

Checklist For Submitting A Taskbook

- Is all required training complete?
- Has the minimum number of assignments been met per the Redcard guide?
- Have individuals obtained personnel evaluations for *EVERY* assignment?
- Are taskbook and personnel evaluations filled out completely with the position being evaluated and the name of the individual being evaluated?
- Are Evaluator's name(s) and information filled in and legible?
- Is the Fire name and location (state, forest or unit) filled in?
- Is the Date of Assignment and number of Operational Periods complete?
- Has the final evaluator signed inside front cover?
- Has the FMO or AFMO initialed the taskbook?
- Is the District Ranger in concurrence with the IC to sign off an individual? Has the Ranger added his/her initials next to the IC's if they concur?