

**CICCS Task Book for the Position of:**

**OPERATIONS BRANCH DIRECTOR  
(OPBD)**



**APRIL 2019**

**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:**

**OPERATIONS BRANCH DIRECTOR**

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

## **CALIFORNIA INCIDENT COMMAND CERTIFICATION SYSTEM (CICCS) POSITION TASK BOOK**

CICCS Position Task Books (PTBs) have been developed for designated Incident Command System (ICS) positions. Each PTB lists the competencies, behaviors and tasks required for successful performance. Trainees must be evaluated completing all tasks and show knowledge and competency in their performance during the completion of this PTB.

Trainees are evaluated during this process by appropriate 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 training assignment. The Final Evaluator must be qualified in the position being evaluated.

Successful performance of all tasks evaluated and recorded by an evaluator, will result in a recommendation to CICCS that the trainee be certified/qualified in that position. Evaluation and confirmation of the trainee's performance while completing all tasks shall occur on two or more quality training assignments and may involve more than one evaluator during any training assignment. A "quality" training assignment is defined as "completion of", at minimum, 70% of the tasks in the PTB.

### **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:

- 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 incident, etc.

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 indicated code is not valid for certification/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 *CICCS - Qualification Guide*. This document can be found at <https://www.caloes.ca.gov/FireRescueSite/Documents/000-2018%20CICCS%20CICCS%20Quals%20Guide%20July%202018%20070618.pdf>

## **RESPONSIBILITIES**

The responsibilities of the Home Unit/Agency, Trainee, Coach, Training Specialist, Evaluator, Final Evaluator and Certifying Official are identified in the *CICCS - Qualification Guide*. 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 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.

**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.

## Operations Branch Director (OPBD)

### Competency: Assume position responsibilities.

*Description: Successfully assume role of Operations Branch Director and initiate position activities at the appropriate time according to the following behaviors.*

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
<b>Behavior: Gather, update, and apply situational information relevant to the assignment.</b>			
1. Obtain initial briefing from the Operations Section Chief and/or outgoing Incident Commander. <ul style="list-style-type: none"> <li>• <i>Incident Briefing - Current Situation</i></li> <li>• <i>Obtain Leader Intent</i></li> <li>• <i>Incident Type</i></li> <li>• <i>ICS 202, Incident Objectives</i></li> <li>• <i>Organizational structure (area command or single organization).</i></li> <li>• <i>Special considerations on the incident.</i></li> <li>• <i>Current situation.</i></li> <li>• <i>Resources assigned, en-route, on order, and local resource status (including initial attack as it relates to the Logistics Section).</i></li> <li>• <i>Anticipated incident duration, size, and type.</i></li> </ul>	I		
2. Obtain initial briefing from Operations Section Chief <ul style="list-style-type: none"> <li>• <i>Operations Section Chief priorities, goals, and objectives for IMT and the incident.</i></li> <li>• <i>Expected timeframes for Logistical needs and ICS 215 information.</i></li> </ul>	O		

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

## Operations Branch Director (OPBD)

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
<p>3. Collect information from outgoing Operations Section Chief or Operations Branch Director or other personnel responsible for Branch prior to your arrival.</p> <ul style="list-style-type: none"> <li>• <i>Status of incident and ordered/assigned resources.</i></li> <li>• <i>Status of existing aviation operations.</i></li> <li>• <i>Information on special situations (e.g., Wildland/Urban Interface (WUI) threat, hazardous materials).</i></li> <li>• <i>Determine if present plan of action will meet incident objectives or requires amendments to reflect changes in the current incident situation</i></li> <li>• <i>Identify problems and concerns (such as evacuation, sheltering, aviation safety, force protection, public health issues) and recommend solutions</i></li> <li>• <i>Identify priorities and resources to protect life, property, infrastructure, and the environment</i></li> <li>• <i>Obtain and communicate current and forecasted weather and fire behavior information.</i></li> <li>• <i>Provide Information on location situations (e.g., ICP/base/ camp locations, medical facilities, road closures).</i></li> <li>• <i>Acquire an inventory of equipment (e.g., pumps, hoses), drop point locations and helispot information.</i></li> </ul>	I		
<b>Behavior: Establish effective relationships with relevant personnel.</b>			
<p>4. Establish and maintain positive interpersonal and interagency working relationships.</p> <ul style="list-style-type: none"> <li>• <i>Local agencies</i></li> <li>• <i>Hosting unit</i></li> <li>• <i>Public</i></li> <li>• <i>Division/Group Supervisors</i></li> <li>• <i>Command and General Staff</i></li> </ul>	I		

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

## Operations Branch Director (OPBD)

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
<b>Behavior: Establish organization structure, reporting procedures, and chain of command of assigned resources.</b>			
5. Plan and activate Branch <ul style="list-style-type: none"> <li>• <i>Identify division/group boundaries.</i></li> <li>• <i>Order any additional resources necessary.</i></li> <li>• <i>Establish protocol for providing Branch daily incident accomplishments to the Situation Unit.</i></li> <li>• <i>Establish daily briefing/debriefing schedule with Division/Group Supervisors.</i></li> <li>• <i>Establish process for resource requests/releases for operational planning purposes.</i></li> <li>• <i>Establish appropriate section organization and assign staff responsibilities, while maintain span of control</i></li> <li>• <i>Ensure availability of appropriate resources</i></li> <li>• <i>Conduct supporting activities within operational period</i></li> <li>• <i>Follow protocol for communicating branches daily accomplishments to the Operations Section or appropriate personnel</i></li> <li>• <i>Follow process for resource requests/releases for operational planning purposes</i></li> <li>• <i>Support tactical assignments, ensure resource support and coordination needs, and identify other considerations for the next operational period</i></li> </ul>	O		

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



## Operations Branch Director (OPBD)

### 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>			
6. 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		
7. 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		
8. 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>			
9. Ensure assigned resources are following safety guidelines appropriately. <ul style="list-style-type: none"> <li>• <i>Recognize potentially hazardous situations</i></li> <li>• <i>Inform subordinates of hazards</i></li> <li>• <i>Ensure that special precautions are taken when extraordinary hazards exist</i></li> </ul>	I		

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

## Operations Branch Director (OPBD)

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
10. Manage operational periods to achieve objectives. <ul style="list-style-type: none"> <li>• <i>Evaluate and communicate need for extended operational periods.</i></li> <li>• <i>Ensure adequate work/rest ratio.</i></li> <li>• <i>Recognize potentially hazardous situations and inform subordinates.</i></li> <li>• <i>Ensure that necessary precautions are taken when extraordinary hazards exist</i></li> </ul>	I		
11. Identify kind, type and number of resources required to achieve objectives. <ul style="list-style-type: none"> <li>• <i>Consider terrain, weather, kinds and types of resource availability and safety factors</i></li> <li>• <i>Order necessary personnel and equipment</i></li> <li>• <i>Discuss long-range and contingency and identify potential and future resources</i></li> <li>• <i>Evaluate structure defense needs</i></li> </ul>	I		
12. Comply with agency requirements <ul style="list-style-type: none"> <li>• <i>Develop tactical plans based on safety considerations/ guidelines</i></li> <li>• <i>Spot Check tactical operations to ensure compliance with safety considerations</i></li> </ul>	I		
<p><b>Behavior: Establish work assignments and performance expectations, monitor performance, and provide feedback.</b></p>			
13. Periodically evaluate resource status and tactical needs to determine if resource assignments are appropriate. <ul style="list-style-type: none"> <li>• <i>Determine kind and number of resources required to complete tactics.</i></li> <li>• <i>Provide Leaders Intent</i></li> <li>• <i>Confer with the Operations Section Chief</i></li> <li>• <i>Approve assembly and disassembly of strike teams and task forces.</i></li> <li>• <i>Provide for functional and geographical supervision as needed.</i></li> <li>• <i>Assist the Operations Section Chief in establish staging areas as needed.</i></li> </ul>	I		

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

## Operations Branch Director (OPBD)

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

### Behavior: Emphasize teamwork.

15. Establish cohesiveness among assigned resources.	I		
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### Behavior: Coordinate interdependent activities.

16. Coordinate with other Operations Branch Directors. <ul style="list-style-type: none"> <li>• <i>Brief and debrief between operational periods</i></li> <li>• <i>Interact and coordinate with OSC and DIV</i></li> <li>• <i>Receive and transmit current and accurate information</i></li> <li>• <i>Communicate changes to the IAP or relevant plan</i></li> <li>• <i>Inform appropriate assigned resources of significant changes in operations</i></li> </ul>	I		
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**Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.**

## Operations Branch Director (OPBD)

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
17. Interact and coordinate with command and general staff, and appropriate unit leaders. <ul style="list-style-type: none"> <li>• <i>Receive and transmit current and accurate information.</i></li> <li>• <i>Communicate changes to the IAP or relevant plan.</i></li> <li>• <i>Inform appropriate team members of significant changes in operations.</i></li> <li>• <i>Ensure Resources Unit Leader is advised of changes in status of resources assigned to the Branch; keep status current.</i></li> <li>• <i>Provide Situation Unit Leader operational status and map updates.</i></li> </ul>	O/R		
18. Coordinate with subordinates and provide Operations Section Chief or Planning Section Chief a list of excess personnel and other resources. <ul style="list-style-type: none"> <li>• <i>Kind/type</i></li> <li>• <i>Quantity</i></li> <li>• <i>Time/date of available release</i></li> <li>• <i>Daily review of list for accuracy</i></li> </ul>	I		
19. Coordinate with local fire departments, other agencies, local resources and law enforcement assigned to evacuation and structural defense. <ul style="list-style-type: none"> <li>• <i>Secure property</i></li> <li>• <i>Traffic control</i></li> <li>• <i>Evacuation</i></li> <li>• <i>Livestock and pets</i></li> </ul>	I		

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

## Operations Branch Director (OPBD)

### 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>			
20. Share pertinent Branch information that may affect the team's management of the incident.	I		
21. Participate in operational period briefing Breakouts. <ul style="list-style-type: none"> <li>• <i>Changes from the IAP.</i></li> <li>• <i>Present current conditions, tactical priorities, and special considerations.</i></li> <li>• <i>Section-specific information.</i></li> </ul>	O		
22. Participate in daily briefings to Branch personnel. <ul style="list-style-type: none"> <li>• <i>Expected duration and size of incident.</i></li> </ul>	I		
<b>Behavior: Ensure documentation is complete and disposition is appropriate.</b>			
23. Ensure assigned operations personnel and equipment time records are complete and have been submitted to the Time Unit Leader at the end of each operational period.	I		
24. Ensure incident documentation is completed as required by the Incident Commander. <ul style="list-style-type: none"> <li>• <i>Complete and submit ICS 214, Unit Log to Documentation Unit daily.</i></li> <li>• <i>Complete and submit performance evaluations for Branch resources at conclusion of incident.</i></li> </ul>	I		

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

## Operations Branch Director (OPBD)

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
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**Behavior: Gather, produce and distribute information as required by established guidelines and ensure understanding by recipient.**

25. Report special events (e.g., incidents within an incident, accidents, political contacts, property loss or damage). <ul style="list-style-type: none"> <li>• <i>Obtain information about special events (e.g., subordinates, personal observation, other incident personnel, off-incident personnel).</i></li> <li>• <i>Include standard information (e.g., nature of event, location, magnitude, personnel involved (do not release names of victims or agency over radio), initial action taken).</i></li> </ul>	I		
26. Inform Incident Commander or Operations Section Chief as soon as possible of accomplishments and/or problems.	I		

**Behavior: Communicate and ensure understanding of work expectations within the chain of command and across functional areas.**

27. Ensure priorities and tactics are communicated and understood throughout the Branch.	I		
28. Ensure any changes in priorities or tactics are communicated and understood.	I		

**Behavior: Assist in developing and implementing plans and gain concurrence of affected agencies and/or the public.**

29. Participate in the preparation of relevant plans as necessary. Participate in the preparation of other necessary plans. <ul style="list-style-type: none"> <li>• <i>Evacuation/structure protection plan</i></li> <li>• <i>Prescribed fire plan</i></li> </ul>	I		
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*Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.*

## Operations Branch Director (OPBD)

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

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

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
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#### Behavior: Administer and/or apply agency policy, contracts and agreements.

30. Ensure assigned contracted resources meet contract specifications. <ul style="list-style-type: none"> <li>Take necessary action for those not meeting specifications.</li> </ul>	I		
31. Identify and request agreements as necessary. <ul style="list-style-type: none"> <li>Coordinate with Operations Section Chief or Finance/Administration Section.</li> </ul>	I		

#### Behavior: Gather, analyze, and validate information pertinent to the incident or event and make recommendations for setting priorities.

32. Identify kind, type, and number of resources required to achieve control objectives. <ul style="list-style-type: none"> <li>Consider weather, fuels, terrain, fire behavior, kinds and types of resources, resource availability, and safety factors.</li> <li>Calculate control forces.</li> <li>Request necessary personnel and equipment.</li> <li>Discuss long-range and contingency plans and identify potential and future resources with the OSC.</li> </ul>	W		
33. Evaluate life safety and property defense needs. <ul style="list-style-type: none"> <li>Strategy and tactics</li> <li>Evacuation plan</li> <li>Evacuation/shelter-in-place</li> <li>Structural defense</li> <li>Security issues (transit and in field)</li> <li>Personal protection from exposure to pathogens and hazardous materials</li> </ul>	W		

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

## Operations Branch Director (OPBD)

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
34. Evaluate and monitor current situation. <ul style="list-style-type: none"> <li>• <i>Determine if present plan of action will meet incident objectives.</i></li> <li>• <i>Determine if present plan is congruent with incident strategic and wildland fire decision support documentation.</i></li> <li>• <i>Identify problems and concerns (e.g., evacuation, sheltering, aviation safety).</i></li> <li>• <i>Identify values to be protected (e.g., life, resources, property).</i></li> <li>• <i>Advise Operations Section Chief.</i></li> </ul>	W		
35. Assist the Operations Section Chief and personally observe and review current operations to prepare tactics for the next operational period planning meeting. <ul style="list-style-type: none"> <li>• <i>Resource status</i></li> <li>• <i>Situation status</i></li> <li>• <i>Weather factors influencing strategy</i></li> <li>• <i>Communications capability</i></li> <li>• <i>Environmental impact</i></li> <li>• <i>Values to be protected</i></li> <li>• <i>Cost constraints</i></li> <li>• <i>Aviation capabilities and limitations</i></li> <li>• <i>Ensure assessments are completed regarding hazards, hazard behavior, weather and other relevant events.</i></li> </ul>	I		
<b>Behavior: Make appropriate decisions based on analysis of gathered information.</b>			
36. Use fire behavior prediction information to plan/organize tactical operations. <ul style="list-style-type: none"> <li>• <i>Evaluate/adjust tactics based on changing fire behavior and values to be protected.</i></li> <li>• <i>Consider contingencies for values to be protected (e.g., structures).</i></li> <li>• <i>Compare actual fire behavior to predicted behavior at end of each operational period and advise the Fire Behavior Analyst.</i></li> </ul>	W/RX		

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



## Operations Branch Director (OPBD)

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
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### Behavior: Take appropriate action based on assessed risks.

37. Ensure the risk management process is established and maintained throughout the Branch.	I		
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### Behavior: Modify approach based on evaluation of incident situation.

38. Evaluate effectiveness of IAP or relevant plan and advise OSC as necessary. <ul style="list-style-type: none"> <li>• <i>Evaluate progress of operations based on situation reports and evaluations from operations personnel.</i></li> <li>• <i>Estimate immediate and long-range operational resources and logistical requirements for the Branch.</i></li> <li>• <i>Evaluate burning/ignition operations.</i></li> </ul>	I		
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### Behavior: Ensure operations consider socio-economic, political and cultural aspects.

39. Follow local direction to maintain environmental quality and avoid damage to social or cultural environment. <ul style="list-style-type: none"> <li>• <i>Notify Incident Commander or Operations Section Chief of historical/cultural resources found.</i></li> </ul>	I		
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### Behavior: Transfer position duties while ensuring continuity of authority and knowledge and taking into account the increasing or decreasing incident complexity.

40. Coordinate an efficient transfer of position duties when mobilizing/demobilizing. <ul style="list-style-type: none"> <li>• <i>Consider transition early in the incident.</i></li> <li>• <i>Inform subordinate staff and Operations Section Chief or Incident Commander.</i></li> <li>• <i>Document follow-up action needed and submit to agency representative.</i></li> </ul>	I		
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*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.

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

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

Date: \_\_\_\_\_

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

Additional Evaluation Record Sheets can be downloaded at [www.nwcg.gov/pms/taskbook/taskbook.htm](http://www.nwcg.gov/pms/taskbook/taskbook.htm)

**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.

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

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

Date: \_\_\_\_\_

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

Additional Evaluation Record Sheets can be downloaded at [www.nwcg.gov/pms/taskbook/taskbook.htm](http://www.nwcg.gov/pms/taskbook/taskbook.htm)