

NWCG Task Book for the Position of:



FIXED WING PARKING TENDER (FWPT)

PMS 311-92

June 2026

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:**

(position title)

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 Incident Management System (NIMS) 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. The codes are: O = other, I = incident, W = wildfire, RX = prescribed fire, W/RX = wildfire OR prescribed fire and R = rare event. The codes are defined as:

- O = Task can be completed in any situation (classroom, simulation, daily job, incident, prescribed fire, etc.).
- I = 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 = Task must be performed on a wildfire incident.
- RX = Task must be performed on a prescribed fire incident.
- W/RX = Task must be performed on a wildfire OR prescribed fire incident.
- R = 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.

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; tasks coded RX must be evaluated on prescribed fire and so on. Performance of any task on other than the designated assignment is not valid for qualification.

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. This document can be found at <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: Enter the kind of incident (wildfire, prescribed fire, search, and rescue, flood, hurricane, etc.).

Location: Enter the Geographic Area, Agency, and State.

Management Type or Prescribed Fire Complexity Level: Circle the ICS organization level (Type 5, Type 4, Type 3, Type 2, Type 1, Area Command) or the prescribed fire complexity level (Low, Moderate, High).

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.

Record additional remarks/recommendations on an Individual Performance Evaluation, or by attaching an additional sheet to the Evaluation 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.

Evaluator's Signature

Sign here to authenticate your recommendations.

Date

Document the date the Evaluation Record is being 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.

Tasks for FWPT

This PTB contains the tasks for the Fixed Wing Parking Tender (FWPT) position.

Competency: Assume position responsibilities

Description: Successfully assume role of single resource 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
<p>Behavior: Ensure availability, qualifications, and capabilities of resources to complete assignment.</p> <p>1. Obtain and assemble information and materials needed for kit (can be electronic or hard copies). Suggested items:</p> <ul style="list-style-type: none"> • <i>Interagency Airtanker Base Operations Guide</i> • <i>Local Aviation Management Plan</i> • <i>Interagency Airtanker Base Directory</i> • <i>Interagency Aviation Technical Assistance Directory</i> • <i>National and Regional Mobilization Guides</i> • <i>Current Interagency Standards for Fire and Fire Aviation Operations</i> • <i>Personal protective equipment (eye and ear protection, safety vest, gloves, light wands, etc.)</i> 	O		
<p>2. Travel for assignment</p> <ul style="list-style-type: none"> • <i>Obtain information from dispatch upon assignment.</i> <ul style="list-style-type: none"> ○ <i>Incident name</i> ○ <i>Incident order number</i> ○ <i>Request number</i> ○ <i>Incident phone number</i> ○ <i>Reporting time</i> ○ <i>Reporting location</i> ○ <i>Transportation arrangements</i> ○ <i>Contact procedures during travel</i> • <i>Authorization for use of equipment (radio, headset, laptop, cell phone, rental vehicle)</i> 	O		

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

Tasks for FWPT

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Gather, update, and apply situational information relevant to the assignment.			
3. Obtain initial briefing from Airtanker/Fixed Wing Base Manager or supervisor. <ul style="list-style-type: none"> • <i>Local administrative guidelines</i> • <i>Resources assigned and ordered for the incident</i> • <i>Expectations</i> • <i>Copy of the local base supplement and other relevant plans</i> <ul style="list-style-type: none"> ○ <i>Retardant Hot Loading Plan</i> ○ <i>Simultaneous Loading and Fueling Plan</i> ○ <i>Emergency Response Plan</i> ○ <i>Local Ramp Management Plan</i> ○ <i>Smokejumper Operations Plan</i> ○ <i>Etc.</i> • <i>Unit specific information</i> 	I		
Behavior: Establish effective relationships with relevant personnel.			
4. Demonstrate professionalism. <ul style="list-style-type: none"> • <i>Integrate in a diverse work environment</i> • <i>Respectful and courteous</i> • <i>Respectful of public and private property</i> 	I		
5. Establish and maintain positive interpersonal and interagency working relationships. <ul style="list-style-type: none"> • <i>Agency and contract personnel</i> • <i>Fixed Base Operators (FBO)</i> • <i>Airport Management</i> • <i>Airport Fire Department</i> • <i>Pilot and maintenance personnel</i> 	I		
6. Demonstrate knowledge of agency policy and appropriate behavior while on assignment.	I		
Behavior: Understand and comply with ICS concepts and principles.			
7. Apply ICS. <ul style="list-style-type: none"> • <i>Follow chain of command.</i> • <i>Use appropriate ICS terminology.</i> 	I		

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

Tasks for FWPT

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
8. Follow safety guidelines. <ul style="list-style-type: none"> • <i>Familiarize on local safety supplements, procedures and protocols, known hazards, etc.</i> • <i>Enforce established safety guidelines</i> • <i>Identify and corrects unsafe actions or conditions</i> • <i>Mitigate or correct hazards and safety concerns at the lowest level</i> • <i>Comply with Personal Protective Equipment (PPE) requirement</i> 	I		
9. Aircraft and/or airtanker operations <ul style="list-style-type: none"> • <i>Demonstrate knowledge of:</i> <ul style="list-style-type: none"> ○ <i>Aircraft availability, unavailability, rotation policy</i> ○ <i>Individual aircraft fuel type demands and fuel procedures</i> ○ <i>Aircraft turning radius and backing capabilities</i> ○ <i>Smokejumper operations</i> ○ <i>Light fixed-wing operations</i> ○ <i>Crew transport operations</i> • <i>Monitor and ensure the safety of all fueling operations</i> • <i>Enforce agency policy on retardant hot loading and simultaneous loading fueling operations, simultaneous fueling and passenger/cargo loading operations</i> 	I		
10. Security <i>Demonstrate knowledge of and enforces security protocols and proper identification of personnel on the aircraft ramp</i>	I		
11. Decision Making <ul style="list-style-type: none"> • <i>Demonstrate sound decision making in complex situations and under stress</i> 	I		

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

Tasks for FWPT

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
Behavior: Model leadership values and principles			
12. Exhibit principles of integrity. <ul style="list-style-type: none"> • <i>Know yourself and seek improvement</i> • <i>Seek responsibility and accept responsibility for your actions</i> • <i>Set the example</i> 	I		
Behavior: Ensure the safety, welfare, and accountability of assigned personnel.			
13. Provide for the safety and welfare of assigned resources. <ul style="list-style-type: none"> • <i>Monitor condition of assigned resources</i> • <i>Account for assigned resources</i> • <i>Provide for care of assigned personnel and notify supervisor in event of sickness, injury, or accident</i> 	I		

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

Competency: Assume position responsibilities.

Description: Successfully assume role as a Parking Tender 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
Behavior: Demonstrate knowledge, skills, and abilities in the execution duties in various operational areas.			
14. Coordinate with Ramp Manager <ul style="list-style-type: none"> • <i>Ensure assigned area of responsibility is maintained and monitored for duration of operational period</i> • <i>Acquire necessary radio equipment and ensures function</i> • <i>Review base emergency and accident response plans and understands responsibilities</i> 	I		
15. Aircraft and/or airtanker operations <ul style="list-style-type: none"> • <i>Provide communication and direction to aircraft for separation and safety during aircraft movement</i> • <i>If needed relay aircrew needs (retardant, fuel, maintenance, meals, drinks, rest, lavatory, and refuse services, etc. to appropriate personnel)</i> • <i>Monitor and ensure the safety of fueling operations in parking tender's assigned area</i> <ul style="list-style-type: none"> ○ <i>Enforce agency policy on hot fueling and simultaneous retardant/fueling operations</i> ○ <i>Enforce agency policy on simultaneous fueling and passenger and/or cargo loading operations</i> 	I		
16. Ramp operations <ul style="list-style-type: none"> • <i>Coordinate movement of aircraft, vehicles, equipment, and personnel in the parking tender's assigned area on the aircraft ramp</i> • <i>Ensure ramp cleanliness in the parking tender's assigned area. All fuel and retardant spills are promptly cleaned according to established environmental and/or hazardous materials procedures</i> • <i>Conduct Foreign Object Damage (FOD) walks daily or more often if necessary during fixed-wing operations</i> 	I		

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

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
17. Hand signals <ul style="list-style-type: none"> • Utilize Federal Aviation Administration (FAA) approved marshalling signals and techniques • Marshal fixed-wing aircraft ensuring hand signals are known and understood by base and aircraft personnel • Start, stop, turn, and otherwise safely direct the ground movement of fixed-wing aircraft 	I		
18. Wing-walking <ul style="list-style-type: none"> • Involved in aircraft movement briefing ensuring all participants understand roles and responsibilities before and during movement of the aircraft • Understand emergency stop signals and procedures • Verify the safety and clearance of the wingtip/tail in reference to any object, building, or other aircraft <ul style="list-style-type: none"> ○ Maintain depth perception awareness and wing growth 	I		
19. Radio Use <ul style="list-style-type: none"> • Understand airbase radio use and etiquette • Understand when to use the radio to alert the pilot to an emergency situation 	O		
Behavior: Ensure relevant information is exchanged during briefings and debriefings.			
20. Attend briefings and meetings <ul style="list-style-type: none"> • Provide information • Keep Ramp Manager informed on issues and potential problems 	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
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
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): _____