

POSITION TASK BOOK REQUEST FORM

Name:	Date:	Requested Task Book:
District/Unit:	Home Unit Phone Number:	
Position Prerequisites/Date Attained <i>You must meet all position prerequisites prior to being issued a new Position Task Book; position prerequisites can be found in the Forest Service Fire & Aviation Qualifications Guide or the Federal Wildland Fire Qualifications Supplement.</i>		
Position:	Date Attained:	
Position:	Date Attained:	
Position:	Date Attained:	
Position:	Date Attained:	
Missing Training Requirements <i>Training requirements must be completed prior to FQRC review and certification. Training requirements can be found in the Forest Service Fire & Aviation Qualifications Guide or the Federal Wildland Fire Qualifications Supplement.</i>		
Other Active Task Books <i>You can only have 6 active task books at one time, and no more than 2 in any one functional area (i.e. 2 in operations, logistics, etc.).</i>		
1.	2.	3.
4.	5.	6.

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, that employee and their supervisor are sure that the employee is fully competent to perform in that position.

Unit FMO/AFMO/Program Manager Signature:

Upon approval, a PTB was initiated and entered into IQCS. A copy of the PTB cover page and the original copy of this form were filed in the employee's training folder located at Hamilton Dispatch. If denied, this form was returned to the requestor with the necessary documentation.

Primary Account Manager: