

A Publication of the
National Wildfire
Coordinating Group

Sponsored by
United States
Department of Agriculture

United States
Department of the Interior

National Association of
State Foresters

NATIONAL INTERAGENCY
INCIDENT MANAGEMENT SYSTEM

TASK BOOK FOR THE POSITION OF

**AIR TACTICAL GROUP
SUPERVISOR (ATGS)**

(POSITION PERFORMANCE ON A WILDLAND
FIRE ASSIGNMENT REQUIRED)



PMS 311-18

March 2004

NFES 2324

TASK BOOK ASSIGNED TO:
INDIVIDUAL'S NAME, DUTY STATION, AND PHONE NUMBER TASK BOOK INITIATED BY:
OFFICIAL'S NAME, TITLE, DUTY STATION, AND PHONE NUMBER
LOCATION AND DATE THAT TASK BOOK WAS 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.

EVALUATOR

DO NOT COMPLETE THIS UNLESS YOU ARE RECOMMENDING THE TRAINEE FOR CERTIFICATION

VERIFICATION/CERTIFICATION OF COMPLETED TASK BOOK FOR THE POSITION OF

FINAL EVALUATOR'S VERIFICATION

I verify that all tasks have been performed and are documented with appropriate initials.

I also verify that _____

has performed as a trainee and should therefore be considered for certification in this position.

FINAL EVALUATOR'S SIGNATURE AND DATE

EVALUATOR'S PRINTED NAME, TITLE, DUTY STATION, AND PHONE NUMBER

AGENCY CERTIFICATION

I certify that _____

has met all requirements for qualification in this position and that such qualification has been issued.

CERTIFYING OFFICIAL'S SIGNATURE AND DATE

CERTIFYING OFFICIAL'S NAME, TITLE, DUTY STATION, AND PHONE NUMBER

Additional copies of this publication may be ordered from:

National Interagency Fire Center
ATTN: Great Basin Cache Supply Office
3833 S. Development Avenue
Boise, Idaho 83705
Order NFES 2324

Also available at <http://www.nwccg.gov/teams/pmswt/pms.htm>

NATIONAL WILDFIRE COORDINATING GROUP POSITION TASK BOOK

Position Task Books (PTBs) have been developed for designated positions within the National Interagency Incident Management System. Each PTB lists the performance requirements (tasks) for the specific position in a format that allows a trainee to be evaluated against written guidelines. 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 of all the tasks may involve more than one evaluator and can occur on incidents, in classroom simulations, and in other work situations. **Designated PTBs require position performance during which the majority of required tasks are demonstrated on a single wildland or prescribed fire. Some positions require that specific tasks be performed on a wildland fire. Performance of these tasks on other kinds of incidents is NOT qualifying.** It is important that performance be critically evaluated and accurately recorded by each evaluator. All tasks must be evaluated before recommending certification. All bullet statements within a task which require an action (contain an action verb) must be demonstrated before that task can be signed off.

A more detailed description of this process, definitions of terms, and responsibilities are included in the NIIMS Wildland and Prescribed Fire Qualification System Guide, PMS 310-1. A brief list of responsibilities also appears below.

RESPONSIBILITIES:

1. The **Home Unit** is responsible for:
 - Selecting trainees based on the needs of the home unit and higher levels.
 - Ensuring that the trainee meets the training and experience requirements included in the NIIMS Wildland and Prescribed Fire Qualification System Guide, PMS 310-1.
 - Initiating PTBs to document task performance.
 - Explaining to the trainee the purpose and processes of the PTB as well as the trainee's responsibilities.
 - Providing opportunities for evaluation and/or making the trainee available for evaluation.
 - Providing an evaluator for local assignments.
 - Tracking progress of the trainee.
 - Confirming PTB completion.
 - Determining certification per local policy.
 - Issuing proof of certification.
2. The **Trainee** is responsible for:
 - Reviewing and understanding instructions in the PTB.
 - Identifying desired objectives/goals.
 - Providing background information to an evaluator.

- Satisfactorily demonstrating completion of all tasks for an assigned position within three years.
 - Assuring the Evaluation Record is complete.
 - Notifying home unit personnel when the PTB is completed and providing a copy.
 - Keeping the original PTB in personal records.
3. The **Evaluator** is responsible for:
- Understanding the Wildland and Prescribed Fire Qualifications System.
 - Being qualified and proficient in the position being evaluated.
 - Meeting with the trainee and determining past experience, current qualifications, and desired objectives/goals.
 - Reviewing tasks with the trainee.
 - Explaining to the trainee the evaluation procedures that will be utilized and which objectives may be attained.
 - Identifying tasks to be performed during the evaluation period.
 - Accurately evaluating and recording demonstrated performance of tasks. Satisfactory performance shall be documented by dating and initialing completion of the task. Unsatisfactory performance shall be documented in the Evaluation Record.
 - Completing the Evaluation Record found at the end of this PTB.
4. The **Final Evaluator** is responsible for:
- Signing the verification statement inside the front cover of the PTB when all tasks have been initialed and if the trainee is recommended for certification.
5. The **Incident Training Specialist** is responsible for:
- Identifying incident evaluation opportunities.
 - Assuring that trainees have met prerequisites.
 - Identifying and assigning a qualified evaluator that can provide a positive experience for the trainee, and making an accurate and honest appraisal of the trainee's performance.
 - Providing PTBs to approved trainees on the incident when home unit was unable to provide them.
 - Documenting the assignment.
 - Conducting progress reviews.
 - Conducting a closeout interview with the trainee and evaluator and assuring that documentation is proper and complete.
 - Notifying trainee's home unit.

QUALIFICATION RECORD

POSITION: AIR TACTICAL GROUP SUPERVISOR (ATGS)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<u>GENERAL</u>			
1. <u>Establish and maintain positive interpersonal and interagency working relationships.</u>	O		
<u>MOBILIZATION</u>			
2. <u>Assemble kit. The following are some suggested items:</u> <ul style="list-style-type: none"> • Flight helmet and headset • Flame-resistant suit • Knee board • Adapter for military hookup to flight helmet • Ear plugs • Map plotter • Aeronautical charts and airport directory • Dark glasses • Handheld calculator • Other personal gear 	O		
3. <u>Receive mobilization information.</u> <ul style="list-style-type: none"> • Receive resource order. • Verify Air Tactical Group Supervisor (ATGS) aircraft is available. 	I		

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 RX= task must be performed on a prescribed fire incident

QUALIFICATION RECORD
Continuation Sheet

POSITION: AIR TACTICAL GROUP SUPERVISOR (ATGS)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<u>INCIDENT ACTIVITIES</u>			
4. <u>Evaluate aircraft needs to perform air tactical mission.</u> <ul style="list-style-type: none"> • Appropriate avionics equipment • Appropriate supplemental radio package and installation (if needed) • Aircraft properly carded for mission • Verify appropriate platform 	I		
5. <u>Brief ATGS pilot on mission requirements and crew resource management.</u> <ul style="list-style-type: none"> • Pilot properly carded for mission • Aircraft scheduled maintenance items • Flight and duty limitations 	I		
6. <u>Demonstrate proficiency of radio communications.</u> <ul style="list-style-type: none"> • Program AM/FM Radio. • Select proper frequency(ies). • Operate audio panel. 	I		
7. <u>Demonstrate navigation tasks.</u> <ul style="list-style-type: none"> • Plot coordinates latitude and longitude; VOR/DME. • Utilize maps; sectional, World Aeronautical Charts (WACS), topographic, etc. • Utilize Global Positioning System (GPS). 	I		

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Continuation Sheet

POSITION: AIR TACTICAL GROUP SUPERVISOR (ATGS)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
8. <u>Request location of any known hazards in the area.</u>	I		
9. <u>Establish or ensure flight following according to unit policy.</u>	I		
10. <u>Gather air space information.</u> <ul style="list-style-type: none"> • Confirm Temporary Flight Restriction (TFR) is in effect. • Identify Military Training Routes (MTRs) and Military Operations Areas (MOAs) that impact aerial operations. • Identify other aircraft operating in area. 	I		
11. <u>Identify available aircraft, estimated time of arrivals (ETA), identification, and types.</u> <ul style="list-style-type: none"> • Airtankers by identifier and type • Helicopters by identifier and type • Lead planes by identifier and agencies 	I		
12. <u>Identify tanker base information.</u> <ul style="list-style-type: none"> • Locations and turn around times • Type and amount of retardant available • Fueling and ramp capabilities • Alternate airports • Identify airbase capabilities 	W		

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QUALIFICATION RECORD
Continuation Sheet

POSITION: AIR TACTICAL GROUP SUPERVISOR (ATGS)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
13. <u>Prior to entering incident airspace (5 minutes) contact other aircraft working incident area and establish air traffic control.</u>	I		
14. <u>Identify retardant and foam use restrictions.</u> <ul style="list-style-type: none"> • Watersheds/fisheries • Visual impacts • Local use restrictions 	W		
15. <u>Confirm communication frequencies, air-to-ground FM, air-to-air (helicopter or fixed-wing).</u>	I/W		
16. <u>Establish target identification with ground forces and operating aircraft.</u>	W/ RX		
17. <u>Determine appropriate tactics with ground personnel and communicate to pilots.</u>	W		
18. <u>Coordinate tactics and priorities with appropriate operations personnel.</u>	W/ RX		
19. <u>Order additional aerial resources as needed.</u>	W		

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Continuation Sheet

POSITION: AIR TACTICAL GROUP SUPERVISOR (ATGS)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
20. <u>Brief incoming pilots.</u> <ul style="list-style-type: none"> • Altimeter setting • Assign altitude • Notify what other aircraft are over incident/where • Identify hazards 	I		
21. <u>Give tactical briefing to pilots.</u> <ul style="list-style-type: none"> • Objectives • Priorities • Communication plan • Tactics 	I		
22. <u>Determine need for Helicopter Coordinator and order if necessary, then brief.</u>	I		
23. <u>Ensure positive control of aircraft in incident airspace.</u> <ul style="list-style-type: none"> • Maintain vertical and horizontal separation. • Establish ingress and egress routes. • Control logistical flights. • Approve non-incident or media aircraft flights. 	I		
24. <u>Coordinate and manage airspace in accordance with TFR.</u> <ul style="list-style-type: none"> • Approve non-incident or media aircraft flights. 	I		

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Continuation Sheet

POSITION: AIR TACTICAL GROUP SUPERVISOR (ATGS)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
25. <u>Identify and immediately act on hazardous situations to incident aircraft.</u> <ul style="list-style-type: none"> • Simultaneous arrival of aircraft over incident • Poor communications • Airspace intrusions 	I		
26. <u>Provide weather watch for fire and aerial operations.</u>	W/ RX		
27. <u>Determine retardant coverage level based on fuel type and adjust to burning conditions.</u>	W		
28. <u>Notify ground forces of incoming aircraft.</u> <ul style="list-style-type: none"> • Confirm the target selection with ground forces and clear the drop zone. • Give final run notification to ground forces. 	W		
29. <u>Request evaluation from ground personnel and give evaluation for Airtanker Pilot or Airtanker Coordinator (lead plane). Give adjustment or alignment on target for next run of airtanker.</u>	W		
30. <u>Evaluate effectiveness of air tactical operations and recommend adjustments.</u>	W		

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QUALIFICATION RECORD
Continuation Sheet

POSITION: AIR TACTICAL GROUP SUPERVISOR (ATGS)

TASK	C O D E ⁺	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
31. <u>Obtain approval from operations for changing operational plan based on changing conditions; e.g., weather, fire behavior, fuels, and aircraft availability.</u>	W		
32. <u>Give input to operations for aircraft capability; e.g., "helicopter and/or fixed-wing." Match aircraft to mission needs.</u>	W		
33. <u>Identify and immediately act on hazardous situations to ground forces.</u> <ul style="list-style-type: none"> • Potential for or extreme fire behavior • Spot fires • Potential for or changes in weather (thunderstorms, frontal systems, etc.) 	W/ RX		
34. <u>Ensure safe flight conditions exist and shut down aviation operations when necessary.</u>	I		
35. <u>Coordinate with other incidents.</u> <ul style="list-style-type: none"> • Flight corridors • Flight routes • Frequency assignment 	I		
36. <u>Provide intelligence to appropriate personnel as necessary; e.g., dispatch, Incident Commander, Incident Management Team (IMT), etc.</u>	I		

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QUALIFICATION RECORD
Continuation Sheet

POSITION: AIR TACTICAL GROUP SUPERVISOR (ATGS)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
37. <u>Brief relief ATGS.</u>	W		
38. <u>Enforce frequency management for aviation operations.</u>	I		
39. <u>Enforce agency aviation regulations, including aircraft contract or rental provisions.</u> <ul style="list-style-type: none"> • Sunrise and sunset limitations • Be familiar with the initiation and completions of accident/incident reports (SAFECOM). • Use of personal protective equipment (PPE) • Completion of financial records (OAS 23, Aircraft Use Report and FS 122, Flight Use Report) • Flight and duty hour limitations • Maintain work/rest guidelines. 	I		
40. <u>Recommend and help establish daily availability of tactical aircraft.</u>	W		
41. <u>Monitor incident aircraft and pilot flight hour limitations.</u>	I		
<u>INCIDENT ACTIVITIES (INITIAL ATTACK)</u>			
42. <u>Obtain necessary information from resource order or flight order.</u>	W		

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40. <u>Recommend and help establish daily availability of tactical aircraft.</u>	W		
41. <u>Monitor incident aircraft and pilot flight hour limitations.</u>	I		
<u>INCIDENT ACTIVITIES (INITIAL ATTACK)</u>			
42. <u>Obtain necessary information from resource order or flight order.</u>	W		

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Continuation Sheet

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TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
43. <u>Identify and request radio frequencies for the incident (VHF-AM or VHF-FM).</u>	W		
44. <u>When airborne, confirm and/or identify flight hazards and inform incoming pilots.</u>	W		
45. <u>Size up fire and determine:</u> <ul style="list-style-type: none"> • Burning conditions • Fuels • Current and potential fire behavior • Slope • Aspect • Weather conditions (existing and forecasted) • Size 	W		
46. <u>Report to dispatch and confirm or correct coordinates and location. Recommend additional resource needs to dispatch.</u>	W		
47. <u>Request TFR (91.137) as needed.</u>	W		
48. <u>Identify ground contact and establish communications.</u>	W		
49. <u>Determine access for ground forces to the incident.</u>	W		

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Continuation Sheet

POSITION: AIR TACTICAL GROUP SUPERVISOR (ATGS)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
50. <u>Order Airtanker Coordinator (lead plane or Aerial Supervision Module) if appropriate.</u>	W		
51. <u>Plan coverage for air tactical group supervision during extended operational periods or while refueling.</u> • Additional pilots and/or ATGS aircraft personnel	W		
<u>INCIDENT ACTIVITIES (EXTENDED ATTACK)</u>			
52. <u>Check in at assigned base of operations (complete ICS 211, Check-in List) or with supervisor and receive briefing.</u>	I		
53. <u>Obtain Incident Action Plan (IAP) and incident map. Update as needed.</u>	I		
54. <u>Obtain daily update on incident objectives and tactics.</u>	I		
55. <u>Identify division locations/boundaries and establish contact with ground forces.</u>	I		

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QUALIFICATION RECORD
Continuation Sheet

POSITION: AIR TACTICAL GROUP SUPERVISOR (ATGS)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
56. <u>Identify and map incident topography and landmarks.</u> <ul style="list-style-type: none"> • Fire perimeter • Spot fires • Roads 	I		
57. <u>Identify helicopter base information.</u> <ul style="list-style-type: none"> • Helispots/helibases (size and type capabilities) • Dip sites (locations and turn around times) • Drop points • Knowledge of portable bases and locations 	I		
58. <u>Debrief with Operations Section Chief and incident pilots. Summarize and evaluate day's operation and make recommendations for succeeding operations.</u>	I		
59. <u>Assist and/or develop air operations communications plan and recommend changes as needed.</u>	I		
60. <u>Compile daily statistics and provide to the Air Operations Branch Director or appropriate supervisor.</u>	I		

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POSITION: AIR TACTICAL GROUP SUPERVISOR (ATGS)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
61. <u>Identify surplus or excess aviation assets through appropriate channels.</u> <ul style="list-style-type: none"> • Coordinating TFR cancellation with Air Operations Branch Director/dispatch • Releasing supplemental radio kit • Releasing frequencies • Releasing aircraft 	I		

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INSTRUCTIONS FOR EVALUATION RECORD

There are four separate blocks allowing evaluations to be made. These evaluations may be made on incidents, simulations in classroom, or in daily duties, depending on what the position task book indicates. This should be sufficient for qualification in the position if the individual is adequately prepared. If additional blocks are needed, a page can be copied from a blank task book and attached.

COMPLETE THESE ITEMS AT THE START OF THE EVALUATION PERIOD:

Evaluator's name, incident/office title, and agency: List the name of the evaluator, his/her incident position or office title, and agency.

Evaluator's home unit address and phone: Self-explanatory

#: The number in the upper left corner of the Evaluation Record identifies a particular experience or group of experiences. This number should be placed in the column labeled "Evaluation Record #" on the Qualification Record for each task performed satisfactorily.

Location of Incident/Simulation: Identify the location where the tasks were performed by agency and office.

Incident Kind: Enter kind of incident; e.g., wildland fire, prescribed fire, search and rescue, flood, etc.

COMPLETE THESE ITEMS AT THE END OF THE EVALUATION PERIOD:

Number and Type of Resources: Enter the number of resources and types assigned to the incident pertinent to the trainee's task book position.

Duration: Enter inclusive dates during which the trainee was evaluated. This block may indicate a span of time covering several small and similar incidents if the trainee has been evaluated on that basis; e.g., several initial attack fires in similar fuel types.

Management Level or Prescribed Fire Complexity Level: Indicates ICS organization level; i.e., Type 5, Type 4, Type 3, Type 2, Type 1, Area Command or prescribed fire complexity level (low, moderate, high).

NFFL Fuel Model: For wildland fire and prescribed fire experience, enter number (1-13) of the fuel model(s) in which the incident occurred and under which the trainee was evaluated.

Grass Group	1. Short Grass (1 foot)	Timber Group	8. Closed Timber Litter
	2. Timber (grass & understory)		9. Hardwood Litter
	3. Tall Grass (2-1/2 feet)		10. Timber (litter understory)
Brush Group	4. Chaparral (6 feet)	Slash Group	11. Light Logging Slash
	5. Brush (2 feet)		12. Medium Logging Slash
	6. Dormant Brush-Hardwood Slash		13. Heavy Logging Slash
	7. Southern Rough		

Recommendation: Check as appropriate and/or make comments regarding the future needs for development of this trainee.

Date: List the date the record is being completed.

Evaluator's initials: Initial here to authenticate your recommendations and to allow for comparison with initials in the Qualifications Record.

Evaluator's relevant red card rating: List your certification relevant to the trainee position you supervised.

Evaluation Record

	TRAINEE NAME	TRAINEE POSITION
#1	Evaluator's name: Incident/office title & agency:	
Evaluator's home unit address & phone:		
Name and Location of Incident or Simulation (agency & area)	Incident Kind (wildland fire, search & rescue, etc.)	Number & Type of Resources Pertinent to Trainee's Position
		Duration (inclusive dates in trainee status)
		to
		Management Level or Prescribed Fire Complexity Level
		NFFL Fuel Model(s)
The tasks initialed & dated by me have been performed under my supervision in a satisfactory manner by the above named trainee. I recommend the following for further development of this trainee. _____ The individual has successfully performed all tasks for the position and should be considered for certification. _____ The individual was not able to complete certain tasks (comments below) or additional guidance is required. _____ Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation. _____ The individual is severely deficient in the performance of tasks for the position and needs further training (both required & knowledge and skills needed) prior to additional assignment(s) as a trainee. Recommendations: _____ Date: _____ Evaluator's initials: _____ Evaluator's relevant red card (or agency certification) rating: _____		

#2	Evaluator's name: Incident/office title & agency:	
Evaluator's home unit address & phone:		
Name and Location of Incident or Simulation (agency & area)	Incident Kind (wildland fire, search & rescue, etc.)	Number & Type of Resources Pertinent to Trainee's Position
		Duration (inclusive dates in trainee status)
		to
		Management Level or Prescribed Fire Complexity Level
		NFFL Fuel Model(s)
The tasks initialed & dated by me have been performed under my supervision in a satisfactory manner by the above named trainee. I recommend the following for further development of this trainee. _____ The individual has successfully performed all tasks for the position and should be considered for certification. _____ The individual was not able to complete certain tasks (comments below) or additional guidance is required. _____ Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation. _____ The individual is severely deficient in the performance of tasks for the position and needs further training (both required & knowledge and skills needed) prior to additional assignment(s) as a trainee. Recommendations: _____ Date: _____ Evaluator's initials: _____ Evaluator's relevant red card (or agency certification) rating: _____		

**Evaluation Record
(Continuation Sheet)**

	TRAINEE NAME	TRAINEE POSITION
#3	Evaluator's name: Incident/office title & agency:	
Evaluator's home unit address & phone:		
Name and Location of Incident or Simulation (agency & area)	Incident Kind (wildland fire, search & rescue, etc.)	Number & Type of Resources Pertinent to Trainee's Position
		Duration (inclusive dates in trainee status)
		to
		Management Level or Prescribed Fire Complexity Level
		NFFL Fuel Model(s)
<p>The tasks initiated & dated by me have been performed under my supervision in a satisfactory manner by the above named trainee. I recommend the following for further development of this trainee.</p> <p>_____ The individual has successfully performed all tasks for the position and should be considered for certification.</p> <p>_____ The individual was not able to complete certain tasks (comments below) or additional guidance is required.</p> <p>_____ Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation.</p> <p>_____ The individual is severely deficient in the performance of tasks for the position and needs further training (both required & knowledge and skills needed) prior to additional assignment(s) as a trainee.</p> <p>Recommendations: _____</p>		
Date: _____ Evaluator's initials: _____ Evaluator's relevant red card (or agency certification) rating: _____		

#4	Evaluator's name: Incident/office title & agency:	
Evaluator's home unit address & phone:		
Name and Location of Incident or Simulation (agency & area)	Incident Kind (wildland fire, search & rescue, etc.)	Number & Type of Resources Pertinent to Trainee's Position
		Duration (inclusive dates in trainee status)
		to
		Management Level or Prescribed Fire Complexity Level
		NFFL Fuel Model(s)
<p>The tasks initiated & dated by me have been performed under my supervision in a satisfactory manner by the above named trainee. I recommend the following for further development of this trainee.</p> <p>_____ The individual has successfully performed all tasks for the position and should be considered for certification.</p> <p>_____ The individual was not able to complete certain tasks (comments below) or additional guidance is required.</p> <p>_____ Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation.</p> <p>_____ The individual is severely deficient in the performance of tasks for the position and needs further training (both required & knowledge and skills needed) prior to additional assignment(s) as a trainee.</p> <p>Recommendations: _____</p>		
Date: _____ Evaluator's initials: _____ Evaluator's relevant red card (or agency certification) rating: _____		