A Publication of the
National Wildfire Coordinating Group

NWCG Task Book for the Position of:

DIVISION/GROUP SUPERVISOR (DIVS)

(POSITION PERFORMANCE REQUIRED ON A WILDFIRE ASSIGNMENT)

PMS 311-09 **JUNE 2009**

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:

DIVISION/GROUP SUPERVISOR

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: _____

Additional copies of this publication are available through:
NWCG, Publications Management System at http://www.nwcg.gov/pms/taskbook/taskbook.htm

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) 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.

Division/Group Supervisor (DIVS)

Competency: Assume position responsibilities.

Description: Successfully assume role of Division/Group Supervisor and initiate position activities at the appropriate time according to the following behaviors.

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Ensure availability, qualifications, and capabilities of resources to complete assignment.			
1. Review division/group assignment from Incident Action Plan (IAP) or relevant plans to identify resources assigned to division/group by type and quantity. • *Determine location and status.* • *Verify resources have completed check-in process.*	I		
Behavior: Gather, update, and apply situational information relevant to the assignment.			
2. Obtain initial briefing from Branch Director, Operations Section Chief, or Incident Commander. • *Obtain current IAP or relevant plan.*	I		
Behavior: Establish effective relationships with relevant personnel.			
3. Establish and maintain positive interpersonal and interagency working relationships.	I		
Behavior: Establish organization structure, reporting procedures, and chain of command of assigned resources.			
4. Organize assigned resources into configurations which will meet incident/tactical objectives.	I		
Behavior: Understand and comply with ICS concepts and principles.			
5. Coordinate with functional areas within the ICS structure.	I		

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

Division/Group Supervisor (DIVS)

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	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Model leadership values and principles.			
6. Exhibit principles of duty. • *Be proficient in your job, both technically and as a leader.* • *Make sound and timely decisions.* • *Ensure tasks are understood, supervised and accomplished.* • *Develop your subordinates for the future.*	I		
7. Exhibit principles of respect. • *Know your subordinates and look out for their well-being.* • *Keep your subordinates informed.* • *Build the team.* • *Employ your subordinates in accordance with their capabilities.*	I		
8. Exhibit principles of integrity. • *Know yourself and seek improvement.* • *Seek responsibility and accept responsibility for your actions.* • *Set the example.*	I		
Behavior: Ensure the safety, welfare, and accountability of assigned personnel.			
9. Ensure assigned resources are following safety guidelines appropriately.	I		

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

Division/Group Supervisor (DIVS)

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Establish work assignments and performance expectations, monitor performance, and provide feedback.			
10. Determine assigned resources ability to complete assignment within time frame.	I		
11. Assign responsibilities for segments within division.	R		
Behavior: Emphasize teamwork.			
12. Establish cohesiveness among assigned resources. • *Provide for open communication.* • *Seek commitment.* • *Set expectations for accountability.* • *Focus on the team result.*	I		
Behavior: Coordinate interdependent activities.			
13. Coordinate activities with adjacent division/groups. • *Review division/group assignments to determine specific areas or tasks involving coordination.* • *Maintain communications with adjoining divisions/groups.*	I		
14. Coordinate activities with air operations. • *Ensure air support protocol is established and communications are maintained (e.g., brief resources on procedures for ordering air support on division; brief resources on procedures for air medical transport vs. medevac as defined in IAP or relevant plan).*	I		

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

Division/Group Supervisor (DIVS)

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	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Ensure relevant information is exchanged during briefings and debriefings.			
15. Obtain briefing from previous shift supervisor.	I		
16. Provide subordinates tactical briefings. • *Discuss alternate plan based on strategies, control objectives, and type of resources available.* • *Follow the IRPG briefing format.*	I		
17. Obtain periodic reports from subordinates and adjacent resources on progress.	I		
18. Inform Branch Director or Operations Section Chief as appropriate. • *Conditions affecting division/group operations.* • *Hazardous conditions.* • *Situation status in assigned work area.* • *Unresolved conflicts with adjacent divisions/groups.* • *Effectiveness of air operations within division/group area.*	I		
19. Brief relief forces. • *Current status/conditions/concerns regarding assignment.*	I		
20. Participate in functional area briefings and After Action Reviews (AARs).	I		

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

Division/Group Supervisor (DIVS)

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Ensure documentation is complete and disposition is appropriate.			
21. Report and document special occurrences or events (e.g., accidents, structure/improved property loss or damage, sickness) to immediate supervisor. • *Receive reports of events from subordinates or personal observation of events (e.g., nature of event, location, magnitude, personnel involved, action taken).* • *Request assistance as established in response protocol outlined in the IAP or relevant plan.*	I		
22. Submit demobilization documentation as requested.	I		
Behavior: Communicate and ensure understanding of work expectations within the chain of command and across functional areas.			
23. Coordinate across functional areas. • *Safety Officer* • *Field Observers* • *Resource Advisors* • *Resources Unit Leader* • *Situation Unit Leader* • *Law Enforcement Officers*	I		
24. Provide timely feedback in response to requests from other ICS sections.	I		

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

Division/Group Supervisor (DIVS)

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Develop and implement plans and gain concurrence of affected agencies and/or the public.			
25. Participate in the development of the IAP or relevant plan for the next operational period. • *Submit situation and resources status to Branch Director or Operations Section Chief (e.g., summary of resource utilization, work progress, changes from assignment, conditions affecting division/group operations, hazards, unresolved conflicts with adjacent divisions/groups, effectiveness of air operations within division/group area).* • *Place orders for resources and logistical needs.* • *Recommend objectives for next operational period.*	I		
26. Identify and evaluate improved properties and develop a structure protection plan. • *Hazards* • *Access* • *Water supply* • *Trigger points* • *Evacuation plan* • *Logistical needs* • *Resource requirements* • *Contact information (internal/external)* • *Map* • *Triage structure/improvements* • *Appropriate tactics (perimeter control vs. structure defense)*	W		

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

Division/Group Supervisor (DIVS)

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	CODE	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.			
27. Identify kind, type, and number of resources required to achieve control objectives. • *Consider weather, fuels, terrain, fire behavior, kinds and types of resources, resource availability, and safety factors.* • *Calculate control forces (e.g., intuitive method, line production tables in the IRPG or Fireline Handbook).*	W		
28. Implement control objectives and special instructions for division/group. • *Monitor work progress and evaluate incident situation.* • *Evaluate different uses of single and combined resources based on tactical needs within division/group (e.g., structure protection, perimeter control).* • *Compare accomplishments to division ICS 204, Assignment List.* • *Develop recommendations for next operational period.*	W		

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

Division/Group Supervisor (DIVS)

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Make appropriate decisions based on analysis of gathered information.			
29. Determine need for assistance. • *Identify need for additional assistance by monitoring work progress or based on reports from subordinates.* • *Coordinate with Operations Section Chief or Branch Director and request assistance according to procedures discussed in briefing.* • *Notify Operations Section Chief when resources are moved or shared between divisions/groups, or excess to operational needs.*	I		
Behavior: Take appropriate action based on assessed risks.			
30. Apply the Risk Management Process found in the IRPG and Fireline Handbook. • *Step 1: Situation Awareness* • *Step 2: Hazard Assessment* • *Step 3: Hazard Control* • *Step 4: Decision Point* • *Step 5: Evaluate*	I		
31. Execute a structure protection plan. • *Determine appropriate tactics (perimeter control vs. structure defense).* • *Make resource assignments.*	R		
32. Prepare for and conduct burnout/ignition operations.	W/RX		
33. Direct a firing/ignition plan using aerial ignition resources.	R		
34. Manage an incident within an incident and take appropriate action based on established procedure. • *Notify your supervisor of situation.* • *Document actions taken.*	R		

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

Division/Group Supervisor (DIVS)

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Modify approach based on evaluation of incident situation.			
35. Assess fire behavior and adjust tactics appropriately.	W/RX		
36. Adjust tactical plan in response to opportunities or problems encountered.	W/RX		
Behavior: Provide logistical support as necessary.			
37. Identify and plan for logistical support needs. • *Review logistics elements of plan to determine if they meet operational needs.* • *Maintain documentation of accountable property assigned to the division/group.* • *Anticipate and resolve logistical needs.*	O		
Behavior: Transfer position duties while ensuring continuity of authority and knowledge and taking into account the increasing or decreasing incident complexity.			
38. Coordinate an efficient transfer of position duties when mobilizing/demobilizing (e.g., incoming Incident Management Team (IMT), host agency). • *Inform subordinate staff and IC.* • *Document follow-up action needed and submit to supervisor.*	I		
Behavior: Plan for demobilization and ensure demobilization procedures are followed.			
39. Anticipate demobilization of resources. • *Identify excess resources.* • *Prepare schedule for demobilization.*	I		
40. Ensure demobilization of resources. • *Brief subordinate staff on demobilization procedures and responsibilities.* • *Ensure incident and agency demobilization procedures are followed.*	I		

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

Evaluation Record # _____

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

Evaluation Record # _____

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:

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