

CICCS Task Book for the Position of:



**PUBLIC INFORMATION OFFICER TYPE 1
(PIO1)**

FEBRUARY 2023

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 positions for which it was developed. Each position task book builds on tasks from previous prerequisite position task books. 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:**

PUBLIC INFORMATION OFFICER TYPE 1
(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 Interagency Incident Management System (NIIMS) positions. Each PTB lists the competencies, behaviors and tasks required for successful performance in specific positions. Trainees must be observed completing all tasks and show knowledge and competency in their performance during the completion of this PTB.

Trainees are evaluated during this process by qualified evaluators, and the trainee's performance is documented in the PTB for each task by the evaluator's initials and date of completion. An Evaluation Record will be completed by all evaluators documenting the trainee's progress after each evaluation opportunity.

Successful performance of all tasks, as observed and recorded by an evaluator, will result in a recommendation to the agency that the trainee be certified in that position. Evaluation and confirmation of the trainee's performance while completing all tasks may occur on one or more training assignments and may involve more than one evaluator during any opportunity.

INCIDENT/EVENT CODING

Each task has a code associated with the type of training assignment where the task may be completed. 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 *Wildland Fire Qualification System Guide*, PMS 310-1. This document can be found at <http://www.nwcg.gov/pms/docs/docs.htm>.

RESPONSIBILITIES

The responsibilities of the Home Unit/Agency, Trainee, Coach, Training Specialist, Evaluator, Final Evaluator and Certifying Official are identified in the *Wildland Fire Qualification System Guide*, 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, Critical Incident Management) 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.

PIO1

Competency: Assume position responsibilities.

Description: Successfully assume role of Public Information Officer 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: Ensure readiness for assignment.			
1. Obtain and assemble information and materials needed for kit. Suggested items: • <i>Regional/national media directories</i> • <i>ICS 260, Resource Order</i> • <i>PMS 410-1, Fireline Handbook</i> • <i>PMS 461, Incident Response Pocket Guide (IRPG)</i> • <i>Telephone and contact documentation log sheets</i> • <i>Office supplies (e.g., staple gun, masking tape, markers, push pins, clip board)</i>	O		
2. Obtain complete information from dispatch upon assignment. • <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/travel routes</i> • <i>Contact procedures during travel (telephone/radio)</i> • <i>Name and contact information for incident Public Information Officer</i> • <i>Weather, terrain and living conditions (pack appropriately)</i>	O		
3. Arrive at incident and check in. • <i>Arrive properly equipped at assigned location within acceptable time limits.</i>	I		

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

PIO1

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Ensure availability, qualifications, and capabilities of resources to complete assignment.			
4. Submit orders to meet immediate and long-term needs. • <i>Staffing</i> • <i>Equipment</i> • <i>Supplies</i>	O		
5. Survey Public Information Officer's skills/capabilities/interests and match to opportunities when possible.	I		
Behavior: Gather, update, and apply situational information relevant to the assignment.			
6. Contact unit public information staff and/or established information center(s). • <i>Level of public/media interest in incident.</i> • <i>Amount of media on scene.</i> • <i>Incident information activities already underway.</i> • <i>Primary point of contact for media and public.</i> • <i>Community issues and concern.</i> • <i>Number of Public Information Officers currently assigned.</i>	I		
7. Establish contact with Incident Management Team (IMT) to obtain initial information and review available documentation. • <i>Incident Action Plan (IAP) or other relevant plan</i> • <i>Incident organization chart</i> • <i>Delegation of Authority</i> • <i>Most current ICS 209, Incident Status Summary</i>	I		
8. Coordinate with local unit and Incident Commander to gather information in existing contracts or agreements applicable to the incident information function.	I		

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

PIO1

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Establish effective relationships with relevant personnel.			
9. Establish and maintain positive interpersonal and interagency working relationships.	I		
Behavior: Establish organization structure, reporting procedures, and chain of command of assigned resources.			
10. Establish/supervise information center. Oversee Public Information Officers in the gathering and dissemination of routine incident information.	O		
11. Establish work schedule for information staff.	O		
Behavior: Understand and comply with ICS concepts and principles.			
12. Apply the ICS. - Follow chain of command. - Maintain appropriate span of control. - Use appropriate ICS forms. - Use appropriate ICS terminology.	I		

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

PIO1

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.			
13. Exhibit principles of duty. <i>Be proficient in your job, both technically and as a leader.</i> <i>Make sound and timely decisions.</i> <i>Ensure tasks are understood, supervised and accomplished.</i> <i>Develop your subordinates for the future.</i>	I		
14. Exhibit principles of respect. <i>Know your subordinates and look out for their well-being.</i> <i>Keep your subordinates informed.</i> <i>Build the team.</i> <i>Employ your subordinates in accordance with their capabilities.</i>	I		
15. Exhibit principles of integrity. <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.			
16. Provide for the safety and welfare of assigned resources. <i>Recognize, mitigate and communicate potentially hazardous situations.</i> <i>Monitor condition of assigned resources.</i> <i>Account for assigned resources.</i>	I		

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

PIO1

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Establish work assignments and performance expectations, monitor performance, and provide feedback.			
17. Assign and monitor preparation and update of information products. • <i>Fact sheets</i> • <i>Visuals</i> • <i>News releases</i>	O		
18. Complete daily review of staffing requirements.	I		
19. Develop schedule/assignments based on IAP or relevant plan.	I		
20. Ensure subordinates understand assignment for operational period. • <i>Provide clear, concise instructions and allow for feedback.</i> • <i>Assign responsibilities for media support (e.g., ground and air access to the incident).</i> • <i>Assign specific roles in special situations.</i>	I		
21. Continually evaluate performance. • <i>Communicate deficiencies immediately and take corrective action.</i> • <i>Provide training opportunities where available.</i> • <i>Complete personnel performance evaluations according to agency guidelines.</i>	I		
Behavior: Emphasize teamwork.			
22. Establish cohesiveness among assigned resources. • <i>Provide for open communication.</i> • <i>Seek commitment.</i> • <i>Set expectations for accountability.</i> • <i>Focus on the team result.</i>	I		

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

PIO1

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Coordinate interdependent activities.			
23. Identify cooperating agencies and contact points.	I		
24. Establish/supervise community relations function in coordination with jurisdictional agency.	I		
25. Determine and follow procedures for coordinating with other information functions. • <i>Area command and other incidents.</i> • <i>Local communications centers (Joint Information Center).</i> • <i>Cooperating agencies.</i>	I		
26. Coordinate with operations and safety to provide media escort. • <i>Provide personal protective equipment (PPE) as appropriate.</i> • <i>Ensure designated escorts are qualified and have adequate communication equipment.</i>	I		

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

PIO1

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
Behavior: Ensure relevant information is exchanged during briefings and debriefings.			
27. Participate in briefings and meetings as assigned.	I		
28. Conduct information staff briefings on a regular basis. • <i>Review information release protocols.</i> • <i>Update on current incident information and relevant safety concerns.</i> • <i>Review assignments.</i>	O		
29. Brief Incident Commander and Agency Administrator on media and public relations/concerns.	I		
Behavior: Ensure documentation is complete and disposition is appropriate.			
30. Review and approve subordinate time reports.	O		
31. Ensure contacts/significant events are documented.	I		
32. Complete and submit ICS 214, Unit Logs.	O		
33. Complete and submit information documentation package.	I		

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

PIO1

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Gather, produce and distribute information as required by established guidelines and ensure understanding by recipient.			
34. Prepare, approve and distribute fact sheets/news releases to address basic incident facts (address who, what, when, where, and why). • <i>Update on regular basis.</i> • <i>Use internet technology where available.</i>	O		
35. Prepare briefing materials for Incident Commander and Agency Administrator, as needed.	O		
36. Establish procedures for distributing information to incident personnel, cooperating and participating agencies (local, regional, national).	O		
37. Incorporate approved special messages/information into routine incident information. • <i>Safety</i> • <i>Prevention</i> • <i>Resource benefits</i> • <i>Environmental protection measures</i> • <i>Interagency cooperation</i> • <i>Rehabilitation and resource recovery programs</i> • <i>Recognition of local community and volunteer support</i> • <i>Efficiency of operations/cost containment</i>	O		
38. Ensure media/public is aware of incident-specific hazards and safety procedures.	I		

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

PIO1

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Develop and implement plans and gain concurrence of affected agencies and/or the public.			
39. Develop a comprehensive communications plan that reflects immediate and long-term goals. • <i>Receive Incident Commander's approval.</i> • <i>Incorporate outreach to internal audiences.</i> • <i>Coordinate with jurisdictional agency(s) to address specific issues and incorporate key messages.</i>	I		
40. Coordinate with cooperating agencies to produce a post incident information strategy. • <i>Special issues (e.g., archeological sites, access)</i>	O		

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

PIO1

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
Behavior: Gather, analyze, and validate information pertinent to the incident or event and make recommendations for setting priorities.			
41. Monitor and document media coverage of incident. • <i>Internet/web logs</i>	O		
42. Adjust outreach tactics based on emerging issues.	I		
Behavior: Take appropriate action based on assessed risks.			
43. Issue appropriate communications based on emerging situations. • <i>Evacuations</i> • <i>Road closures</i> • <i>Smoke conditions</i>	I		
44. Investigate rumors and take appropriate corrective action.	I		
45. Respond to special situations within the incident. • <i>Consult with Incident Commander and Agency Administrator to determine Public Information Officer's role.</i> • <i>Determine agencies' policies or protocols regarding special situations and release of information.</i> • <i>Supervise preparation of briefing materials.</i> • <i>Ensure information is reviewed and approved by Incident Commander and/or Agency Administrator.</i> • <i>Coordinate with involved agencies.</i> • <i>Arrange for post-incident stress debriefing for information personnel, if needed.</i> • <i>Convey accurate and timely information to incident personnel.</i> • <i>Develop strategy for informing/involving very important persons (VIPs) in consultation with Incident Commander and Agency Administrator.</i>	I		

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

PIO1

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Follow established procedures and/or safety procedures relevant to given assignment.			
46. Follow safety procedures and be aware of incident-specific hazards. • <i>PPE</i> • <i>Lookouts, Communications, Escape Routes and Safety Zones (LCES)</i> • <i>Hazards (inform others)</i> • <i>Transportation and aviation procedures</i> • <i>Work/rest guidelines</i>	I		
Behavior: Provide logistical support as necessary.			
47. Coordinate assignments for VIP visits and/or community meetings. • <i>Planning/Coordination</i> • <i>Logistics</i> • <i>Briefing materials</i>	O		
Behavior: Develop appropriate information releases and conduct media interviews according to established protocol.			
48. Anticipate interview questions and practice responses.	O		
49. Give interviews that are concise, accurate, up-to-date, well planned and consistent with current information and messages.	O		
50. Arrange and schedule phone and/or in-person interviews for the media with incident personnel and provide interviewees with key messages.	O		

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

PIO1

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Transfer position duties while ensuring continuity of authority and knowledge and taking into account the increasing or decreasing incident complexity.			
51. Coordinate an efficient transfer of position duties when mobilizing/demobilizing (e.g., incoming IMT, host agency). • <i>Inform subordinate staff and IC.</i> • <i>Document follow-up action needed and submit to supervisor.</i>	I		
52. Transfer incident information and pending commitments to host unit information staff.	I		
Behavior: Plan for demobilization and ensure demobilization procedures are followed.			
53. Anticipate demobilization of resources. • <i>Identify excess resources.</i> • <i>Prepare schedule for demobilization.</i>	I		
54. Demobilize and check out. • <i>Receive demobilization instructions from incident supervisor.</i> • <i>If required, complete ICS 221, Demobilization Checkout and submit completed form to the appropriate person.</i>	O		
55. Ensure demobilization of resources. • <i>Brief subordinate staff on demobilization procedures and responsibilities.</i> • <i>Ensure incident and agency demobilization procedures are followed.</i>	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, Critical Incident Management, OR Prescribed Fire Complexity Level (circle one): Low, Moderate, High

FBPS Fuel Model Letter: G = Grass, B = Brush, T = Timber, S = Slash

Evaluator's Recommendation

(Initial only one line as appropriate)

- _____ 1) The tasks initialed and dated by me on the Qualification Record have been performed under my supervision in a satisfactory manner. The trainee has successfully performed all tasks in the PTB for the position. I have completed the Final Evaluator's Verification section and recommend the trainee be considered for agency certification.
- _____ 2) The tasks initialed and dated by me on the Qualification Record have been performed under my supervision in a satisfactory manner. However, opportunities were not available for all tasks (or all uncompleted tasks) to be performed and evaluated on this assignment. An additional assignment is needed to complete the evaluation.
- _____ 3) The trainee did not complete certain tasks in the PTB in a satisfactory manner and additional training, guidance, or experience is recommended.
- _____ 4) The individual is severely deficient in the performance of tasks in the PTB for the position and additional training, guidance, or experience is recommended prior to another training assignment.

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): _____

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, Critical Incident Management,
OR Prescribed Fire Complexity Level (circle one): Low, Moderate, High

FBPS Fuel Model Letter: G = Grass, B = Brush, T = Timber, S = Slash

Evaluator's Recommendation

(Initial only one line as appropriate)

- _____ 1) The tasks initialed and dated by me on the Qualification Record have been performed under my supervision in a satisfactory manner. The trainee has successfully performed all tasks in the PTB for the position. I have completed the Final Evaluator's Verification section and recommend the trainee be considered for agency certification.
- _____ 2) The tasks initialed and dated by me on the Qualification Record have been performed under my supervision in a satisfactory manner. However, opportunities were not available for all tasks (or all uncompleted tasks) to be performed and evaluated on this assignment. An additional assignment is needed to complete the evaluation.
- _____ 3) The trainee did not complete certain tasks in the PTB in a satisfactory manner and additional training, guidance, or experience is recommended.
- _____ 4) The individual is severely deficient in the performance of tasks in the PTB for the position and additional training, guidance, or experience is recommended prior to another training assignment.

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): _____