

## Appendix I Incident Management Team Performance Evaluation

<b>Team IC</b>		<b>Incident Type</b>	
<b>Incident Name</b>		<b>Incident Number</b>	
<b>Assignment Dates</b>		<b>Total Acres</b>	
<b>Host Agency</b>		<b>Evaluation Date</b>	
<b>Administrative Unit</b>		<b>Sub-Unit</b>	
<p>At the conclusion of each incident management team (IMT) assignment, the agency administrator or representative should complete this initial performance evaluation (sections 1-5). This evaluation should be discussed directly with the incident commander (IC). The initial performance evaluation should be delivered by the agency administrator without delay to the incident commander, the state/regional fire management officer, and the chair of the IMT's home Geographic Area Multi-Agency Coordination Group to ensure prompt follow-up to any issues of concern.</p>			
<p><b>Complete the following evaluation narratives and rating for each question</b>                  0 – did not achieve expectations      3 – met expectations      5 – excelled</p>			
<p>1. How well did the team accomplish the objectives described in the Wildland Fire Decision Support System (WFSS) the delegation of authority and the agency administrator briefing?</p>			
Choose one	0	1	2
	3	4	5
<p>(Explain)</p>			
<p>2. How well did the team manage the cost of the incident? Did the team follow agency incident operating guidelines? Were follow-up issues (e.g., invoices, OWCP and vendor issues) identified and documented for the agency administrator?</p>			
Choose one	0	1	2
	3	4	5
<p>(Explain)</p>			

3. How did the team demonstrate sensitivity to resource limits/constraints and environmental concerns?						
Choose one	0	1	2	3	4	5
(Explain)						
4. How well did the team deal with sensitive political and social concerns?						
Choose one	0	1	2	3	4	5
(Explain)						
5. Was the team professional in the manner in which they assumed management of the incident and how they managed the total incident? How did the team handle transition either to another IMT or in returning the incident the hosting agency?						
Choose one	0	1	2	3	4	5
(Explain)						
6. How well did the team anticipate and respond to changing conditions, was the response timely and effective?						
Choose one	0	1	2	3	4	5
(Explain)						
7. How well did the team place the proper emphasis on safety?						
Choose one	0	1	2	3	4	5
(Explain)						

8. Did the team activate and manage the mobilization/demobilization in a timely and cost-effective manner?						
Choose one	0	1	2	3	4	5
(Explain)						
9. How well did the team use local resources, trainees, and closest available forces?						
Choose one	0	1	2	3	4	5
(Explain)						
10. How did the team notify the incident agency regarding triggers for initiating a cost share agreement or wildland fire management annual report and large fire review (FS)/significant wildland fire review (DOI)? How were those recommendations implemented?						
Choose one	0	1	2	3	4	5
(Explain)						
11. Was the IC engaged and in charge of the team and the incident? How well did the IC function and operate as a leader?						
Choose one	0	1	2	3	4	5
(Explain)						

12. How timely was the IC in assuming responsibility for the incident and initiating action?						
Choose one	0	1	2	3	4	5
(Explain)						
13. How did the IC show sincere concern and empathy for the hosting unit and local conditions?						
Choose one	0	1	2	3	4	5
(Explain)						
14. Did the IMT provide an organized financial package (compensations/claims documentation completed, payment documents forwarded, e-ISuite updated, etc.) to the host unit or next IMT prior to demobilization?						
Choose one	0	1	2	3	4	5
(Explain)						
15. Did the IMT follow current NWCG standards for incident records management? Was FireNet or agency email used for official incident correspondence?						
Choose one	0	1	2	3	4	5
(Explain)						
Other comments:						
Agency Administrator or Representative:				Date:		
Incident Commander:				Date:		