



NWCG Complex Incident Management (CIM) Field Evaluation Form

This field evaluation form is to be used by Complex Incident Management (CIM) Incident Commanders (ICs) and Command and General Staff (C&G) in the evaluation of responders pursuing CIM qualification. Reference NWCG Memo 22-02, Transition Plan for Complex Incident Management Pilot Phase, <https://www.nwcg.gov/sites/default/files/memos/eb-m-22-002.pdf>.

The CIM Field Evaluation

During the CIM field evaluation, the individual will demonstrate the ability to implement principles and practices essential to successful individual and team performance in the management of a complex incident. Evaluators will use the performance objectives to provide meaningful written feedback for individuals.

Complex Incident Management Field Evaluation Form Guidance

To support consistency and provide additional guidance, the following evaluation process best practices are recommended but not required:

- Candidates are encouraged to seek evaluation by qualified and experienced Complex or Type 1 evaluators.
 - Preferably, evaluators should be from the same functional area as the candidate; Incident Commanders (ICs) will not be the sole evaluator for their team's C&G.
- Assigning a C&G group from one team to an incident with a fully qualified C&G is recommended to capitalize on opportunities for evaluation, mentoring, and experience.
- One evaluation is sufficient unless the candidate does not meet the competencies.
- The length of an evaluation period should be as short as practicable (two to seven days) depending on the proficiency of the candidate.
- Candidates that can be evaluated for complex incident management (CIM) competency using the *NWCG CIM Field Evaluation Form* (Field Evaluation Form) are:
 - Candidates qualified at the Type 2 level that have demonstrated working experience at that level but have not attended *Advanced Incident Management*, S-520, or the *Complex Incident Management Course* (CIMC).
 - Candidates qualified at the Type 3 C&G level that have completed *Command and General Staff*, S-420; *Advanced Leadership for Command and General Staff*, L-481; or *Type 3 All-Hazards Incident Management Team*, O-305, training; and have an open corresponding Complex position task book (PTB), but have not attended S-520 or CIMC.
 - Candidates qualified as a Unit Leader and have completed S-420 or L-481 or O-305 training and have an open corresponding Complex position PTB but have not attended S-520 or CIMC.
- The Incident Commander (IC), in communication with the Agency Administrator, on an incident that presents complexity at the Type 2 level or higher will determine the number of candidates assigned to the incident and positions to be evaluated.
 - The IC should also consider candidates from the priority trainee program that may not currently be assigned/ordered to the incident.

- The IC will contact the appointed Coordinating Group CIM Coordinator (e.g., geographic area training representative (GATR) or other designated geographic area contact) who is the point of contact (POC) to request candidates and evaluators and suggest date/time needed.
- The POC will ensure geographic area coordination occurs and provide candidate and evaluator names to the IC for mobilization purposes.
- Selected candidates will initiate the Field Evaluation Form with approval from the home unit Incident Qualifications and Certification System/Incident Qualification System Certifying Official (CO). The CO will ensure all prerequisites to participate in the evaluation process have been met.
- Candidates will:
 - Actively participate in the evaluation process which may last two to seven days, depending on the circumstances.
 - Work with an Incident Training Specialist, if assigned, to document the training.
 - Provide all documentation to the home unit CO (if no training specialist is assigned to the incident).
- Evaluators will:
 - Be qualified in either a Complex or Type 1 C&G position in the functional area being evaluated.
 - Understand an evaluation period may last two to seven days, depending on the circumstances.
 - Check-in with the IC upon arrival at the incident to discuss candidate needs.
 - Interact with candidate(s) to establish depth of qualification and experience.
 - Observe position performance and interaction with other team members.
 - Provide some coaching/mentoring but be minimally disruptive to the function of the Incident Management Team.
 - Complete the evaluation form(s) on site, closeout with the candidate being evaluated, and work with the Incident Training Specialist, if applicable, to complete any associated record keeping.
 - Close-out with the IC before demobilizing.

Providing Feedback on Participation in the Team Process

- Determining how one participates in an efficient team process is subjective.
- While there is specific criteria language that evaluators can use, each of us has a different view of what it means to display an aptitude for leadership (providing leader's intent, maintaining command/position presence); establishing clear task, purpose, end state; and establishing effective, cohesive two-way communication as part of positive working relationships.
- Appropriate evaluation remarks would be language specific to how the individual met the criteria of the evaluation, with examples provided.

An evaluator can also rely on feedback from other evaluators and subject matter experts to document the results of how well (or not) an individual has participated in a team process and produced effective products and services.

Suggestions for Dialogue with an Individual

- Describe your role/responsibility in the strategic planning process.
- What are some initial concerns or information would you have or be looking for in an initial Agency Administrator briefing?
- How does your position interact with Agency Administrators/Line Officers?

- What are your specific responsibilities to keep Agency Administrators and the IC informed?
- What is your expectation of the IC with leader's intent? What opportunities do you have to give leader's intent?
- Each of you during some portions of the incident has an opportunity to share leader's intent and provide a briefing. How do you get better at command presence and the ability to execute a good briefing?
- Share specific blind spots you as evaluators might have had. What blind spots might they have?
- What does shared risk decision-making mean to you? How do you share risk, or can you share risk?
- What would you see as your role in preparing for and implementing an incident emergency plan or incident within an incident?

NWCG Complex Incident Management (CIM) Field Evaluation Form

Name:

Position:

Incident/Location:

Date:

Performance Objective	Remarks
<p><u>Knowledge of the Job / Professional Competence:</u></p> <p>Acquire, apply, and share technical and administrative knowledge and skills associated with position description.</p> <p>Demonstrate knowledge of the position by performing functional responsibilities that are effective to the team process (tasks, products, services).</p>	
<p><u>Ability to Obtain Performance / Results:</u></p> <p>Quality, timeliness, and impact of work. Demonstrates leadership skills. Ability to motivate and support team members.</p> <p>Participate in an efficient team process that achieves the direction given by the Agency Administrator.</p>	
<p><u>Planning / Preparedness:</u></p> <p>Anticipate future needs, determine goals, identify relevant information, and set and meet priorities and deadlines.</p> <p>Participate in the strategic planning process and analysis. Provide situational awareness. Evaluate and present alternatives and rationale to achieve incident objectives.</p>	
<p><u>Using Resources:</u></p> <p>Manage time, materials, information, and interaction with people (internal and external to incident).</p>	
<p><u>Adaptability / Attitude:</u></p> <p>Maintain a positive attitude and modify work methods and priorities in response to new information, changing conditions and complexities, or unexpected obstacles.</p>	

<p><u>Communication Skills:</u></p> <p>Speak clearly, listen, and understand. Express facts and ideas effectively both verbally and in writing.</p> <p>Demonstrate command presence and provide leader's intent.</p>	
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Final Rating Recommendation

Individual did participate in the team process and successfully meets the objectives of this evaluation for Complex Incident Management.

Individual did not participate in the team process sufficient to meet the objectives of this evaluation for Complex Incident Management.

Evaluator Signature:

Phone Number/Email Address:

Evaluator Name:

Relevant Qualification:

This form is to be provided to the home unit Certifying Official.

Certifying Official Signature: