

A Publication of the  
National Wildfire  
Coordinating Group  
Sponsored by  
United States  
Department of Agriculture  
United States  
Department of the Interior  
National Association of  
State Foresters

**NATIONAL INTERAGENCY  
PRESCRIBED FIRE SYSTEM  
TASK BOOK FOR THE POSITION OF  
PRESCRIBED FIRE IGNITION SPECIALIST  
(RXI2) and (RXI1)  
(PRESCRIBED FIRE ASSIGNMENT REQUIRED)**



**PMS 311-75**

**February 1995**

**NFES 2486**

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

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

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

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**FINAL EVALUATOR'S VERIFICATION**

If verify that all tasks have been performed and are complete with signatures. I also verify that

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

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**EVALUATOR'S SIGNATURE AND DATE**

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

**AGENCY CERTIFICATION:**

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I certify that \_\_\_\_\_

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

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**CERTIFYING OFFICIAL'S SIGNATURE AND DATE**

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

## **NATIONAL WILDFIRE COORDINATING GROUP POSITION TASK BOOK**

Position Task Books (PTB) have been developed for designated positions within the National Interagency Prescribed Fire System. 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 a qualified evaluator, will result in a recommendation to the agency that the trainee be certified in that position.

Evaluation and confirmation of the individual's performance of all the tasks may involve more than one evaluator and can occur on incidents, in classroom simulation, and in other work situations. Designated PTBs require completion of an evaluation assignment during which the majority of required tasks are demonstrated on a single incident. Some positions require specific tasks be performed in a prescribed fire field simulation or as part of a prescribed burn -- performance of these tasks on other types of incidents are NOT qualifying. It is important that performance be critically evaluated and accurately recorded by each evaluator. All tasks must be evaluated. All bullet statements within a task which require an action (contain an action verb) must be demonstrated before that task can be signed off. Where the code of "Rx/W" is allowed, the evaluator must indicate which applies.

For positions which have two complexity levels, separate task books must be completed for each level of position. Tasks that are to be completed only for the higher level are identified.

### **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 Wildland Fire Qualification System Guide (310-1).
  - 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 evaluation assignments and/or making the trainee available for evaluation assignments.
  - Providing a qualified evaluator for local assignments.
  - Tracking progress of the trainee.
  - Confirming PTB completion.
  - Determining certification per local policy.
  - Issuing proof of certification.
2. The **individual** is responsible for:
  - Reviewing and understanding instructions in the PTB.
  - Identifying desired objectives/goals for a training or evaluation assignment.
  - 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 and proficient in the position being evaluated.
  - Meeting with the trainee and determining past experience, current qualifications, and desired objectives/goals of the assignment.
  - 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 an evaluation period.
  - Accurately evaluating and recording performance. 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 on the front cover of the PTB when all tasks have been initialed.
4. The **training specialist** is responsible for:
- Identifying incident training opportunities.
  - Identifying and assigning a qualified evaluator that can provide a positive experience for the trainee, and make an accurate and honest appraisal of the trainee's performance.
  - Providing PTBs to approved trainees on the incident when local agency was unable to provide them.
  - Documenting the assignment.
  - Conducting progress reviews.
  - Conducting a close-out interview with the trainee and evaluator and assuring that documentation is proper and complete.

## QUALIFICATION RECORD

POSITION: PRESCRIBED FIRE IGNITION SPECIALIST (RXI2) and (RXI1)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR Initial & Date upon completion of task
<p><b><u>GENERAL</u></b></p> <p>1. Review agency procedures, policies and regulations for prescribed fire as related to position through conversations with supervisor, and/or through reading of appropriate agency manuals and handbooks. Identify the relationship of the Prescribed Fire Ignition Specialist with other prescribed fire positions.</p>	O		
<p>2. Review the burn plan prior to implementation.</p> <ul style="list-style-type: none"> <li>• Recon burn unit/area of assigned responsibility.</li> <li>• Review the kind, number, and placement of equipment and personnel.</li> <li>• Review the availability of scheduled resources.</li> <li>• Identify additional staffing needs and request additional personnel, as necessary.</li> <li>• Review and refine the ignition plan in light of expected fire behavior with consideration for appropriate resource needs.</li> <li>• Set priorities.</li> <li>• Combine different resources to effectively meet objectives.</li> <li>• Conduct documented (formal or informal) hazard analysis in multiple resource type situations.</li> <li>• Communicate concerns to supervisor.</li> </ul>	Rx		

\*Code: O = task can be completed in any situation (classroom, simulation, daily job, etc.)  
I = task must be performed on an incident (flood, fire, search & rescue, etc.)  
Rx = task must be performed on a prescribed fire  
RX/W = task may be reformed on a prescribed fire or wildfire, but not on any other type of situation.  
/R = Rare event--the evaluation assignment may not provide opportunities to demonstrate performance. The evaluator be able to determine skills/knowledge through interview or the home office may need to arrange for another assignment or a simulation.

QUALIFICATION RECORD  
Continuation Sheet

POSITION: PRESCRIBED FIRE IGNITION SPECIALIST (RXI2) and (RXI1)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR Initial & Date upon completion of task
<p>3. Establish and maintain positive interpersonal and interagency working relationships.</p> <ul style="list-style-type: none"> <li>• Demonstrate communication skills as they relate to supervision.</li> <li>• Articulate performance requirements to subordinates.</li> <li>• Complete administrative documentation such as crew time reports, safety inspections, injury forms, shift records.</li> <li>• Evaluate on-the-job performance of subordinates and provide corrective measures.</li> <li>• Develop subordinates through training and coaching.</li> <li>• Brief subordinates on operational procedures, objectives, and hazards.</li> <li>• Identify additional staffing needs.</li> </ul>	Rx/W		

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# QUALIFICATION RECORD

## Continuation Sheet

POSITION: PRESCRIBED FIRE IGNITION SPECIALIST (RXI2) and (RXI1)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR Initial & Date upon completion of task
<p>4. <b><u>PRESCRIBED FIRE OPERATIONS</u></b></p> <p>Conduct operations in a safe manner according to the Standard Fire Orders, Watch Out Situations, LCES principles, and agency specific policies and standards.</p> <ul style="list-style-type: none"> <li>• Spot check tactical operations to ensure compliance with safety guidelines.</li> <li>• When used, inspect mechanical equipment for safety items.</li> <li>• Recognize personnel fatigue symptoms and take corrective actions such as rotating duties, adjusting rest periods.</li> </ul>	Rx/W		

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QUALIFICATION RECORD  
Continuation Sheet

POSITION: PRESCRIBED FIRE IGNITION SPECIALIST (RXI2) and (RXI1)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR Initial & Date upon completion of task
<p>5. Remain in communication with crew members, your supervisor and adjoining forces.</p> <ul style="list-style-type: none"> <li>• Advise burn boss of ignition process, conditions affecting fire behavior, equipment problems, safety of assigned personnel.</li> <li>• As needed, request assistance from burn boss or other personnel to meet ignition objectives.</li> <li>• Advise crew members of potential or impending safety hazards. Inform of appropriate mitigation actions such as posting of look-outs, and identification of safety zones and escape routes.</li> <li>• Communicate effectively.</li> <li>• Describe common barriers to communication, such as language, speed of delivery, improper briefing techniques, and stress.</li> </ul>	Rx/W		

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# QUALIFICATION RECORD

## Continuation Sheet

POSITION: PRESCRIBED FIRE IGNITION SPECIALIST (RXI2) and (RXI1)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR Initial & Date upon completion of task
<p>6. Ignite fuel according to ignition plan.</p> <ul style="list-style-type: none"> <li>• Direct and instruct personnel in lighting procedures.</li> <li>• Coordinate with the holding function and other site supervisors regarding firing operations.</li> <li>• Provide for safety of assigned personnel.</li> <li>• Evaluate fire behavior and ongoing ignition for their impacts on control and desired fire effects. Make needed adjustments.</li> <li>• Predict rates of spread and look for developing extreme fire behavior.</li> <li>• Complete test firing according to plan.</li> <li>• Recognize and respond to fire behavior/ weather changes on-site.</li> <li>• Change or adjust the firing plan to meet the dynamics of the situation.</li> <li>• If applicable, describe capabilities and limitations of aircraft specified in the burn plan as they pertain to planned ignition actions.</li> <li>• Maintain accountability for assigned ignition equipment, its inspection, and return.</li> <li>• Coordinate activities with the appropriate level of fire behavior monitor/ specialist/ analyst and with the holding function.</li> </ul>	Rx		
<p>7. <b>(FOR RXI1 ONLY)</b> Perform task 6, above given multiple objectives and multiple simultaneous ignition techniques.</p>	Rx		

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RX/W = task may be reformed on a prescribed fire or wildfire, but not on any other type of situation.  
/R = Rare event--the evaluation assignment may not provide opportunities to demonstrate performance. The evaluator be able to determine skills/knowledge through interview or the home office may need to arrange for another assignment or a simulation.

QUALIFICATION RECORD  
Continuation Sheet

POSITION: PRESCRIBED FIRE IGNITION SPECIALIST (RXI2) and (RXI1)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR Initial & Date upon completion of task
8. Evaluate success of ignition activities based on ignition plan and submit results to burn boss.	Rx		

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I = task must be performed on an incident (flood, fire, search & rescue, etc.)  
Rx = task must be performed on a prescribed fire  
RX/W = task may be reformed on a prescribed fire or wildfire, but not on any other type of situation.  
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## INSTRUCTIONS for EVALUATION RECORD

**There are four separate blocks allowing evaluations to be made. These evaluations may be made on incidents, by simulation 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.**

**Circle One (PNF or MI):** Circle the category of prescribed fire, either Prescribed Natural Fire (PNF) or Management Ignited (MI).

**Location:** Identify location of the burn by agency and office.

**Type:** Enter type of prescribed fire (i.e., underburning, slash, stand replacement, etc.)

**Complexity:** Indicate agency determined complexity level (i.e., normal or complex)

**Fuel Group:** Enter one of the four fuel groups under which the individual was evaluated.

- |          |          |           |          |
|----------|----------|-----------|----------|
| 1. Grass | 2. Brush | 3. Forest | 4. Slash |
|----------|----------|-----------|----------|

**Duration:** Enter inclusive dates during which the individual was evaluated. May indicate a span of time covering several small and similar burns if individual has been evaluated on that basis (i.e., several small burns in similar fuel groups).

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

**Start Date/End Date:** Enter dates this record is being completed.

**Evaluator's Recommendations:** Enter recommendations based on evaluation of the individual against the tasks listed for the position. These recommendations will generally fall within one of the following categories:

1. The individual has successfully performed all tasks for the position and should be considered for certification.
2. The individual was not able to complete certain tasks (listed with evaluator's comments) or additional guidance is required.
3. Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation.
4. The individual is severely deficient in the performance of tasks for the position and must complete all training (both mandatory and suggested), prior to further assignment as a trainee.

**Evaluator's Name & Agency:** Please *print* evaluator's name, office location, and phone number for future reference.

**Evaluator's Signature:** By signing this record, the evaluator certifies that recommendations are based on a thorough evaluation of the individual's performance against the tasks listed for the position.

## Evaluation Record

### TRAINEE NAME TRAINEE POSITION

Circle one:	Burn Location	Burn Type	Complexity	Fuel Group	Duration	Number & Types of Resources	Start Date End Date
<b>PNF MI</b>							

The tasks initialed and dated by me have been performed under my supervision and 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 must complete all training (both mandatory and suggested) prior to further assignment as a trainee.

Recommendations \_\_\_\_\_

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\_\_\_\_\_  
Name, Agency &  
Phone Number

\_\_\_\_\_  
Evaluator's Printed  
Signature

\_\_\_\_\_  
Evaluator's

Circle one:	Burn Location	Burn Type	Complexity	Fuel Group	Duration	Number & Types of Resources	Start Date End Date
<b>PNF MI</b>							

The tasks initialed and dated by me have been performed under my supervision and 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 must complete all training (both mandatory and suggested) prior to further assignment as a trainee.

Recommendations \_\_\_\_\_

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\_\_\_\_\_  
Name, Agency &  
Phone Number

\_\_\_\_\_  
Evaluator's Printed  
Signature

\_\_\_\_\_  
Evaluator's

# Evaluation Record

## Continuation Sheet

### TRAINEE NAME TRAINEE POSITION

Circle one:	Burn Location	Burn Type	Complexity	Fuel Group	Duration	Number & Types of Resources	Start Date End Date
<b>PNF MI</b>							

The tasks initialed and dated by me have been performed under my supervision and 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 must complete all training (both mandatory and suggested) prior to further assignment as a trainee.

Recommendations \_\_\_\_\_

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\_\_\_\_\_  
Name, Agency &  
Phone Number

\_\_\_\_\_  
Evaluator's Printed  
Signature

\_\_\_\_\_  
Evaluator's

Circle one:	Burn Location	Burn Type	Complexity	Fuel Group	Duration	Number & Types of Resources	Start Date End Date
<b>PNF MI</b>							

The tasks initialed and dated by me have been performed under my supervision and 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 must complete all training (both mandatory and suggested) prior to further assignment as a trainee.

Recommendations \_\_\_\_\_

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\_\_\_\_\_  
Name, Agency &  
Phone Number

\_\_\_\_\_  
Evaluator's Printed  
Signature

\_\_\_\_\_  
Evaluator's