



## National Wildfire Coordinating Group Incident and Position Standards Committee

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IPSC-2024-06

**Date:** 20 May 2024  
**To:** Agency Training Officers  
**From:** Marlene Eno-Hendren, Chair, Incident and Position Standards Committee  
**Subject:** Implementation of Next Generation Position Task Books

**Purpose:** This memorandum communicates the implementation plan and summary of significant changes in the transition from the current Classic Position Task Books (Classic PTBs) to the new Next Generation PTBs (Next Gen PTBs).

**Action:** As Incident Position Standards are developed through the Incident Performance and Training Modernization (IPTM) effort, Classic PTBs will transition to Next Gen PTBs.

### Transition Plan for Implementation of the Next Gen PTB

- If a position has not gone through IPTM, the Classic PTB will be used.
- Next Gen PTBs will be available for a position when the IPTM process and corresponding position package is completed. On rare occasions, and with Incident and Position Standards Committee (IPSC) approval, incident position stewards may be allowed to develop and use Next Gen PTBs prior to the development of Incident Position Standards through IPTM.
- New PTBs, including those for new positions or positions which have previously not required a PTB, will be in the Next Gen PTB format, even if the position has not yet gone through the IPTM process.
- Once a Next Gen PTB is published for a position, the Classic PTB will not be available.
- Next Gen PTBs will be position-specific; there will not be combined PTBs or common tasks for multiple positions in one PTB.
  - In instances of combined PTBs where one position has gone through IPTM, that position will be removed from the combined Classic PTB. The Classic PTB will continue to be available for all other positions included in the combined PTB.
  - In cases of combined Classic PTBs which include common tasks, if a trainee has completed a Next Gen PTB for one of the formerly combined positions, the trainee does not need to complete the common tasks section of the combined PTB for other positions.

For example, if a trainee completes the Next Gen PTB for the position of Crew Boss (PMS 311-98) and decides to pursue another Single Resource Boss position for Heavy Equipment Boss, the trainee does not need to complete the “Common Tasks for All Single Resource Bosses” portion of the Classic combined PTB (PMS 311-13).
- Next Gen PTB PMS numbers (PMS 311-XX) will remain the same as the Classic PTB, except in those instances of combined PTBs.
- If the Next Gen PTB has been published for a position and the trainee has at least one documented experience in a Classic PTB, the trainee should complete the Classic PTB. There will not be crosswalks between Next Gen PTBs and Classic PTBs – if a trainee starts a Classic PTB, the trainee should complete that PTB.

## Summary of Significant Changes Between the Classic PTB and the Next Gen PTB

- Task statements in the Next Gen PTB come from the Incident Position Description and new Incident Position Standards. The Next Gen PTB only includes tasks required to be evaluated for successful performance in the position.
- The Next Gen PTB is designed to be used in conjunction with the Incident Position Standards to set expectations for successful performance in the position. The Incident Position Standards also support constructive conversations between the evaluator and trainee and inform rating decisions for the evaluator.
- Next Gen PTB evaluators will rate the trainee on performance whereas Classic PTB evaluators were only required to document task completion. This allows evaluators, trainees, and home unit supervisors/training specialists to track progress and performance as the trainee works through the PTB. This further supports constructive conversations between the evaluator and trainee. The ratings are:
  - N/O = No opportunity to perform the task.
  - D = Does not meet the standard for the task as described in the Incident Position Standards.
  - M = Meets the standard for the task as described in the Incident Position Standards.
  - E = Exceeds the standard for the task as described in the Incident Position Standards.
- The “S” event code was added for incident Simulations to increase speed to competency when the task and situation allows.
- The Next Gen PTB allows the use of multiple codes for the type of training assignment where a task may be completed. For example, if a task is coded as “W/S” a trainee can complete the task on a Wildfire or Simulation.
- Next Gen PTBs include the relevant Leadership Level for the position, which is also included in the Incident Position Description and Incident Position Standards.

### Additional Resources

Classic PTB and Next Gen PTB information can be found on the Position Task Book page at <https://www.nwcg.gov/training/nwcg-position-task-books>.

**Background and Coordination:** As part of the IPTM effort, a draft Next Gen PTB was evaluated during the 2022 and 2023 fire seasons. The Next Gen PTB was developed as part of an effort to streamline and modernize NWCG products. The aim of the Next Gen PTB is to reduce evaluator variance by aligning with the Incident Position Standards and increasing trainee/evaluator communication.

Direct questions to Annie Benoit, [abenoit@blm.gov](mailto:abenoit@blm.gov), or Marlene Eno-Hendren, [meno@blm.gov](mailto:meno@blm.gov).

### **Distribution:**

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Agency Training Officers