

U. S. Fish & Wildlife Service

**TASK BOOK FOR THE POSITION OF
FIRE USE MANAGER TYPE 2 (FUM2)**

(WILDLAND FIRE USE ASSIGNMENT REQUIRED)



August 2004

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

The material contained in this book accurately defines the performance expected of the position for which it was developed. This task book is approved for use as a position qualification document in accordance with the instructions contained herein.

EVALUATOR

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

**VERIFICATION/CERTIFICATION OF COMPLETED TASK BOOK
FOR THE POSITION OF**

FINAL EVALUATOR'S VERIFICATION

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

I also verify that _____

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

FINAL EVALUATOR'S SIGNATURE AND DATE

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

AGENCY CERTIFICATION

I certify that _____

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

CERTIFYING OFFICIAL'S SIGNATURE AND DATE

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

POSITION TASK BOOK

This Position Task Book (PTB) lists performance requirements (tasks) for the U.S. Fish and Wildlife Service Fire Use Manager 2 (FUM2) in a format that allows a trainee to be evaluated against written guidelines. Successful performance of all tasks, as observed and recorded by a qualified evaluator, will result in a recommendation to the agency that the trainee be certified in that position.

Evaluation and confirmation of the individual's performance of all the tasks may involve more than one evaluator and can occur on more than one prescribed fire. **Designated PTBs require position performance during which the majority of required tasks are demonstrated on a single incident. Some positions require that specific tasks be performed on a wildland fire use incident. Performance of these tasks on other kinds of incidents is NOT qualifying.** It is important that performance be critically evaluated and accurately recorded by each evaluator. All tasks must be evaluated. All bullet statements within a task which require an action (contain an action verb) must be demonstrated before that task can be signed off.

RESPONSIBILITIES:

1. The **Home Unit** is responsible for:

- Selecting trainees based on the needs of the home unit and higher levels.
- Ensuring that the trainee meets the training and experience requirements included in the Wildland and Prescribed Fire Qualification Guide 310-1.
- Initiating PTBs to document task performance.
- Explaining to the trainee the purpose and processes of the PTB as well as the trainee's responsibilities.
- Providing opportunities for evaluation and/or making the trainee available for evaluation.
- Providing an evaluator for local assignments.
- Tracking progress of the trainee.
- Confirming PTB completion.
- Determining certification per local policy.
- Issuing proof of certification.

2. The **Trainee** is responsible for:

- Reviewing and understanding instructions in the PTB.
- Identifying desired objectives/goals.
- Providing background information to an evaluator.
- Satisfactorily demonstrating completion of all tasks for an assigned position within three years.

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

QUALIFICATION RECORD

POSITION: FIRE USE MANAGER TYPE 2 (FUM2)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<u>GENERAL</u>	O		
1. Review agency procedures, policies and regulations for managing wildland fire used to achieve land use objectives as related to the position through conversations with supervisor and/or through reading of appropriate agency manuals and handbooks. Identify the relationship of the Fire Use Manager with other fire positions.			
<u>LEADERSHIP</u>	O		
2. Establish and maintain positive interpersonal and interagency working relationships through effective communication.			
3. Demonstrate leadership responsibilities by establishing standards for team/crew operations, orienting new subordinates, and developing required skill sets within the team/crew.	O		
4. Conduct self assessment related to wildland fire operations by looking at one's own strengths and weaknesses and devise mitigation actions for any weakness.	Rx/W		
5. Successfully identify individual team member's strengths and weaknesses and make appropriate operational assignments to adjust for the weaknesses.	O		
6. Conducts an After Action Review that provides opportunities for subordinates to learn from previous event.	O		
7. Demonstrate techniques for advising subordinates. As a minimum, issues that should be addressed include: recognizing and rewarding accomplishments, counseling poor performance, and resolving conflicts within a team/crew.	O		

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 WFU = task must be performed on a wildland fire use incident.
 Rx = task must be performed on a prescribed fire.
 Rx/W = task may be performed on a wildland or prescribed fire, but not on any other type of situations.

QUALIFICATION RECORD

POSITION: FIRE USE MANAGER TYPE 2 (FUM2)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p><u>FIRE OPERATIONS</u></p> <p>2. Prepare the initial Wildland Fire Implementation Plan (WFIP) Stages I-III where needed. Evaluate the existing WFIP to determine if agency policy and identified resource objectives can be met through operations plan implementation, and /or make necessary revisions / amendments to a WFIP.</p> <ul style="list-style-type: none"> ▪ Review approved programmatic fire management plan prior to implementation and ensure all operations plan requirements are met. ▪ Analyze multi-operational situation/factors to develop or revise short-term implementation actions. ▪ Review fire behavior predictions and long term risk assessment developed by Long Term Fire Analyst (LTAN) and interpret results to support decision making. ▪ Develop and evaluate Maximum Manageable Area (MMA) location to determine defensibility and need for support actions. ▪ Develop and/or review identified threats to MMA, life and property to ensure feasibility of plan implementation. ▪ Develop and /or review identified mitigation actions, resources needed, and contingency actions to ensure that WFIP adequately addresses concerns and is feasible to mitigate them. ▪ Ensure that wilderness, natural and cultural resource values are met, and operations plan objectives are consistent with agency policy. ▪ Ensure that wilderness, natural and cultural resource values are met, and WFIP objectives are consistent with agency policy. ▪ Ensure that special areas of concern have been identified. ▪ Advise agency administrator of findings and recommendations. ▪ Develop and/or review contingency actions to ensure adequate capability to respond to unexpected developments. ▪ Initiate and ensure completion of Periodic Fire Assessment: ensure Signature Page fully documented, and complete Stage III Need Assessment Chart as needed. 	W		

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QUALIFICATION RECORD

POSITION: FIRE USE MANAGER TYPE 2 (FUM2)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p>3. Complete Initial Fire Assessment (WFIP Stage I).</p> <ul style="list-style-type: none"> ▪ Evaluate current fire behavior, locations for the maximum manageable area (MMA), and identify key holding points. ▪ Recognize critical safety issues. ▪ Gather pertinent information to be used in development of implementation actions. ▪ Identify unusual fuel characteristics and/or combinations of weather variables which affect fire behavior. ▪ Determine the need for additional resources. ▪ Determine relative risk of fire through completion of Relative Risk Rating Chart and advise agency administrator. ▪ Complete and review Decision Criteria Checklist and advise agency administrator on suitability of fire to be managed for resource benefits. 	WFU		
<p>4. Obtain weather forecasts, updates and special advisories; document local weather before and during the fire from LTAN or through appropriate channels and maintain communication with a source for weather information.</p> <ul style="list-style-type: none"> ▪ Describe procedures for requesting and receiving spot (or other appropriate level) weather forecasts. ▪ Describe the methods/communications equipment and contact routes to establish communication with the meteorologist from field or office locations. ▪ Inform meteorologist about special concerns; request special notifications necessary for the safety and success of the fire. ▪ Ensure spot weather and smoke dispersal forecasts are in hand, disseminated to field personnel, and have been analyzed against the prescription. ▪ Obtain and interpret long term weather information including drought. 	WFU		

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QUALIFICATION RECORD

POSITION: FIRE USE MANAGER TYPE 2 (FUM2)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p>5. Ensure coordination and communication with the public and other agencies according to fire management plan(s); ensure necessary agreements are implemented.</p> <ul style="list-style-type: none"> ▪ Verify planned notifications of agency and public contacts and determine sensitive contacts needed but not planned. ▪ Monitor feedback from public/agencies notified, and make necessary adjustments. ▪ Ensure proper and timely remote area notification regarding fire risk and potential. 	WFU		
<p>6. Direct implementation of a Wildland Fire Implementation Plan (WFIP Stage II and III).</p> <ul style="list-style-type: none"> ▪ Ensure strict adherence to approved plan. ▪ Review the kind, number and placement of equipment and personnel to meet operations plan/resource management objectives. ▪ Ensure that implementation operations do not compromise wilderness, natural, cultural resource values. ▪ Ensure use of minimum implementation tactics necessary to accomplish objectives considering both time and distance. ▪ Review the availability of scheduled resources. ▪ Combine different resources to effectively meet operations plan objectives ▪ Ensure completion of documented (formal and informal) hazard analysis in multiple resource type situations. ▪ Review appropriate site-related planning documents, such as fire ecology of various vegetation types and ecosystems, and fire management plans. ▪ Verify qualifications of assigned personnel. ▪ Properly notify and communicate per agreements and fire management plan. ▪ Track and implement operations plan components, such as staffing and equipment resources, prescription parameters, contingency plan, mitigation techniques for air quality, etc. . 	WFU		

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QUALIFICATION RECORD

POSITION: FIRE USE MANAGER TYPE 2 (FUM2)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
7. Ensure that all required documentation including periodic fire assessment, is completed, maintained and properly filed.	WFU		
8. Evaluate the impacts of multiple fires (including wildland and prescribed) on natural resources, local economy, social demographics, political institutions and local unit management capability and advise agency administrator.	WFU		
9. Anticipate and evaluate impacts resulting from smoke. <ul style="list-style-type: none"> ▪ Coordinate with air quality authorities. ▪ Use correct air quality compliance guidelines. ▪ Direct use of appropriate smoke emissions prediction systems. 	WFU		
10. Remain in communication with agency administrator, and adjoining units. <ul style="list-style-type: none"> ▪ Advise of fire status, projected fire behavior, conditions, and possible alternatives with developed contingency actions. ▪ Communicate effectively. 	WFU		
11. Conduct operations in a safe manner according to the Standard Fire Orders, Watch Out Situations, LCES principles, and agency specific policies and standards. <ul style="list-style-type: none"> ▪ Spot check tactical operations to ensure compliance with safety guidelines. ▪ Ensure personnel are aware of fire organizational structure. ▪ Recognize personnel fatigue symptoms and take corrective actions such as rotating duties, adjusting rest periods. ▪ Recognize fire behavior which endangers personnel, identify alternative tactics and implement chosen mitigation alternatives. ▪ Ensure public information and hazard warning signs are posted and maintained. ▪ Recommend access restrictions to agency administrator for decision. ▪ Coordinate portal, trail and special viewing area posting/signs. 	Rx/W		

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INSTRUCTIONS FOR EVALUATION RECORD

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

COMPLETE THESE ITEMS AT THE START OF THE EVALUATION PERIOD:

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

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

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

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

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

COMPLETE THESE ITEMS AT THE END OF THE EVALUATION PERIOD:

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

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

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

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

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

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

Date: List the date the record is being completed.

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

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

Evaluation Record

TRAINEE NAME

TRAINEE POSITION

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

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

Evaluation Record (Continuation Sheet)

TRAINEE NAME

TRAINEE POSITION

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

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

GLOSSARY

Evaluator

One who judges or rates performance of a trainee based on a specific task.

Position Performance

Performing multiple tasks in context of doing the job of the target position. Trainees must demonstrate the ability to do the job.

Trainee Assignment

An assignment that is performed in conjunction with a fully qualified person for the purpose of demonstrating knowledge, skills, and abilities required in accomplishing the tasks of the position.

Trainee

A person who has completed all required prerequisites and has been nominated to a training position.