

## NWCG Task Book for the Position of:



## SITUATION UNIT LEADER (SITL)

**PMS 311-24**

**FEBRUARY 2025**

### 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:**

**SITUATION UNIT LEADER (SITL)**

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

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

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

## NATIONAL WILDFIRE COORDINATING GROUP (NWCG) POSITION TASK BOOK

NWCG Position Task Books (PTBs) have been developed for designated National Interagency Incident Management System (NIIMS) positions. Each PTB lists the competencies, behaviors, and tasks required for successful performance in specific positions. Trainees must be observed completing all tasks and show knowledge and competency in their performance during the completion of this PTB.

Trainees are evaluated during this process by qualified Evaluators, and the Trainee's performance is documented in the PTB for each task by the Evaluator's initials and date of completion. An Evaluation Record will be completed by all Evaluators documenting the Trainee's progress after each Evaluation opportunity.

Successful performance of all tasks, as observed and recorded by an Evaluator, will result in a recommendation to the agency that the Trainee be certified in that position. Evaluation and confirmation of the Trainee's performance while completing all tasks may occur on one or more training assignments and may involve more than one Evaluator during any opportunity.

### 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 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 non-emergency (planned 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.

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

Tasks within the PTB 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/pms310-1>.

### RESPONSIBILITIES

The responsibilities of the Home Unit/Agency, Trainee, Coach, Training Specialist, Evaluator, Final Evaluator, and Certifying Official are identified in the *NWCG Standards for Wildland Fire Position Qualifications*, PMS 310-1. It is incumbent upon each of these individuals to ensure their responsibilities are met.

## 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 also 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 or Prescribed Fire Complexity Level:** 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.

## Situation Unit Leader (SITL) – Common Tasks

If a trainee has completed a Classic or Next Generation Position Task Book for any other Planning Unit Leader position (Resources Unit Leader [RESL], Demobilization Unit Leader [DMOB]), they do not need to complete the common tasks contained in this PTB for the position of SITL.

Resources Unit Leader (RESL) specific tasks are found in the *NWCG Position Task Book for Resources Unit Leader (RESL)*, PMS 311-27.

Demobilization Unit Leader (DMOB) specific tasks are found in the *NWCG Position Task Book for Demobilization Unit Leader (DMOB)*, PMS 311-115.

### Competency: Assume position responsibilities.

*Description: Successfully assume role of Situation Unit Leader (SITL) within the Planning Section and initiate position activities at the appropriate time according to the following behaviors.*

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
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#### Behavior: Ensure availability, qualifications, and capabilities of resources to complete assignment.

1. Coordinate with Planning Section Chief and other functional areas to obtain resources to organize workspace and keep unit operating. <ul style="list-style-type: none"> <li>• <i>Order materials and supplies using procedures established by the section chief.</i></li> <li>• <i>Maintain quantities of forms, supplies, and materials at a level to prevent shortage of any basic needed items.</i></li> <li>• <i>Acquire equipment (e.g., radio, telephones, faxes, computers).</i></li> <li>• <i>Ensure appropriate number of personnel to support unit (e.g., night operational period, increase/reduce staffing).</i></li> <li>• <i>Ensure adequate signage for work locations (e.g. check-in/demob/resource).</i></li> </ul>	I		
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*Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.*

## Situation Unit Leader (SITL) – Common Tasks

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
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**Behavior: Gather, update, and apply situational information relevant to the assignment.**

2. Obtain initial briefing and information from Planning Section Chief. <ul style="list-style-type: none"> <li>• <i>Policies and operating procedures (e.g., ordering resources and supplies, work schedule, timelines, and priorities).</i></li> <li>• <i>Operational work period.</i></li> <li>• <i>Current unit staffing levels.</i></li> <li>• <i>General orientation to the Incident Command Post and/or incident base.</i></li> <li>• <i>Incident briefing (ICS 201), Incident Status Summary (ICS 209), Incident Action Plan (IAP) or other relevant plan.</i></li> <li>• <i>Expectations for attending meetings/briefings.</i></li> <li>• <i>Safety concerns/hazards.</i></li> </ul>	I		
3. Establish situation awareness pertinent to unit. <ul style="list-style-type: none"> <li>• <i>Organizational contacts (e.g., counterparts, host unit personnel).</i></li> <li>• <i>Supporting documentation (e.g., maps; digital information; Resource Order [ICS 260]).</i></li> </ul>	I		

**Behavior: Establish effective relationships with relevant personnel.**

4. Establish and maintain positive interpersonal and interagency working relationships.	I		
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**Behavior: Establish organization structure, reporting procedures, and chain of command of assigned resources.**

5. Organize assigned personnel to meet the needs of the unit.	I		
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**Behavior: Understand and comply with ICS concepts and principles.**

6. Coordinate with functional areas within the ICS structure.	I		
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*Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.*

## Situation Unit Leader (SITL) – Common Tasks

### Competency: Lead assigned personnel.

*Description: Influence, guide, and direct assigned personnel to accomplish objectives and desired outcomes in a rapidly changing, high-risk environment.*

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
<b>Behavior: Model leadership values and principles.</b>			
7. Exhibit principles of duty. <ul style="list-style-type: none"> <li>• <i>Be proficient in your job, both technically and as a leader.</i></li> <li>• <i>Make sound and timely decisions.</i></li> <li>• <i>Ensure tasks are understood, supervised, and accomplished.</i></li> <li>• <i>Develop your subordinates for the future.</i></li> </ul>	I		
8. Exhibit principles of respect. <ul style="list-style-type: none"> <li>• <i>Know your subordinates and look out for their well-being.</i></li> <li>• <i>Keep your subordinates informed.</i></li> <li>• <i>Build the team.</i></li> <li>• <i>Employ your subordinates in accordance with their capabilities.</i></li> </ul>	I		
9. Exhibit principles of integrity. <ul style="list-style-type: none"> <li>• <i>Know yourself and seek improvement.</i></li> <li>• <i>Seek responsibility and accept responsibility for your actions.</i></li> <li>• <i>Set the example.</i></li> </ul>	I		
<b>Behavior: Ensure the safety, welfare, and accountability of assigned personnel.</b>			
10. Provide for the safety and welfare of assigned resources. <ul style="list-style-type: none"> <li>• <i>Monitor condition of assigned resources.</i></li> <li>• <i>Account for assigned resources.</i></li> <li>• <i>Provide for care of assigned personnel and notify supervisor in event of sickness, injury, or accident.</i></li> </ul>	I		
<b>Behavior: Establish work assignments and performance expectations, monitor performance, and provide feedback.</b>			
11. Complete daily review of staffing requirements and ensure adequate personnel to meet needs.	I		
12. Develop/schedule assignments based on IAP or relevant plan.	I		

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

## Situation Unit Leader (SITL) – Common Tasks

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
13. Ensure subordinates understand assignment for operational period.	I		
14. Continually evaluate performance. <ul style="list-style-type: none"> <li>• <i>Communicate deficiencies immediately and take corrective action.</i></li> <li>• <i>Provide training opportunities where available.</i></li> <li>• <i>Complete personnel performance evaluations according to agency guidelines.</i></li> </ul>	I		
<b>Behavior: Emphasize teamwork.</b>			
15. Establish cohesiveness among assigned resources. <ul style="list-style-type: none"> <li>• <i>Provide for open communication.</i></li> <li>• <i>Seek commitment.</i></li> <li>• <i>Set expectations for accountability.</i></li> <li>• <i>Focus on the team result.</i></li> </ul>	I		
<b>Behavior: Coordinate interdependent activities.</b>			
16. Coordinate with other units and sections for completion of work assignments. <ul style="list-style-type: none"> <li>• <i>Assist other sections to meet priorities and time frames.</i></li> <li>• <i>Receive and transmit needed information.</i></li> </ul>	I		

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



## Situation Unit Leader (SITL) – Common Tasks

### Competency: Communicate effectively.

*Description: Use suitable communication techniques to share relevant information with appropriate personnel on a timely basis to accomplish objectives in a rapidly changing, high-risk environment.*

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
<b>Behavior: Ensure relevant information is exchanged during briefings and debriefings.</b>			
17. Brief and keep subordinates informed and updated. • <i>Ensure unit leader expectations are communicated and understood.</i>	I		
18. Attend incident operational briefings and meetings as directed. • <i>Record corrections to documents (e.g., IAP, maps).</i> • <i>Provide information as requested.</i>	I		
19. Participate in functional area briefings and conduct unit After Action Reviews (AARs).	I		
<b>Behavior: Ensure documentation is complete and disposition is appropriate.</b>			
20. Review and approve subordinate time reports.	I		
21. Submit completed original documents at appropriate time. • <i>General Message (ICS 213)</i> • <i>Activity Log (ICS 214)</i>	I		
22. Compile unit documentation for final incident package.	I		
<b>Behavior: Gather, produce, and distribute information as required by established guidelines and ensure understanding by recipient.</b>			
23. Prepare information for preplanning/strategy meeting. • <i>Display appropriate information for next operational period.</i>	I		
24. Prepare input to final narrative and transition plan as requested.	I		

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

## Situation Unit Leader (SITL) – Common Tasks

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
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**Behavior: Communicate and ensure understanding of work expectations within the chain of command and across functional areas.**

25. Coordinate across functional areas. • <i>Provide timely feedback in response to requests.</i>	I		
26. Establish time frames and protocols for information exchange to complete work assignments. • <i>Incident Status Summary (ICS 209).</i>	I		

**Behavior: Develop and implement plans and gain concurrence of affected agencies and/or the public.**

27. Develop contingency plans. • <i>Equipment breakdown</i> • <i>Power outages</i> • <i>Unexpected staffing shortages</i>	I		
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*Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.*

## Situation Unit Leader (SITL) – Common Tasks

### Competency: Ensure completion of assigned actions to meet identified objectives.

*Description: Identify, analyze, and apply relevant situational information and evaluate actions to complete assignments safely and meet identified objectives. Complete actions within established timeframe.*

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
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#### Behavior: Gather, analyze, and validate information pertinent to the incident or event and make recommendations for setting priorities.

28. Evaluate available information and make recommendations to support the incident. <ul style="list-style-type: none"> <li>• <i>Workload priorities.</i></li> <li>• <i>Staff assignments.</i></li> <li>• <i>Information requests.</i></li> </ul>	I		
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#### Behavior: Make appropriate decisions based on analysis of gathered information.

29. Determine and monitor current status of unit activities. <ul style="list-style-type: none"> <li>• <i>Changing needs.</i></li> <li>• <i>Staffing levels.</i></li> </ul>	I		
30. Make independent decisions based on available information. <ul style="list-style-type: none"> <li>• <i>Decisions result in incident efficiency.</i></li> </ul>	I		

#### Behavior: Follow established procedures and/or safety procedures relevant to a given assignment.

31. Ensure established guidelines are followed. <ul style="list-style-type: none"> <li>• <i>Work/Rest.</i></li> <li>• <i>Personal protective equipment (PPE) when required for field assignments.</i></li> <li>• <i>Communication (e.g., radio, cell phone).</i></li> </ul>	I		
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#### Behavior: Transfer position duties while ensuring continuity of authority and knowledge and taking into account the increasing or decreasing incident complexity.

32. Coordinate an efficient transfer of position duties when mobilizing/demobilizing (e.g. incoming Incident Management Team [IMT], host agency). <ul style="list-style-type: none"> <li>• <i>Determine time of transfer with replacement.</i></li> <li>• <i>Inform subordinate staff and IC.</i></li> <li>• <i>Document follow-up action needed and submit to supervisor.</i></li> </ul>	I		
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*Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.*

## Situation Unit Leader (SITL) – Common Tasks

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
<b>Behavior: Plan for demobilization and ensure demobilization procedures are followed.</b>			
33. Anticipate demobilization resources. <ul style="list-style-type: none"> <li>• <i>Identify excess resources.</i></li> <li>• <i>Prepare schedule for demobilization.</i></li> </ul>	I		
34. Ensure demobilization of resources. <ul style="list-style-type: none"> <li>• <i>Brief subordinate staff on demobilization procedures and responsibilities.</i></li> <li>• <i>Ensure incident and agency demobilization procedures are followed.</i></li> </ul>	I		

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

## Situation Unit Leader (SITL) – Specific Tasks

### Competency: Assume position responsibilities.

*Description: Successfully assume role of Situation Unit Leader (SITL) within the Planning Section and initiate position activities at the appropriate time according to the following behaviors.*

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
<b>Behavior: Gather, update, and apply situational information relevant to the assignment.</b>			
35. Obtain maps and data (paper or digital). <ul style="list-style-type: none"> <li>• <i>Ensure maps are high quality and suitable for copying.</i></li> <li>• <i>Ensure data is in a format that can be utilized.</i></li> <li>• <i>Ensure maps and data provide adequate detail and cover the area that can potentially be involved in the incident.</i></li> <li>• <i>Collect existing maps and data from prior operational periods.</i></li> </ul>	I		

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

## Situation Unit Leader (SITL) – Specific Tasks

### Competency: Communicate effectively.

*Description: Use suitable communication techniques to share relevant information with appropriate personnel on a timely basis to accomplish objectives in a rapidly changing, high-risk environment.*

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
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#### Behavior: Ensure documentation is complete and disposition is appropriate.

36. Submit documentation to Documentation Unit Leader within established time frames. <ul style="list-style-type: none"> <li>• <i>Incident Status Summary (ICS 209) (original).</i></li> <li>• <i>Maps and overlays.</i></li> <li>• <i>Electronic media (photos, electronic presentations, maps, videos).</i></li> <li>• <i>Unit narrative.</i></li> </ul>	I		
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#### Behavior: Gather, produce, and distribute information as required by established guidelines and ensure understanding by recipient.

37. Prepare, update, and distribute incident maps and map data. <ul style="list-style-type: none"> <li>• <i>Collect, analyze, and evaluate incident information.</i></li> <li>• <i>Balance the need for accuracy with the need for timeliness.</i></li> <li>• <i>Adhere to agency or specific incident standard symbols.</i></li> <li>• <i>Maintain incident maps (e.g., Situation Unit, IAP, Operational Briefing, Transportation, Facilities, Progression) in a neat and orderly manner.</i></li> <li>• <i>Coordinate with Information Officer to establish and maintain displays.</i></li> <li>• <i>Protect working maps.</i></li> </ul>	I		
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*Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.*

## Situation Unit Leader (SITL) – Specific Tasks

### Competency: Ensure completion of assigned actions to meet identified objectives.

*Description: Identify, analyze, and apply relevant situational information and evaluate actions to complete assignments safely and meet identified objectives. Complete actions within established timeframe.*

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
<b>Behavior: Utilize information to produce outputs.</b>			
38. Complete and submit Incident Status Summary (ICS 209). <ul style="list-style-type: none"> <li>• <i>Collect and evaluate incident information from appropriate sections.</i></li> <li>• <i>Balance need for accuracy with the need for timeliness.</i></li> <li>• <i>Obtain final approval by Incident Commander.</i></li> <li>• <i>Determine appropriate method for timely submission to Agency dispatch.</i></li> <li>• <i>Distribute to appropriate incident staff.</i></li> </ul>	I		
39. Ensure required IAP inputs are provided within established timeframes. <ul style="list-style-type: none"> <li>• <i>Weather forecast</i></li> <li>• <i>Fire behavior forecast</i></li> <li>• <i>Maps</i></li> </ul>	I		
40. Present infrared data to the Operations Section in a useable format. <ul style="list-style-type: none"> <li>• <i>Order infrared services using established procedures.</i></li> </ul>	I		

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

**Trainee Information**

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

**Evaluator Information**

Printed Name: \_\_\_\_\_ Evaluator IQCS/ICS Number: \_\_\_\_\_  
 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, 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: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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

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



**Trainee Information**

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

**Evaluator Information**

Printed Name: \_\_\_\_\_ Evaluator IQCS/ICS Number: \_\_\_\_\_  
 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: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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

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