

Incident Management Team Performance Evaluation

Team IC		Incident Type	
Incident Name		Incident Number	
Assignment Dates		Total Acres	
Host Agency		Evaluation Date	
Administrative Unit		Sub-Unit	

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. 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.

Complete the following evaluation narratives and rating for each question.

0 – did not achieve expectations 3 – met expectations 5 – excelled

1. How well did the team accomplish the objectives described in the Wildland Fire Decision Support System (WFDSS) the Delegation of Authority, and the Agency Administrator Briefing?

Check one	_____ 0	_____ 1	_____ 2	_____ 3	_____ 4	_____ 5
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(Explain)

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?

Check one	_____ 0	_____ 1	_____ 2	_____ 3	_____ 4	_____ 5
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(Explain)

3. How did the team demonstrate sensitivity to resource limits/constraints and environmental concerns?						
Check one	_____ 0	_____ 1	_____ 2	_____ 3	_____ 4	_____ 5
(Explain)						
4. How well did the team deal with sensitive political and social concerns?						
Check 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?						
Check 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?						
Check one	_____ 0	_____ 1	_____ 2	_____ 3	_____ 4	_____ 5
(Explain)						
7. How well did the team place the proper emphasis on safety?						
Check 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?						
Check one	_____ 0	_____ 1	_____ 2	_____ 3	_____ 4	_____ 5
(Explain)						
9. How well did the team use local resources, trainees, and closest available forces?						
Check 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 Large Fire Cost Review (FS)/Significant Wildland Fire Review (DOI)? How were those recommendations implemented?						
Check 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?						
Check one	_____ 0	_____ 1	_____ 2	_____ 3	_____ 4	_____ 5
(Explain)						

12. How timely was the IC in assuming responsibility for the incident and initiating action?						
Check 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?						
Check one	_____ 0	_____ 1	_____ 2	_____ 3	_____ 4	_____ 5
(Explain)						
14. Did the IMT provide an organized financial package (comps/claims documentation completed, payment documents forwarded, I-suite updated, etc.) to the host unit or next IMT prior to demobilization?						
Check one	_____ 0	_____ 1	_____ 2	_____ 3	_____ 4	_____ 5
(Explain)						
15. Other comments:						
Agency Administrator or Representative:					Date:	
Incident Commander:					Date:	