



**NWCG Task Book for the Position of:**  
**COMPENSATION/CLAIMS UNIT LEADER**  
**(COMP)**

**PMS 311-47**

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

**Verification/Certification of Completed Task Book  
for the Position of:**

**COMPENSATION/CLAIMS UNIT LEADER (COMP)**

**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, and 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/310-1>.

### 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.

## **Common Tasks for COMP**

If a Trainee has completed a Classic or Next Generation Position Task Book for any other Finance/Administration Section Unit Leader position (Procurement Unit Leader [PROC], Time Unit Leader [TIME]), they do not need to complete the Common Tasks contained in this PTB for the position of COMP.

Procurement Unit Leader (PROC) specific tasks are found in the *NWCG Position Task Book for Procurement Unit Leader (PROC)*, PMS 311-125.

Time Unit Leader (TIME) specific tasks are found in the *NWCG Position Task Book for Time Unit Leader (TIME)*, PMS 311-126.

## Common Tasks for COMP

### Competency: Assume position responsibilities.

*Description: Successfully assume role of Unit Leader within the Finance/Administration 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: Ensure availability, qualifications, and capabilities of resources to complete assignment.</b>			
1. Coordinate with Finance/Administration Section Chief and other functional areas to obtain resources. <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/demobilization/resource).</i></li> </ul>	I		
2. Organize work area to facilitate unit operations. <ul style="list-style-type: none"> <li>• <i>Establish filing system.</i></li> <li>• <i>Establish area to receive documents.</i></li> <li>• <i>Establish message center (e.g., bulletin board).</i></li> </ul>	I		

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

## Common Tasks for COMP

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>			
3. Obtain initial briefing from Finance Section Chief or supervisor. <ul style="list-style-type: none"> <li><i>Names, contact number, and positions/functions of host unit administrative personnel and cooperating/assisting agencies.</i></li> <li><i>Local administrative guidelines.</i></li> <li><i>Resources assigned and ordered for the incident and the unit.</i></li> <li><i>Logistical information (e.g., eating, sleeping, shower hours).</i></li> <li><i>Expectations and section operating procedures.</i></li> <li><i>Copy of Incident Action Plan (IAP) or other relevant plan.</i></li> <li><i>Unit-specific information.</i></li> </ul>	I		
<b>Behavior: Establish effective relationships with relevant personnel.</b>			
4. Establish and maintain positive interpersonal and interagency working relationships.	I		
<b>Behavior: Establish organization structure, reporting procedures, and chain of command of assigned resources.</b>			
5. Organize assigned personnel to meet the needs of the unit.	I		
<b>Behavior: Understand and comply with ICS concepts and principles.</b>			
6. Coordinate with functional areas within the ICS structure.	I		

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

## Common Tasks for COMP

### 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 resources and notify supervisor in event of sickness, injury, or accident.</i></li> </ul>	I		

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



## Common Tasks for COMP

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
<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 Incident Action Plan (IAP) or relevant plan.	I		
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 timeframes.</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.

## Common Tasks for COMP

### 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. <ul style="list-style-type: none"> <li>• <i>Ensure unit leader expectations are communicated and understood.</i></li> </ul>	I		
18. Attend incident operational briefings and meetings as directed. <ul style="list-style-type: none"> <li>• <i>Provide information as requested.</i></li> <li>• <i>Keep supervisor informed of issues and potential problems.</i></li> </ul>	I		
19. Participate in functional area briefings and conduct After Action Reviews (AARs), as appropriate.	I		
<b>Behavior: Ensure documentation is complete and disposition is appropriate.</b>			
20. Review and approve subordinate time reports. <ul style="list-style-type: none"> <li>• <i>Ensure reports are accurate and submitted in a timely manner.</i></li> <li>• <i>Include justifications and authorizations as needed.</i></li> </ul>	I		
21. Submit completed original documents at appropriate time (e.g., each operational period, final package). <ul style="list-style-type: none"> <li>• <i>ICS 213, General Message</i></li> <li>• <i>ICS 214, Unit Log</i></li> </ul>	I		
22. Compile unit documentation for final incident package.	O		

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

## Common Tasks for COMP

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
<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 information appropriate 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.*

## Common Tasks for COMP

### 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: Gather, analyze, and validate information pertinent to the incident or event and make recommendations for setting priorities.</b>			
25. Evaluate available information and make recommendations to support 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> <li><i>Cost-effective utilization of resources</i></li> </ul>	I		
<b>Behavior: Follow established procedures and/or safety procedures relevant to given assignment.</b>			
26. Ensure established guidelines are followed. <ul style="list-style-type: none"> <li><i>Work/rest</i></li> <li><i>Agency safety standards and procedures</i></li> </ul>	I		
<b>Behavior: Transfer position duties while ensuring continuity of authority and knowledge and taking into account the increasing or decreasing incident complexity.</b>			
27. Coordinate and 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>Inform subordinate staff and IC.</i></li> <li><i>Document follow-up action needed and submit to supervisor.</i></li> </ul>	I		
28. Ensure financial documentation packages are submitted to the processing agency.	I		
<b>Behavior: Plan for demobilization and ensure demobilization procedures are followed.</b>			
29. Anticipate demobilization of resources. <ul style="list-style-type: none"> <li><i>Identify excess resources.</i></li> <li><i>Prepare schedule for demobilization.</i></li> </ul>	I		
30. 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.*

## Common Tasks for COMP

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
<b>Behavior: Ensure readiness for assignment.</b>			
31. Obtain and assemble information and materials needed for kit. Suggested items: <ul style="list-style-type: none"> <li>• <i>PMS 902, Interagency Incident Business Management Handbook</i></li> <li>• <i>Agency-specific guidelines</i></li> <li>• <i>Geographic Area supplements</i></li> <li>• <i>CA-1, Report of Traumatic Injury and Claim for Continuation of Pay/Compensation</i></li> <li>• <i>CA-2, Notice of Occupational Disease and Claim for Compensation</i></li> <li>• <i>CA-16, Request for Examination and Treatment or equivalent</i></li> <li>• <i>CA-17, Duty Status Report</i></li> <li>• <i>FS-6100-16, Agency Provided Medical Care (APMC) Authorization and Medical Report</i></li> <li>• <i>Injury Case File envelope</i></li> <li>• <i>Injury/Illness Log</i></li> <li>• <i>APMC Treatment Log</i></li> <li>• <i>SF-95, Claim for Damage, Injury, or Death</i></li> <li>• <i>DI-520 or AD-382, Employee Claim for Loss or Damage to Personal Property</i></li> <li>• <i>Incident Claims and Accident Log</i></li> <li>• <i>Incident Claims Case File Envelope</i></li> <li>• <i>Agency-specific forms</i></li> </ul>	O		

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

## COMP Specific Tasks

### Competency: Lead assigned personnel.

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
<b>Behavior: Coordinate interdependent activities.</b>			
32. Provide relevant information to the Time, Cost, and Procurement Units for posting.	I		

### Competency: Communicate effectively.

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>			
33. Provide input for the ICS 209, Incident Status Summary.	I		
34. Coordinate with Safety Officer and Medical Unit on injury/accident trends.	I		
35. Identify and communicate issues of concern to supervisor. <ul style="list-style-type: none"> <li><i>Injury/illness trends</i></li> <li><i>Time loss</i></li> <li><i>Claims trends</i></li> <li><i>Missing documentation</i></li> </ul>	I		

#### **Behavior: Ensure documentation is complete and disposition is appropriate.**

36. Establish system for documenting and processing injury/illness claims. <ul style="list-style-type: none"> <li><i>Medical and claim logs</i></li> <li><i>Agency property damage or replacement forms</i></li> <li><i>Secure claims documentation and evidence.</i></li> </ul>	O		
37. Review paperwork for accuracy and ensure case files are completed and transmitted to the appropriate administrative processing agency.	I		

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

## COMP Specific Tasks

### Competency: Assume position responsibilities.

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
<b>Behavior: Gather, produce, and distribute information as required by established guidelines and ensure understanding by recipient.</b>			
38. Provide information to personnel on injury/illness documentation requirements and procedures.	O		
39. Coordinate with incident/agency units and medical facilities to obtain and exchange information. <ul style="list-style-type: none"> <li>• <i>Time Unit Leader</i></li> <li>• <i>Planning Section</i></li> <li>• <i>Medical Unit</i></li> <li>• <i>Safety Officer</i></li> <li>• <i>Agency crew coordinators</i></li> <li>• <i>Incident Agency Compensation Specialist</i></li> <li>• <i>Hospitals, clinics, and pharmacies</i></li> <li>• <i>Law enforcement</i></li> <li>• <i>Ground Support Unit Leader</i></li> <li>• <i>Investigation Team</i></li> </ul>	I		
40. Provide information to claimant on claim filing requirements.	I		

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

---

**Trainee Information**

Printed Name:

Trainee Position on Incident/Event:

Home Unit/Agency:

Home Unit /Agency Address and Phone Number:

---

**Evaluator Information**

Printed Name:

Evaluator Position on Incident/Event:

Home Unit/Agency:

Home Unit /Agency Address and Phone Number:

---

**Incident/Event Information**

Incident/Event Name:

Reference (Incident Number/Fire Code):

Duration:

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

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

Management Type (circle one): Type 5, Type 4, Type 3, Type 2, Type 1, Area Command, Complex Incident Management  
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 Position on Incident/Event:

Home Unit/Agency:

Home Unit /Agency Address and Phone Number:

---

**Evaluator Information**

Printed Name:

Evaluator Position on Incident/Event:

Home Unit/Agency:

Home Unit /Agency Address and Phone Number:

---

**Incident/Event Information**

Incident/Event Name:

Reference (Incident Number/Fire Code):

Duration:

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

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

Management Type (circle one): Type 5, Type 4, Type 3, Type 2, Type 1, Area Command, Complex Incident Management

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): \_\_\_\_\_