

# Bitterroot National Forest

## POSITION TASK BOOK REQUEST FORM

Employee: \_\_\_\_\_

Unit: \_\_\_\_\_

Task Book being requested: \_\_\_\_\_ (Only one task book per form)

*I have reviewed the employee's qualifications and training record to ensure that all prerequisites have been met for the position above. It is understood that, by requesting a PTB for an employee, the employee and their supervisor are confident that the employee is fully competent to perform in that position.*

Unit FMO/Training Representative/Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_

*This portion of the form must be returned to the forest training coordinator. The form may be submitted electronically by the Unit FMO/Training Representative/Supervisor OR hard copy with original signatures.*

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\_\_\_\_\_ GRANTED: Employee meets all experience requirements for this PTB.  
Any training needed prior to certification will be listed below.

\_\_\_\_\_ DENIED: Employee lacks the prerequisite experience for this PTB as noted below.

Missing training: \_\_\_\_\_

Missing experience: \_\_\_\_\_

Other remarks: \_\_\_\_\_

SO Fire Reviewer: \_\_\_\_\_ Date: \_\_\_\_\_

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*Upon approval, a PTB was initiated and entered into IQCS. The PTB and original copy of this form were mailed to:*

District FMO: \_\_\_\_\_

District Training Officer: \_\_\_\_\_

Employee: \_\_\_\_\_

Other: \_\_\_\_\_

*A copy of the PTB cover page and this form were put into the employee's training folder located in the dispatch office.*

Database Administrator: \_\_\_\_\_ Date: \_\_\_\_\_