



## Task Book for the Positions of:

# AGENCY ADMINISTRATOR (Wildfire - Working, Journey, Advanced, Prescribed Fire - Low, Moderate, High)

Circle the appropriate certification level

February 2020

### 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: \_\_\_\_\_

**Verification/Certification of Completed Task Book  
for the Position of:**

**AGENCY ADMINISTRATOR** circle the position working towards  
(Wildfire - Working, Journey, Advanced, Prescribed Fire - Low, Moderate, High)

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

## **WILDFIRE AND PRESCRIBED FIRE AGENCY ADMINISTRATOR POSITION TASK BOOK**

Agency Administrators (AA) must be prepared to make critical and informed wildland fire management decisions related to land and assets under their span of authority. Classroom training is a good foundation, however there is no substitute for quality experience to demonstrate and practice the practical application of classroom training. The elements identified within this task book encompass fire program management from a preseason perspective or day job duties as a line officer to the management of an incident or prescribed fire and post fire. The knowledge, skills and abilities a line officer develops as a program manager is instrumental in the success as an agency administrator providing oversight to wildfire incidents or prescribed fire treatments.

In order to act as an AA on a wildfire or prescribed fire the AA must be certified at the Level appropriate for the complexity of the incident or prescribed fire. The Regional Forester has responsibility for certification of Agency Administrator qualifications. Chapter 5 of the 2020 Interagency Standards for Fire and Fire Aviation (Redbook) provides more information about the Agency Administrator Certification Program. ([https://www.nifc.gov/policies/pol\\_ref\\_redbook.html](https://www.nifc.gov/policies/pol_ref_redbook.html)).

This task book was pilot tested field season 2019, NLOT is still accepting comments and feedback to continue making improvements on the task book for 2021. Please provide comments to this document for inclusion in the 2020 version. Feedback can be provided [here](#)

This is NOT an NWCG task book, certification and management of the regional task books will be administered by the Regional Line Officer Team. It is the responsibility of the Regional Forester or their delegate to initiate the task book not the Fire Management Officer for the AA candidate.

### **OBJECTIVES**

The objective of the AA Task Book is to and enhance knowledge, skills and abilities to perform in the role as an Agency Administrator. The goal is to increase Agency Administrator's understanding of wildland fire concepts and principles for the management of incidents or prescribed fire treatments. The task book will help provide consistency and expectations of knowledge, and training for agency administrators across regional boundaries. This is achieved by:

- Allowing the AA trainee to work through the various aspects of either wildfire incidents or prescribed fire projects with an experienced evaluator/coach as an advisor.
- Allowing AA trainees to participate in Coach/Shadow team assignments to gain a variety of experiences and exposure.
- Provide consistency for the Agency Administrators Coach/Evaluator to evaluate trainees and document their demonstrated abilities to achieve the core competencies used as a component for the next level of certification
- Apply policy and classroom training on actual wildfire incidents and prescribed fire projects under the oversight of an evaluator/coach.

The Task Book is organized around the core competencies identified in the Red Book and listed below for reference.

- Risk Management
- Wildfire response and incident management processes
- WFDSS/IFTDSS and other decision support tools
- Fuels management and prescribed fire processes
- Fire Prevention, mitigation, and education processes

- Social, political, economic and environmental impacts of wildland fire management activities
- Collaboration with partners and stakeholders
- Fiscal responsibility

The Pathways Diagram for Wildfire or Prescribed fire outline prerequisites for each certification level as well as recommended/optional learning opportunities and currency requirements. They can be found on the [Agency Administrator Toolbox](#).

### **PROGRAM GUIDANCE**

Each Region will establish a Regional Line Officer Team (RLOT) or a regional coordinator to provide oversight of the regional AA certification program. A regional coordinator/designee of the RLOT or Regional Forester will maintain a list of qualified AA's (and certification levels), Coaches, Trainees, and their availability. The region will solicit updates to AA certification documentation from the forests in March and September. This list will be published by the RLOT and shared with the Fire Program bi-annually in April and October. A formal letter from the regional forester will be transmitted to forest supervisors and training officers who will update IQCS records.

### **TASK BOOK COMPLETION AND CERTIFICATION**

Once core competencies have been completed and evaluated, the task book holder will submit the completed task book to their respective RLOT. Task books will be reviewed and evaluated based on demonstrated experience and training. RLOT will recommend AA certification levels. The Regional Training Officer or designee will check the IQCS records for each AA against the 310-1 supplement to ensure minimum training requirements are met. The Regional Training Officer or designee will submit documentation to the regional coordinator who is responsible for working with the RLOT to evaluate if the Red Book requirements have been met.

### **ELIGIBILITY**

The AA Task Book can be initiated for any Line Officer or delegated “actings” who are seeking certification to approve wildfire and/or prescribed fire decision documents. AA certification is also available as a career development tool at the discretion of the Regional Forester and Forest Supervisor. Criteria to be a trainee include:

- An individual currently serving as a federal line officer with fire management responsibilities.
- An individual the agency is training or has the potential to be an AA.
- Is seeking to enhance their knowledge and responsibilities as an AA responsible for fire management (wildfire or prescribed) in a practical application setting.
- The person must meet the criteria for the program outlined within the Interagency Standards for Fire and Fire Aviation Operations training requirements – (Redbook Chapter 5).

### **ROLE DURING WILDFIRE INCIDENTS**

The role of the Evaluator/Coach is to advise and support (but not replace) the AA as they work through the various aspects of a wildfire incident. An Evaluator/Coach allows the AA to be the decision maker while providing the oversight that allows the AA to gain the knowledge and understanding of their roles and responsibilities as described in the Interagency Standards for Fire and Aviation Operations – Red Book – Chapter 5.

Elements completed for the ‘Working’ level do not need to be repeated for the Journey or Advanced levels, additionally the ‘Journey’ level specific elements do not need to be repeated for the Advanced certification.

## **ROLE DURING PRESCRIBED FIRE**

The role of the evaluator /coach differs slightly for the management of prescribed fire. When the complexity level of a prescribed fire exceeds an AA's certification, an appropriately certified AA will be assigned, they must approve: the overall prescribed fire plan – PMS 484-1

<https://www.nwcg.gov/publications/484-1> (Element 1: Signature Page); the Complexity Analysis (Element 3: Complexity Analysis Summary and Final Complexity); the Ignition Authorization (Element 2A: Agency Administrator Ignition Authorization) and provide mentoring/coaching to the units AA. While the Authorization to ignite a prescribed fire must be approved by an appropriately certified AA the Line Officer with authority over their assigned unit will still retain final authority to authorize or prohibit the ignition based on their judgement regardless of their certification level. An evaluator/coach allows the AA to be the decision maker when it comes to initiation of the project while providing the oversight that allows the AA trainee to gain the knowledge and understanding of their roles and responsibilities as described in the Interagency Standards for Fire and Aviation Operations – Red Book – Chapter 5.

The prescribed fire certification levels – low, moderate and high all have the same elements due to the complexity of the burns they are overseeing, the certification of the AA is commensurate with the complexity of the burn. There are 'Common Tasks' (elements 1-21) only need to be completed one time regardless if they were completed for wildfire or prescribed fire certification. Additionally, there are common tasks specific to prescribed fire, the trainee needs to show proficiency with those elements only once – elements 99-101.

## **INCIDENT/EVENT CODING**

Each task has a code associated with the type of training assignment where the task may be completed. 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. Performance of any task on other than the designated assignment is not valid for qualification. The codes are defined as:

**O = Other:** In any situation (classroom, simulation, daily job, incident, prescribed fire, etc.).

**I = Incident:** 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 = Wildfire:** Task must be performed on a wildfire incident.

**RX = Prescribed fire:** Task must be performed on a prescribed fire incident.

**W/RX = Wildfire OR prescribed fire:** Task must be performed on a wildfire OR prescribed fire incident.

**R = Rare event:** 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.

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 *NWCG Standards for Wildland Fire Position Qualifications*, PMS 310-1, <https://www.nwcg.gov/publications/310-1>.

## 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:** Circle the kind of incident and specify if other (e.g., search and rescue, flood, etc.).

**Location:** Enter the geographic area, agency, and state.

**Management Type or Prescribed Fire Complexity Level:** Circle the ICS organization level or the prescribed fire complexity level.

**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.

**Comments:** Additional information specific to the Evaluator's recommendation. The Evaluator should note any deficiencies, additional assignment needs, or additional focus areas that were identified. 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 the recommendation.

**Date:** Document the date the Evaluation Record is 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.

## AGENCY ADMINISTRATOR

*This task book contains the tasks for all Agency Administrator positions – Wildfire and Prescribed fire. The common tasks for all positions are listed first. The tasks specific to wildfire or prescribed fire are listed following the common tasks. If the trainee desires to qualify for more than one position covered in this task book, they will need to complete the position specific tasks for each position they are seeking.*

### Common Tasks for AA’s: WILDFIRE and PRESCRIBED FIRE

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
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**Behavior: Demonstrates program leadership.**

Core competencies: Risk Management; Wildfire Response and Incident Management Processes; WFDSS/IFTDSS and other decision support tools; Fuels Management and Prescribed Fire Processes; Fire Prevention, Mitigation and Education Processes, Fiscal Responsibility.

1. Aware of manual direction guiding wildfire and prescribed fire and associated protocols – i.e., 5100, 5700, 2580, 2324.2, 2358, 1590, 3100, 6509, 6725, along with Forest Service Handbooks – 5109, 5709, 1309, 2509, 6209, 6509.	O		
2. Ensures employees under their supervision understand the intent of Forest Service Policy, Risk management principles, Interagency Standards for Fire and Fire Aviation Operations – ‘Red Book’ Interagency Prescribed Fire Planning and implementation Guide, and principles of the Cohesive Strategy.	O		
3. Knowledgeable of other reference materials or guiding documents for the management of fire, i.e.: <ul style="list-style-type: none"> <li>• Line Officer/Agency Administrator Reference for Wildland fire</li> <li>• Spatial fire management and the fire management reference system</li> <li>• Fire danger operating plan</li> <li>• Resource management plans and/or NEPA documents guiding implementation activities.</li> <li>• Annual operating plans</li> <li>• Fire protection and offset agreements</li> </ul>	O		
4. Aware of Policy Requirements and protocols regarding air quality standards, retardant application, management in special resource concern areas.	O		
5. Knowledgeable of fiscal management of the fire management organization.	O		

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

# AGENCY ADMINISTRATOR

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
6. Knowledgeable of decision support tools to help inform preseason decision making such as: <ul style="list-style-type: none"> <li>• WFDSS – protection boundaries, fire history, infrastructure etc.</li> <li>• IFTDSS – burn plan, risk assessment, etc.</li> <li>• Other fire and smoke modeling applications, wildfire risk assessments.</li> </ul>	O		
7. Engage resource staffs to actively participate with preseason planning/implementation for fire management, i.e., <ul style="list-style-type: none"> <li>• WFDSS - spatial fire planning, values at risk, changes that could affect decision making on wildfire incidents, values at risk, resource concerns.</li> <li>• Participate in prescribed fire planning, as needed engage in prescribed fire implementation.</li> </ul>	O		
8. Provides a team environment encourage personnel from local unit to engage in fire management activities. <ul style="list-style-type: none"> <li>• Wildfire, prescribed fire non fire support, or incident management team membership</li> <li>• BAER</li> </ul>	W/RX		

**Behavior: Fire personnel meets qualifications and training standards.**

Core Competencies: Wildfire Response and Incident Management Processes, Fuels Management and Prescribed Fire Processes

9. Demonstrates awareness of qualification requirements for their unit, including: IFPM or FS-FPM requirements for staff regarding wildfire/prescribed fire, IMT participation, qualifications, FQRC etc..	O		
10. Participate in local fire refreshers, providing annual leaders intent direction for wildfire and prescribed fire. Actively engage with readiness reviews and annual fire refreshers on the home unit.	O		
11. Review safety policies, procedures and concerns with fire/aviation/fuel programs – discuss issues that could compromise safety of operations in the upcoming field season.	O		

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



# AGENCY ADMINISTRATOR

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
<p><b>Behavior: Interagency Coordination with Agency Partners, Local Government Representatives and Key Partners.</b></p> <p>Core Competencies: Risk Management; Fire prevention, mitigation and education processes; WFDSS/IPTDSS and other decision support tools, Social, political economic impacts of fire management activities; Collaboration with partners and stakeholders.</p>			
<p>12. Facilitate discussion opportunities with key partners around Risk, associated social and political concerns as they relate to economics and community impacts associated with the management of fire.</p>	O		
<p>13. Communicate and look for opportunities to engage agency partners and local entities to implement the three tenets of the Cohesive Strategy – Resilient landscapes, Fire adapted communities and Safe &amp; effective wildfire response.</p>	O		
<p>14. Review interagency cooperative agreements to ensure effectiveness and efficiency, i.e.:</p> <ul style="list-style-type: none"> <li>• Treating fuels across all lands using interagency resources to manage fire across the landscape – implementing the Cohesive Strategy.</li> <li>• Fire protection agreements.</li> </ul>	O		
<p>15. Engages with senior leadership, political appointees or congressional staffs regarding risk, strategies, management direction.</p> <ul style="list-style-type: none"> <li>• Wildfire management – impact to local community economic viability, infrastructure etc.</li> <li>• Prescribed fire planning/implementation to reduce potential fire hazards.</li> </ul>	O		

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## AGENCY ADMINISTRATOR

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
16. Coordinate and encourage agency partners to participate and engage in Landscape Fire Risk Assessments. <ul style="list-style-type: none"> <li>• Demonstrate awareness and implementation of Landscape fire risk assessment.</li> <li>• Implement risk assessment information help guide incident objectives and leader’s intent for wildfire management regardless of land ownership.</li> <li>• Implement risk assessment information to guide prescribed fire planning and implementation activities.</li> <li>• Use decision support tools to enhance risk assessments (WFDSS/IFTDSS).</li> </ul>	O		
17. Demonstrate and implement an understanding of the Cohesive Strategy regardless of land ownership. <ul style="list-style-type: none"> <li>• Manages wildfire with the intent of all hands all lands</li> <li>• Resilient Landscapes</li> <li>• Fire Adapted Communities</li> <li>• Safe and Effective Wildfire Response</li> </ul>	O		

**Behavior: Integration of risk management protocol.**

Core Competencies: Risk Management

18. Incorporates concepts of risk management and relationship to safety for all aspects of wildfire and prescribed fire management. Consider: air quality, mud slides, trail maintenance or other potential consequences after the fire is out. (Risk Management 101)	O		
19. Communicate early and often with local decision makers (city, county, state) and key stakeholders (utility companies, recreation and tourism, law enforcement) to manage uncertainty and inherent risks of wildfire and prescribed fire.	O		
20. Actively monitors the fire situation and implementation, effectiveness of hazard mitigation, especially during periods of critical fire activity, high risk situations and implementation of prescribed burning.	O		

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## AGENCY ADMINISTRATOR

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
21. Takes proactive steps to ensure that wildfire response and prescribed fire implementation are managed in an appropriate risk informed decision process. <ul style="list-style-type: none"> <li>• Coordination with appropriate partners or affected landowners.</li> <li>• Ensures documentation with WFDSS, IFTDSS, burn plan review, NEPA compliance, periodic risk assessment.</li> </ul>	O		

### Tasks Specific to Wildfire AA Positions – WORKING

#### Behavior: Engage in Preseason planning.

Core Competencies: Wildfire response and incident management response; Social, political economic impacts of fire management activities; Collaboration with partners and stakeholders

22. Activate and maintain WFDSS profile. <ul style="list-style-type: none"> <li>• Activated for upcoming field season.</li> <li>• Assure appropriate staffs have accounts.</li> <li>• Participates in annual refresher.</li> </ul>	O		
23. Ensures unit staffing and training actions are sufficient throughout the year at a level commensurate to support local unit needs and contribute to regional or national needs.	O		
24. Participate in annual local unit Type 3/4/5 IC/leader's intent meeting, and other unit fire meetings.	O		
25. Engages in cooperator and/or scenario-based meetings for preseason planning ensure all agreements are in place prior to fire season. <ul style="list-style-type: none"> <li>• Neighboring forests</li> <li>• Agency partners/cooperators – tribal, state, county, etc.</li> <li>• Non fire agency personnel as needed</li> <li>• Regional staff</li> </ul>	O		
26. Ensures updates to spatial fire management plan are integrated in WFDSS. This should be an interdisciplinary discussion with associated staffs.	O		
27. Understand processes around trade-off analysis to evaluate potential strategies that are realistic for the management of fire on the local unit.	O		

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## AGENCY ADMINISTRATOR

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
28. Engage in meaningful risk assessment and risk decision making, consider alternatives (objectives, strategies and tactics) desired outcomes, responder exposure, probability of success and values to be protected.	W		

### **Behavior: Managing wildfire response on assigned unit.**

Core Competencies: Risk management

29. Complete an incident risk assessment with key stakeholders and partner agencies to predetermine the optional response strategies for protecting values at risk.	W		
30. Actively monitor the fire situation, implementation and effectiveness of hazard mitigation, take appropriate actions to safeguard incident responder and public safety.	W		
31. Conduct ongoing dialog on current incident situation with fire management staff to assess risk – short and long-term exposure.	W		
32. Coordinate wildfire documentation and the use of analytical outputs with adjacent land managers and cooperators to inform discussions and decision, i.e.: Fire behavior, smoke models, assessment tools etc.	W		
33. Take proactive steps to ensure all wildfire response actions are managed in an appropriate, risk informed and effective manner.	W		
34. Ensures the complexity analysis is completed for wildfires at initial size up or through preplanned response plans.	W/O		
35. Participate and provide guidance to employees for public fire information.	W		
36. Engage as needed or as situations dictate with senior line officers, political appointees, and/or congressional staff.	W		

### **Behavior: Managing wildfire response on assigned unit – using analytical tools.**

Core Competencies: Risk Management, WFDSS/IFTDSS and other decision support tools

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## AGENCY ADMINISTRATOR

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
37. Assure the WFDSS decision documentation is tiered to Land Resource Management Plan.	W		
38. Engage in the development and publication of the incident WFDSS documentation. <ul style="list-style-type: none"> <li>• Write clear incident objectives and requirements for operational implementation</li> <li>• Discuss strategies for the incident and provide course of action.</li> <li>• Consider alternatives against desired outcomes, exposure, probability of success and values to be protected.</li> <li>• Participate in the discussion of relative risk, organizational assessment, values at risk.</li> </ul>	W		
39. Participate in organizational assessment to identify a ‘recommended’ team organization – document rationale for either using the recommended organization or ordering something different.	W		
40. Use decision support tools to inform decision documentation and specifically the rationale section: <ul style="list-style-type: none"> <li>• Fire behavior models</li> <li>• Smoke models</li> <li>• Values inventory</li> <li>• Ground evacuation</li> <li>• Retardant avoidance</li> </ul>	W		
41. Actively engage with analysts producing decision support products to inform decisions or discussions with internal/external partners, stakeholders or interested entities. <ul style="list-style-type: none"> <li>• Trade off analysis</li> <li>• Values at risk</li> <li>• Short term and long term fire behavior analytics</li> <li>• Quantitative risk assessment</li> <li>• Management Data Alignment Table (MDAT) (associated with RMA products) – tracking objectives from Forest Plan to the IAP.</li> </ul>	W		
42. Routinely update periodic assessment change the schedule so it is commensurate with management activities.	W		

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# AGENCY ADMINISTRATOR

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
<p><b>Behavior: Managing wildfire response on assigned unit - ordering IMT.</b></p> <p>Core competencies: Wildfire response and incident management processes; Social, political, economic impacts of fire management activities, collaboration with partners and stakeholders, Fiscal responsibility, WFDSS/IFTDSS and other decision support tools</p>			
43. Develop Delegation and Leaders Intent Letters that articulate clear objectives for incoming IMT – discuss with IC – provide consistent direction within the following documents: <ul style="list-style-type: none"> <li>• Leader intent letter</li> <li>• Delegation letter</li> <li>• WFDSS decision documentation</li> </ul>	W		
44. Negotiate Type 3 IMT configuration to manage incident with the aid of Fire Management Staff.	W		
45. Participate and deliver the line officer briefing package to the IMT: <ul style="list-style-type: none"> <li>• Briefing should be consistent with the Delegation, Leader Intent letter, WFDSS documentation.</li> <li>• Clearly articulate incident objectives and ensure they are consistent with the LRMP.</li> <li>• Communicate resource concerns – values at risk.</li> <li>• Identify the key partners/stakeholders</li> <li>• Identify key members of staff to work with IMT – IBA, READ etc.</li> <li>• Political/social implications.</li> <li>• Necessary contact information for staff personnel, law enforcement etc.</li> </ul>	W		
46. Actively monitor the fire situation, implementation and effectiveness of hazard mitigation, provide directional guidance and make risk based decisions to safeguard incident responders and public safety.	W		
47. Engage in meaningful risk assessment and risk decision, and consider alternatives (objectives, strategies and tactics) against desired outcomes, respondent exposure and probability of success, and values to be protected.	W		

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## AGENCY ADMINISTRATOR

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
<b>Behavior: Managing wildfire response on assigned unit – IMT Oversight.</b>			
Core Competencies: Wildfire response and incident management processes; Social, political, economic impacts of fire management activities, collaboration with partners and stakeholders, fiscal responsibility.			
48. Conduct ongoing dialog on the current incident situation with the incident commander and fire management staff to assess risk. <ul style="list-style-type: none"> <li>• Participation in morning briefings</li> <li>• Participation in pre-planning and planning meetings</li> <li>• Meetings with IC</li> <li>• Public meetings</li> </ul>	W		
49. Ensure IMT coordination with key external stakeholders, cooperators and partner agencies to assure two-way communication.	W		
50. Clearly conveys expectation to the IC, line officer, agency administrator representative, and FMO about timely communication concerning incidents within an incident.	W		
51. Actively monitor the fire situation, the implementation and effectiveness of hazard mitigation, take a risk based approach to safeguard incident responders and public safety.	W		
52. Conducts ongoing dialog on the current incident situation with Incident Commander/s and staff to assess risk and determine immediate needs on a daily basis or as the situation warrants with emphasis on responder and public safety.	W		
53. Regularly interacts with the IC to monitor decision effectiveness and support their needs towards tactical implementation of decision documentation.	W		
54. Assure the periodic assessment in WFDSS is undertaken to validate earlier decisions and ongoing decision documentation.	W		

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## AGENCY ADMINISTRATOR

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
55. Assure risk decision making is ongoing and in alignment with changing conditions – consider: <ul style="list-style-type: none"> <li>• Time of year</li> <li>• Additional fires on home unit</li> <li>• Regional or national preparedness levels</li> </ul>	W		
56. Update and validate WFDSS decision when appropriate – communicate changes to IMT - consider: <ul style="list-style-type: none"> <li>• Costs</li> <li>• Values at risk</li> <li>• Planning area boundary</li> <li>• Changing ownership</li> <li>• Changes in complexity</li> </ul>	W		
57. Develop, approve and monitor implementation of turn back standards, suppression damage repair plans, and transition plans – include FMO, Resources Advisor and IMT personnel.	W		
58. Is fully and actively engaged in development of transition plans (to include the positions necessary for residual incident organization), i.e.: <ul style="list-style-type: none"> <li>• Transition from IMT to IMT</li> <li>• Transition from Type 1 or 2 IMT to Type 3 or home unit</li> </ul>	W		
59. Prepare and deliver the IMT evaluation in coordination with key partners/stakeholders (if appropriate).	W		
60. Actively prepares for and participates in the IMT closeout at the end of the assignment.	W		

### **Behavior: Managing wildfire response on assigned unit – AAR Wildfire response.**

Core competencies: After Action Review (AAR). Wildfire response and incident management response.

61. Schedule and participate in After Action Reviews – either during the incident or post incident.	W		
62. Ensure AAR's are being completed on the local unit throughout the fire season.	O		

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



## AGENCY ADMINISTRATOR

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
63. Participate and provide Agency Administrator perspective to AAR discussion.	O		
64. Ensure appropriate personnel are included in AAR's. <ul style="list-style-type: none"> <li>• Post fire season AAR for entire unit</li> <li>• AAR associated with management of IMT and affected area</li> <li>• AAR associated with initial attack or locally managed incidents.</li> </ul>	O		

### Tasks Specific to Wildfire AA Positions – JOURNEY

#### Behavior: Demonstrates program leadership.

Core competencies: Risk Management; Wildfire Response and Incident Management Processes; WFDSS/IFTDSS and other decision support tools; Fuels Management and Prescribed Fire Processes; Fire Prevention, Mitigation and Education Processes, Fiscal Responsibility.

65. Provide oversight to landscape level risk assessments and compare them to the goals and objectives outlined in the Land Resource Management Plan (LRMP).	O		
66. Actively engages with other AA's to discuss and share information relevant to fire management topics – fostering a learning environment – wildfire/prescribed fire.	O		

#### Behavior: Interagency Coordination with Agency Partners, Local Government Representatives and Key Partners.

Core Competencies: Risk Management; Fire prevention, mitigation and education processes; WFDSS/IFTDSS and other decision support tools, Social, political economic impacts of fire management activities; Collaboration with partners and stakeholders.

67. Build decision maker and key stakeholder capacity to manage the uncertainties and inherent risks of fires. (For example, preseason meetings with local elected officials and cooperators.)	O		
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*Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.*

## AGENCY ADMINISTRATOR

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
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**Behavior: Ensures internal agency coordination has occurred with resource specialists regarding wildfire management.**

Core Competencies: Wildfire response and incident management processes; Fuels management and prescribed fire processes; Social, political economic impacts of fire management activities.

68. Promotes implementation of the Cohesive Strategy to maintain and develop resilient landscapes, fire adapted communities and safe and effective wildfire response with internal agency personnel.	O		
69. Encourages and demonstrates coordination with district staffs to integrate fire in all disciplines: <ul style="list-style-type: none"> <li>• Non fire specialists – i.e., biologists, ecologists.</li> </ul>	O		
70. Ensures resource advisors are identified and meet required training to support fire activities.	O		

**Behavior: Integration of risk management protocol.**

Core Competencies: Risk Management

71. Engage in meaningful risk assessment and risk decision analysis, use available tools to inform decisions: <ul style="list-style-type: none"> <li>• Relative risk assessment, trade off analysis, go/no go checklist, prescribed fire burn plan, short and long term fire behavior analytical tools, i.e., FSPRO, STFB, and decision support applications - WFDSS, IFTDSS</li> </ul>	W/RX		
72. Apply risk processes to minimize unnecessary exposure in wildfire response maximizing opportunities to achieve management objectives.	O		

**Behavior: Managing wildfire response on assigned unit – using analytical tools.**

Core Competencies: WFDSS/IFTDSS and other decision support tools.

73. Engage in meaningful risk assessment and risk decision making, and consider alternatives (objectives, strategies and tactics) against desired outcomes, responder exposure and probability of success, and values to be protected, maintained or enhanced.	W		
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# AGENCY ADMINISTRATOR

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
<p><b>Behavior: Managing wildfire response on assigned unit - ordering IMT.</b></p>			
<p>Core competencies: Wildfire response and incident management processes; Social, political, economic impacts of fire management activities, collaboration with partners and stakeholders, Fiscal responsibility, WFDSS/IFTDSS and other decision support tools.</p>			
<p>74. Participate in development of WFDSS decision and write rationale section.</p> <ul style="list-style-type: none"> <li>• Type 2</li> </ul>	W		
<p>75. Develop Delegation and Leaders Intent Letters that articulate clear objectives for incoming Type 2 IMT– discuss with IC – provide consistent direction within the following documents:</p> <ul style="list-style-type: none"> <li>• Leaders intent letter</li> <li>• Delegation letter</li> <li>• WFDSS decision documentation</li> </ul>	W		
<p>76. Negotiate Type 2 IMT configuration to manage incident with the aid of Fire Management Staff.</p>	W		
<p>77. Request additional resources to support fiscal management commensurate with the complexity of the incident – i.e., multijurisdictional fires, location of fires, number of incidents, social - political considerations.</p>	W/I		
<p>78. Initiates and engages in dialogue with neighboring line officers and stakeholders aimed at understanding, acceptance, support for alternatives and likely decisions.</p>	W		

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# AGENCY ADMINISTRATOR

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
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**Behavior: Managing wildfire response on assigned unit – IMT Oversight**

Core Competencies: Wildfire response and incident management processes; Social, political, economic impacts of fire management activities, collaboration with partners and stakeholders, fiscal responsibility.

79. Demonstrate strong oversight with long duration incidents, assure risk assessments and the decision is periodically evaluated and reevaluated; ensure changes are understood by IMT, fire management staff, partners, cooperators, regional staffs, etc. <ul style="list-style-type: none"> <li>• Document changes within WFDSS decision documentation</li> <li>• Revise decision documentation if needed</li> <li>• Review daily IAP, ensure alignment with direction provided at the team in briefing</li> </ul>	W		
80. Meet with IBA on regular basis to actively monitor that the incident costs are meeting objectives, determine if additional cost analysis beyond the IMT is necessary.	W		
81. Assess the needs for Union Representation with the IMT staffing or needs for additional Human Resources.	W		
82. Initiate the Burned Area Incident Response (BAER) Team, in-brief and deploy the team as required. Account and document the safety considerations for BAER activities.	W		

**Behavior: Managing wildfire response on assigned unit – AAR Fiscal Management**

Core Competencies: Fiscal management

83. Identify and oversee incident business advisor and/or buying team.	W		
84. Engage in performance expectations and evaluations for the IBA and/or buying team.	W		
85. Ensure performance evaluations are completed for IBA, and Buying team.	W		
86. Participate in conversations around cost share for multi-jurisdictional incidents.	W		

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## AGENCY ADMINISTRATOR

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
87. Review incident expenditures daily to ensure resource commitment is commensurate with values to be protected.	W		

### Tasks Specific to Wildfire AA Positions – ADVANCED

**Behavior: Demonstrates program leadership:**

Core competencies: Fiscal Responsibility.

88. Effectively communicates fiscal considerations and is accountable. <ul style="list-style-type: none"> <li>Wildfire response activities, IMT accountability</li> </ul>	W		
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**Behavior: Fire personnel meets qualifications and training standards:**

Core Competencies: Wildfire Response and Incident Management Processes, Fuels Management and Prescribed Fire Processes

89. Management of multiple IMT's or a complex fire environment (several IMT's, complex fiscal agreements/cost shares or political).	W		
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**Behavior: Engage in Preseason planning**

Core Competencies: Wildfire response and incident management response; Social, political economic impacts of fire management activities; Collaboration with partners and stakeholders

90. Attend Agency Administrator Field Course for appropriate certification <ul style="list-style-type: none"> <li>M-582</li> </ul>	O		
91. Participate in Regional/National Team meetings to deliver leaders intent.	O		

**Behavior: Managing wildfire response on assigned unit - ordering IMT**

Core competencies: Wildfire response and incident management processes; Social, political, economic impacts of fire management activities, collaboration with partners and stakeholders, Fiscal responsibility, WFDSS/IFTDSS and other decision support tools

92. Participate in development of WFDSS decision and write rationale section. <ul style="list-style-type: none"> <li>Type 1</li> </ul>	W		
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## AGENCY ADMINISTRATOR

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
93. Develop Delegation and Leaders Intent Letters that articulate clear objectives for incoming Type 1 IMT – discuss with IC – provide consistent direction within the following documents: <ul style="list-style-type: none"> <li>• Leaders intent letter</li> <li>• Delegation letter</li> <li>• WFDSS decision documentation</li> </ul>	W		
94. Negotiate Type 1 IMT configuration to manage incident with the aid of Fire Management Staff.	W		
95. Determine the need for Area Command, Unified Command, cost sharing or apportionment to assist with the incident workload.	W		
96. Coordinates with partner agencies and stakeholders on multijurisdictional fires to issue a joint delegation of authority, and develop a single WFDSS decision that interfaces appropriately with partner agency/s decision documentation process.	W		
97. Establish and approve cost share agreements for multijurisdictional incidents or unified command, engage with cost apportionment negotiations with partners in a timely manner.	W		

### **Behavior: Managing wildfire response on assigned unit – AAR Fiscal Management**

Core Competencies: Fiscal management

98. Initiate cost apportionment procedures when appropriate.	W		
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*Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.*

# AGENCY ADMINISTRATOR

## Tasks Specific to Prescribed Fire AA Positions (Low, Moderate, High)

*For prescribed fire experience, it is important that trainees be exposed to the full range of the process, from the AA's role in determining the final complexity rating, approval of the prescribed fire plan, authorization of the ignition, the AA's role during implementation including interaction with fire staff and/or the burn boss. Typically, it is more meaningful to bring a Coach to the trainee's unit as decisions are made on the trainee's own area of responsibility. Shadow assignments that expose AA trainee's to projects away from their home unit are useful, especially for situations where the AA trainee's home unit does not have an active prescribed fire program or projects of the complexity level for which the trainee is seeking certification.*

### COMMON TASKS FOR PRESCRIBED FIRE

**Behavior: Demonstrates program leadership:**

Core competencies: Risk Management; Wildfire Response and Incident Management Processes; WFDSS/IFTDSS and other decision support tools; Fuels Management and Prescribed Fire Processes; Fire Prevention, Mitigation and Education Processes, Fiscal Responsibility.

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
99. Provide oversight to landscape level risk assessments and compare them to the goals and objectives outlined in the Land Resource Management Plan (LRMP).	O		
100. Actively engages with other AA's to discuss and share information relevant to fire management topics – fostering a learning environment – prescribed fire.	O		
101. Demonstrates program leadership: <ul style="list-style-type: none"> <li>• Visiting prescribed fire treatment projects.</li> <li>• Participating in pre/post-season training or meetings to share leader's intent and recognize achievement by prescribed fire personnel.</li> <li>• Conducting regular reviews and inspection of the prescribed fire program to promote reliability and continual improvement.</li> </ul>	RX		

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# AGENCY ADMINISTRATOR

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
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**ALL ELEMENTS BELOW HERE MUST BE ASSESSED FOR EACH CERTIFICATION LEVEL LOW, MODERATE AND HIGH**

**Behavior: Demonstrates fiscal responsibility**

Core competencies: Fiscal responsibility

102. Effectively communicates fiscal considerations and is accountable. <ul style="list-style-type: none"> <li>• Prescribed fire implementation and treatment activities.</li> </ul>	RX		
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**Behavior: Fire personnel meets qualifications and training standards:**

Core Competencies: Wildfire Response and Incident Management Processes, Fuels Management and Prescribed Fire Processes

103. Aware of wildland fire qualifications the structure of fire management and how those qualifications support prescribed fire implementation. <ul style="list-style-type: none"> <li>• Participates and is actively engages in preseason readiness reviews.</li> <li>• Aware of prescribed fire implementation activities and associated qualifications.</li> </ul>	O		
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**Behavior: BEHAVIOR: Integration of risk management protocol.**

Core Competencies: Risk Management

104. Apply risk management and complexity analysis mitigation processes to minimize unnecessary exposure in prescribed fire maximizing opportunities to achieve resource objectives. <ul style="list-style-type: none"> <li>• Engage with prescribed fire preparer in the complexity analysis process.</li> <li>• Consider technical reviewer’s comments on adequacy and accuracy of the complexity analysis.</li> <li>• Review and approve the final complexity rating.</li> </ul>	O		
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*Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.*



# AGENCY ADMINISTRATOR

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
<p><b>Behavior: Manage and Oversee Prescribed Fire Implementation</b></p> <p>Core Competencies: Risk Management, WFDSS/IFTDSS and other decision support tools, Fuels management and prescribed fire processes, social, political, economic impacts of fire management activities, collaboration with partners and stakeholders.</p>			
105. Ensures compliance with national and regional office policies pertaining to prescribed fire.	O		
106. Ensures a prescribed fire plan is written and approved for each project prior to implementation in accordance to the Interagency Prescribed Fire Planning and Implementation Guide.	O		
107. Ensures the prescribed fire plan has been reviewed by an appropriately qualified technical reviewer. <ul style="list-style-type: none"> <li>• Discuss with the plan preparer discrepancies from the technical review that resulted in modification to the final plan to meet agency policy and direction.</li> </ul>	O		
108. Employs qualified technical reviewer to help determine whether the complexity analysis is accurate with considerations to the following: <ul style="list-style-type: none"> <li>• Fuels, weather and fire behavior.</li> <li>• Operational parameters to meet project objectives.</li> </ul>	O		
109. Ensures the prescribed fire plans are designed to achieve desired conditions as described in the LRMP and project specific NEPA.	O		
110. Ensures coordination with neighbors, cooperators and air quality regulators has occurred and agreements are in place as necessary.	RX		
111. Approve prescribed fire plans, and understand the risks and benefits associated with implementing the plan(s). <ul style="list-style-type: none"> <li>• AA approval indicates prescribed fire plan meets agency policy, reflects the conditions specified in the NEPA decision, and all necessary agreements are in place.</li> </ul>	RX		

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## AGENCY ADMINISTRATOR

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
112. Approve prescribed fire plan amendments and determine the need for additional technical review of proposed plan amendments prior to final approval.	O		
113. Reviews and reauthorizes/approves prescribed fire plans if more than one year elapsed since the plan was approved/authorized.	O		
114. Discusses the conditions under which the prescribed fire is to be conducted with the burn boss/FMO and authorizes the ignition of prescribed fire project(s) on Element 2A of the prescribed fire plan.	RX		
115. Recognizes circumstances when higher-level approval authority for initiation of prescribed fire must be sought per agency policy (e.g. National PL 4/5 or “Extreme” NFDRS conditions).	O		
116. Ensure only trained and qualified personnel participate in planning and conducting the prescribed fire.	RX		
117. Ensures Wildfire Declaration procedures are understood to facilitate timely declarations and subsequent notifications through the chain of command. <ul style="list-style-type: none"> <li>• Demonstrates familiarity with minimum agency requirements for declaration of wildfire originating from prescribed fire including expectations for notification and subsequent review guidelines.</li> <li>• Discusses with prescribed fire plan preparer, burn boss and FMO those procedures contained within the prescribed fire plan.</li> </ul>	O		
118. Demonstrates familiarity with policy requirements in the event of violation of National Ambient Air Quality Standards (NAAQS) resulting in a Notice of Violation (NOV) from air quality regulators including expectations for notification and subsequent review guidelines.	O		
119. Ensures completed projects are properly monitored, evaluated, and documented in the project file.	RX		

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**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.

Comments: \_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

Additional Evaluation Record Sheets can be downloaded at <https://www.nwcg.gov/publications/position-taskbooks>.

**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)

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- \_\_\_\_\_ 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.

Comments: \_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_

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

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

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