How to complete it correctly the first time.
THE POINT OF THE PTBS

- “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.”
### OPENING A PTB

- **Trainee information**
- **Initiation of the PTB:** Must be initiated by agency holding Trainees qualifications at the time of initiation
- **PTB can be open** prior to completing required training for that position, but only after completion of prior qualifications. Example: you must be a Qualified FFTI to open ENGB PTB.

---

**Task Book Assigned To:**

<table>
<thead>
<tr>
<th>Trainee’s Name:</th>
<th>Katlene Ginn</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home Unit/Agency:</td>
<td>Brazos County PCT 3</td>
</tr>
<tr>
<td>Home Unit Phone Number:</td>
<td>979-123-1234</td>
</tr>
</tbody>
</table>

---

**Task Book Initiated By:**

<table>
<thead>
<tr>
<th>Official’s Name:</th>
<th>Jason Ware</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home Unit Title:</td>
<td>Fire Chief</td>
</tr>
<tr>
<td>Home Unit/Agency:</td>
<td>Brazos County PCT 3</td>
</tr>
<tr>
<td>Home Unit Phone Number:</td>
<td>979-123-1234</td>
</tr>
<tr>
<td>Home Unit Address:</td>
<td>123 Elmo Weedon Rd College Station, TX 77845</td>
</tr>
<tr>
<td>Date Initiated:</td>
<td>1/20/18</td>
</tr>
</tbody>
</table>
TASK CODE MEANINGS

- **O** = Task can be completed in any situation
- **I** = Task must be performed on an incident managed under the Incident Command System (ICS). (planned or unplanned)
- **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.
<table>
<thead>
<tr>
<th>TASK</th>
<th>CODE</th>
<th>EVAL. RECORD #</th>
<th>EVALUATOR: Initial &amp; date upon completion of task</th>
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<tbody>
<tr>
<td><strong>Behavior: Model leadership values and principles.</strong></td>
<td></td>
<td></td>
<td></td>
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<td>16. Exhibit principles of duty.</td>
<td>I</td>
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<td>• Be proficient in your job, both technically and as a leader.</td>
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<td>• Make sound and timely decisions.</td>
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<td>• Ensure tasks are understood, supervised and accomplished.</td>
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<td>• Develop your subordinates for the future.</td>
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<td>• Keep your subordinates informed.</td>
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<td></td>
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</tr>
<tr>
<td>• Build the team.</td>
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<td>19. Provide for the safety and welfare of assigned resources.</td>
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<td>• Account for assigned resources.</td>
<td></td>
<td></td>
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<td>• Provide for care of squad members and notify supervisor in event of sickness, injury, or accident.</td>
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<td></td>
<td></td>
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<tr>
<td>• Identify agency policy and practice safety procedures appropriate to conditions.</td>
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**TASK BULLETS**

- 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.

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**Behavior: Ensure readiness for assignment.**

1. Obtain complete information from dispatch upon assignment.
   - Incident name
   - Incident order number
   - Request number
   - Incident phone number
   - Reporting time
   - Reporting location (drop point)
   - Transportation arrangements/travel routes
   - Contact procedures during travel (telephone/radio)
EVALUATORS.... WHO?

- Any person that Supervises an individual on an incident, training, or event can be an evaluator in that trainee’s PTB.

- **Final Evaluators** however have to be qualified in that PTB position or higher either in TIFMAS or a State/Federal RED card system.

- **NOTE:** Faller Final Evaluators have to be on the approved final evaluator list located on the TIFMAS.org website.
Every time you are evaluated during an incident/event an evaluation record should be completed to document the type, complexity level of the incident/event as well as your performance.

No two records should span the same date/time ranges.

The final evaluator has to complete an evaluation record in addition to the Final evaluator verification section at the beginning of the PTB.

Be sure all sections are filled out and legible.

Evaluation records can not be dated before the initiation date.
Evaluation Record # 1

Trainee Information

Printed Name: Katlene Ginn
Trainee Position on Incident/Event: FFTI (T)
Home Unit/Agency: Brazos County PCT 3 VFD
Home Unit/Agency Address and Phone Number:

Evaluator Information

Printed Name: Bill Terry
Evaluator Position on Incident/Event: ENGB
Home Unit/Agency: Texas A&M Forest Service
Home Unit/Agency Address and Phone Number:

TOP OF EVALUATION RECORD

• Evaluation Record # - Each evaluation record should be numbered sequentially. Place this number at the top of the evaluation record page

• Trainee Information

• Evaluator Information
Incident/Event Name: Big Circle fire
Reference (Incident Number/Fire Code): TX-TXMS-180023
Duration: 4/25/18 4 hours
Location: Bryan, TX TFS
Incident Kind: Wildfire
Management Type (circle one): Type 5, Type 4, Type 3, Type 2, Type 1, Area Command
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): ___________________________
Evaluator's Recommendation:

Only the evaluator should fill this section out!

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

Evaluator's Signature

Date - When it was filled not the date of the incident/event

Evaluator's Relevant Qualification (or agency certification): ENGB on incident
## Behavior: Model leadership values and principles.

16. 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.

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17. 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.

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18. Exhibit principles of integrity.
   - Know yourself and seek improvement.
   - Seek responsibility and accept responsibility for your actions.
   - Set the example.

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## Behavior: Ensure the safety, welfare, and accountability of assigned personnel.

19. Provide for the safety and welfare of assigned resources.
   - Recognize, mitigate and communicate potentially hazardous situations during tactical operations.
   - Monitor condition of assigned resources.
   - Account for assigned resources.
   - Provide for care of squad members and notify supervisor in event of sickness, injury, or accident.
   - Identify agency policy and practice safety procedures appropriate to conditions.

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### Signing Off Tasks in the PTB

- Evaluator should observe the trainee performing a task before checking it off.
- Use the evaluation record # when signing off tasks to correlate to what incident/event the task was completed on.
- Evaluator should initial each task completed and date it when it was completed.
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: Jim Cooper Date: 7/18/2019
Evaluator’s Relevant Qualification (or agency certification): STEN
**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:** Jim Cooper

**Final Evaluator’s Printed Name:** Jim Cooper

**Home Unit Title:** ACRFC Northwest Branch- STEN

**Home Unit/Agency:** Texas A&M Forest Service

**Home Unit Phone Number:** 979-123-1234  Date: 7/18/19
Once a PTB has been Final Evaluated the agency/Fire department then needs to sign the Agency Certification section.

**Note:** This section should only be filled out if the agency feels that the trainee has completed all requirements with in the PTB, has the competency to perform at this level, as well as any required training to be qualified in said position.
IMPORTANT: STEN PTBs should not have the Agency Certification Filled out by the Fire department. Once the TIFMAS RPL reviews and approves the STEN then the RPL Committee Chair will sign this Section.

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: __________
Every PTB should include at least One ICS-225

It is a good idea that for every evaluation record completed so should an ICS 225.

ICS-225 goes into more depth on the Trainee’s performance.
<table>
<thead>
<tr>
<th>INCIDENT PERSONNEL PERFORMANCE RATING</th>
<th>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.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Name: Katlene Ginn</td>
<td>2. Fire Name and Number: Big circle fire TX-TXSM-180023</td>
</tr>
<tr>
<td>3. Home Unit (address): Brazos county PCT 3</td>
<td>4. Location of Fire (address): Bryan, TX</td>
</tr>
<tr>
<td>5. Fire Position: FFTI (T)</td>
<td>6. Date of Assignment: From 4/25/17 To:</td>
</tr>
<tr>
<td>7. Acres Burned: 100</td>
<td>8. Fuel Type(s): G</td>
</tr>
</tbody>
</table>

ICS-225 TOP SECTION

- Trainee Name
- Fire/Event name and number
- Trainee home unit
- Location of fire/event
- Trainees position on Fire
- Date
- Size of fire
- Fuel types (same as evaluation record)
  - G = Grass Group
  - B = Brush Group
  - T = Timber Group
  - S = Slash Group
Evaluator should fill this out for duties that actually took place.

• If it does not apply leave it blank.
Trainee was a FFTI in my group. She had good knowledge of her duties during initial attack and kept good information flow between members. Little to no direction was needed when asked to perform duties by the STEN or myself. This was a fast moving grass fire that took some quick thinking to prevent it from spreading.

Katlene Ginn

4/25/17

- Remarks: Evaluators—Please be specific on duties performed and level of performance. The more information the better.
- Employee signature: Once the Evaluator has discussed the 225 with trainee then they must sign the form
- Signature date: Trainee dates when they signed
Trainee was a FFTI in my group. She had good knowledge of her duties during initial attack and kept good information flow between members. Little to no direction was needed when asked to perform duties by the STEN or myself. This was a fast moving grass fire that took some quick thinking to prevent it from spreading.

Katlene Ginn

Bill Terry

TFS

ENGB

ICS-25: REMARKS AND SIGNATURE

- Rated By: Evaluators Signature
- Home unit: Evaluators home unit
- Position on fire: Evaluators Position
- Date: Date evaluator signed

4/25/17
POUNTS TO CONSIDER BEFORE COMPLETING PTB’S

- Task book is completed within 5 years of the first evaluation, unless an extension was requested.
- Trainee documents the minimum assignments required per qualification, which provide adequate experience and time for the position being qualified for.
  - 2 for FFTI, ENOP, FAL3
  - 3 for ENGB, STEN
- All tasks in the PTB have to be initialed at least once and only on incidents or events that correlate with the task codes.
- Trainee documents a minimum of two wildfire assignments with at least one that is outside his/hers home unit.
- ENGB and STEN trainee’s
  - documents a minimum of one wildfire assignment that spans more than one operational period. (Or a multi operational RX if trainee documents sufficient wildfire experience)
  - Trainee documents experience in a minimum of two fuel types.
WHEN SUBMITTING PTB’S

- Scan in the whole document
  - Is it double sided

- Have the PTB’s check list filled out and signed by department representative (Fire chief)
  - Can be found on the TIFMAS website

- Insure ICS-225 is included

- Email to tifmas@tfs.tamu.edu