

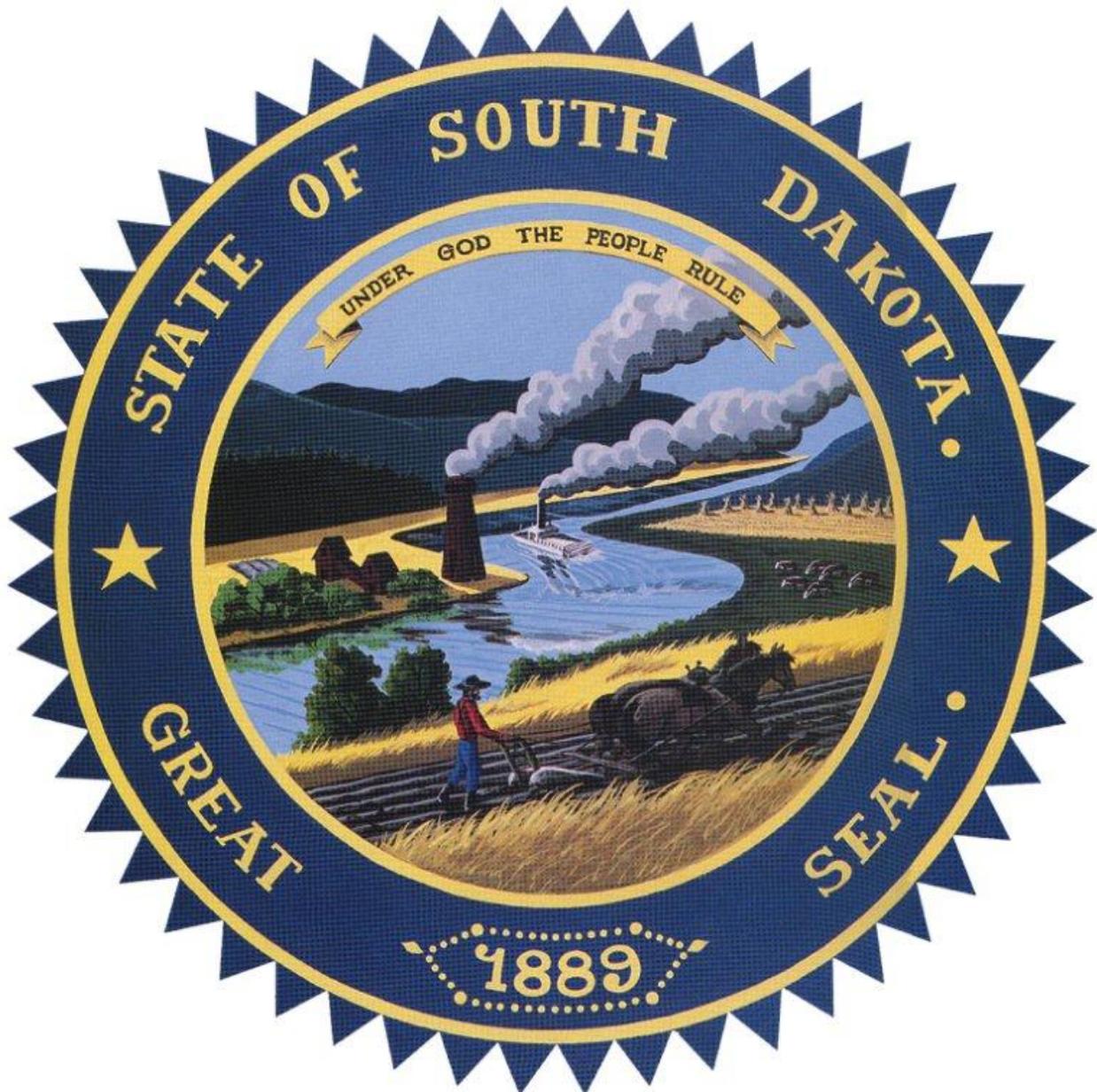
*Incident Management Task Book*

# All-Hazards Finance/Administration Section Chief

*March 15, 2007*



FEMA



*Incident Management Task Book*

# **All-Hazards Finance/Administration Section Chief**

Version: March 15, 2007

**POSITION TASK BOOK ASSIGNED TO:**

---

INDIVIDUAL'S NAME, DUTY STATION, AND PHONE NUMBER

**POSITION TASK BOOK INITIATED BY:**

---

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

---

LOCATION AND DATE THAT POSITION TASK BOOK WAS INITIATED

# EVALUATOR

*Do not complete this unless you are recommending the trainee for certification*

VERIFICATION/CERTIFICATION OF COMPLETED POSITION 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 HEAD RECOMMENDATION FOR CERTIFICATION

I certify that \_\_\_\_\_  
has met all requirements for qualification in this position and I recommend that they be certified for  
the position.

---

OFFICIAL'S SIGNATURE AND DATE

---

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

# INCIDENT MANAGEMENT SYSTEM POSITION TASK BOOK

---

Position Task Books (PTBs) were developed for designated positions as described under the National Interagency Incident Management System (NIIMS) and have been incorporated into the National Incident Management System (NIMS). The position task book is used by the authority having jurisdiction to certify that the person to whom the task book belongs meets the standards recommended by the National (NIMS) Integration Center (NIC).

Each 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 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 single incident. 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 that require an action (contain an action verb) must be demonstrated before that task can be signed off.

A brief list of responsibilities also appears below.

## RESPONSIBILITIES:

1. The **Agency Management** is responsible for:
  - Selecting trainees based on the needs of their organization or area Incident Management Teams.
  - Providing opportunities for evaluation and/or making the trainee available for evaluation.
  
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 the local agency head when the PTB is completed, and obtaining their signature recommending certification.
  - Keeping the original PTB in personal records.
  
3. The **Evaluator** is responsible for:
  - 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. Dating and initialing completion of the task shall document satisfactory performance. Unsatisfactory performance shall be documented in the Evaluation Record.
  - Completing the Evaluation Record found at the end of each 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.
5. The **Agency Head** or designee is responsible for:
- Issuing the PTB to document task performance.
  - Explaining to the trainee the purpose and processes of the PTB, as well as the trainee's responsibilities.
  - Tracking progress of the trainee.
  - Identifying incident evaluation opportunities.
  - Identifying and assigning an evaluator that can provide a positive experience for the trainee, and make an accurate and honest appraisal of the trainee's performance.
  - Documenting the assignment.
  - Conducting progress reviews.
  - Conducting a closeout interview with the trainee and evaluator and assuring that documentation is proper and complete.

## Competency 1: Assume position responsibilities

*Description: Successfully assume role of Finance/Administration Section Chief and initiate position activities at the appropriate time according to the following behaviors.*

### Behavior 1: Ensure readiness for assignment.

TASK	CODE	EVALUATION RECORD #	EVALUATOR
<p>1. Obtain and assemble information and materials needed for kit. Kit will be assembled and prepared prior to receiving an assignment. Kit will contain essential items needed for the assignment and items needed for functioning. Kit will be easily transportable and within agency weight limitation. The basic information and materials needed <b>may include</b>, but is not limited to, any of the following:</p> <p><b>Reference Material</b></p> <ul style="list-style-type: none"> <li>• References appropriate for the incident type and agencies involved.</li> <li>• PMS 410-1, Fireline Handbook.</li> <li>• Field Operations Guide ICS 420-1 Agency specific policies and procedures.</li> <li>• Acceptable Union Agreements</li> <li>• ICS Finance/Administration Section Position Manual, ICS 224.</li> <li>• IMT contact information.</li> </ul> <p><b>Forms</b></p> <ul style="list-style-type: none"> <li>• ICS 213, General Message.</li> <li>• ICS 214, Unit Log.</li> <li>• Minimum supply of forms appropriate to the finance/administration section.</li> <li>• Agency specific forms.</li> </ul> <p><b>Supplies</b></p> <ul style="list-style-type: none"> <li>• Office supplies appropriate to the finance/administration section.</li> </ul>	O		

Code:

O = task can be completed in any situation (classroom, simulation, incident, daily job, etc.)

I = task must be performed on an incident

R = rare event – the evaluation assignment may not provide opportunities to demonstrate performance. The evaluator may be able to determine skills/knowledge through interview or the home office may need to arrange for another assignment or a simulation.

**Behavior 2: Ensure readiness of self and subordinates [crew] for assignment.**

TASK	CODE	EVALUATION RECORD #	EVALUATOR
1. Arrive properly equipped at incident assigned location within acceptable time limits.	I		
2. Check in according to agency guidelines.	I		

**Behavior 3: Ensure availability, qualifications, and capabilities of resources to complete assignment.**

TASK	CODE	EVALUATION RECORD #	EVALUATOR
1. Identify units within the section to be activated and resources required for section operation.	I		
2. Identify work space requirements and determine locations.	I		

**Behavior 4: Gather, update, and apply situational information relevant to the assignment.**

TASK	CODE	EVALUATION RECORD #	EVALUATOR
1. Obtain complete information from dispatch upon activation. <ul style="list-style-type: none"> <li>• Incident name.</li> <li>• Incident order number.</li> <li>• Request number.</li> <li>• Reporting location.</li> <li>• Reporting time.</li> <li>• Transportation arrangements/travel routes.</li> <li>• Contact procedures during travel (telephone/radio).</li> </ul>	I		
2. Gather information necessary to assess incident assignment and determine immediate needs and actions. <ul style="list-style-type: none"> <li>• Incident Commander's name and agency address.</li> <li>• Type of incident.</li> <li>• Current resource commitments.</li> <li>• Current situation.</li> <li>• Expected duration of assignment.</li> <li>• Terrain.</li> <li>• Weather.</li> </ul>	I		

## Code:

O = task can be completed in any situation (classroom, simulation, incident, daily job, etc.)

I = task must be performed on an incident

R = rare event – the evaluation assignment may not provide opportunities to demonstrate performance. The evaluator may be able to determine skills/knowledge through interview or the home office may need to arrange for another assignment or a simulation.

TASK	CODE	EVALUATION RECORD #	EVALUATOR
<p>3. Attend Agency Administrator or outgoing Incident Commander briefing. Obtain available incident information and incident agency guidelines and policies:</p> <ul style="list-style-type: none"> <li>• Obtain a copy of Delegation of Authority as necessary.</li> <li>• Obtain names, contact numbers, and positions/functions of cooperating/assisting agencies.</li> <li>• Complete checklist for takeover of large incidents.</li> </ul>	I		
<p>4. Obtain briefing from Incident Commander. May be one-on-one or in an Incident Management Team (IMT) meeting.</p> <ul style="list-style-type: none"> <li>• Receive Incident Commander's priorities, goals and objectives for the IMT and management of the incident.</li> <li>• Obtain initial instructions concerning Finance/Administration Section priorities.</li> <li>• Receive expected timeframes for briefings, planning meetings, and team meetings.</li> </ul>	I		
<p>5. Collect information from outgoing Finance/Administration Section Chief, outgoing Incident Commander or other personnel responsible for incident prior to your arrival.</p> <ul style="list-style-type: none"> <li>• Obtain status of incident and assigned resources.</li> <li>• Obtain status of existing Finance/Administration Section.</li> <li>• Order necessary personnel and equipment.</li> </ul>	I		

**Behavior 5: Establish effective relationships with relevant personnel.**

TASK	CODE	EVALUATION RECORD #	EVALUATOR
<p>1. Establish and maintain positive interpersonal and interagency working relationships.</p> <ul style="list-style-type: none"> <li>• Local agencies.</li> <li>• Hosting unit.</li> <li>• Public.</li> <li>• Division/Group Supervisors.</li> <li>• Command and General Staff.</li> </ul>	I		

Code:

O = task can be completed in any situation (classroom, simulation, incident, daily job, etc.)

I = task must be performed on an incident

R = rare event – the evaluation assignment may not provide opportunities to demonstrate performance. The evaluator may be able to determine skills/knowledge through interview or the home office may need to arrange for another assignment or a simulation.

TASK	CODE	EVALUATION RECORD #	EVALUATOR
2. Create a work environment that provides mutual respect and equal opportunity for all personnel assigned to the incident.	I		

**Behavior 6: Establish organization structure, reporting procedures, and chain of command of assigned resources.**

TASK	CODE	EVALUATION RECORD #	EVALUATOR
1. Plan and activate section. <ul style="list-style-type: none"> <li>Identify units within the section to be activated and resources required for section operation.</li> <li>Identify work space requirements and determine locations.</li> <li>Brief unit leaders including summary of incident, current activity, and anticipated section activity for individual unit planning.</li> <li>Provide initial operating instructions to section personnel, including safety and security concerns and expectations.</li> </ul>	I		

**Behavior 7: Understand and comply with ICS concepts and principles.**

TASK	CODE	EVALUATION RECORD #	EVALUATOR
1. Maintain appropriate span of control.	I		
2. Demonstrate knowledge of ICS structure, principles, positions, and ICS forms.	I		
3. Understand scope, roles, responsibilities, jurisdiction, and authority of responder agencies.	I		
4. Assure execution of appropriate administrative requirements (to include documentation, ICS forms, personnel and equipment time records, performance ratings).	I		

Code:

O = task can be completed in any situation (classroom, simulation, incident, daily job, etc.)

I = task must be performed on an incident

R = rare event – the evaluation assignment may not provide opportunities to demonstrate performance. The evaluator may be able to determine skills/knowledge through interview or the home office may need to arrange for another assignment or a simulation.

**Competency 2: Lead assigned personnel**

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

**Behavior 1: Model leadership principles of Duty, Respect and Integrity.**

TASK	CODE	EVALUATION RECORD #	EVALUATOR
1. Exhibit principles of duty. <ul style="list-style-type: none"> <li>Be proficient in your job, both technically and as a leader.</li> <li>Make sound and timely decisions.</li> <li>Ensure that tasks are understood, supervised and accomplished.</li> <li>Develop your subordinates for the future.</li> </ul>	I		
2. Exhibit principles of respect. <ul style="list-style-type: none"> <li>Know your subordinates and look out for their well-being.</li> <li>Keep your subordinates informed.</li> <li>Build the team.</li> <li>Employ your subordinates in accordance with their capabilities.</li> </ul>	I		
3. Exhibit principles of integrity. <ul style="list-style-type: none"> <li>Know yourself and seek improvement.</li> <li>Seek responsibility and accept responsibility for your actions.</li> <li>Set the example.</li> </ul>	I		

**Behavior 2: Ensure the safety, welfare, and accountability of assigned personnel.**

TASK	CODE	EVALUATION RECORD #	EVALUATOR
1. Recognize potentially hazardous situations.	I		
2. Inform subordinates of hazards.	I		
3. Control positions and function of resources.	I		
4. Ensure that special precautions are taken when extraordinary hazards exist.	I		
5. Ensure adequate rest is provided to all unit personnel.	I		

**Code:**

O = task can be completed in any situation (classroom, simulation, incident, daily job, etc.)

I = task must be performed on an incident

R = rare event – the evaluation assignment may not provide opportunities to demonstrate performance. The evaluator may be able to determine skills/knowledge through interview or the home office may need to arrange for another assignment or a simulation.

**Behavior 3: Establish work assignments and performance expectations, monitor performance, and provide feedback.**

	TASK	CODE	EVALUATION RECORD #	EVALUATOR
	1. Provide initial operating instructions to section personnel.	O		

Code:

- O = task can be completed in any situation (classroom, simulation, incident, daily job, etc.)
- I = task must be performed on an incident
- R = rare event – the evaluation assignment may not provide opportunities to demonstrate performance. The evaluator may be able to determine skills/knowledge through interview or the home office may need to arrange for another assignment or a simulation.

<p>2. Perform the duties of a Time Unit Leader according to the most current version of the Field Operations Guide (ICS 420-1).</p> <ul style="list-style-type: none"> <li>• Ensure proper equipment and personnel time recording.</li> <li>• Manage commissary operations (if needed).</li> </ul>	I		
<p>3. Perform the duties of a Procurement Unit Leader according to the most current version of the Field Operations Guide (ICS 420-1).</p> <ul style="list-style-type: none"> <li>• Administer all financial matters pertaining to vendor contracts, leases, and fiscal agreements.</li> </ul>	I		
<p>4. Perform the duties of a Compensation and Claims Unit Leader according to the most current version of the Field Operations Guide (ICS 420-1).</p> <ul style="list-style-type: none"> <li>• Manage administrative matters pertaining to compensation for injury and other claims-related activities (other than injury) for an incident.</li> </ul>	I		
<p>5. Perform the duties of a Cost Unit Leader according to the most current version of the Field Operations Guide (ICS 420-1).</p> <ul style="list-style-type: none"> <li>• Collect all cost data.</li> <li>• Perform cost effectiveness analyses.</li> <li>• Provide cost estimates and cost saving recommendations for the incident.</li> </ul>	I		
<p>6. Establish, monitor, and adjust performance expectations of subordinates.</p>	I		
<p>7. Communicate deficiencies immediately and take corrective action.</p>	I		
<p>8. Reinforce acceptable performance.</p>	I		

Code:

- O = task can be completed in any situation (classroom, simulation, incident, daily job, etc.)
- I = task must be performed on an incident
- R = rare event – the evaluation assignment may not provide opportunities to demonstrate performance. The evaluator may be able to determine skills/knowledge through interview or the home office may need to arrange for another assignment or a simulation.

TASK	CODE	EVALUATION RECORD #	EVALUATOR
9. Identify training needs and provide opportunities for training.	I		
10. Ensure that performance ratings are completed as required by the incident or agency policy.	I		

**Behavior 4: Emphasize teamwork.**

TASK	CODE	EVALUATION RECORD #	EVALUATOR
1. Ensure interaction occurs among finance/administration units.	I		

**Behavior 5: Coordinate interdependent activities.**

TASK	CODE	EVALUATION RECORD #	EVALUATOR
1. Interact and coordinate with all command and general staff. Receive and provide current information. <ul style="list-style-type: none"> <li>• Claims and potential claims.</li> <li>• Injury information.</li> <li>• Work/rest guidelines.</li> <li>• Pay issues.</li> <li>• Commissary.</li> <li>• Procurement.</li> </ul>	O		
2. Coordinate with subordinates and provide Planning Section Chief a list of excess personnel and other resources.	O		

Code:

- O = task can be completed in any situation (classroom, simulation, incident, daily job, etc.)
- I = task must be performed on an incident
- R = rare event – the evaluation assignment may not provide opportunities to demonstrate performance. The evaluator may be able to determine skills/knowledge through interview or the home office may need to arrange for another assignment or a simulation.

### Competency 3: 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*

#### Behavior 1: Ensure all relevant information is exchanged during check-in, briefings and debriefings.

TASK	CODE	EVALUATION RECORD #	EVALUATOR
1. Attend Agency Administrator or outgoing Incident Commander briefing. Obtain available incident information and incident agency guidelines and policies: <ul style="list-style-type: none"> <li>• Obtain a copy of the Delegation of Authority if required.</li> <li>• Obtain names, contact numbers, and positions/functions of cooperating/assisting agencies.</li> <li>• Complete checklist for takeover of large incidents.</li> </ul>	I		
2. Obtain briefing from Incident Commander. May be one-on-one or in an Incident Management Team (IMT) meeting. <ul style="list-style-type: none"> <li>• Receive Incident Commander's priorities, goals and objectives for the IMT and management of the incident.</li> <li>• Obtain initial instructions concerning Finance/Administration Section priorities.</li> <li>• Receive expected timeframes for briefings, planning meetings, and team meetings.</li> </ul>	I		
3. Brief unit leaders on current and anticipated activity.	O		
4. Provide daily or operational period briefings to section personnel.	O		
5. Participate in the operational period briefing, emphasizing the needs of the Finance/Administration Section.	O		
6. Update Incident Commander on current accomplishments and/or problems.	O		
7. Brief staff on demobilization responsibilities.	I		
8. Participate in IMT debriefing with the Agency Administrator.	I		

Code:

O = task can be completed in any situation (classroom, simulation, incident, daily job, etc.)

I = task must be performed on an incident

R = rare event – the evaluation assignment may not provide opportunities to demonstrate performance. The evaluator may be able to determine skills/knowledge through interview or the home office may need to arrange for another assignment or a simulation.

TASK	CODE	EVALUATION RECORD #	EVALUATOR
9. Participate in the closeout session with agency administrative staff.	I		
10. Brief replacement if necessary.	I		
11. Participate in after-incident review per agency policy.	I		

**Behavior 2: Ensure documentation is complete and disposition is appropriate.**

TASK	CODE	EVALUATION RECORD #	EVALUATOR
1. Ensure reports and forms are complete, accurate and timely. Check periodically.	I		
2. Maintain Unit Log, ICS 214.	I		
3. Ensure all financial documents are completed and submitted in a timely manner. <ul style="list-style-type: none"> <li>• Pay documents.</li> <li>• Injury reports.</li> <li>• Procurement documents.</li> <li>• Property damage reports.</li> <li>• Commissary accountability.</li> <li>• Claim documents.</li> </ul>	I		
4. Consolidate incident finance package.	I		
5. Transfer incident finance package to responsible agency or person.	I		

**Behavior 3: Gather, produce and distribute information as required by established guidelines and ensure understanding by recipient.**

TASK	CODE	EVALUATION RECORD #	EVALUATOR
1. Evaluate and share pertinent information for the section with IMT members which may affect incident management. <ul style="list-style-type: none"> <li>• Potential and existing problems, especially in areas of injury compensation, pay, claims, and procurement.</li> </ul>	I		
2. Provide financial summary information on current incident operations.	I		

Code:

O = task can be completed in any situation (classroom, simulation, incident, daily job, etc.)

I = task must be performed on an incident

R = rare event – the evaluation assignment may not provide opportunities to demonstrate performance. The evaluator may be able to determine skills/knowledge through interview or the home office may need to arrange for another assignment or a simulation.

**Behavior 4: Communicate and assure understanding of work expectations within the chain of command and across functional areas.**

TASK	CODE	EVALUATION RECORD #	EVALUATOR
1. Evaluate and share with incident management team members, all information for your section and what is anticipated for incident operations based on expected duration, size, type of incident, potential values to be protected, and jurisdictional involvement.	I		

**Behavior 5: Develop and implement plans and gain concurrence of affected agencies and the public.**

TASK	CODE	EVALUATION RECORD #	EVALUATOR
1. Develop and implement a section operating plan. Consider the following: <ul style="list-style-type: none"> <li>• Size and complexity of incident.</li> <li>• Incident agency policies and procedures.</li> <li>• Section timeframes and schedules.</li> <li>• Job performance expectations.</li> <li>• Incident finance package requirements.</li> </ul>	I		
2. Participate in preparation and review of IAP. <ul style="list-style-type: none"> <li>• Provide cost analysis data on incident operations.</li> <li>• Advise on current capabilities and limitations.</li> <li>• Determine additional resources needed.</li> <li>• Discuss long range plans and identify potential or future requirements.</li> </ul>	I		
3. Assist in development and approval of Incident Demobilization Plan. <ul style="list-style-type: none"> <li>• Provide input to Demobilization Plan.</li> <li>• Lead times.</li> <li>• Payment team needs.</li> <li>• Commissary cut-off.</li> <li>• Identify high-cost resources.</li> <li>• Equipment release considerations.</li> <li>• Coordinate with local agency concerning functional demobilization procedures.</li> </ul>	I		

## Code:

O = task can be completed in any situation (classroom, simulation, incident, daily job, etc.)

I = task must be performed on an incident

R = rare event – the evaluation assignment may not provide opportunities to demonstrate performance. The evaluator may be able to determine skills/knowledge through interview or the home office may need to arrange for another assignment or a simulation.

**Competency 4: 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.*

**Behavior 1: Administer and/or apply agency policy, contracts and agreements.**

TASK	CODE	EVALUATION RECORD #	EVALUATOR
1. Review contracts, memoranda of understanding and cooperative agreements to ascertain their impact and application.	I		

**Behavior 2: Gather, analyze, and validate information pertinent to the incident or event and make recommendations for setting priorities.**

TASK	CODE	EVALUATION RECORD #	EVALUATOR
1. Monitor section activities against Incident Action Plan (IAP) and adjust priorities accordingly.	I		

**Behavior 3: Make appropriate decisions based on analysis of gathered information.**

TASK	CODE	EVALUATION RECORD #	EVALUATOR
1. Personally review finance data to ensure spending within limits and contractual obligations are being met.	I		
2. Periodically evaluate section resource status and needs to determine if resource assignments are appropriate. <ul style="list-style-type: none"> <li>• Determine kind and number of resources required to complete work.</li> <li>• Assign resources as appropriate.</li> </ul>	I		

**Behavior 4: Utilize information to produce outputs.**

TASK	CODE	EVALUATION RECORD #	EVALUATOR
1. Ensure preparation of timely financial and administrative reports to enable IC to respond appropriately.	I		

## Code:

O = task can be completed in any situation (classroom, simulation, incident, daily job, etc.)

I = task must be performed on an incident

R = rare event – the evaluation assignment may not provide opportunities to demonstrate performance. The evaluator may be able to determine skills/knowledge through interview or the home office may need to arrange for another assignment or a simulation.

**Behavior 5: Take appropriate action based on assessed risks.**

TASK	CODE	EVALUATION RECORD #	EVALUATOR
1. Ensure completion of cost analysis data on alternative control operations as required.	I		

**Behavior 6: Modify approach based on evaluation of incident situation.**

TASK	CODE	EVALUATION RECORD #	EVALUATOR
1. Monitor section activities against Incident Action Plan (IAP) and adjust priorities accordingly.	I		

**Behavior 7: Plan for demobilization and ensure demobilization procedures are followed.**

TASK	CODE	EVALUATION RECORD #	EVALUATOR
1. Consider demobilization needs throughout the incident. <ul style="list-style-type: none"> <li>• Reassign personnel within section as appropriate.</li> </ul>	I		
2. Implement Demobilization Plan. <ul style="list-style-type: none"> <li>• Brief staff on demobilization responsibilities.</li> <li>• Identify excess section resources. Coordinate with subordinates and provide Planning Section Chief a list of excess personnel and other resources.</li> <li>• Ensure all financial documents are completed and submitted in a timely manner.                             <ul style="list-style-type: none"> <li>- Pay documents.</li> <li>- Injury reports.</li> <li>- Procurement documents.</li> <li>- Property damage reports.</li> <li>- Commissary accountability.</li> <li>- Claim documents.</li> </ul> </li> <li>• Consolidate incident finance package.</li> <li>• Ensure incident and agency demobilization procedures are followed.</li> </ul>	I		
3. Transfer incident finance package to responsible agency or person.	I		

Code:

- O = task can be completed in any situation (classroom, simulation, incident, daily job, etc.)
- I = task must be performed on an incident
- R = rare event – the evaluation assignment may not provide opportunities to demonstrate performance. The evaluator may be able to determine skills/knowledge through interview or the home office may need to arrange for another assignment or a simulation.

**Behavior 8: Transfer position duties while ensuring continuity of authority and knowledge and taking into account the increasing or decreasing incident complexity.**

TASK	CODE	EVALUATION RECORD #	EVALUATOR
1. Assist in development, approval and implementation of transfer of command when incident escalates/deescalates.	I		
2. Monitor and document progress towards incident objectives and prepare for transition.	I		
3. Determine with replacement time of transfer.	I		
4. Communicate transfer of command to operations and command staff.	O		
5. If necessary, coordinate with agencies about transfer of command back to local jurisdiction.	I		

---

Code:

- O = task can be completed in any situation (classroom, simulation, incident, daily job, etc.)
- I = task must be performed on an incident
- R = rare event – the evaluation assignment may not provide opportunities to demonstrate performance. The evaluator may be able to determine skills/knowledge through interview or the home office may need to arrange for another assignment or a simulation.

## INSTRUCTIONS FOR COMPLETING THE 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 next to the evaluator's name in the upper left corner of the evaluation record identifies a particular incident or group of incidents. This number should be placed in the column labeled "Evaluation Record #" on the PTB for each task performed satisfactorily. This number will enable reviewers of the completed PTB to ascertain the qualifications of the different evaluators prior to making the appropriate sign-off on the PTB.

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

**Incident Kind:** Enter kind of incident; e.g., Hazmat, wildland fire, structural fire, search and rescue, flood, tornado, 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 wildfires in similar fuel types.

**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 PTB.

**Evaluator's relevant certification:** 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's home unit address & phone:				
Name and Location of Incident or Situation <i>(agency &amp; area)</i>	Incident Kind <i>(Hazmat, tornado, flood,                  structural fire, wildfire,                  search &amp; rescue, etc.)</i>	Number & Type of Resources Pertinent to Trainee's Position	Duration <i>(inclusive dates                  in trainee status)</i>	
			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 agency certification or rating: _____				

#2	Evaluator's name: Incident/office title & agency:			
Evaluator's home unit address & phone:				
Name and Location of Incident or Situation <i>(agency &amp; area)</i>	Incident Kind <i>(Hazmat, tornado, flood,                  structural fire, wildfire,                  search &amp; rescue, etc.)</i>	Number & Type of Resources Pertinent to Trainee's Position	Duration <i>(inclusive dates                  in trainee status)</i>	
			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 agency certification or rating: _____				

## Evaluation Record

(Continuation Sheet)

\_\_\_\_\_  
 TRAINEE NAME

\_\_\_\_\_  
 TRAINEE POSITION

<b>#3</b>	Evaluator's name: Incident/office title & agency:			
Evaluator's home unit address & phone:				
Name and Location of Incident or Situation <i>(agency &amp; area)</i>	Incident Kind <i>(Hazmat, tornado, flood,                  structural fire, wildfire,                  search &amp; rescue, etc.)</i>	Number & Type of Resources Pertinent to Trainee's Position	Duration <i>(inclusive dates                  in trainee status)</i>	
			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 agency certification or rating: _____				

<b>#4</b>	Evaluator's name: Incident/office title & agency:			
Evaluator's home unit address & phone:				
Name and Location of Incident or Situation <i>(agency &amp; area)</i>	Incident Kind <i>(Hazmat, tornado, flood,                  structural fire, wildfire,                  search &amp; rescue, etc.)</i>	Number & Type of Resources Pertinent to Trainee's Position	Duration <i>(inclusive dates                  in trainee status)</i>	
			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 agency certification or rating: _____				

