

## **CHAPTER 60**

### **POSITION TASK BOOK ADMINISTRATION**

#### **60 – POSITION TASK BOOKS (PTB)**

NWCG position task books (PTBs) are a key component of the qualification process for specific NWCG positions. The PTB provides an observable, measurable, and standardized means to evaluate and document trainee proficiency. Successful completion of all tasks required for the position, as determined by an evaluator, shall be the basis for recommending certification. Evaluators are encouraged to look at the individual in terms of their competencies and behaviors and not focus solely on whether the trainee can perform each task. Accurate completion of PTBs is important to the position qualification process.

NWCG PTBs are available at: [www.nwcg.gov/publications-taskbooks](http://www.nwcg.gov/publications-taskbooks)

Agency-specific PTBs are available at: [www.nwcg.gov/publications/agency-taskbooks](http://www.nwcg.gov/publications/agency-taskbooks)

#### **61- NON-NWCG AGENCY PERSONNEL**

Agency employees can complete the Task Blocks, Evaluation Record, and Verification/Certifications sections of a contractor's employee PTB. Agency employees will not initiate or complete the certification section of the PTB for non-agency employees. Company owners are responsible for initiating and Certification of their employees.

#### **62-ISSUING POSITION TASK BOOKS**

When a new or revised PTB is published, a current Trainee with an initiated PTB and one documented experience should continue to use their current PTB. Individuals with no tasks completed will use the new or revised PTB.

A PTB is valid for three years from the date of initiation. Upon documentation of the first evaluation record, the three-year time limit is reset from that new date. The PTB will expire if it is not completed in three years from the date of initiation or the date of the first evaluation record. If the PTB expires, a new PTB will need to be initiated.

**Updates of Position Task Books are made annually; be sure and reference PMS 310-1 for additional information on task book management. NWSA has elected not to download this reference, since information is available online.**