

NEW HAMPSHIRE PRESCRIBED FIRE COUNCIL (NHPFC)

TASK BOOK FOR THE POSITION OF

NEW HAMPSHIRE P R E S C R I B E D FIRE BURN BOSS 2
(NHRXB2)

(POSITION PERFORMANCE ON A PRESCRIBED FIRE ASSIGNMENT REQUIRED)

JULY 2012

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:**

(position title)

Final Evaluator's Verification

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

I verify that (trainee name) _____ has successfully performed as a trainee by demonstrating all tasks for the position listed above and should be considered for certification in this position. All tasks are documented with appropriate initials.

Final Evaluator's Signature: _____

Final Evaluator's Printed Name: _____

Home Unit Title: _____

Home Unit/Agency: _____

Home Unit Phone Number: _____ Date: _____

Agency Certification

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

Certifying Official's Signature: _____

Certifying Official's Printed Name: _____

Title: _____

Home Unit/Agency: _____

Home Unit Phone Number: _____ Date: _____

NEW HAMPSHIRE PRESCRIBED FIRE COUNCIL POSITION TASK BOOK

This Position Task Book (PTB) has been developed for the New Hampshire Prescribed Fire Council (NHPFC) designated position of Burn Boss 2(NHRXB2). A Burn Boss 2 may be used to execute a prescribed burn of moderate and high complexity on State or other non-Federal land. The PTB lists the performance requirements (tasks) for the specific position in a format that allows a trainee to be evaluated against written guidelines. Successful performance of all tasks, as observed and recorded by an evaluator, will result in a recommendation to the division 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 incidents, in classroom simulation, and in other work situations. Designated PTBs require position performance during which the majority of required tasks are demonstrated on a wildland or prescribed fire. 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.

A more detailed description of this process, definitions of terms, and responsibilities are included in the NHPFC Prescribed Burn Guide and the Wildland and Prescribed Fire Qualification Subsystem Guide 310-1. A brief list of responsibilities also appears below.

RESPONSIBILITIES:

1. The Local Office is responsible for:
 - Selecting trainees based on the needs of the local office and the geographic area.
 - Ensuring that the trainee meets the training and experience requirements included in the NHPFC Prescribed Burn Guide and the NWCG Wildland and Prescribed Fire Qualification Subsystem Guide 310-1 as applicable.
 - Issuing 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 or coordinating with other council members for an evaluator to be available.
 - Tracking progress of the trainee.
 - Confirming PTB completion.
 - Determining certification per agency policy. (NHPFC Prescribed Burn Guide)
 - Issuing proof of certification.

2. The individual 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 local office personnel when the PTB is completed and providing a copy.
 - Keeping the original PTB in personal records.

3. The Evaluator is responsible for:
- Being qualified in the position being evaluated as specified in “Planning for Prescribed Burning in New Hampshire” or a higher position or equivalent Interagency or NWCG position or higher position.
 - Meeting with the trainee and determining past experience, current qualifications, and desired goals/objective.
 - 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 each PTB.
 - Signing the verification statement inside the front cover of the PTB when all tasks have been initialed.

QUALIFICATIONS:

The trainee must be qualified at the New Hampshire Prescribed Burn Boss 3 (NHRXB3), Interagency RXB3 Prescribed Burn Boss 3, or NWCG Firing Boss, Single Resource and must complete the following required training BEFORE a NHRXB2 task book can be issued to a trainee:

- I - 200 Basic Incident Command System
- S -230 Crew Boss (Single Resource)
- S-390 Introductions to Wildland Fire Behavior Calculations

The following training is recommended to support the trainee’s knowledge and skills

- RX – 341 Prescribed Fire Burn Plan Preparation
- RX – 301 Prescribed Fire Implementation

Trainees must successfully complete all tasks. It is recommend that trainees work multiple assignments (prescribed burns) with an experienced New Hampshire Prescribed Fire Burn Boss 2 or NWCG Burn Boss 2. Be sure to document the fuel types and complexity of the burn the trainee is being evaluated on.

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, RX = 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.
- RX = Task must be performed on a 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>.

Competency: Assume position responsibilities.

Description: Successfully assume role of Prescribed Fire Leader2 and initiate position activities at the appropriate time according to the following behaviors.

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Ensure readiness for assignment.			
1. Review agency and interagency procedures, policies and regulations for prescribed fire as related to position.	O		
Behavior: Ensure availability, qualifications, and capabilities of resources to complete assignment.			
2. Verify resources identified in the prescribed fire plan are on-site. <ul style="list-style-type: none"> • <i>Verify resources are adequate to execute the prescribed fire (e.g., equipment, ignition, holding, monitoring).</i> • <i>Confirm availability of scheduled and contingency resources to effectively meet objectives.</i> • <i>Follow local policy when ordering additional resources.</i> • <i>Verify qualifications of assigned personnel.</i> • <i>Verify personal protective equipment (PPE) meets appropriate standards.</i> 	RX		
Behavior: Gather, update, and apply situational information relevant to the assignment.			
3. Obtain initial briefing from local fire management organization. <ul style="list-style-type: none"> • <i>Regional and local implementation policies</i> • <i>Agency and personal liability issues</i> • <i>Smoke management issues</i> • <i>Social/political issues</i> 	RX		
4. Ensure prescribed fire plan addresses requirements and objectives prior to implementation. <ul style="list-style-type: none"> • <i>Review other specific agency guidelines, requirements and/or supporting documents.</i> 	RX		

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

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Establish effective relationships with relevant personnel.			
5. Establish and maintain positive interpersonal and interagency working relationships.	I		
Behavior: Establish organization structure, reporting procedures, and chain of command of assigned resources.			
6. Establish the organizational role of the Burn Boss in relation to other prescribed fire positions, local fire management organization and Agency Administrator.	O		
7. Ensure compliance with organizational structure and reporting requirements identified in the prescribed fire plan.	RX		
Behavior: Understand and comply with ICS concepts and principles.			
8. Apply the ICS. <ul style="list-style-type: none"> • <i>Follow chain of command.</i> • <i>Maintain appropriate span of control.</i> • <i>Use appropriate ICS forms.</i> • <i>Use appropriate ICS terminology.</i> 	I		

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

Competency: Lead assigned personnel.

Description: Influence, guide, and direct assigned personnel to accomplish objectives and desired outcomes in a rapidly changing, high-risk environment.

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Model leadership values and principles.			
9. Exhibit principles of duty. <ul style="list-style-type: none"> • <i>Be proficient in your job, both technically and as a leader.</i> • <i>Make sound and timely decisions.</i> • <i>Ensure tasks are understood, supervised and accomplished.</i> • <i>Develop your subordinates for the future.</i> 	I		
10. Exhibit principles of respect. <ul style="list-style-type: none"> • <i>Know your subordinates and look out for their well-being.</i> • <i>Keep your subordinates informed.</i> • <i>Build the team.</i> • <i>Employ your subordinates in accordance with their capabilities.</i> 	I		
11. Exhibit principles of integrity. <ul style="list-style-type: none"> • <i>Know yourself and seek improvement.</i> • <i>Seek responsibility and accept responsibility for your actions.</i> • <i>Set the example.</i> 	I		
Behavior: Ensure the safety, welfare, and accountability of assigned personnel.			
12. Provide for the safety and welfare of assigned resources. <ul style="list-style-type: none"> • <i>Recognize, mitigate and communicate potentially hazardous situations during tactical operations.</i> • <i>Monitor condition of assigned resources.</i> • <i>Account for assigned resources.</i> • <i>Review and implement public and personnel safety described in the prescribed fire plan.</i> 	I		

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

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Establish work assignments and performance expectations, monitor performance, and provide feedback.			
13. Make tactical assignments and ensure their completion. <ul style="list-style-type: none"> • <i>Ignition (ground, aerial)</i> • <i>Holding</i> • <i>Mopup and patrol</i> • <i>Monitoring</i> 	RX		
14. Ensure subordinates understand assignment for operational period. <ul style="list-style-type: none"> • <i>Provide clear, concise instructions and allow for feedback.</i> 	RX		
15. Continually evaluate performance. <ul style="list-style-type: none"> • <i>Communicate deficiencies immediately and take corrective action.</i> • <i>Provide training opportunities where available.</i> • <i>Complete personnel performance evaluations according to agency guidelines.</i> 	I		
Behavior: Emphasize teamwork.			
16. Establish cohesiveness among assigned resources. <ul style="list-style-type: none"> • <i>Provide for open communication.</i> • <i>Seek commitment.</i> • <i>Set expectations for accountability.</i> • <i>Focus on the team result.</i> 	I		

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

Competency: Communicate effectively.

Description: Use suitable communication techniques to share relevant information with appropriate personnel on a timely basis to accomplish objectives in a rapidly changing, high-risk environment.

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
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Behavior: Ensure relevant information is exchanged during briefings and debriefings.

17. Conduct pre-ignition briefing according to interagency and/or local policy. <ul style="list-style-type: none"> • Objectives • Operations • Communications • Safety 	RX		
18. Conduct an After Action Review (AAR).	I		

Behavior: Ensure documentation is complete and disposition is appropriate.

19. Ensure and maintain documentation as appropriate. <ul style="list-style-type: none"> • ICS 214, Unit Log • Post-burn report • Smoke monitoring • Checklists (e.g., Agency Administrator, Go-No Go, Briefing) • Time and equipment records • Reports • Injury forms • Personnel evaluation • Cost analysis 	O		
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Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Gather, produce and distribute information as required by established guidelines and ensure understanding by recipient.			
20. Ensure notifications are made in accordance with the prescribed fire plan. <ul style="list-style-type: none"> • <i>Adjacent landowners, agencies, stakeholders and local media.</i> 	RX		
21. Ensure portions of prescribed fire plan are distributed to relevant personnel. <ul style="list-style-type: none"> • <i>Maps</i> • <i>Ignition plan</i> • <i>Holding plan</i> • <i>Safety and medical procedures</i> • <i>Prescription</i> 	RX		
Behavior: Communicate and ensure understanding of work expectations within the chain of command and across functional areas.			
22. Communicate operational activities among resources (ignition, holding, monitoring) to safely achieve prescribed fire plan objectives. <ul style="list-style-type: none"> • <i>Smoke, ignition patterns, fire behavior, and tactics</i> • <i>Appropriate ignition tactics to protect or enhance areas of special concern</i> • <i>Effectiveness of the holding operation relative to smoke, ignition patterns and fire behavior</i> • <i>On-site prescription variables</i> 	RX		

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

Competency: Ensure completion of assigned actions to meet identified objectives.

Description: Identify, analyze, and apply relevant situational information and evaluate actions to complete assignments safely and meet identified objectives. Complete actions within established timeframe.

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
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Behavior: Administer and/or apply agency policy, contracts and agreements.

23. Ensure regulatory environmental compliance and mitigation. <ul style="list-style-type: none"> • <i>Smoke</i> • <i>Threatened and Endangered Species</i> • <i>Heritage resources</i> 	RX		
24. Ensure the smoke management plan meets agency requirements. <ul style="list-style-type: none"> • <i>Tribal</i> • <i>State</i> • <i>Local</i> 	RX		
25. Review criteria for declaring a wildfire per agency policy.	O		
26. Ensure applicable contracts and agreements are administered. <ul style="list-style-type: none"> • <i>Aviation contracts</i> • <i>Engine and crew contracts</i> • <i>Tribal contracts</i> • <i>Mutual aid agreements</i> 	RX		

Behavior: Gather, analyze, and validate information pertinent to the incident or event and make recommendations for setting priorities.

27. Review the prescribed fire plan for completeness. <ul style="list-style-type: none"> • <i>Ensure prescription parameters are appropriate to meet prescribed fire objectives.</i> • <i>Ensure the plan addresses project risks, hazards and their mitigation actions.</i> • <i>Ensure the prescribed fire plan complies with safety standards.</i> 	O		
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Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
28. Recon burn unit(s) to validate prescribed fire plan elements, including areas of special concern and hazard/risk analysis. <ul style="list-style-type: none"> • <i>Review the ignition and holding plan.</i> • <i>Review the prescribed fire complexity analysis summary.</i> • <i>Validate mitigation measures (safety, resource protection).</i> • <i>Ensure applicability of Lookouts, Communications, Escape Routes, Safety Zones (LCES).</i> 	RX		
29. Ensure on-site and off-site pre-burn considerations are completed. <ul style="list-style-type: none"> • <i>Ensure informational and hazard warning signs are posted and maintained.</i> 	RX		
30. Monitor prescription parameters. <ul style="list-style-type: none"> • <i>Document local fire weather and fuel moisture.</i> • <i>Document on-site weather and fire behavior observations to validate prescription compliance.</i> • <i>Obtain smoke dispersal forecasts and analyze against the prescription.</i> 	RX		
31. Obtain current weather forecasts. <ul style="list-style-type: none"> • <i>Request and review spot (or other appropriate level) weather forecasts.</i> • <i>Provide feedback to forecasters as appropriate.</i> 	RX		
32. Ensure Agency Administrator Pre-ignition Approval Checklist is complete. <ul style="list-style-type: none"> • <i>Expiration date is documented.</i> 	RX		

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

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Prepare clear and concise assessments regarding hazards, hazard behavior, weather, and other relevant events.			
33. Ensure completion of documented (formal and informal) hazard analysis in multiple resource type situations. <ul style="list-style-type: none"> • <i>Incident safety analysis</i> • <i>Special circumstances</i> 	O		
Behavior: Make appropriate decisions based on analysis of gathered information.			
34. Make “Go/No-Go” decision using collected data. <ul style="list-style-type: none"> • <i>Analyze operational situations/factors to determine if prescribed fire plan can be implemented.</i> • <i>Prior to ignition, complete and sign the Prescribed Fire Go/No-Go Checklist.</i> • <i>Proceed with test fire if questions were answered yes.</i> 	RX		
35. Complete test fire according to the prescribed fire plan. <ul style="list-style-type: none"> • <i>Evaluate expected fire behavior, smoke dispersal, weather conditions, and ability to meet objectives.</i> • <i>Document and evaluate test fire results.</i> 	RX		
36. Evaluate and document the results of the prescribed fire. <ul style="list-style-type: none"> • <i>Summarize fire behavior and immediate post-burn fire effects data.</i> • <i>Compare results to prescribed fire plan prescriptions and objectives.</i> • <i>Recommend changes to be considered when developing future prescribed fire plans.</i> 	RX		

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

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Take appropriate action based on assessed risks.			
37. Apply the Risk Management Process found in the IRPG and Fireline Handbook. <ul style="list-style-type: none"> • <i>Step 1: Situation Awareness</i> • <i>Step 2: Hazard Assessment</i> • <i>Step 3: Hazard Control</i> • <i>Step 4: Decision Point</i> • <i>Step 5: Evaluate</i> 	I		
38. Implement prescribed fire plan.	RX		
39. Implement contingency plan if necessary.	R		
40. Declare prescribed fire out per agency policy.	RX		
Behavior: Modify approach based on evaluation of incident situation.			
41. Evaluate and adjust operations as appropriate. <ul style="list-style-type: none"> • <i>Ignition</i> • <i>Holding</i> • <i>Monitoring</i> 	RX		
42. Review and follow the prescribed fire plan amendment process as necessary. <ul style="list-style-type: none"> • <i>Consider feedback (to Agency Administrator) for possible amendments or adjustments.</i> 	RX		
43. Terminate prescribed fire according to interagency, regional, local policy if necessary.	R		
Behavior: Anticipate, recognize and mitigate unsafe situations.			
44. Identify risks and hazards which could endanger personnel. <ul style="list-style-type: none"> • <i>Review job hazard analysis.</i> • <i>Identify alternative tactics.</i> • <i>Implement mitigation measures.</i> 	RX		

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

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Follow established procedures and/or safety procedures relevant to given assignment.			
45. Conduct operations in a safe manner according to the Standard Fire Orders, Watch Out Situations, LCES principles, prescribed fire plan, and agency-specific policies and standards. <ul style="list-style-type: none"> • <i>Communicate with crew members, assigned supervisor, and adjoining forces.</i> • <i>Spot check tactical operations to ensure safety guidelines are followed.</i> • <i>Take actions to prevent personnel fatigue (e.g., rotating duties, adjusting rest periods).</i> 	RX		
46. Ensure assignments meet standards identified in the prescribed fire plan and as conditions warrant. <ul style="list-style-type: none"> • <i>Tactical</i> • <i>Mopup</i> • <i>Patrol</i> 	RX		
Behavior: Ensure operations consider socio-economic, political and cultural aspects.			
47. Protect capital improvements and heritage/natural resources.	RX		

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

Trainee Information

Printed Name:

Trainee Position on Incident/Event:

Home Unit/Agency:

Home Unit /Agency Address and Phone Number:

Evaluator Information

Printed Name:

Evaluator Position on Incident/Event:

Home Unit/Agency:

Home Unit /Agency Address and Phone Number:

Incident/Event Information

Incident/Event Name:

Reference (Incident Number/Fire Code):

Duration:

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

Location (include Geographic Area, Agency, and State):

Management Type (circle one): Type 5, Type 4, Type 3, Type 2, Type 1, Area Command
OR Prescribed Fire Complexity Level (circle one): Low, Moderate, High

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

Evaluator's Recommendation

(Initial only one line as appropriate)

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

Record additional remarks/recommendations on an Individual Performance Evaluation, or by attaching an additional sheet to the evaluation record.

Evaluator's Signature: _____ Date: _____

Evaluator's Relevant Qualification (or agency certification): _____

Trainee Information

Printed Name:

Trainee Position on Incident/Event:

Home Unit/Agency:

Home Unit /Agency Address and Phone Number:

Evaluator Information

Printed Name:

Evaluator Position on Incident/Event:

Home Unit/Agency:

Home Unit /Agency Address and Phone Number:

Incident/Event Information

Incident/Event Name:

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Duration:

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Evaluator's Recommendation

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- _____ 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.
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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): _____