A publication of the National Wildfire Coordinating Group



NWCG Position Task Book for Unmanned Aircraft Systems Pilot (UASP)

PMS 311-78 JULY 2025

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 as documented on position evaluation considered for certification in the po	has successfully performed the tasks of the position, on records and the position evaluation table, and should be esition.
Final Evaluator Name:	Phone Number:
Title:	Home Unit/Agency:
Signature:	Date:
Agency Certification	
I certify that the position and that such qualificati	has met all the requirements for qualification in on may be issued.
Cartifying Official Name	Phone Number:
Certifying Official Name:	
Title:	

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 Incident Position Standards for Unmanned Aircraft Systems Pilot*, PMS 350-78, for explanations of each task. Additional tasks that are not required to be evaluated are covered in the Incident Position Standards. These tasks still represent standards for successful performance in the position and should be included in a comprehensive training assignment. Trainees and evaluators should discuss the Incident Position Standards on every 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 <u>must</u> 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 Incident Position Standards.

M = Meets the standard for the task as described in the Incident Position Standards.

E = Exceeds the standard for the task as described in the Incident Position 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 Incident Position 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 evaluator's 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): $1 = \text{short grass } (1 \text{ foot}); 2 = \text{timber with grass understory}; <math>3 = \text{tall grass } (1\frac{1}{2} - 2 \text{ feet})$

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 Incident Position 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.



NWCG POSITION EVALUATION TABLE UNMANNED AIRCRAFT SYSTEMS PILOT (UASP)

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.

Trainee Name:

D = Does not meet the standard for the task as described in the Incident Position Standards.

M = Meets the standard for the task as described in the Incident Position Standards.

E = Exceeds the standard for the task as described in the Incident Position Standards.

☐ I have reviewed the NWCG Incident Position Standards for Unmanned Aircraft Systems Pilot, PMS 350-78 for additional information about each task. (Box to be checked by trainee.)

	Leadership Level 2, New Leader (Convey Intent)	CODE			Evaluatio Number	
			1	2	3	4
1	A new leader begins transitioning from a follower to a leader of small groups to achieve a common goal. They begin to implement team cohesion, accept responsibility for self and team, and apply effective communications.	О				
	[See the NWCG Incident Position Standards for Unmanned Aircraft Systems Pilot, PMS 350-78, for a description, behaviors, and knowledge representative of a New Leader.]					

	Prepare and Mobilize	CODE	Position Evaluation Record Number			
			1	2	3	4
2	Ensure individual readiness.	I				
3	Obtain and assemble information and materials needed for kit.	I				
4	Gather critical information pertinent to the assignment.	I				

	Build the Team	CODE			Evaluation Number	
			1	2	3	4
5	Establish and communicate chain of command, reporting procedures, risk management processes, radio frequency management, and aviation operational strategy.	I				
6	Establish a common operating picture with supervisor and subordinates.	I				
7	Establish team cohesiveness and accountability utilizing effective Crew Resource Management (CRM).	I				
8	Attend incident briefings, coordinate with other aviation units, and obtain Incident Action Plans (IAPs), relevant plans, and incident maps for the duration of the incident.	I				
9	Establish and communicate objectives, priorities, work assignments, and performance expectations. Identify, analyze, and use relevant situational information to make informed decisions and take appropriate actions.	I				

	Perform Unmanned Aircraft Systems Pilot- Specific Duties	CODE			Evaluatio Number	
			1	2	3	4
10	Adjust actions based on changing information and evolving situational awareness, develop and implement contingency plans, and communicate changing conditions to assigned resources and the supervisor.	I				
11	Ensure the UAS aircraft and payload are mission-appropriate and the UASP is qualified, current, and proficient for the system and mission.	I				
12	Coordinate travel to and from fireline (e.g., travel routes, checkin with the Division/Group Supervisor [DIVS], communications procedures, accountability).	W/RX				
13	Survey the area of responsibility to assess the feasibility of assigned objectives, locate potential landing and recovery zones (LRZs), and identify flight hazards.	I				
14	Ensure UAS flight crew mission, pre-flight, and pre-takeoff responsibilities are completed as outlined by policy, system checklists, and any mission-specific directives and adhere to NWCG Standards for Fire Unmanned Aircraft Systems Operations, PMS 515.	I				
15	Plan for data collection and processing according to the mission requirements and agency data management policies.	I				

	Perform Unmanned Aircraft Systems Pilot- Specific Duties	CODE	Position Evaluation Record Number				
			1	2	3	4	
16	Perform post-mission duties and plan for the needs of the next operational period.	I					
17	Identify and anticipate operational and logistical needs, and request additional resources and/or replacements as needed.	I					
18	Execute UAS operations based on incident objectives, leader's intent, and fire behavior in observance of Federal Aviation Administration (FAA), interagency, and agency policy and adhere to <i>NWCG Standards for Fire Unmanned Aircraft Systems Operations</i> , PMS 515.	W					
19	Follow UAS emergency procedures per agency policy and NWCG Standards for Fire Unmanned Aircraft Systems Operations, PMS 515.	I					

	Communicate and Coordinate	CODE	Position Evaluation Record Number			
			1	2	3	4
20	Ensure a clear understanding of expectations and timely communication within and across Incident Command System (ICS) functional areas and chain of command.	I				
21	Communicate effectively using multichannel radios, prepare and program radios for assignment, ensure effective radio communications when assigned resources are using multiple frequencies during incident operations, and use plain language and Incident Command System (ICS) terminology.	I				
22	Utilize common terminology and brevity with dispatch, ground resources, and other aircraft.	1				
23	Establish communications and exchange necessary briefings/information with appropriate personnel based on incident complexity.	I				
24	Ensure remote pilot, visual observer (VO), and mission-pertinent personnel are briefed on the mission.	I				
25	Establish positive contact with on-scene aircraft and/or aerial supervision prior to takeoff, ensure operational and airspace clearance for the UAS mission, and comply with all instructions to safely operate UAS in an incident airspace (fire traffic area and temporary flight restriction, if applicable).	W				

	Manage Risk	CODE	Position Evaluation Record Number			
			1 2 3		3	4
26	Apply the Risk Management Process as stated in the <i>NWCG Incident Response Pocket Guide (IRPG)</i> , PMS 461: identify hazards, assess hazards, develop controls and make risk decisions, implement controls, and supervise and evaluate.	I				
27	Ensure Lookouts, Communications, Escape Routes, and Safety Zones (LCES) are in place.	W/RX				
28	Use Look Up, Down, and Around in the <i>NWCG Incident Response Pocket Guide (IRPG)</i> , PMS 461 to help maintain situational awareness and adjust actions accordingly.	W/RX				
29	Plan for medical emergencies, ensure assigned resources are prepared to execute the Medical Plan and Medical Incident Report (ICS 206 WF), and ensure familiarity with medical responders, communication procedures, and transportation plan.	I				
30	Account for the location, health, safety, and welfare of assigned personnel.	I				
31	Identify hazardous situations and respond appropriately.	I				

	Document	CODE	Position Evaluation Record Number			
			1	2	3	4
32	Submit accident/incident reports through established chain of command.	0				

	Demobilize	CODE P	Position Evaluat Record Numbe			
			1	2	3	4
33	During transfer of command, ensure continuity of operations, exchange critical safety information, and communicate transfer of authority through established chain of command.	I				

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Trainee Information		
Printed Name:	Virtual Assignment: Yes No	
Position on Incident/Event:	Incident Position Standards Reviewed: Yes No	
Evaluator	Information	
Printed Name:	Evaluator Position on Incident/Event:	
Home Unit/Agency:	Evaluator IQCS/IQS #:	
Home Unit /Agency Address and Phone Number:		
Incident/Eve	nt Information	
Incident/Event Name:	Reference (Incident Number/Fire Code):	
Duration:		
Location (include Geographic Area, Agency, and State):		
Incident Kind: Wildfire Prescribed Fire All Haz	ard Other (specify):	
Management Type: Type 5 Type 4 Type 3 Ty	pe 2 Type 1 Complex Area Command	
OR Prescribed Fire Complexity Level: Low Modera		
FBPS Fuel Model: Grass Brush Timber Slas	h	
	ecommendation ine 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):		

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Trainee Information	
Printed Name:	Virtual Assignment: Yes No
Position on Incident/Event:	Incident Position Standards Reviewed: Yes No
Evaluator 1	Information
Printed Name:	Evaluator Position on Incident/Event:
Home Unit/Agency:	Evaluator IQCS/IQS #:
Home Unit /Agency Address and Phone Number:	
Incident/Ever	at Information
Incident/Event Name:	Reference (Incident Number/Fire Code):
Duration:	
Location (include Geographic Area, Agency, and State):	
Incident Kind: Wildfire Prescribed Fire All Haza	ord Other (specify):
Management Type: Type 5 Type 4 Type 3 Type 3	pe 2 Type 1 Complex Area Command
OR Prescribed Fire Complexity Level: Low Moderate	
FBPS Fuel Model: Grass Brush Timber Slas	h
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:
	Date:
Evaluator's Relevant Qualification (or agency certification):	

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П		
#		

Trainee Information	
Printed Name:	Virtual Assignment: Yes No
Position on Incident/Event:	Incident Position Standards Reviewed: Yes No
Evaluator	Information
Printed Name:	Evaluator Position on Incident/Event:
Home Unit/Agency:	Evaluator IQCS/IQS #:
Home Unit /Agency Address and Phone Number:	
Incident/Ever	nt Information
Incident/Event Name:	Reference (Incident Number/Fire Code):
Duration:	
Location (include Geographic Area, Agency, and State):	
Incident Kind: Wildfire Prescribed Fire All Haz	ard Other (specify):
Management Type: Type 5 Type 4 Type 3 Ty	pe 2 Type 1 Complex Area Command
OR Prescribed Fire Complexity Level: Low Modera	te High
FBPS Fuel Model: Grass Brush Timber Slas	h
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:
	Date:
Evaluator's Relevant Qualification (or agency certification):	

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Trainee I	nformation
Printed Name:	Virtual Assignment: Yes No
Position on Incident/Event:	Incident Position Standards Reviewed: Yes No
Evaluator	Information
Printed Name:	Evaluator Position on Incident/Event:
Home Unit/Agency:	Evaluator IQCS/IQS #:
Home Unit /Agency Address and Phone Number:	
Incident/Ever	nt Information
Incident/Event Name:	Reference (Incident Number/Fire Code):
Duration:	
Location (include Geographic Area, Agency, and State):	
Incident Kind: Wildfire Prescribed Fire All Haz	ard Other (specify):
	pe 2 Type 1 Complex Area Command
OR Prescribed Fire Complexity Level: Low Modera	8
FBPS Fuel Model: Grass Brush Timber Slas	h
	ecommendation ine 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)	
T	D
Trainee's Signature:	
_	Date:
Evaluator's Relevant Qualification (or agency certification):	