



NATIONAL WILDFIRE COORDINATING GROUP

NWCG Memorandum 21-001

April 23, 2021

TO: NWCG Executive Board Members, NWCG Committee/Subgroup Chairs, National Multi-Agency Coordinating Group Chair, Coordinating Group Advisory Council Chair, Area Command and Incident Command Group Chair

FROM: Frank Guzman, Chair, NWCG Executive Board

SUBJECT: Use of the Position Task Book Electronic Fillable Evaluation Record and Verification/Certification Pages

This memorandum provides guidance to local training officers, Incident Training Specialists (TNSPs), and incident trainees and evaluators on the use of the electronically fillable Position Task Book (PTB) Evaluation Record Sheet and Verification/Certification page to document position performance when the trainee or evaluator is working virtually and/or not available to physically complete a hard copy of the PTB. Please distribute this information through your channels.

In response to increased occurrence of virtual and remote incident assignments, NWCG has identified a process for using electronically fillable Evaluation Record Sheets and the Verification/Certification page (<https://www.nwcg.gov/publications/position-taskbooks>) from the PTBs to streamline the virtual completion for trainees, evaluators, and final evaluators.

Evaluators should complete the electronically fillable Evaluation Record and identify in the additional remarks section which tasks were completed under the Evaluator's supervision. Evaluators can reference the specific PTB online without having to see the physical document. Trainees can then mark the corresponding accomplished task within the PTB with the appropriate Evaluation Record number and date of completion (exclude initials).

Final Evaluators should request to see all the previous Evaluation Records and/or all previously initialed tasks prior to making a determination on whether to recommend the trainee for certification. They will need to validate that all tasks have been accomplished and recorded on the various Evaluation Records. The Verification/Certification page can then be filled out and signed electronically by the Final Evaluators and sent electronically to the Trainee with the final Evaluation Record.

It is recommended a training officer or TNSP use and review the electronic Evaluation Record Sheet(s) and Verification/Certification page to validate completion of a PTB in lieu of asking a trainee, working virtual or remote, to provide pictures or scans of a completed PTB.

Contact: Contact your agency representative on the Incident and Position Standards Committee (<https://www.nwcg.gov/committees/incident-and-position-standards-committee/roster>) for additional information.

Distribution:

NWCG Staff

NWCG standards are interagency by design; however, the decision to adopt and utilize them is made independently by the individual member agencies and communicated through their respective directives systems.