A publication of the
**National Wildfire
Coordinating Group**

NWCG Position Task Book for
Operations Section Chief Complex (OSCC)

SIGNATURE PAGE

Initiation

Trainee's Name: _____   Initiated By: _____

Home Unit/Agency: _____   Title: _____

Home Unit Address: _____   Home Unit/Agency: _____

_____   Phone Number: _____

Phone Number: _____   Date: _____

IQCS/IQS#: _____

Verification

I verify that _____ has successfully performed the tasks of the position, as documented on position evaluation records and the position evaluation table, and should be considered for certification in the position.

Final Evaluator Name: _____   Phone Number: _____

Title: _____   Home Unit/Agency: _____

Signature: _____   Date: _____

Agency Certification

I certify that _____ has met all the requirements for qualification in the position and that such qualification may be issued.

Certifying Official Name: _____   Phone Number: _____

Title: _____   Home Unit/Agency: _____

Signature: _____   Date: _____

INSTRUCTIONS FOR NWCG NEXT GENERATION POSITION TASK BOOK

The Next Generation Position Task Books (Next Gen PTBs) are designed to provide a format that enhances the feedback an evaluator provides to a trainee. An evaluator using the Next Gen PTB has a mechanism to rate how well the trainee performs each task and to provide written narratives to accompany the evaluation ratings using the position evaluation records.

The Next Gen PTB has three components: The **SIGNATURE PAGE**, **POSITION EVALUATION TABLE**, and **POSITION EVALUATION RECORDS**.

SIGNATURE PAGE:

The signature page documents three phases of the Next Gen PTB: initiation, verification, and agency certification.

The initiation block is filled out by the home unit/agency when the Next Gen PTB is issued. It indicates that the designated individual is recognized by the home unit/agency as a trainee in the position.

The verification block is completed by the final evaluator once the trainee has successfully met or exceeded satisfactory performance of all tasks in the Next Gen PTB and is recommended for certification by the final evaluator.

The agency certification block is completed by the certifying official of the home unit/agency. It provides a record that the trainee has been certified and is qualified in the position.

POSITION EVALUATION TABLE:

The position evaluation table is used to record the evaluations that a trainee receives for each training assignment. A rating must be provided for each task in the position evaluation table on every training assignment.

The position evaluation table lists the tasks required to be evaluated for successful performance in the position. See the *NWCG Position-Specific Standards for Operations Section Chiefs*, PMS 350-08, for explanations of each task. Additional tasks that are not required to be evaluated are covered in the Position-Specific Standards. These tasks still represent standards for successful performance in the position and should be included in a comprehensive training assignment.

The Next Gen PTB includes four columns to record ratings for each task. If the training assignment is not the first assignment for a trainee, the evaluator should review the position evaluation table and position evaluation records of the previous training assignments. A trainee does not have to complete four training assignments to be recommended for certification. The home unit will determine the appropriate number of assignments. If additional training assignments are needed, a second position evaluation table should be utilized and attached to the PTB.

Each task must be rated during each training assignment. The evaluator will rate the performance of the tasks as follows:

N/O = No opportunity to perform the task.
D = Does not meet the standard for the task as described in the Position-Specific Standards.
M = Meets the standard for the task as described in the Position-Specific Standards.
E = Exceeds the standard for the task as described in the Position-Specific Standards.

The evaluator will indicate their rating of the trainee's performance by marking their rating (N/O, D, M or E) in the column for each task in the position evaluation table. If the trainee does not meet the standard (i.e., is rated D for a task), the evaluator <u>must</u> provide written explanation with suggestions for improvement in the position evaluation record. This may include redirecting the trainee to the Position-Specific Standards for review. Written feedback is encouraged for all other ratings. Prior to certification, the trainee must attain a rating of M or E for each of the identified tasks.

Each task has a code associated with the type of training assignment where the task must be completed. Tasks must be evaluated on the specific types of incidents/events for which they are coded. If multiple codes are listed for a task, the task must be evaluated on one of the listed incidents/events. For example, W/S indicates the task must be performed on a wildfire or during a simulation. The codes are defined as:

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 non-emergency (planned prescribed fire or unplanned) event.

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

RX = Prescribed fire: Task must be performed on a prescribed fire incident.

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.

S = Simulation: Task must be performed during a simulation. The simulation activity must realistically mimic the task and allow the evaluator to determine if the trainee would be able to perform the task in a real situation. Resources are available on the NWCG Leadership Committee's Tactical Decision Games webpage https://www.nwcg.gov/wfldp/toolbox/tactical-decision-games.

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

POSITION EVALUATION RECORD:

The position evaluation record is used to document the specific details of each training assignment, and to document the evaluators final recommendation regarding position certification. A new position evaluation record is required for each training assignment.

Position Evaluation Record Number

Each evaluator will need to complete a position evaluation record. Each position evaluation record should be numbered sequentially. Place this number at the top of the position evaluation record page and use this number to determine which column to rate the trainee in the position evaluation table.

Trainee Information

Print the trainee's name and indicate if the assignment is virtual.

Evaluator Information

Print the evaluator's name, position on the incident/event, IQCS/IQS number, home unit/agency, and the home unit/agency address and phone number. Evaluators must be either qualified in the position being evaluated or supervise the trainee, and final evaluators must be qualified in the position they are evaluating. The evaluator's relevant qualification field is below the evaluator's signature line on the position evaluation record.

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:** Check 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 or Prescribed Fire Complexity Level**: Check the ICS organization level or the prescribed fire complexity level.
>
> **Fire Behavior Prediction System (FBPS) Fuel Model Group:** Check the fuel model group that corresponds to the predominant fuel type in which the incident/event occurred.
>
> > **Grass Group** (includes FBPS Fuel Models 1 – 3): 1 = short grass (1 foot); 2 = timber with grass understory; 3 = tall grass (1½ - 2 feet)
> >
> > **Brush Group** (includes FBPS Fuel Models 4 – 6): 4 = chaparral (6 feet); 5 = brush (2 feet); 6 = dormant brush/hardwood slash; 7 = southern rough
> >
> > **Timber Group** (includes FBPS Fuel Models 8 – 10): 8 = closed timber litter; 9 = hardwood litter; 10 = timber (with litter understory)
> >
> > **Slash Group** (includes FBPS Fuel Models 11 – 13): 11 = light logging slash; 12 = medium logging slash; 13 = heavy logging slash

Evaluator's Recommendation

The last block in the position evaluation record is for the evaluator's recommendation of trainee. The evaluator will initial only one line 1 – 3. If the evaluator is recommending the trainee for certification, the evaluator will also fill out the verification block of the Signature Page.

Remarks on Individual Performance

This section provides space for written narrative of the trainee's performance. If the trainee does not meet the standard (i.e., is rated D for a task), the evaluator <u>must</u> provide written explanation with suggestions for improvement on the position evaluation record. This may include redirecting the trainee to the Position-Specific Standards for review. Written feedback is encouraged for all other ratings. This is meant as an opportunity to provide informative and constructive feedback to the trainee and the trainee's home unit, so they know what to focus on in the future.

At the conclusion of the training assignment, the evaluator and trainee should discuss the training assignment, ratings, and evaluator recommendations. When this is done, the trainee, and evaluator will sign and date the position evaluation record on the lines indicated.

Additionally, the Next Gen PTB can be used as an evaluation tool for qualified individuals.

COMPLETION OF A NEXT GEN PTB:

When an evaluator recommends a trainee for certification, the trainee is responsible for ensuring the Next Gen PTB is complete and submitted to the home unit/agency for review by the certifying official. The complete Next Gen PTB package includes the signature page with the verification block signed by the final evaluator, the position evaluation table, and every position evaluation record.

Trainee Name: _____

All tasks must be evaluated and assigned one of the four ratings for each assignment. If the trainee does not meet the standard (i.e., is rated D for a task), the evaluator <u>must</u> provide written explanation with suggestions for improvement on the position evaluation record. Written feedback is encouraged for all other ratings.

> **N/O** = No opportunity to perform the task.
> **D** = Does not meet the standard for the task as described in the Position-Specific Standards.
> **M** = Meets the standard for the task as described in the Position-Specific Standards.
> **E** = Exceeds the standard for the task as described in the Position-Specific Standards.

*For further information about each task see the *NWCG Position-Specific Standards for Operations Section Chiefs*, **PMS 350-08.**

Standard Tasks for the Position of Operations Section Chief Complex

	Leadership Level 5, Leader of Organizations **(Create Vision)**	**CODE**	**Position Evaluation Record Number**			
			1	**2**	**3**	**4**
1	For leaders of organizations, the challenges grow to looking broadly and further ahead. These leaders manage the most complex and high-profile emergency incidents. Organizational leaders plan for future operations and mentor promising people for key roles in our organizations. They represent the face of the wildland fire service to cooperators, stakeholders, and the general public. Decisions made by these leaders have significant and far-reaching impacts. [See the Wildland Fire Leadership Levels for a description, behaviors, and knowledge representative of a Leader of Organizations, https://www.nwcg.gov/committee/leadership-committee/leadership-levels.]	ALL				

Standard Tasks for the Position of Operations Section Chief Complex

	Prepare and Mobilize	CODE	Position Evaluation Record Number			
			1	2	3	4
2	Gather critical information pertinent to the assignment.	I				
3	Confirm mobilization status of operational team members and/or assigned resources.	I				
4	Review current Incident Action Plan (IAP), if applicable, and obtain incident status from Incident Commander (IC) or ordering unit.	I				
5	Obtain incident update from current OSCC regarding status of incident situation or branch operations before arrival.	I				

	Build the Team	CODE	Position Evaluation Record Number			
			1	2	3	4
6	Develop initial strategy and ensure tactics are in alignment.	I				
7	Receive a host unit in-brief of the current incident status and review established Incident Management Team (IMT) guidelines.	I				
8	Ensure air operations section meets operational needs.	W				
9	Review the Delegation of Authority, Leaders Intent, Wildland Fire Decision Support System (WFDSS) and/or other incident decision documents.	W				
10	Facilitate and coordinate the ordering of operational resources.	I				
11	Establish a common operating picture with Command & General Staff (C&G), IC, and assigned personnel.	I				
12	Establish organizational structure, reporting procedures, and chain of command for assigned resources.	I				
13	Ensure transfer of position responsibilities. Coordinate with outgoing OSCC, IC, or other appropriate personnel.	I				
14	Develop initial strategy and ensure tactics are in alignment.	I				

Standard Tasks for the Position of Operations Section Chief Complex

	Lead, Supervise, Direct	CODE	**Position Evaluation Record Number**			
			1	**2**	**3**	**4**
15	Model leadership values and principles. Provide a positive influence. Emphasize teamwork.	I				
16	Establish and communicate objectives, priorities, work assignments, and performance expectations.	I				
17	Adjust actions based on changing information and evolving situation awareness. Develop and implement contingency plans. Communicate changing conditions to assigned resources and C&G.	I				
18	Monitor performance and provide immediate and regular feedback to assigned personnel.	I				
19	Provide field leadership, while making sound and timely decisions in complex and high stress environments.	I				
20	Engage in public information distribution, ensuring communications align with operational progress, strategic objectives, and public safety in coordination with Public Information Officers.	I				

	Perform Command & General Staff Responsibilities	CODE	**Position Evaluation Record Number**			
			1	**2**	**3**	**4**
21	Interact, coordinate, and establish cohesiveness with C&G personnel.	I				
22	Share pertinent operations information that may affect the team's management of the incident.	I				
23	Prepare for and participate in strategy meetings to ensure alignment of host agency values, incident strategies, and probabilities of success.	I				
24	Formulate and communicate strategic plans and alternatives to IC for understanding and approval.	I				
25	Coordinate operational decisions with C&G personnel to reduce unintended impacts to other functional areas.	I				

Standard Tasks for the Position of Operations Section Chief Complex

	Perform Operations Section Chief Complex -Specific Duties	CODE	Position Evaluation Record Number			
			1	2	3	4
26	Present effective operational period briefing(s). Clearly articulate strategy, tactics, locations, and work assignments.	I				
27	Ensure host unit direction and policies are applied.	I				
28	Manage operational periods to achieve objectives (e.g., swing/night shifts).	I				
29	Personally observe and review current operations to prepare tactics for the next 24, 48, 72 hours and beyond.	I				
30	Monitor and address air quality impacts on personnel and the public. Consider the potential for smoke impacts to roads, communities, and incident facilities.	I				
31	Report special occurrences (e.g., structure/improved property loss or damage, accidents, Incident Within an Incident, political contacts) to IC.	W				
32	Order or demobilize resources required to meet operational objectives.	I				
33	Establish a process within Operations Section for resource requests/releases for planning purposes.	I				
34	Inform IC regularly or as needed with status updates, evolving conditions or hazards that may require action, problems or unresolved issues, and accomplishments.	I				
35	Establish daily briefing/debriefing schedule with Operations Branch Directors and Division/Group Supervisors.	I				
36	Establish and/or identify branches, divisions/groups, and/or staging areas as appropriate.	I				
37	Identify the kind, type, and number of resources required to achieve operational objectives.	I				
38	Update priorities and make timely changes to current operations based on changing complexities or magnitude of the incident.	I				
39	Ensure assigned resources have all necessary equipment and supplies to meet the approved strategy. Estimate immediate and long-range operational resource and logistical requirements.	I				
40	Approve burnouts and seek approval from the IC for backfire operations.	W				
41	Validate the effectiveness and proper use of aviation resources, ensuring close coordination between aviation and ground personnel.	W				

Standard Tasks for the Position of Operations Section Chief Complex

	Perform Operations Section Chief Complex -Specific Duties	CODE	**Position Evaluation Record Number**			
			1	**2**	**3**	**4**
42	Provide feedback to Air Operations Branch Director (AOBD) / Air Support Group Supervisor (ASGS) on preferred airspace use and any necessary restrictions.	W				
43	Ensure that Initial Attack (IA) delegations are clearly defined and easily identifiable using geographic features.	W				
44	Utilize GIS tools and analytics (e.g., snag hazards, fuels, fire history, fire behavior runs, Pipeline Open Data Standard [PODS], weather analysis) to develop strategic plans with increased probability of success.	W				
45	Develop management action points for critical values at risk, display strategic lines geographically, and articulate strategy verbally and in writing to diverse audiences.	W				
46	Use fire behavior prediction information to plan/organize tactical operations that are in alignment with the approved strategy.	W				
47	Ensure development and maintenance of a strategic operations map.	W				
48	Promptly provide C&G with analytics and known values to develop initial strategy.	I				

	Planning Duties	CODE	**Position Evaluation Record Number**			
			1	**2**	**3**	**4**
49	Represent the Operations Section in the planning cycle (e.g., meetings, briefings, documentation).	I				
50	Complete the identified Operations sections of the Incident Status Summary (ICS 209).	W				
51	Participate in preparation of the IAP or other relevant plans.	I				
52	Utilize the Operational Planning Worksheet (ICS 215) to consolidate resource status, assignments, and operational resource needs.	I				
53	Coordinate IAP (ICS 204 WF) updates with the Resource Unit Leader (RESL) following IMT guidelines, including resource information for accountability, work assignments, special instructions (e.g., medical, resource advisors), and communicate strategy (task, purpose, end state).	W				
54	Coordinate with Situation Unit to validate updates (e.g., division/branch boundaries, drop points, helispots, control line status).	I				

Standard Tasks for the Position of Operations Section Chief Complex

	Planning Duties	CODE	**Position Evaluation Record Number**			
			1	2	3	4
55	Coordinate with Operations Branch Directors (OPBD) and Division/Group Supervisors (DIVS) and provide a list of excess personnel and other resources to the Planning Section.	I				

	Communicate and Coordinate	CODE	**Position Evaluation Record Number**			
			1	2	3	4
56	Provide timely communication within and across functional areas to coordinate support for operational needs (e.g., land use agreements, Emergency Equipment Rental Agreements (EERA), meals, security).	I				
57	Coordinate with OPBD(s) and DIVS(s) to recommend priorities for Safety Officers, Line Medics, resource advisors, and Field Observers (FOBS).	W				
58	Determine the need for coordination with Long Term Fire Analyst and/ Strategic Operational Planner to ensure incident strategies consider critical values, responder risk, and probability of success.	W				
59	Maintain daily communication with AOBD/ASGS, ensuring aviation resources are aware of and follow prioritized aviation objectives.	W				
60	Facilitate effective coordination between aerial supervision and OSCC, confirming feedback is provided by aerial supervision both before and after shifts.	W				
61	Work with responsible land management agencies and/or assigned Resource Advisors to mitigate impacts to natural, cultural, social, and other resources. Notify IC when such resources are discovered and document suppression impacts.	W				
62	Coordinate wildland urban interface (WUI) operations with local law enforcement, fire departments, and other agencies that are authorized to implement public evacuations, structure protection, traffic control, and road closures, in coordination with the Liaison Officer (LOFR).	W				
63	Establish communication channels that facilitate large scale coordination (e.g., multi-agency coordination groups, nearby incidents, geographic areas, adjacent land management units).	I				

Standard Tasks for the Position of Operations Section Chief Complex

	Manage Risk	CODE	**Position Evaluation Record Number**			
			1	**2**	**3**	**4**
64	Ensure the Risk Management Process is established and maintained throughout the Operations section.	I				
65	Align tactical operations with strategic-level risk management throughout the Operations Section.	I				
66	Coordinate with Safety Officers to assess responder risk and complete an Operational Risk Assessment Worksheet (e.g., 215R).	I				
67	Communicate the major risk influencers (e.g., ground transportation, fire behavior, hit by and gravity hazards, aviation operations, human factors, medical response, and capability).	I				
68	Plan for medical emergencies. Ensure assigned resources are prepared to execute the Medical Plan (ICS 206 WF). Ensure familiarity with medical responders, communication procedures, and transportation plan.	W				
69	Support Incident Within an Incident (IWI) response based on procedures developed by the IMT.	R				
70	Monitor resources for signs and symptoms of smoke exposure, fatigue, illness, injury, and work/rest ratios, and communicate mitigation needs.	W				

	Document	CODE	**Position Evaluation Record Number**			
			1	**2**	**3**	**4**
71	Provide input into documentation and associated GIS products for strategic operations.	I				
72	Follow IMT guidelines for the tracking and documentation of accountable property.	I				
73	Complete all administrative tasks and documentation in an accurate and timely manner.	I				

Standard Tasks for the Position of Operations Section Chief Complex

	Demobilize	CODE	**Position Evaluation Record Number**			
			1	2	3	4
74	Provide staffing recommendations of resources to incoming OSCC to ensure appropriate span of control and staffing for evolving incident complexity.	I				
75	Assist in the development and implementation of the Incident Demobilization Plan, and coordinate with Demobilization Unit/Planning Section Chief.	I				
76	Prepare the operations portion of the transition plan, including strategic information, ongoing risks, known hazards, and status of incident objectives.	I				
77	Participate in transition meeting with incoming Incident Management Team (IMT)/local unit.	I				
78	Lead strategic-level After Action Review (AAR) at the section level, including how to integrate feedback into future incident response. Participate in C&G AAR during demobilization, identifying key lessons for future incidents.	I				

POSITION EVALUATION RECORD

#

Trainee Information

Printed Name: Virtual Assignment: Yes   No

Position on Incident/Event:

Evaluator Information

Printed Name: Evaluator Position on Incident/Event:

Home Unit/Agency: Evaluator IQCS/IQS #:

Home Unit /Agency Address and Phone Number:

Incident/Event Information

Incident/Event Name: Reference (Incident Number/Fire Code):

Duration:

Location (include Geographic Area, Agency, and State):

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

Management Type: Type 5   Type 4   Type 3   Type 2   Type 1   Complex   Area Command

<u>OR</u> Prescribed Fire Complexity Level: Low   Moderate   High

FBPS Fuel Model: Grass   Brush   Timber   Slash

Evaluator's Recommendation
(Initial only one line as appropriate)

_____ 1) The trainee meets or exceeds satisfactory performance of all tasks under my supervision and/or on a prior trainee experience, as documented on position evaluation records. I have completed the final evaluator's verification section and recommend the trainee be considered for agency certification.

_____ 2) The tasks indicated on the evaluation table have been performed under my supervision. However, either opportunities were not available for all tasks to be performed and evaluated on this assignment or prior position evaluation records, or the trainee did not meet satisfactory performance on at least one task and needs additional evaluation.

_____ 3) The trainee does not display satisfactory performance of the tasks for the position and additional training, guidance, and/or experience are recommended prior to another training assignment.

Remarks on Individual Performance (Use additional sheets as necessary)

Trainee's Signature: _____ Date: _____

Evaluator's Signature: _____ Date: _____

Evaluator's Relevant Qualification (or agency certification): _____

Additional position evaluation records can be downloaded at https://www.nwcg.gov/training/nwcg-position-task-books.

POSITION EVALUATION RECORD

<div style="text-align:right">

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Trainee Information

Printed Name: Virtual Assignment: Yes   No

Position on Incident/Event:

Evaluator Information

Printed Name: Evaluator Position on Incident/Event:

Home Unit/Agency: Evaluator IQCS/IQS #:

Home Unit /Agency Address and Phone Number:

Incident/Event Information

Incident/Event Name: Reference (Incident Number/Fire Code):

Duration:

Location (include Geographic Area, Agency, and State):

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

Management Type: Type 5   Type 4   Type 3   Type 2   Type 1   Complex   Area Command

<u>OR</u> Prescribed Fire Complexity Level: Low   Moderate   High

FBPS Fuel Model: Grass   Brush   Timber   Slash

Evaluator's Recommendation
(Initial only one line as appropriate)

_____ 1) The trainee meets or exceeds satisfactory performance of all tasks under my supervision and/or on a prior trainee experience, as documented on position evaluation records. I have completed the final evaluator's verification section and recommend the trainee be considered for agency certification.

_____ 2) The tasks indicated on the evaluation table have been performed under my supervision. However, either opportunities were not available for all tasks to be performed and evaluated on this assignment or prior position evaluation records, or the trainee did not meet satisfactory performance on at least one task and needs additional evaluation.

_____ 3) The trainee does not display satisfactory performance of the tasks for the position and additional training, guidance, and/or experience are recommended prior to another training assignment.

Remarks on Individual Performance (Use additional sheets as necessary)

Trainee's Signature: _____ Date: _____

Evaluator's Signature: _____ Date: _____

Evaluator's Relevant Qualification (or agency certification): _____

POSITION EVALUATION RECORD

<div style="text-align: right">#</div>

Trainee Information

Printed Name: Virtual Assignment: Yes   No

Position on Incident/Event:

Evaluator Information

Printed Name: Evaluator Position on Incident/Event:

Home Unit/Agency: Evaluator IQCS/IQS #:

Home Unit /Agency Address and Phone Number:

Incident/Event Information

Incident/Event Name: Reference (Incident Number/Fire Code):

Duration:

Location (include Geographic Area, Agency, and State):

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

Management Type: Type 5   Type 4   Type 3   Type 2   Type 1   Complex   Area Command

OR Prescribed Fire Complexity Level: Low   Moderate   High

FBPS Fuel Model: Grass   Brush   Timber   Slash

Evaluator's Recommendation
(Initial only one line as appropriate)

_____ 1) The trainee meets or exceeds satisfactory performance of all tasks under my supervision and/or on a prior trainee experience, as documented on position evaluation records. I have completed the final evaluator's verification section and recommend the trainee be considered for agency certification.

_____ 2) The tasks indicated on the evaluation table have been performed under my supervision. However, either opportunities were not available for all tasks to be performed and evaluated on this assignment or prior position evaluation records, or the trainee did not meet satisfactory performance on at least one task and needs additional evaluation.

_____ 3) The trainee does not display satisfactory performance of the tasks for the position and additional training, guidance, and/or experience are recommended prior to another training assignment.

Remarks on Individual Performance (Use additional sheets as necessary)

Trainee's Signature:_____   Date:_____

Evaluator's Signature:_____   Date:_____

Evaluator's Relevant Qualification (or agency certification):_____

Additional position evaluation records can be downloaded at https://www.nwcg.gov/training/nwcg-position-task-books.

POSITION EVALUATION RECORD

#	

Trainee Information

Printed Name: Virtual Assignment: Yes   No

Position on Incident/Event:

Evaluator Information

Printed Name: Evaluator Position on Incident/Event:

Home Unit/Agency: Evaluator IQCS/IQS #:

Home Unit /Agency Address and Phone Number:

Incident/Event Information

Incident/Event Name: Reference (Incident Number/Fire Code):

Duration:

Location (include Geographic Area, Agency, and State):

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

Management Type: Type 5   Type 4   Type 3   Type 2   Type 1   Complex   Area Command

OR Prescribed Fire Complexity Level: Low   Moderate   High

FBPS Fuel Model: Grass   Brush   Timber   Slash

Evaluator's Recommendation
(Initial only one line as appropriate)

_____ 1) The trainee meets or exceeds satisfactory performance of all tasks under my supervision and/or on a prior trainee experience, as documented on position evaluation records. I have completed the final evaluator's verification section and recommend the trainee be considered for agency certification.

_____ 2) The tasks indicated on the evaluation table have been performed under my supervision. However, either opportunities were not available for all tasks to be performed and evaluated on this assignment or prior position evaluation records, or the trainee did not meet satisfactory performance on at least one task and needs additional evaluation.

_____ 3) The trainee does not display satisfactory performance of the tasks for the position and additional training, guidance, and/or experience are recommended prior to another training assignment.

Remarks on Individual Performance (Use additional sheets as necessary)

Trainee's Signature: _____ Date: _____

Evaluator's Signature: _____ Date: _____

Evaluator's Relevant Qualification (or agency certification): _____