grad Blade (circle type Attachments (circ	_ Evaluator's initia ant red card (or agen by (circle one): T2 (D6, JD750, TD 0); T5 (JD450); T6 e one): D850); T2 (D6N, JD er (circle one): Ste ): Straight V-bladd ile one): Ri model): Ma	Arin's by USN few hours ev afternoon I Is: JB Evalu- cy certification) ratin Equipment Operated D15); T3 (D5H, D4H (JD400, JD350) D750, TD15, JD650, J pering wheel J e VPAT folding bla ppers Winch	D of file size $A$ . Blading has uator's Signature: for Qualification Ch I, TD12); D5K); T3 (JD550, JI oystick A Shear KG conv	John Doe John Doe ZA eck Hours of Hours of	the as = a e f hen $\gamma$ improved. f operation: f ope
valuator's releva ype Tractor Ploo 1 (D7, JD850); 4 (JD650, JD55 ype Dozer (circl 1 (D8H, D7H, J ype Motor Grad dade (circle type ttachments (circ ransport (make/	_ Evaluator's initia ant red card (or agen w (circle one): T2 (D6, JD750, TE 0); T5 (JD450); T6 e one): D850); 2 (D6N, JE er (circle one): Ste ): Straight V-blade de one): Ri model): May	Article States of the set of the	A. Blading ha uator's Signature: ng: <u>DZOP</u> , <u>DZ</u> for Qualification Ch I, TD12); D5K); T3 (JD550, JI oystick De Shear KG conv n	John Doe John Doe John Doe ZA eek Hours of Hours of Hours of Hours of Hours of Hours of	f operation: 2 3 f operation: 2 5 f operation: 2 5 f operation: 2 7 f operation: 7 f operation: f operation: f operation: f operat
Date: 2/14/17 Evaluator's releva Type Tractor Plov (1) (D7, JD850); (2) (JD650, JD55 Type Dozer (circle (1) (D8H, D7H, J Type Motor Grad Blade (circle type Attachments (circ Transport (make/	_ Evaluator's initia ant red card (or agen w (circle one): T2 (D6, JD750, TE 0); T5 (JD450); T6 e one): D850); 2 (D6N, JE er (circle one): Ste ): Straight V-blade de one): Ri model): May	Article States of the set of the	D of file size $A$ . Blading has uator's Signature: for Qualification Ch I, TD12); D5K); T3 (JD550, JI oystick A Shear KG conv	John Doe John Doe John Doe ZA eek Hours of Hours of Hours of Hours of Hours of Hours of	rea as = are then y improved. foperation: 2 3 foperation: 2 3 foperation: 2 3 foperation: 2 5 foperation: 2 5 foperation: 2 7 foperation: 2
ate: 2/14/17 valuator's releva /pe Tractor Ploo 1 (D7, JD850); 4 (JD650, JD55 /pe Dozer (circl 1 (D8H, D7H, J /pe Motor Grad lade (circle type ttachments (circle ransport (make/	_ Evaluator's initia ant red card (or agen ) w (circle one): T2 (D6, JD750, TD 0); T5 (JD450); T6 e one): D850); T2 (D6N, JD er (circle one): Ste ): Straight V-blade de one): Ri model): May one): Sin	Arin by USN few hours ev afternoon I Is: JD Evalu- cy certification) ratin Equipment Operated D15); T3 (D5H, D4H (JD400, JD350) D750, TD15, JD650, J pering wheel Ju- e CPAT folding bla ppers Winch and and and and and and and and and and	A Blading has A Blading has uator's Signature: ng: D20P, D2 for Qualification Ch I, TD12; D5K); T3 (JD550, JI oystick A Shear KG conv n $\overline{n}$ axte $6$ speed, 10 speed $\overline{1}$	John Doe John Doe 27A eck Hours of Hours of	rea = 3 $= a e then$ $y improve!$ foreration: $23$ foreration: $23$ foreration: $2$

Texas SPECIFIC PTBs (Engine Operator) GOOD EXAMPLE

TRAINEE NAME	:		TRAINEE POSITI	ION:		
# <u>3</u> Evaluator's n	name:		Incident/office title	e & agency:		-
Evaluator's home	unit address & phor	ne:				-
Name and Location of Incident or Simulation (agency & area)	Incident Kind (wildland fire, search & rescue, etc.)	Number & Type of Resources Pertinent to Trainee's Position	Duration (inclusive dates in trainee status)	Management Level or Prescribed Fire Complexity Level	NFFL Fuel Model(s)	
Fire Season			1/30/16 to 2/20/17	Different	A11	
				e position and needs	further training	
		and skills needed) pr	ior to additional ass			_
Date:	: _ Evaluator's initial	and skills needed) pr	ior to additional ass	ignment(s) as a train		
	: _ Evaluator's initial nt red card (or agen	and skills needed) pr	ior to additional ass lator's Signature: g:	ignment(s) as a train Joe Doe		
Date: Evaluator's relevai Type Tractor Plow T1 (D7, JD850); 1	: _ Evaluator's initial nt red card (or agen I r (circle one):	and skills needed) pr ls: Evalu cy certification) ratin Equipment Operated 015); T3 (D5H, D4H,	ior to additional ass lator's Signature: g: for Qualification Cl	Joe Doe		
Date: Evaluator's relevan Type Tractor Plow T1 (D7, JD850); 1 T4 (JD650, JD550 Type Dozer (circle	Evaluator's initial tred card (or agen red card (or agen red card (or agen red card (or agen red red br>red red red red red red	and skills needed) pr ls: Evalu cy certification) ratin Equipment Operated 015); T3 (D5H, D4H,	ior to additional ass lator's Signature: g: for Qualification Cl , TD12);	ignment(s) as a train	ee.	
Date: Evaluator's relevan Type Tractor Plow T1 (D7, JD850); 7 T4 (JD650, JD550 Type Dozer (circle T1 (D8H, D7H, JE	Evaluator's initial tred card (or agen red card (or agen red card (or agen red card (or agen red red br>red red red red red red	and skills needed) pr ls: Evalu cy certification) ratin Equipment Operated p15); T3 (D5H, D4H, (JD400, JD350) p750, TD15, JD650, I	ior to additional ass lator's Signature: g: for Qualification Cl , TD12);	Joe Doe neck Hours of D450J)	operation:	
Date: Evaluator's relevan Type Tractor Plow T1 (D7, JD850); 7 T4 (JD650, JD550 Type Dozer (circle T1 (D8H, D7H, JE Type Motor Grade	: Evaluator's initial Int red card (or agen (circle one): 12 (D6, JD750, TD 1); T5 (JD450); T6 i one): 1850); T2 (D6N, JD r (circle one): Ste	and skills needed) pr ls: Evalu cy certification) ratin Equipment Operated p15); T3 (D5H, D4H, (JD400, JD350) p750, TD15, JD650, I	ior to additional ass lator's Signature: g: for Qualification Cl , TD12); D5K); T3 (JD550, JJ pystick	ignment(s) as a train Joe Doe neck Hours of D450J) Hours of	operation: $0 + hr^{2}$	
Date: Evaluator's relevan Type Tractor Plow T1 (D7, JD850); 1 T4 (JD650, JD550 Type Dozer (circle T1 (D8H, D7H, JJ Type Motor Grade Blade (circle type)	Evaluator's initial nt red card (or agen (circle one): T2 (D6, JD750, TD )); T5 (JD450); T6 one): 0850); T2 (D6N, JD rr (circle one): Ste : Straight V-blade	and skills needed) pr ls: Evalu cy certification) ratin Equipment Operated (JD400, JD350) 0750, TD15, JD650, I pering wheel Jo	ior to additional ass lator's Signature: g: for Qualification Cl , TD12); D5K); T3 (JD550, JJ D5K); T3 (JD550, JJ Dystick de Shear KG conv	Jee Doe heck Hours of D450J) Hours of Hours of Hours of Hours of	operation: 0 + hrs operation:	
Date: Evaluator's relevan Type Tractor Plow T1 (D7, JD850); 1 T4 (JD650, JD550 Type Dozer (circle T1 (D8H, D7H, JE Type Motor Grade Blade (circle type) Attachments (circl	Evaluator's initial tred card (or agen (circle one): (circle on	and skills needed) pr ls: Evalu cy certification) ratin Equipment Operated 015); T3 (D5H, D4H, (JD400, JD350) 0750, TD15, JD650, I tering wheel Ja e VPAT folding blac	ior to additional ass lator's Signature: g: for Qualification Cl , TD12); D5K); T3 (JD550, JJ D5K); T3 (JD550, JJ Dystick de Shear KG conv	ignment(s) as a train Jee Doe neck Hours of D450J) Hours of vertible Hours of Hours of	operation: operation: O+ h/s operation: operation:	
Date: Evaluator's relevan Type Tractor Plow T1 (D7, JD850); 1 T4 (JD650, JD550 Type Dozer (circle T1 (D8H, D7H, JE Type Motor Grade Blade (circle type) Attachments (circl Transport (make/n	: Evaluator's initial Int red card (or agen I (circle one): T2 (D6, JD750, TD I); T5 (JD450); T6 cone): 20850); T2 (D6N, JD r (circle one): Ste : Straight V-blade e one): Ri todel):	and skills needed) pr ls: Evalu cy certification) ratin Equipment Operated 015); T3 (D5H, D4H, (JD400, JD350) 0750, TD15, JD650, I tering wheel Ja e VPAT folding blac	ior to additional ass lator's Signature: g; for Qualification Cl , TD12); 25K); T3 (JD550, JJ 29SK); T3 (JD550, JJ 29SK); T3 (JD550, JJ 20SK); T3 (JD550, JJ); T3 (JD50	Jee Doe Neck Hours of Hours of Hours of Hours of Hours of Hours of Hours of Hours of Hours of	operation: operation: O+ 4/5 operation: operation: operation:	
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BAD Example

# Texas SPECIFIC PTBs (Engine Operator) BAD EXAMPLE

- Most of the basic information is missing.
- This duration is too long.
- • There are no specific events listed.
- The evaluator marked the trainee as severely deficient but made
   no recommendations. This doesn't help the trainee, next
   evaluator or the committee review the taskbook.
  - How can we verify there were actually 500+ hours operated if no specifics were given?

# BAD Example

# TFS HED PTB

TRAINEE NAME:	Jane		TRAINEE POSITI	ON:	
# <u> </u> Evaluator's na	5		Incident/office title	& agency:	
Evaluator's home u	nit address & phon	e:			
Name and Location of Incident or Simulation (agency & area)	Incident Kind (wildland fire, search & rescue, etc.)	Number & Type of Resources Pertinent to Trainee's Position	Duration (inclusive dates in trainee status)	Management Level or Prescribed Fire Complexity Level	NFFL Fuel Model(s)
RXB, Fire, training		Dozer	2/3/16 to 9/30/16		
evaluation The individual (both required) Recommendations:	idual is severely de ired & knowledge a	ficient in the perforn and skills needed) pr	nance of tasks for the	e position and needs ignment(s) as a train	s further training
	Dio 3000 J		untor's Signature:	The Day	
Date: 9/1/16	Evaluator's initial	s: Eval		Joe Doe	
Date: 9/1/16	Evaluator's initial	is: Eval	ıg:		
Date: <u>9/1/16</u> Evaluator's relevan Type Tractor Plow T1 (D7, JD850); T	Evaluator's initial at red card (or agence (circle one):	s: Eval cy certification) ratin Equipment Operated 15); T3 (D5H, D4H	ng: for Qualification Ch	Hours of	operation: 75+
Date: <u>9/1/16</u> Evaluator's relevan Type Tractor Plow T1 (D7, JD850); T T4 (JD650, JD550 Type Dozer (circle	Evaluator's initial tr ed card (or agend (circle one): '2 (D6, JD750, TD ); T5 (JD450); T6 one):	s: Eval cy certification) ratin Equipment Operated 15); T3 (D5H, D4H	ng: for Qualification Ch (, TD12);	Hours of	
Date: <u>9/1/16</u> Evaluator's relevan Type Tractor Plow T1 (D7, JD850); T T4 (JD650, JD550 Type Dozer (circle T1 (D8H, D7H, JD	Evaluator's initial tr ed card (or agend (circle one): '2 (D6, JD750, TD ); T5 (JD450); T6 one):	s: Evalution Evalutio	ng: for Qualification Ch (, TD12);	neck Hours of Hours of D450J)	75+ operation:
Date: 9/1/16 Evaluator's relevan Type Tractor Plow T1 (D7, JD850); T T4 (JD650, JD550 Type Dozer (circle T1 (D8H, D7H, JD Type Motor Grade:	Evaluator's initial at red card (or agend (circle one): 2 (D6, JD750, TD ); T5 (JD450); T6 one): 8500); T2 (D6N, JD r (circle one): Ster	s: Evalution Evalutio	ng: for Qualification Ch (, TD12); D5K); T3 (JD550, JI oystick	Hours of Hours of D450J)	75≁ Poperation: 50+
Date: 9/1/16 Evaluator's relevan Type Tractor Plow T1 (D7, JD850); T T4 (JD650, JD550 Type Dozer (circle T1 (D8H, D7H, JD Type Motor Grade:	Evaluator's initial tt red card (or agend (circle one): 2 (D6, JD750, TD ); T5 (JD450); T6 one): 850); T2 (D6N, JD r (circle one): Stee : Straight V-blade	s: Evalutions: cy certification) ratin Equipment Operated (JD400, JD350) (750, TD15, JD650, J ering wheel Jo	ng: for Qualification Ch , TD12); D5K); T3 (JD550, JJ oystick de Shear KG conv	heck Hours of D450J) Vertible Hours of	757 Poperation: 504
Date: 9/1/16 Evaluator's relevan Type Tractor Plow T1 (D7, JD850); T T4 (JD650, JD550 Type Dozer (circle T1 (D8H, D7H, JD Type Motor Grade: Blade (circle type): Attachments (circle	Evaluator's initial tt red card (or agend (circle one): 2 (D6, JD750, TD ); T5 (JD450); T6 one): 850); T2 (D6N, JD r (circle one): Stee : Straight V-blade e one): Rij	s: Evalution Evalutio	ng: for Qualification Ch , TD12); D5K); T3 (JD550, JJ oystick de Shear KG conv	Hours of Hours of D450J) Vertible Hours of Hours of Hours of Hours of	757 operation: 504 operation:
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Date: 9/1/16 Evaluator's relevan Type Tractor Plow T1 (D7, JD850); T T4 (JD650, JD550 Type Dozer (circle T1 (D8H, D7H, JD Type Motor Grade: Blade (circle type): Attachments (circle Transport (make/m	Evaluator's initial tt red card (or agend (circle one): '2 (D6, JD750, TD ); T5 (JD450); T6 one): 1850); T2 (D6N, JD r (circle one): Ster cone): Rip todel): ne): Sin	s: Evalu cy certification) ratin Equipment Operated 15); T3 (D5H, D4H (JD400, JD350) 1750, TD15, JD650, 1 ering wheel Ju ev VPAT folding bla ppers Winch	ig: for Qualification Ch (, TD12); D5K); T3 (JD550, JJ oystick de Shear KG conv	Hours of Hours of Hours of Hours of Hours of Hours of Hours of Hours of Hours of	757 operation: 504 operation: operation: operation: 0074

## Texas SPECIFIC PTBs (Engine Operator) BAD EXAMPLE

- Basic information is missing.
- Multiple unrelated events / incidents listed without any specific information. These should be separate evaluations with specifics.
- Duration is listed as 7 months and not as specific dates tied to specific events. These should be different evaluations and broken down with specifics.
- The marked recommendations conflicts with the notes portion. This would cause questions and initiate follow up with the evaluator to clarify.
- The evaluator's signature date is before the end of the duration date. Only dates actually observed by the evaluator should be listed.
- How can we verify there were actually 425+ hours operated if no specifics were given?
- Occasionally dates will be listed in place of hours, that will not work. Actual operator hours need to be listed.

# Remember...

- Raters need to give honest feedback, that's the only way those who need to improve will know to do so.
- Information not filled in on evaluations will delay taskbook review and approvals.
- Taskbooks are a tool to provide documentation for why a trainee should be qualified in a certain position. Poor documentation by an evaluator will impact the trainee.

# COMMON QUESTIONS

# When does a taskbook expire?

A TIFMAS PTB (Position Task Book) is valid for 5 years from the day it is initiated. Upon documentation of the first task in the PTB, the 5-year time limit is reset from that new date. If the PTB is not completed in 5 years from the date of the PTB initiation (or first task being evaluated), the PTB will expire.

An extension may be requested, with permission from the Fire Chief or their Designee, with an email to TIFMAS.

Once a taskbook is extended, the trainee must meet all required training in the <u>most current</u> version of PMS 310-1.

# Who can sign in my taskbook?

An evaluator must be qualified in the position being evaluated or supervise the Trainee. If the Evaluator supervises the Trainee, but is not qualified in the position, the Evaluator can sign off on tasks, but cannot function as the Final Evaluator.

Trainees in the same position should not be signing for other trainees. Such as a ICT5 trainee signing in another ICT5 trainee's book or a ENGB trainee signing on another ENGB trainee's book.

For Chainsaw (Fallers) There is a list of TIFMAS and TFS <u>approved final</u> evaluators. Only these personnel are authorized to sign off on these positions. These lists are updated every year and can be obtained at the <u>TIFMAS</u> website.

Note: The final evaluator is the last evaluator to sign off tasks in the PTB and signs the verification page. Though not required, it is recommended that the final evaluator complete an ICS 225.

Any Additional documentation should be done on an ICS 225.

FF1 ICT5 can have two different final evaluators.

# Can Evaluators reuse the same Eval number?

# NO

Evaluators need to use a new number for every new event/incident on a new evaluation record.

# What classes are required for my position?

Verify the classes that you need in the TIFMAS Business and Procedures Manual found at <u>TIFMAS Business</u> <u>Procedures</u>. The current PMS 310-1 can be found here: <u>https://www.nwcg.gov/publications</u>.

Position task books can be initiated before attendance and successful completion of required training. Except for the Basic Wildland qualification. Example....You cannot initiate a FF1/ICT5 PTB prior to having acquired the Basic Wildland Qualification.

# What are the requirements for opening a taskbook?

A Trainee must be qualified in the prerequisite position prior to the next level taskbook to be initiated. It is recommended that a newly qualified employee serve in that position multiple times before starting the next level to gain sufficient experience.

The taskbook is not considered valid until the Fire Chief or their designee approves the qualification and all documents are submitted to TIFMAS for final review and approval.

# **Renewal Process**

TIFMAS departments will renew their cards (qualifications) as a whole department. Renewal years are every five years starting in 2016. During renewal years the TIFMAS Program will distribute TIFMAS Qualification Recertification Forms, by email to the agency representative. The renewal forms will be distributed on a rotating schedule throughout the renewal year. Until the department is placed into a 5-year cycle some cards (qualifications) could go beyond the 5-year renewal period. Once the agency receives the renewal notification the agency representative on the form is:

Still a member with the department

Has completed the renewal requirements for the qualification(s) listed per individual. After reviewed and signed by the agency representative, email it to TIFMAS@tfs.tamu.edu

# How to Maintain Currency?

TIFMAS Qualifications shall be renewed every five years. To maintain currency you must follow the guidelines in the latest version of the TIFMAS Business manual and PMS 310-1.

All-Hazards/ Structural

Follow TCFP/SFFMA yearly recertification standards.

Basic Wildland (Firefighter II)

Must complete an annual fireline safety refresher with a (training) Fire shelter deployment.

Engine Operator (ENOP), Firefighter I (FFTI), Engine Boss (ENGB), Strike Team Leader (STEN), ICT4, Task Force Leader (TFLD), and Division Group Supervisor (DIVS).

Must complete at least one ICS-225 Form (Performance Evaluation) within the five year time frame.

One ICS-225 Form in the highest PTB Qualification can maintain currency in lower PTB qualifications.

EX: ICS-225 as an ENGB, will maintain FFTI and ENOP.

Faller 3 (FAL3)

Must complete Saw refresher (course) every 2 years.

# What needs to be sent to TIFMAS

- Checkoff sheet for position being applied for
- Completed NWCG taskbook
- Incident Performance Ratings (ICS-225).
- Supporting Documentation

# Send to tifmas@tfs.tamu.edu

# Who do I contact if I have questions?

Please contact your departments TIFMAS representative first

You can email tifmas@tfs.tamu.edu