

A Publication of the
National Wildfire
Coordinating Group



NWCG Task Book for the Positions of:

STRIKE TEAM LEADER CREW (STCR)

STRIKE TEAM LEADER DOZER (STDZ)

STRIKE TEAM LEADER ENGINE (STEN)

STRIKE TEAM LEADER TRACTOR/PLOW (STPL)

TASK FORCE LEADER (TFLD)

PERFORMANCE REQUIRED ON A WILDFIRE ASSIGNMENT)

If task book covers more than one position circle the position for which taskbook was initiated.

This portion is completed with the Unit Training Officer when taskbook is initiated.

PMS 311-16

JUNE 2009

Task Book Assigned To:

Trainee's Name: Larry Learner

Home Unit/Agency: LNW / CAL FIRE

Home Unit Phone Number: 707-123-4567

Task Book Initiated By:

Official's Name: Rob Daugherty

Home Unit Title: Battalion Chief - Training

Home Unit/Agency: LNW/CAL FIRE

Home Unit Phone Number: 707-967-1406

Home Unit Address: 1199 Big Tree Rd ST Helena Ca, 94574

Date Initiated: 1/1/2010

Initiated by the Unit Training Officer. Indicates the person is considered a valid Trainee.

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.

This portion is completed by the Trainer who signs the final items in the task book. Must be agency qualified for the position being evaluated.

Verification/Certification of Completed Task Book
for the Position of:
Strike Team Leader - Engines
(position title)

Final Evaluator's Verification

To be completed **ONLY** when you are recommending the trainee for certification.

I verify that (trainee name) Larry Learner 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: Tina Trainer

Final Evaluator's Printed Name: Tina Trainer

Home Unit Title: Fire Captain

Unit/Agency: LNUW CAL FIRE

Home Unit Phone Number: 707-987-6541 Date: 1/1/2011

Agency Certification

(trainee name) Larry Learner has met all requirements for qualification in the above position and that such qualification has been issued.

Unit Official's Signature: Ernie Loveless

Unit Official's Printed Name: Ernie Loveless

Home Unit Title: Unit Chief

Home Unit/Agency: LNUWcal Fire

Home Unit Phone Number: 707-967-1406 Date: 2/1/2011

Completed by the Unit Training Officer and forwarded to the appropriate official for signature based on the level of the position (see notes below). This is the final check that the Trainee has all required training and experience for the position.

Trainee Information

Printed Name: Larry Learner

Trainee Position on Incident/Event: Strike Team Leader Trainee - Engine

Home Unit/Agency: LNU / CAL FIRE

Home Unit /Agency Address and Phone Number: 1199 Big Tree Rd, St Helena, Ca 94574

Evaluator Information

Printed Name: Tina Trainer

Evaluator Position on Incident/Event: Strike Team Leader - Engine

Home Unit/Agency: LNU / CAL FIRE

Home Unit /Agency Address and Phone Number: 707-987-6543

Incident/Event Information

Incident/Event Name: Hang Fire Reference (Incident Number/Fire Code): LNU012345

Duration: 5 days

Incident Kind: Wildfire, Prescribed Fire, All Hazard, Other (specify): Vegetation Fire

Location (include Geographic Area, Agency, and State): Geysers, CALFIRE, CA

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, F = Timber, S = Slash

Trainer will complete one of these evaluations for each assignment (incident) on which the Trainee completes tasks.

Evaluator's Recommendation

(Initial only one line as appropriate)

- X 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: Tina Teacher Date: 1/1/2011

Evaluator's Relevant Qualification (or agency certification): Strike Team Leader - Engine

Common Tasks for STCR, STDZ, STEN, STPL, and TFLD

Assignment number the Trainee is on. If this is the first assignment for the Trainee all tasks evaluated are marked #1. On second assignment, #2, and so one. Use the same number on the evaluation form (previous page).

	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
<ul style="list-style-type: none"> • Ensure contract required tools, supplies, and communications are in compliance. • Ensure Ground Support Unit Leader inspects equipment when applicable. • Ensure a copy of the resource's contract is provided to the Finance/Administration Section or local unit at check-in. 	O	1	#1 1/1/2010
4. Request additional resources, logistical support, and/or replacements through supervisors based on Incident Action Plan (IAP), briefings, and discussions.	I	2	<u> </u> 1/20/11
Behavior: Gather, update, and apply situational information relevant to the assignment.			
5. Report assigned resource status to agency dispatcher or supervisor (include any units that fail to arrive or fail readiness inspection).	I	2	<u> </u> 1/30/11
6. Brief assigned resources and determine route of travel, en route logistical needs (fuel, food, etc.). Determine proper formation, communications, and en route checkpoints.	I	2	<u> </u> 1/30/11
7. Obtain IAPs or other relevant plans.	I	2	<u> </u> 1/30/11
Behavior: Establish effective relationships with relevant personnel.			
8. Establish and maintain positive interpersonal and interagency working relationships.	I	2	<u> </u> 1/30/11

Defines situation in which task must be performed:
 I = incident
 O = any situation (classroom, simulation, etc)
 W = must be on wildfire incident.

Evaluate the numbered tasks ONLY. DO NOT clarification.

General guideline for CALFIRE use of Position Task Books

12/1/2009

Excerpts from 4000 handbook relating to Position Task Books

4039.3

Position Task Books (PTB): The PTB contains all critical tasks required to perform the job. Where applicable, CAL FIRE will utilize PTB already developed, tested and approved by the NWCG. In other instances, CAL FIRE will use a department specific PTB or a CAL FIRE supplement included with the NWCG PTB.

4039.4

ICS position certification will be conducted at the following levels:

ICS 100-300 Level: ICS position certification at the 100-300 level is the responsibility of the Unit Chief or designee.

ICS 400 Level: ICS position certification at the 400 level is the responsibility of the Region Chief but may be delegated to the Unit Chief.

CERTIFICATION PROCESS

Employees seeking certification or recertification for any ICS position will submit the appropriate documentation of successful completion of all required training and experience, as well as any additional applicable training completed, to the designated Unit, Region, or Sacramento program representative. Documentation is to include training certificates, position task book, and incident performance evaluations including incident types, size, complexity, and duration.

The PTB will be initiated by the Unit Training Officer once an employee has completed the required training and is determined ready to perform the tasks pertaining to the position. Successful completion of all required tasks of the position, as determined by an evaluator(s) certified in the ICS position, will be the basis for recommending certification.

Key Points for Unit Training Officers

- Any person designated as a Trainee in the Unit ERD should have a task book for the position initiated by the Unit Training Officer.
- Prior to initiating a task book the Unit Training Officer should verify that the trainee has all required prerequisite experience and training for the position.
- Unit policy should guide what level of supervisor approval is required for an individual to be issued a taskbook.
- NWCG taskbooks are available at <http://www.nwcg.gov/pms/taskbook/taskbook.htm>
- CALFIRE taskbooks are available at <http://cdfweb/academy/>
- CALFIRE currently has no policy regarding timeframes for completing taskbooks or the number of open taskbooks an employee may have.

- 4000 handbook (4039) controls the use of Position Task Books for CAL-FIRE employees. Schedule C, local government, and federal personnel are generally guided by [PMS 310-1](#) for PTB policy.
- Trainers evaluating tasks must be qualified in the position they are evaluating.
- Some task books are designed for more than one position. These books start with a set of common tasks that the Trainee must perform. The book is then divided into sections relating to specific tasks for individual positions. The trainee need only complete the section that relates to the position for which they are being trained.

Example: NWCG uses one Position Task Book for all 6 Unit Leader positions in the Logistic Section. If the trainee's book has been initiated for Food Unit Leader they must perform all the tasks in the "Common Tasks" section and all the tasks listed for Food Unit Leaders.

- Special Note about Strike Team Leader qualification (per the CAL-FIRE ICS PDG). Completion of this task book only qualifies the Trainee for the kind of resource for which the book was initiated. After completing the book the Trainee must complete 1 successful trainee assignment with the other kinds of strike type resources to be qualified for those resources.

Example: Trainee initiates a task book for Strike Team Leader – Crew (STCR). After completing this taskbook they would need one trainee assignment with engines to be qualified for Strike Team Leader – Engines (STEN).

- Once a Trainee has completed all required tasks and the final evaluator has completed the Final Evaluator Verification (second page of all PTBs) the Trainee may submit the task book and all related class certificates to the Unit Training Officer for completion of the Agency Certification Section. CAL-FIRE ICS Position certification requirements can be found in the [ICS Position Development Guide](#).
- Unless otherwise delegated the Agency Certification section of the PTB must be signed by the Unit Chief for 100-300 level ICS positions and the Region Chief for 400 level positions.
- Unit Training Officer should keep a copy of first two pages of the completed PTB in the employee's training file. Completed PTB should be returned to the employee.