NWCG Incident Position Standards for Documentation Unit Leader

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The *NWCG Incident Position Standards for Documentation Unit Leader* establishes national interagency standards for operating as a Documentation Unit Leader (DOCL) on wildland fires. These standards are meant to ensure safe, efficient, and effective operations in support of interagency goals and objectives and should serve as a guide to promote effective and consistent on-incident training. By definition, NWCG standards encompass guidelines, procedures, processes, best practices, specifications, techniques, and methods.

The Documentation Unit Leader Position Page, https://www.nwcg.gov/positions/documentation-unit-leader, in the NWCG position catalog, includes the Incident Position Description (IPD) and Position Qualification Requirements, as well as links to standards and references needed to perform the duties of a Documentation Unit Leader.

Tasks that are identified by a (*) are those tasks included for evaluation in the Position Task Book (PTB). Tasks not identified for evaluation in the PTB still represent standards for successful performance in the position and should be included in a comprehensive training assignment.

Where references are identified by a (**), refer to your home unit, agency, or organization for specific guidance and policy documentation. For example:

****Interagency Standards for Fire and Fire Aviation Operations* (Red Book)

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General References

- *NWCG Standards for Electronic Documentation (eDoc)*, PMS 277, https://www.nwcg.gov/publications/pms277
- *NWCG Wildland Fire Position Qualification Flowchart*, PMS 308, https://www.nwcg.gov/publications/pms308
- *NWCG Position Task Book for Documentation Unit Leader (DOCL)*, PMS 311-25, https://www.nwcg.gov/position-taskbooks/documentation-unit-leader
- *NWCG Incident Response Pocket Guide (IRPG)*, PMS 461, https://www.nwcg.gov/publications/pms461
- *NWCG Standards for Interagency Incident Business Management*, PMS 902, https://www.nwcg.gov/publications/pms902
- *NWCG Single Resource Casual Hire Information*, PMS 934, https://www.nwcg.gov/publications/pms934
- Incident Command System (ICS) Forms, https://www.nwcg.gov/ics-forms
  - Organization Assignment List (ICS 203)
  - General Message (ICS 213)
  - Activity Log (ICS 214)
  - Demobilization Check-Out (ICS 221)
  - Incident Personnel Performance Rating (ICS 225 WF)
- FireNet, https://www.firenet.gov
- Geographic Area Coordination Centers (GACC), https://gacc.nifc.gov/
- Incident Management Situation Report (IMSR), https://www.nifc.gov/nicc/incident-information/imsr
- Incident Planning Subcommittee (IPS) Tools for Incident Management Teams (IMTs), https://www.nwcg.gov/committee/incident-planning-subcommittee
  - Graphic Examples for Organizing Incident Records
  - IMT Box Indexes – all
  - IMT Instructions for Managing Incident Records
  - IMT Labels
  - Master Documentation Index
  - Records Retention Kit Supply Ordering Guide
- InciWeb, https://inciweb.nwcg.gov/
- National Weather Service, https://www.weather.gov/
- U.S. General Services Administration (GSA) per diem rates, https://www.gsa.gov/travel/plan-book/per-diem-rates

Agency-Specific References

- ***Interagency Standards for Fire and Fire Aviation Operations* (Red Book), https://www.nifc.gov/standards/guides/red-book

*Leadership Level 3, Leader of People (Develop Intent)

Leaders of people have increasing challenges. They accept responsibility, not only for their own actions, but for those of their team. Leaders of people act to develop credibility as leaders: placing the team ahead of themselves, demonstrating trustworthiness, mastering essential technical skills, and instilling the values of the organization in their teams. For additional information, review the Level 3 description, expected behaviors and knowledge, suggested development goals, and self-study opportunities https://www.nwcg.gov/committees/leadership-committee/leadership-levels.

Description

- Lead a large group or unit of people.
- Quickly assemble and lead a cohesive team to accomplish mission objectives.
- Provide an inclusive environment that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolutions of conflict.
- Continue to build personal leadership skills, and lead by example.

Behaviors

- Demonstrates expertise in job skills to provide guidance and training to team members.
- Develops credibility and reputation to increase one's personal sphere of influence.
- Uses experience and training to develop novel solutions to tactical problems.
- Directly mentors new leaders to develop counseling skills and ensure the organization has a leadership pipeline.
- Demonstrates an appropriate response and aftercare of a traumatic event involving a team member.
- Utilizes a risk-refusal process to ensure team safety while considering options for mission accomplishment.
- Conducts an effective briefing to ensure mission accomplishment and unity of action.
- Practices effective debriefing facilitation techniques to improve team performance and increase team cohesion.
- Demonstrates direct statements, active listening, and message confirmation, and allows effective feedback.
- Effectively demonstrates the five communication responsibilities and adapts to the unique needs of people and situations.
- Demonstrates risk management and recognition-primed decision-making.
- Demonstrates the appropriate leadership styles to accomplish the mission and build the team.
- Identifies and manages acute and chronic fatigue to improve health and performance.
- Exercises appropriate sources of influence to ensure mission accomplishment and maintain team cohesion.
- Applies an appropriate leadership style (directing, delegating, or participatory) for a given team and situation to develop team members and increase team cohesion.

Knowledge

- Describe how core values, principles, and traits guide tactical and ethical decisions.
- Understand a leader's role in influencing decisions up and down the chain of command and knowing when to lead up.

- Understand application of various leadership styles to ensure high team performance and cohesion.
- Describe the traits and principles which guide a leader's role to ensure team performance and a positive work environment when responding to harassment, substance abuse, conflict resolution, and hazing.
- Identify the consequences and understand the positive use of position power and authority.
- Describe human stress reactions to understand the impact of stress on team performance and individual decision-making.
- Define the leader's role in each phase of teambuilding to enhance cohesion, effectiveness, and trust.
- Establish or validate crew standards (standard operating procedure [SOP] or standard operation guide [SOG]) to ensure a common operating picture.
- Ensure a positive and healthy work environment, and promote team cohesion by dealing with conflict, harassment, and substance abuse.
- Understand various techniques for counseling and mentoring subordinates to ensure trust and open communication within the team.
- Define techniques for rapid teambuilding.
- Define characteristics of high-performing teams.
- Understand how to use the situation awareness cycle and how to evaluate whether a leader's perception matches the reality of the situation.
- Recognize and exercise the ability to control operational tempo.
- Analyze barriers to communication to establish and maintain open lines of communication.
- Develop and communicate leader's intent.
- Understand the error chain (i.e., Swiss Cheese Model) to promote a safety-conscious team.
- Understand how to integrate contingency planning into operations and anticipate upstream or systematic errors.
- Evaluate and update one's leadership individual development plan using peer feedback and self-assessment.
- Explain how building a positive command climate relates to team cohesion.
- Understand the importance of command and control.

Prepare and Mobilize

*Ensure individual readiness.

When to start task: Prior to assignment.

Resources to complete task: *NWCG Standards for Electronic Documentation (eDoc)*, PMS 277; *NWCG Wildland Fire Position Qualification Flowchart*, PMS 308; *NWCG Position Task Book for Documentation Unit Leader (DOCL)*, PMS 311-25; *IRPG*; Master Documentation Index; position codes for resource ordering applications; FireNet; Incident Qualifications Card (Red Card); resource order; **Interagency Standards for Fire and Fire Aviation Operations* (Red Book).

How to accomplish task:

- Assemble a DOCL kit in anticipation of a resource order that includes the following:
  - Incident Qualifications Card (Red Card)
  - *NWCG Position Task Book for Documentation Unit Leader (DOCL)*, PMS 311-25 (if trainee)
  - *IRPG*
  - *NWCG Wildland Fire Position Qualification Flowchart*, PMS 308
  - ***Interagency Standards for Fire and Fire Aviation Operations* (Red Book)
    - Agency-specific travel standards
  - Position codes for resource ordering applications (e.g., Interagency Resource Ordering Capability [IROC])
  - Suggested items:
    - Office supplies (e.g., pens, pencils, highlighters)
    - Laptop
    - Electronic external storage device (e.g., external drive, flash drive)
    - Power strip
    - Extension cord
    - Cell phone with charger
    - Contact information of personnel at incident
  - Optional but highly recommended items:
    - Personal scanner
    - Personal printer
    - Extra monitor
  - Miscellaneous items to be self-sufficient for 14-21 days on incident:
    - Driver's license
    - Credit card/cash
    - Agency ID
    - Clothing and toiletries
    - Camping supplies
    - Personal protective equipment (PPE)
  - Downloads of electronic records tools and materials (on laptop or flash drive):
    - IPS homepage
    - *NWCG Standards for Electronic Documentation (eDoc)*, PMS 277
- Obtain access to a FireNet named/permanent account.
- Establish your availability with your supervisor and dispatch.

Important: A DOCL needs a named FireNet account to be an owner on the incident FireNet site. Log in to FireNet at least every 60 days to ensure the account remains active.

Gather critical information pertinent to the assignment.

When to start task: Upon receipt of resource order.

Resources to complete task: FireNet; GACC website; IMSR; InciWeb; resource order; travel documents; travel itinerary.

How to accomplish task:

- Receive your resource order and contact dispatch to notify them of your departure to the incident.
- Work with dispatch to identify assignment details and confirm if the assignment is in person or virtual (if virtual, no travel is required).
- If in person, coordinate and document travel, including:
  - Travel itinerary.
  - Mode of travel.
  - Departure location and estimated time of departure (ETD).
  - Arrival location and estimated time of arrival (ETA).
  - Rest overnight (RON) location if you are unable to make end destination within that operational shift.
- Review resource order information.
  - Incident/project name
  - Incident/project order number
  - Financial codes
  - Incident base/phone number
  - Request number
  - Reporting date/time and location
  - Special instructions to identify authorized equipment, such as laptop, cell phone, and transportation (e.g., air, agency-owned vehicle [AOV], privately-owned vehicle [POV], rental vehicle [REN])
- Ensure the resource order has correct spelling, home unit, phone numbers, and all other information.
- Research the current incident to gather situational awareness before departing. Use:
  - GACC website.
  - InciWeb.
  - IMSR.
  - FireNet.
  - Weather information (e.g., National Weather Service website).

*Travel to and check in at assignment.

When to start task: Upon receipt of resource order.

Resources to complete task: Incident contact information; Incident Qualifications Card (Red Card); resource order; *NWCG Single Resource Casual Hire Information*, PMS 934; GSA per diem rates.

How to accomplish task:

- If reporting virtually, contact the incident supervisor (i.e., Incident Commander [IC] or Planning Section Chief [PSC]) and follow their instructions on how to check in.
- If reporting in person:
  - Prepare for travel logistics, including:
    - Airline.
    - Rental car or agency vehicle.
    - Hotel.
  - Follow the agency travel policy, including:
    - Following time limitations/driver duty day limitations.
    - Referencing GSA for per diem and lodging rates, as applicable.
  - Contact the appropriate incident supervisor (i.e., IC or PSC) to:
    - Share contact information and travel plans.
    - Confirm the date/time and meeting location.
  - Wear professional and appropriate attire for the incident environment, weather, and climate.
- Upon arrival at the incident, locate check-in and complete check-in procedures.
  - Check in with the Status/Check-In Recorder (SCKN). Be prepared with the following:
    - Resource order
    - Incident Qualifications Card (Red Card)
    - Agency-specific agreement sheet (e.g., *NWCG Single Resource Casual Hire Information*, PMS 934 for Administratively Determined [AD] personnel)
  - Check in with Finance to have your travel time signed (ADs and cooperators should provide their hiring form).
  - Check in with the training specialist if you are a trainee.
  - Check in with your incident supervisor.

Build the Team

*Orient yourself to the incident.

When to start task: Upon arrival at the incident.

Resources to complete task: Organization Assignment List (ICS 203); Demobilization Check-Out (ICS 221); Delegation of Authority (DoA); DOCL kit; FireNet; Incident Action Plan (IAP); *Records Retention Kit* (NFES 002990).

How to accomplish task:

- Obtain situational awareness from a briefing with the PSC.
    - Determine which PSC to report to (if there are multiple PSCs on incident).
    - Discuss incident expectations and schedules, such as:
        - Hardcopy and/or electronic documentation requirements.
        - Availability times and duties if virtual.
    - Request a phone list of section/unit personnel.
    - Discuss current and anticipated staffing needs.
    - Establish a location for your workstation.
        - Ensure there is adequate space.
        - Advocate for a workspace location as needed.
    - Determine sleeping and meal arrangements.
    - Confirm internet access (e.g., Wi-Fi or wired).
    - Confirm access to FireNet.
- Obtain and review a copy of the IAP.
    - Familiarize yourself with the Organization Assignment List (ICS 203) included in the IAP to identify incident section/unit staff.
    - Review the camp map.
- Obtain and review the DoA and note any special documentation requirements. If a hardcopy Doc Box is requested, order the *Records Retention Kit* (NFES 002990).
- If transitioning, coordinate with the outgoing DOCL about:
    - Current status of records.
    - Smoothly transitioning into the role.
- Establish workflows with other sections/units, such as:
    - Coordinating IAP filing with Resource Unit Leaders (RESLs).
    - Asking the Demobilization Unit Leader (DMOB) to include you in the demobilization process (e.g., Demobilization Check-Out [ICS 221]).
- Request access to the incident documentation inbox from the Incident Technology Support Specialist (ITSS).
- Request access to the incident Microsoft Teams account from the ITSS.

*Organize and staff the unit.

When to start task: Once oriented to the incident and the workstation is established.

Resources to complete task: *NWCG Standards for Electronic Documentation (eDoc)*, PMS 277; General Message (ICS 213); DOCL kit.

How to accomplish task:

- Set up your workstation.
    - Work with facilities and/or Information Technology (IT) as needed to get additional equipment (e.g., laptop, scanner, printer, extra monitor, keyboard, mouse, table, chair).
    - Use General Message (ICS 213) to order additional supplies or staffing through the ordering manager.
    - Set up the laptop and supplies from the DOCL kit (e.g., scanner, printer, folders).
    - Create a "to be filed" box for incoming hardcopy documentation.
    - Post signage to ensure visibility of your workstation.
- Create a list of daily tasks to be completed, including:
    - Check the incident documentation inbox throughout the shift for documentation.
    - Check for and process online and hardcopy "to be filed" folders.
    - If needed, rename and file records according to *NWCG Standards for Electronic Documentation (eDoc)*, PMS 277.
- Identify staffing needs.
- Ensure work/rest ratio is maintained.

Assist other sections/units, as requested.

When to start task: Upon arrival at the incident.

Resources to complete task: DOCL kit.

How to accomplish task:

- Be a team player by:
    - Responding to request(s) from other sections/units.
    - Coordinating with section/unit points of contact.
    - Adjusting actions based on changing information and evolving situational awareness.

Supervise and Direct Work Assignments

Mentor trainees.

When to start task: Once a trainee is assigned to your unit.

Resources to complete task: SOPs; *NWCG Standards for Electronic Documentation (eDoc)*, PMS 277; *NWCG Position Task Book for Documentation Unit Leader (DOCL)*, PMS 311-25; Incident Personnel Performance Rating (ICS 225 WF).

How to accomplish task:

- Establish and communicate objectives, priorities, work assignments, and performance expectations.
- Provide the trainee with guiding documentation and relevant SOPs, such as *NWCG Standards for Electronic Documentation (eDoc)*, PMS 277, if applicable.
- Establish and maintain a working relationship with the trainee.
- Model leadership values and principles, provide a positive influence, and emphasize teamwork.
- Encourage development of the trainee's competency/skills in:
  - Communication.
  - Collaboration.
  - Problem-solving.
  - Flexibility.
- Ensure incident objectives and performance standards are met.
- Monitor performance and provide immediate and regular feedback to the trainee.
  - Assess the trainee's current skill level and experience.
  - Review the *NWCG Position Task Book for Documentation Unit Leader (DOCL)*, PMS 311-25 with the trainee to ensure clarity on tasks and responsibilities.
  - Monitor and give timely, constructive feedback on the trainee's performance.
  - Record progress and complete formal evaluations as required in the trainee's *NWCG Position Task Book for Documentation Unit Leader (DOCL)*, PMS 311-25.
- Monitor the trainee's well-being.
- Provide the trainee with developmental opportunities.

Perform Documentation Unit Leader-Specific Duties

*Provide and/or support scanning services.

When to start task: Throughout the assignment.

Resources to complete task: FireNet; laptop; scanner (personal or service vendor).

How to accomplish task:

- Coordinate the status of scanning services with the PSC.
- Coordinate with RESLs to confirm if a RESL or DOCL will scan the IAP.
- Scan the original and the corrected IAP and upload them to FireNet, if needed.
- Ensure adequate scanning capability.
  - Request/retrieve and install a scanner.
  - Connect to the printer (either network or personal).
- Assist sections/units in obtaining and using scanners, if needed.
  - Survey sections/units for the need of scanners.
  - Notify IT of sections/units that need scanners.
  - Provide training to sections/units on how to use scanners.
- Coordinate with IT for the return of incident scanner equipment.

*Facilitate the collection of incident documentation.

When to start task: Throughout the incident.

Resources to complete task: *NWCG Standards for Electronic Documentation (eDoc)*, PMS 277; General Message (ICS 213); Activity Log (ICS 214); camp and/or Incident Command Post (ICP) map; FireNet.

How to accomplish task:

- Coordinate the collection of records with all section/unit leads.
- Clarify if the incident requires electronic and/or hardcopy documentation.
- Provide filing guidelines to sections/units (e.g., post in FireNet, put a message in the IAP, hold in-person conversations, make phone calls).
  - Explain how to access FireNet and the electronic "to be filed" folder.
  - Provide an incident documentation inbox email address for sections/units without access to FireNet/Teams to submit records.
  - Explain that physical records can be brought to the "to be filed" box at the DOCL desk.
  - Provide a receptacle for hardcopy records to sections/units that need them (e.g., Ordering, Ground Support).
  - Reiterate that all incident records must be stored electronically regardless of how they were originally created.
  - Explain what constitutes a record for various positions.
- Train sections/units on where and how to upload electronic incident records, as requested.
  - Explain the requirements for electronic documentation.
  - Demonstrate proper electronic file naming.
  - Ensure sections/units have access to FireNet.
  - Explain the purpose of channels versus the "to be filed" folder in the General Channel on FireNet.

- Note that channels are for drafts and work products. Documentation to be filed must be dropped in the designated "to be filed" folder.
- Monitor the ongoing submission of incident records.
  - Meet with sections/units who are not submitting records in a timely manner.
  - Reiterate the importance of submitting records as the incident progresses and not waiting until the end of the assignment.
- Coordinate with other sections/units regarding the quality, accuracy, or completeness of records.
  - Explain that draft/incomplete records with relevant information may still need to be maintained as records of incident actions.

*Review, organize, and file incident documentation.

When to start task: Throughout the incident.

Resources to complete task: *NWCG Standards for Electronic Documentation (eDoc)*, PMS 277; Master Documentation Index; Doc Box(es); DOCL kit; FireNet; IPS homepage.

How to accomplish task:

> Note: As a DOCL, you may be on an incident that uses only electronic records, only hardcopy records, or both electronic and hardcopy records. Use the following guidelines for each record type depending on the DoA. Confidential records (e.g., from the Human Resource Specialist [HRSP] or Medical Unit Leader [MEDL]) are not retained in electronic or hardcopy Doc Boxes.

- Review and process incoming electronic and/or hardcopy incident records daily for completeness and accuracy.
  - Make sure incident history records are complete with date and signatures. If a record is incomplete:
    - Contact the record creator to attempt to make the record complete.
    - If you find a record that is not included in the Master Documentation Index, raise the issue with the PSC.
  - For electronic records:
    - Scan hardcopy records received on the incident for electronic records storage.
    - Refer to *NWCG Standards for Electronic Documentation (eDoc)*, PMS 277 to determine how to appropriately label and file the record.
    - Access the FireNet incident "to be filed" folder or incident documentation inbox.
    - For ease of renaming records, download the records to your laptop and process them with your preferred PDF software (e.g., Adobe, FoxIt).
    - Review the submitted electronic records to ensure they are not corrupt and names conform to the naming standards in *NWCG Standards for Electronic Documentation (eDoc)*, PMS 277.
    - Rename records as needed.
    - Convert the record to an appropriate format (e.g., PDF, JPEG).
    - File electronic records in the appropriate folders in the incident eDoc Box.
  - For hardcopy records:
    - Prepare Doc Box(es) by affixing labels to folders, organizing them according to the Master Documentation Index.
    - Place hardcopy record(s) in the appropriate folder(s).
  - Determine if a record is a non-record (i.e., work products and working files) or a final record based on the *NWCG Standards for Electronic Documentation (eDoc)*, PMS 277.

- Although many records are work products, only final records belong in the eDoc Box.
- If you find a record that is not included in the Master Documentation Index, raise the issue with the PSC.
- Retrieve incident records, as requested.
  - Search incident records when someone has a question.
  - Verify that the requestor has permission to access/receive the requested record.
    - Be sure to safeguard proprietary records.
    - Ensure that you maintain the original record and provide a copy to the requestor.
- Prepare and maintain the Master Documentation Index of incident records.
  - Continually update the Master Documentation Index.
- Provide status updates to the PSC.

Capture daily activities and significant events.

When to start task: Throughout the incident.

Resources to complete task: Activity Log (ICS 214) or equivalent tool (e.g., Microsoft OneNote).

How to accomplish task:

- Document significant events during each operational period by:
  - Completing an Activity Log (ICS 214) or equivalent tool for each operational period (only document significant or unusual events that occurred during the shift).
  - Notifying the PSC of significant or unusual events.
  - Filing the Activity Log (ICS 214) according to standards.

Communicate and Coordinate

*Establish communications and exchange information with other sections/units and incident agency personnel.

When to start task: Upon arrival at the incident.

Resources to complete task: Organization Assignment List (ICS 203); IAP; PSC.

How to accomplish task:

- Make introductions with all section/unit leads.
- Coordinate workload (e.g., if there are shared resources, multiple DOCLs, or incoming/outgoing personnel).
- Communicate availability for other duties as assigned with the PSC.
- Establish a rapport with sections/units and respond to questions or concerns regarding record naming standards.
- Make yourself available for section/unit-specific training, if requested.

Manage Risk

Maintain physical and personal safety and security.

When to start task: Throughout the assignment.

Resources to complete task: *IRPG*; DOCL kit; PPE; *******Interagency Standards for Fire and Fire Aviation Operations* (Red Book).

How to accomplish task:

- Account for the location, health, safety, and welfare of assigned personnel during travel and on incident.
- Secure personal belongings and section/unit gear.
- Maintain awareness of surroundings.
- Be aware of and report any potential safety risks.
- Monitor work/rest status.

Demobilize

*Hand off the documentation package.

When to start task: At end of assignment.

Resources to complete task: *NWCG Standards for Electronic Documentation (eDoc)*, PMS 277; DOCL kit; electronic and/or hardcopy records; FireNet; PSC.

How to accomplish task:

- Establish deadlines to submit incident records.
  - Confirm deadlines with the PSC.
  - Communicate deadlines to sections/units.
- Coordinate an efficient transfer of records and duties to the incoming team or home unit.
  - Generate and deliver a briefing to the incoming DOCL, if applicable.
  - Coordinate and schedule document package turnover with the PSC, Agency Administrator, or incoming IMT.
  - For hardcopy records, coordinate transportation and delivery of records to the agreed-upon location, if needed.
  - For electronic records, ensure the incoming team or home unit has FireNet incident site access.
- Prepare a detailed transition document.
  - Explain how electronic and hardcopy records are collected.
  - Indicate any issues you encountered (e.g., working with multiple camp sites, technological challenges) and the current workarounds.
  - Note any deviation from standard incident records (e.g., adjustments to standard naming conventions).
- When transitioning off the incident, refer to the Record Transfer section of *NWCG Standards for Electronic Documentation (eDoc)*, PMS 277.

*Prepare for and implement demobilization.

When to start task: At end of assignment.

Resources to complete task: *NWCG Position Task Book for Documentation Unit Leader (DOCL)*, PMS 311-25; Demobilization Check-Out (ICS 221); Incident Personnel Performance Rating (ICS 225 WF); incident timesheet or Incident Time Report, OF 288; travel documents; travel guidance.

How to accomplish task:

- Prepare a Documentation Unit narrative, as requested.
- Obtain your Incident Personnel Performance Rating (ICS 225 WF) from the incident supervisor (e.g., PSC).
- Return any incident supplies and equipment.
- Pack, clear, and clean your workstation.
- Complete the Demobilization Check-Out (ICS 221) process before being released from the incident.
- Obtain an incident timesheet and close it out with Finance (e.g., Incident Time Report, OF 288).
- Arrange and document travel to your home unit or reassignment.
- Notify home dispatch when travel begins and indicate estimated travel time. If you will rest

overnight, give the location.
- Notify home dispatch and the supervisor when you arrive at home or the next incident, and confirm you are released from the incident.
- Complete agency finance and time records for approval.
- Reflect on the completed assignment.
    - Lessons learned
    - Tools needed that were not available
    - Challenges that could have been overcome with advanced planning or acquisition of resources
- Refresh equipment, supplies, and personal gear in preparation for the next assignment.

The *NWCG Incident Position Standards for Documentation Unit Leader* is developed and maintained by the Incident Planning Subcommittee (IPS), under the direction of the Incident and Position Standards Committee (IPSC), an entity of the National Wildfire Coordinating Group (NWCG).

Previous editions: first.

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