



## Task Book for the Positions of:

**Wildfire Agency Administrator Type 1 (WFA1)**

**Wildfire Agency Administrator Type 2 (WFA2)**

**Wildfire Agency Administrator Type 3 (WFA3)**

**March 2024**

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### Task Book Assigned To:

Trainee's Name: \_\_\_\_\_

Home Unit/Agency: \_\_\_\_\_

Home Unit Phone Number: \_\_\_\_\_

### Task Book Initiated By:

Official's Name: \_\_\_\_\_

Home Unit Title: \_\_\_\_\_

Home Unit/Agency: \_\_\_\_\_

Home Unit Phone Number: \_\_\_\_\_

Home Unit Address: \_\_\_\_\_

Date Initiated: \_\_\_\_\_

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:**

\_\_\_\_\_

(position title)

**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: \_\_\_\_\_

Final Evaluator's Printed Name: \_\_\_\_\_

Home Unit Title: \_\_\_\_\_

Home Unit/Agency: \_\_\_\_\_

Home Unit Phone Number: \_\_\_\_\_ Date: \_\_\_\_\_

**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 (Regional Forester or Deputy Regional Forester): \_\_\_\_\_

Home Unit/Agency: \_\_\_\_\_

Home Unit Phone Number: \_\_\_\_\_ Date: \_\_\_\_\_

# WILDFIRE AGENCY ADMINISTRATOR POSITION TASK BOOK (PTB)

## AGENCY SPECIFIC POSITION TASK BOOK

Agency Administrators (AA) must be prepared to make critical and informed wildland fire management decisions related to land and assets under their span of authority. Classroom training is a good foundation, however there is no substitute for quality experience to demonstrate and practice the application of classroom training. The elements identified within this task book are needed for the management of an incident and post fire. The knowledge, skills, and abilities a line officer develops as a manager of a fire program, are specific to fire programs and can be gained through Line Officer Academy, on-the-job-training, and recommended trainings for Agency Administrators.

As an AA on a wildfire, an individual must be qualified at the level appropriate for the complexity of the incident. The Regional Forester has responsibility for certification of Agency Administrator qualifications. Chapter 5 of the *Interagency Standards for Fire and Fire Aviation (Red Book)* provides more information about the Agency Administrator Wildland Fire Qualifications Program. ([https://www.nifc.gov/policies/pol\\_ref\\_redbook.html](https://www.nifc.gov/policies/pol_ref_redbook.html)).

## OBJECTIVES

The objective of the AA Task Book is to enhance knowledge, skills, and abilities to perform in the role as an Agency Administrator. The goal is to increase the Agency Administrator's understanding of wildland fire concepts and principles for the management of incidents. The task book will help provide consistency and expectations of knowledge, and training for AAs across regional boundaries. This is achieved by:

- Allowing the AA trainee to work through the various aspects of wildfire events with an experienced evaluator/coach as an advisor.
- Allowing the AA trainee to participate in trainee/trainer assignments to gain a variety of experiences and exposure.
- Provide consistency for the Agency Administrator trainer to evaluate trainees and document their demonstrated abilities to achieve the core competencies used as a component for the next level of qualification.
- Apply policy and classroom training on actual wildfire events under the oversight of an evaluator/coach.

The task book is organized around the core competencies identified in the *Red Book* and listed below for reference.

- Risk Management
- Wildfire response and incident management processes
- Wildland Fire Decision Support System (WFDSS), Interagency Fuel Treatment Decision Support System (IFTDSS), and other decision support tools
- Fire Prevention, mitigation, and education processes
- Social, political, economic, and environmental impacts of wildland fire management activities
- Collaboration with partners and stakeholders
- Fiscal responsibility

The Pathways Diagram for Wildfire outline prerequisites for each qualification as well as recommended/optional learning opportunities and currency requirements. They can be found on the Agency Administrator Toolbox, <https://wfmrda.nwcg.gov/agency-administrator-toolbox>.

## **TASK BOOK COMPLETION AND CERTIFICATION.**

Once the task book has been completed and evaluated for any individual position, the task book holder will submit the completed task book to their respective Unit Training Officer for review to ensure all required training and experience has been completed. The task books will be reviewed and evaluated by the Regional Line Officer Team (RLOT) based on demonstrated experience and training. The RLOT will recommend AA qualification level, to the Regional Forester (RF) as the Certifying Official.

- For Agency Administrators, the Certifying Official is the Regional Forester. As such, the Regional Forester (Certifying Official) certifies that the position task book has been completed by signing the inside front cover of an Agency Administrator Task Book, based on a recommendation from the RLOT. This cannot be delegated below the regional level. Because Deputy Regional Foresters “are assigned as Line Officers for their functions,” and have the authority to act on the RF’s behalf, the Deputy Regional Forester with Fire and Aviation Management (FAM) in their portfolio could sign as a Certifying Official (FSM 1236.12).
- Regional Foresters can review and certify Agency Administrator advancements (based upon recommendation of the RLOT), at any time throughout the year, based on their own process norms.

## **ELIGIBILITY**

The AA Task Book can be initiated for any line officer or Forest Service employee who is seeking qualification to approve wildfire decision documents, upon recommendation by the Forest Supervisor, Deputy Regional Forester, or Regional Forester. Criteria to be a trainee include one or more of these:

- An individual currently serving as a federal line officer with fire management responsibilities.
- An individual the agency is training or has the potential to be an AA.
- An individual seeking to enhance their knowledge and responsibilities as an AA responsible for fire management in a practical application setting.

## **ROLE DURING WILDFIRE INCIDENTS**

The role of the trainer is to advise and support (but not replace) the AA as they work through the various aspects of a wildfire incident. A trainer allows the AA to be the decision maker while providing the oversight that allows the AA to gain the knowledge and understanding of their roles and responsibilities as described in the *Interagency Standards for Fire and Aviation Operations* (Red Book – Chapter 5).

The task book is split into three levels. All tasks for each level need to be completed before moving on to the next qualification level. The Common Tasks are to be completed once, at the WFA3 level.

- At the WFA3 level, the specific tasks can be completed on an incident of Type 3 or greater complexity.
- At the WFA2 level, the specific tasks must be completed on an incident of Type 2 or greater complexity AND with an Incident Management Team (IMT)2, IMT1, Complex Incident Management Team (CIMT), AC or National Incident Management Organization (NIMO) team.
- At the WFA1 level, the specific tasks must be completed on a Type 1 complexity incident AND with a IMT1, CIMT, AC, or NIMO team.

## INCIDENT/EVENT CODING

Each task has a code associated with the type of training assignment where the task may be completed. 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. Performance of any task completed on other than the designated assignment is not valid for qualification. The codes are defined as:

**O = Other:** In any situation (classroom, simulation, daily job, incident, prescribed fire, etc.).

**I = Incident:** 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 nonemergency (planned or unplanned) event.

**W = Wildfire:** Task must be performed on a wildfire incident.

**W/RX = Wildfire:** Task must be performed on a wildfire.

**R = Rare event:** 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.

Tasks within the position task book 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 *NWCG Standards for Wildland Fire Position Qualifications*, PMS 310-1, <https://www.nwcg.gov/publications/310-1>.

# 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 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:** Circle the kind of incident and specify if other (e.g., search and rescue, flood, etc.).

**Location:** Enter the geographic area, agency, and state.

**Management Type:** Circle the ICS organization level or the prescribed fire complexity level.

**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.

**Comments:** Additional information specific to the evaluator's recommendation. The evaluator should note any deficiencies, additional assignment needs, or additional focus areas that were identified. 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 the recommendation.

**Date:** Document the date the Evaluation Record is 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.

**AGENCY ADMINISTRATOR**  
**Common Tasks for all Wildfire AAs**

**Common Tasks for AAs: WILDFIRE.**

**Behavior: Demonstrates fire program understanding.**

Core competencies: Risk Management; Wildfire Response and Incident Management; Decision support tools; Fire Prevention, Mitigation and Education, Fiscal Responsibility.

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
1. Knowledge of: <ul style="list-style-type: none"> <li>• Forest Service Manual direction guiding wildfire and associated protocols – i.e., 5100, 5700, 2580, 2324.2, 2358, 1590, 3100, 6509, 6725.</li> <li>• Forest Service Handbooks – 5109, 5709, 1309, 2509, 6209, 6509.</li> </ul>	O		
2. Knowledgeable of other reference materials or guiding documents for the management of fire, at a minimum: <ul style="list-style-type: none"> <li>• Line Officer/Agency Administrator Reference for Wildland fire.</li> <li>• Spatial Fire Management and the Fire Management Reference Systems.</li> <li>• Resource management plans and/or National Environmental Policy Act (NEPA) documents guiding implementation activities.</li> <li>• Annual operating plans.</li> <li>• Fire protection and offset agreements.</li> </ul>	O		
3. Knowledgeable of policy requirements and protocols regarding air quality standards, retardant application, retardant avoidance areas, management in special resource concern areas.	O		
4. Knowledgeable of fiscal management of fire suppression activities.	O		
5. Provide a team environment and encourage personnel from local unit to engage in fire management activities. <ul style="list-style-type: none"> <li>• Wildfire, prescribed fire non fire support, or IMT membership</li> <li>• Burned Area Incident Response (BAER)</li> <li>• Resource Advisors (READ)</li> <li>• Fireline Resource Advisors (REAF)</li> </ul>	W		

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

**AGENCY ADMINISTRATOR**  
**Common Tasks for all Wildfire AAs**

**Behavior: Fire personnel meets qualifications and training standards.**

Core competencies: Wildfire response and incident management processes.

<b>TASK</b>	<b>C O D E</b>	<b>EVAL. RECORD #</b>	<b>EVALUATOR: Initial &amp; date upon completion of task</b>
6. Demonstrates awareness of qualification requirements, process, and policy for fire organizations, including training, and evaluation protocols.	O		
7. Understand line officer's annual leader's intent and ensure it is followed in decision-making objectives and strategies.	O		

**Behavior: Interagency coordination with agency partners, local government representatives, and key partners on an incident.**

Core competencies: Risk management; Fire prevention, mitigation, and education processes; WFDSS and other decision support tools; social, political economic impacts of fire management activities; collaboration with partners and stakeholders.

<b>TASK</b>	<b>C O D E</b>	<b>EVAL. RECORD #</b>	<b>EVALUATOR: Initial &amp; date upon completion of task</b>
8. Facilitate discussion opportunities with key partners around risk, and associated social and political concerns, as they relate to economics and community impacts associated with the incident.	O		
9. Engages with leadership, tribal and governmental entities, and other stakeholders regarding risk, strategies, management direction.	O		

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



**AGENCY ADMINISTRATOR**  
**Common Tasks for all Wildfire AAs**

**Behavior: Risk based decision-making.**

Core competencies: Risk management.

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
10. Incorporates concepts of risk management and relationship to safety for all aspects of incident management. Takes proactive steps to ensure that wildfire response is managed in an appropriate risk informed decision process that is documented appropriately (typically WFDSS).	O		
11. Communicates early and often with local decision makers and key stakeholders to manage uncertainty and inherent risks of wildfire.	O		
12. Actively monitors the fire situation and implementation, effectiveness of hazard mitigation, especially during periods of critical fire activity, and high-risk situations. Adjusts vision and objectives based on effectiveness and resources available.	O		

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

## AGENCY ADMINISTRATOR

### Tasks specific to Wildfire AA Type 3 (WFA3)

#### Tasks Specific to Wildfire Agency Administrator Type 3 (WFA3).

##### Behavior: Managing wildfire response on assigned unit.

Core competencies: Risk informed decision-making, strategic thinking, articulating vision, and setting objectives.

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
13. Conduct ongoing dialog on current incident situation with fire management staff to assess risk – short and long-term exposure.	W		
14. Coordinate wildfire documentation and the use of analytical outputs with adjacent land managers and cooperators to inform discussions and decision, i.e.: fire behavior, smoke models, assessment tools etc..	W		
15. Ensures the complexity analysis is completed for wildfires at initial size up or through preplanned response plans.	W/O		
16. Participate and provide guidance to employees for public fire information.	W		
17. Understand processes around trade-off analysis to evaluate potential strategies that are realistic for the management of fire or incident.	O		
18. Engage in meaningful risk assessment and risk decision-making, consider alternatives (objectives, strategies, and tactics) desired outcomes, responder exposure, probability of success, and values to be protected.	W		

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

## AGENCY ADMINISTRATOR

### Tasks specific to Wildfire AA Type 3 (WFA3)

**Behavior: Managing wildfire response on assigned unit using the most recent and best available decision support tools and risk management analytical tools.**

Core competencies: Risk management, WFDSS, and other decision support tools.

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
19. Assure the WFDSS decision documentation is tiered to Land Resource Management Plan.	W		
20. Participate in the discussion of relative risk and organizational assessment to identify a recommended team organization – document rationale for either using the recommended organization or ordering something different.	W		
21. Use best available decision support tools to inform decisions and courses of action. Consider alternatives against desired outcomes, exposure, probability of success, and values to be protected.	W		
22. Actively engage with analysts producing decision support products to inform decisions or discussions with internal/external partners, stakeholders, or interested entities. a. Trade-off analysis and prioritizing values at risk b. Short-term and long-term fire behavior analytics c. Quantitative risk assessment d. Other applicable analytical tools	W		
23. Routinely update periodic assessment; change the schedule so it is commensurate with management activities.	W		

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

## AGENCY ADMINISTRATOR

### Tasks specific to Wildfire AA Type 3 (WFA3)

#### **Behavior: Managing wildfire response on assigned unit – ordering IMT and other incident responders.**

Core competencies: Wildfire response and incident management processes; social, political, economic impacts of fire management activities, collaboration with partners and stakeholders, fiscal responsibility, WFDSS and other decision support tools.

TASK	C O D E	EVAL. RECOR D #	EVALUATOR: Initial & date upon completion of task
24. Develop Delegation of Authority letter and provide leader's intent that articulates clear objectives and prioritized values of concern for incoming IMT and discuss with Incident Commander (IC). Insure consistency with WFDSS decision.	W		
25. Negotiate Type 3 IMT configuration to manage incident, with the aid of Fire Management Staff.	W		
26. Participate and deliver the line officer briefing package to the IMT: <ul style="list-style-type: none"> <li>• Briefing should be consistent with the Delegation of Authority and leader's intent.</li> <li>• Clearly articulate incident objectives and ensure they are consistent with the Land Resource Management Plan (LRMP) and WFDSS.</li> <li>• Communicate resource concerns – values at risk.</li> <li>• Identify the key partners/stakeholders, members of staff, and other resources.</li> </ul>	W		
27. Review incident management needs for additional support personnel who work for the Agency Administrator such as Incident Business Advisor, Expanded Dispatch, Buying Team, BAER Team, and Resource Advisors.	W		
28. Develop and issue Delegations of Authority for support personnel identified in the task above.			

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

## AGENCY ADMINISTRATOR

### Tasks specific to Wildfire AA Type 3 (WFA3)

#### **Behavior: Managing wildfire response on assigned unit – IMT oversight.**

Core competencies: Wildfire response and incident management processes; social, political, economic impacts of fire management activities; collaboration with partners and stakeholders, fiscal responsibility.

TASK	C O D E	EVAL. RECOR D #	EVALUATOR: Initial & date upon completion of task
29. Be engaged with the IC and IMT throughout the incident. Be present for: a. Participation in morning briefings b. Participation in pre-planning and planning meetings c. Meetings with IC d. Public meetings	W		
30. Ensure IMT coordination with key external stakeholders, cooperators, and partner agencies to assure two-way communication.	W		
31. Jointly compare alternatives and strategies against objectives and desired outcomes. Consider respondent exposure, probability of success, and values to be protected as the incident unfolds.	W		
32. Clearly convey expectations to the IC, line officer, agency administrator representative, and Fire Management Officer (FMO) about timely communication concerning Incidents Within an Incident (IWI).	W		
33. Regularly interacts with the IC to monitor decision effectiveness and support their needs towards tactical implementation of decision.	W		
34. Update and validate WFDSS decision when appropriate – communicate changes to IMT – consider: <ul style="list-style-type: none"> <li>• Costs</li> <li>• Values at risk</li> <li>• Planning area boundary</li> <li>• Changing ownership</li> <li>• Changes in complexity</li> </ul>	W		
35. Develop, approve, and monitor implementation of turn back standards– include FMO, READ, REAF, and IMT personnel.	W		

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

## AGENCY ADMINISTRATOR

### Tasks specific to Wildfire AA Type 3 (WFA3)

TASK	C O D E	EVAL. RECOR D #	EVALUATOR: Initial & date upon completion of task
36. Is fully and actively engaged in development of transition plans (to include the positions necessary for residual incident organization), i.e.: <ul style="list-style-type: none"> <li>• Transition from IMT to IMT.</li> <li>• Transition from Type 1 or 2 IMT to Type 3 or home unit.</li> </ul>	W		
37. Prepare and deliver the IMT evaluation in coordination with key partners/stakeholders (if appropriate).	W		
38. Actively prepares for and participates in the IMT closeout at the end of the assignment.	W		
39. Request and discuss IMT's evaluation of Agency Administrator.	W		
40. Schedule and participate in After Action Reviews – either during the incident or post incident.	W		

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

## AGENCY ADMINISTRATOR

### Tasks specific to Wildfire AA Type 2 (WFA2)

#### Tasks Specific to Wildfire Agency Administrator Type 2 (WFA2).

*These tasks must be completed on a Type 2 or Type 1 complexity incident AND with a Type 2 or higher Incident Management Team (IMT2, IMT1, CIMT, AC, NIMO).*

#### **Behavior: Coordination with agency partners, local government representatives, and key partners.**

Core competencies: Risk management; fire prevention, mitigation, and education; decision support tools, social, political economic impacts of fire management; collaboration with partners and stakeholders.

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
41. Build decision maker and key stakeholder capacity to manage the uncertainties and inherent risks of the incident.	O		

#### **Behavior: Ensures internal agency coordination has occurred with resource specialists regarding wildfire management.**

Core competencies: Wildfire response and incident management processes; social, political economic impacts of fire management activities.

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
42. Actively engages with other AAs to discuss and share information relevant to fire management topics – fostering a learning environment – wildfire/prescribed fire.	O		
43. Encourages and demonstrates coordination with district staffs and READ/REAFs during incident management, ensuring Delegations of Authority are being followed.	O		

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

**AGENCY ADMINISTRATOR**  
**Tasks specific to Wildfire AA Type 2 (WFA2)**

**Behavior: Integration of risk management protocols.**

Core competencies: Risk informed decision-making.

<b>TASK</b>	<b>C O D E</b>	<b>EVAL. RECORD #</b>	<b>EVALUATOR: Initial &amp; date upon completion of task</b>
44. Engage in meaningful risk assessment and risk decision analysis, use most recent, best available tools to inform decisions: <ul style="list-style-type: none"> <li>• Relative risk assessment</li> <li>• Trade-off analysis</li> <li>• Go-no-go checklist</li> <li>• Prescribed fire burn plan</li> <li>• Short- and long-term fire behavior analytical tools: <ul style="list-style-type: none"> <li>○ Fire Spread Probability (FSPro)</li> <li>○ Short-Term Fire Behavior (STFB)</li> <li>○ Decision support applications – WFDSS</li> </ul> </li> </ul>	W		
45. Apply risk informed decision-making processes to reduce unnecessary exposure in wildfire response maximizing opportunities to achieve management objectives.	O		

**Behavior: Managing wildfire response on assigned unit – using analytical tools.**

Core competencies: WFDSS and other decision support tools.

<b>TASK</b>	<b>C O D E</b>	<b>EVAL. RECORD #</b>	<b>EVALUATOR: Initial &amp; date upon completion of task</b>
46. Engage in meaningful risk assessment and risk decision-making, and consider alternatives (objectives, strategies, and tactics) against desired outcomes, responder exposure and probability of success, and values to be protected, maintained, or enhanced. Build capacity to address potential failures in the system.	W		
47. Participate actively in a strategic risk assessment process with emphasis on evaluating and prioritizing features and values at risk.	W		

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



## AGENCY ADMINISTRATOR

### Tasks specific to Wildfire AA Type 2 (WFA2)

#### **Behavior: Managing wildfire response on assigned unit – ordering IMT.**

Core competencies: Wildfire response and incident management; social, political, economic impacts of fire management, collaboration with partners and stakeholders, fiscal responsibility, decision support tools.

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
48. Participate in development of WFDSS decision and write rationale section for a Type 2 or more complex incident.	W		
49. Develop Delegation of Authority and provide leader's intent that articulates clear objectives for incoming Type 2 IMT– discuss with IC – provide consistent direction at all opportunities.	W		
50. Negotiate Type 2 IMT configuration to manage incident with the aid of Fire Management Staff.	W		
51. Request additional resources to support fiscal management commensurate with the complexity of the incident – i.e., multi-jurisdictional fires, location of fires, number of incidents, social, and political considerations.	W/I		
52. Initiates and engages in dialog with neighboring line officers and stakeholders aimed at understanding, acceptance, and support for alternatives and likely decisions.	W		

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

## AGENCY ADMINISTRATOR

### Tasks specific to Wildfire AA Type 2 (WFA2)

#### Behavior: Managing wildfire response on assigned unit – IMT oversight.

Core competencies: Wildfire response and incident management; social, political, economic, impacts of fire management; collaboration with partners and stakeholders, fiscal responsibility.

TASK	C O D E	Eval. RECORD #	EVALUATOR: Initial & date upon completion of task
53. Demonstrate strong oversight with long duration incidents, assure risk assessments and the decision is periodically evaluated and reevaluated; ensure changes are understood by IMT, fire management staff, partners, cooperators, regional staffs, etc. Be present for or represented at: <ul style="list-style-type: none"> <li>• Morning briefings</li> <li>• Pre-planning and planning meetings</li> <li>• Meetings with IC</li> <li>• Public meetings</li> </ul>	W		
54. Ensure IMT coordination with key external stakeholders, cooperators, and partner agencies to assure two-way communication.	W		
55. Jointly compare alternatives and strategies against objectives and desired outcomes. Consider respondent exposure, probability of success, and values to be protected as the incident unfolds using tools such as Strategic Risk Assessment (SRA) and analytical information.	W		
56. Clearly convey expectations to the IC, line officer, agency administrator representative, and FMO about timely communication concerning IWI.	W		
57. Regularly interacts with the IC to monitor decision effectiveness and support their needs towards tactical implementation of decision.	W		
58. Validate WFDSS decision continually and update when appropriate. Communicate changes to IMT – consider: <ul style="list-style-type: none"> <li>• Costs</li> <li>• Values at risk</li> <li>• Planning area boundary</li> <li>• Changing ownership</li> <li>• Changes in complexity</li> </ul>	W		
59. Develop, approve, and monitor implementation of turn back standards, suppression repair plans, and transition plans – include FMO, READ, REAF, and IMT personnel.	W		

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

## AGENCY ADMINISTRATOR

### Tasks specific to Wildfire AA Type 2 (WFA2)

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
60. Is fully and actively engaged in development of transition plans (to include the positions necessary for residual incident organization), i.e.: <ul style="list-style-type: none"> <li>• Transition from IMT to IMT.</li> <li>• Transition from Type 1 or 2 IMT to Type 3 or home unit.</li> </ul>	W		
61. Prepare and deliver the IMT evaluation in coordination with key partners/stakeholders (if appropriate).	W		
62. Actively prepares for and participates in the IMT closeout at the end of the assignment.	W		
63. Request and discuss IMT's evaluation of Agency Administrator.	W		
64. Schedule and participate in After Action Reviews – either during the incident or post incident.	W		
65. Initiate the BAER Team in-brief and deploy the team as required. Account for and document the safety considerations for BAER activities.	W		
66. Develop and approve a suppression repair plan.	W		

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

# AGENCY ADMINISTRATOR

## Tasks specific to Wildfire AA Type 2 (WFA2)

### Behavior: Managing wildfire response on assigned unit – AAR fiscal management.

Core competencies: Fiscal management.

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
67. Identify needs and issue Delegations of Authority for Incident Business Advisor (INBA) and/or buying team.	W		
68. Participate in conversations around cost share for multi-jurisdictional incidents.	W/R/O		
69. Review incident expenditures daily with INBA to ensure resource commitment is commensurate with values to be protected and WFDSS decision.	W		

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

## AGENCY ADMINISTRATOR

### Tasks specific to Wildfire AA Type 1 (WFA1)

#### Tasks Specific to Wildfire Agency Administrator Type 1 (WFA1).

*These tasks must be completed on a Type 1 complexity incident AND with a Type 1 or higher Incident Management Team (IMT1, CIMT, AC, NIMO).*

#### Behavior: Management of multiple incidents concurrently:

Core competencies: Wildfire response and incident management.

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
70. Management of multiple IMTs or a highly complex fire environment that includes several IMTs, complex fiscal agreements/cost shares, or extremely sensitive political landscape.	W		

#### Behavior: Integration of risk management protocol.

Core competencies: Risk informed decision-making.

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
71. Engage in meaningful risk assessment and risk decision analysis, using the most recent, available tools to inform decisions: <ul style="list-style-type: none"> <li>• Relative risk assessment</li> <li>• Trade-off analysis</li> <li>• Go-no-go checklist</li> <li>• Prescribed fire burn plan</li> <li>• Short- and long-term fire behavior analytical tools:               <ul style="list-style-type: none"> <li>○ Fire Spread Probability (FSPro)</li> <li>○ Short-Term Fire Behavior (STFB)</li> <li>○ Decision support applications – WFDSS</li> </ul> </li> </ul>	W		
72. Apply risk informed decision-making processes to reduce unnecessary exposure in wildfire response while maximizing opportunities to achieve management objectives.	W		
73. Participate actively in development of or reviewing a strategic risk assessment, with emphasis on prioritizing the features and values at risk.	W		

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

## AGENCY ADMINISTRATOR

### Tasks specific to Wildfire AA Type 1 (WFA1)

#### **Behavior: Managing wildfire response on assigned unit – ordering IMT.**

Core competencies: Wildfire response and incident management; Social, political, economic impacts of fire management; collaboration with partners and stakeholders; Fiscal responsibility, decision support tools.

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
74. Participate in development of WFDSS decision and write rationale section for a Type 1 complexity incident (may be managed by a CIMT, IMT1, or IMT2).	W		
75. Develop Delegation of Authority and provide leader's intent that articulates clear objectives for incoming CIMT or IMT1 and discuss with IC. Insure consistency between leader's intent, DOA, and WFDSS.	W		
76. Negotiate CIMT or IMT1 configuration to manage incident with the aid of Fire Management Staff.	W		
77. Determine the need for Area Command, Unified Command, cost sharing, to assist with the incident workload.	W		
78. Coordinates with partner agencies and stakeholders on multi-jurisdictional fires to issue a joint delegation of authority and develop a single WFDSS decision that interfaces appropriately with partner agency/s decision documentation process.	W		
79. Establish and approve cost share agreements for multi-jurisdictional incidents or unified command, engage with cost negotiations with partners in a timely manner.	W		

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

## AGENCY ADMINISTRATOR

### Tasks specific to Wildfire AA Type 1 (WFA1)

#### Behavior: Managing wildfire response on assigned unit – IMT oversight.

Core competencies: Wildfire response and incident management processes; social, political, economic, impacts of fire management activities; collaboration with partners and stakeholders, fiscal responsibility.

TASK	C O D E	EVAL. RECOR D #	EVALUATOR: Initial & date upon completion of task
80. Demonstrate strong oversight with long duration incidents, assure risk assessments and the associated decisions are periodically evaluated and reevaluated; ensure changes are understood by IMT, fire management staff, partners, cooperators, regional staffs, etc. Be present for or represented at: <ul style="list-style-type: none"> <li>• Morning briefings</li> <li>• Pre-planning and planning meetings</li> <li>• Meetings with IC</li> <li>• Public meetings</li> </ul>	W		
81. Ensure IMT coordination with key external stakeholders, cooperators, and partner agencies to assure two-way communication.	W		
82. Jointly compare alternatives and strategies against objectives and desired outcomes. Consider respondent exposure, probability of success, and values to be protected as the incident unfolds.	W		
83. Clearly convey expectations to the IC, line officer, agency administrator representative, and FMO about timely communication concerning IWI.	W		
84. Regularly interacts with the IC to monitor decision effectiveness and support their needs towards tactical implementation of decision.	W		
85. Validate WFDSS decision continually and update when appropriate. Communicate changes to IMT. Consider: <ul style="list-style-type: none"> <li>• Costs</li> <li>• Values at risk</li> <li>• Planning area boundary</li> <li>• Changing ownership</li> <li>• Changes in complexity</li> </ul>	W		
86. Develop, approve, and monitor implementation of turn back standards, suppression repair plans, and transition plans – include FMO, READ, REAF, and IMT personnel.	W		

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

## AGENCY ADMINISTRATOR

### Tasks specific to Wildfire AA Type 1 (WFA1)

TASK	C O D E	EVAL. RECOR D #	EVALUATOR: Initial & date upon completion of task
87. Is fully and actively engaged in development of transition plans (to include the positions necessary for residual incident organization), i.e.: a. Transition from IMT to IMT. b. Transition from Type 1 or 2 IMT to Type 3 or home unit.	W		
88. Prepare and deliver the IMT evaluation in coordination with key partners/stakeholders (if appropriate).	W		
89. Actively prepares for and participates in the IMT closeout at the end of the assignment.	W		
90. Request and discuss IMT's evaluation of Agency Administrator.	W		
91. Schedule and participate in After Action Reviews – either during the incident or post incident.	W		
92. Initiate the BAER Team in-brief and deploy the team as required. Account for and document the safety considerations for BAER activities.	W		
93. Develop and approve a suppression repair plan.	W		

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



**AGENCY ADMINISTRATOR**

**Tasks specific to Wildfire AA Type 1 (WFA1)**

**Behavior: Managing wildfire response on assigned unit – AAR fiscal management.**

Core competencies: Fiscal management.

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
94. Identify needs and issue Delegations of Authority for INBA and/or buying team.	W		
95. Effectively communicate fiscal considerations during wildfire response activities, insuring IMT accountability.	W		
96. Participate in conversations around cost share for multi-jurisdictional incidents.	W/R/O		
97. Review incident expenditures daily with INBA to ensure resource commitment is commensurate with values to be protected and WFDSS decision.	W		

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

**Trainee Information**

Printed Name:  
 Trainee Position on Incident/Event:  
 Home Unit/Agency:  
 Home Unit /Agency Address and Phone Number:

**Evaluator Information**

Printed Name:  
 Evaluator Position on Incident/Event: Home Unit/Agency:  
 Home Unit /Agency Address and Phone Number:

**Incident/Event Information**

Incident/Event Name: \_\_\_\_\_ Reference (Incident Number/Fire Code): \_\_\_\_\_  
 Duration: \_\_\_\_\_  
 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, Complex, 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.

Comments: \_\_\_\_\_  
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 \_\_\_\_\_  
 \_\_\_\_\_  
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Evaluator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Evaluator's Relevant Qualification (or agency certification): \_\_\_\_\_

**Trainee Information**

Printed Name: \_\_\_\_\_

Trainee Position on Incident/Event: \_\_\_\_\_

Home Unit/Agency: \_\_\_\_\_

Home Unit /Agency Address and Phone Number: \_\_\_\_\_

**Evaluator Information**

Printed Name: \_\_\_\_\_

Evaluator Position on Incident/Event: Home Unit/Agency: \_\_\_\_\_

Home Unit /Agency Address and Phone Number: \_\_\_\_\_

**Incident/Event Information**

Incident/Event Name: \_\_\_\_\_

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Duration: \_\_\_\_\_

Incident Kind: Wildfire, Prescribed Fire, All Hazard, Other (specify): \_\_\_\_\_

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Comments: \_\_\_\_\_

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Evaluator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Evaluator's Relevant Qualification (or agency certification): \_\_\_\_\_