



FEMA INCIDENT SUPPORT POSITION TASK BOOK

N25 Planning Support Section Chief

POSITION TASK BOOK (PTB) ASSIGNED TO:

Individual's Name, HQ/Region

POSITION TASK BOOK (PTB) INITIATED BY:

Official's Name, Title, HQ/Region

Date PTB Initiated

FEMA has developed Position Task Books (PTBs) based on the FEMA doctrine and the National Incident Support Manual (NISM). The material contained in this book accurately defines the performance expected of the position(s) for which it was developed. This task book is approved for use as a position qualification document in accordance with the instructions contained herein.

INTRODUCTION

Each PTB lists the competencies, behaviors, and tasks required for successful performance in specific positions. Trainees must be observed completing all tasks and show knowledge and competency in their performance during the completion of the PTB.

For PTBs that contain multiple positions, the trainee must be observed completing all tasks in the first section, which contains tasks common to all of the positions within that PTB, and all of the tasks in the section of the PTB which contains tasks specific to the position for which the trainee is attempting to qualify.

Trainees are evaluated during this process by qualified evaluators, and the trainee's performance is documented in the PTB for each task by the evaluator's initials and date of completion. An Evaluation Record will be completed by all evaluators documenting the trainee's progress after each evaluation opportunity.

Successful performance of all tasks, as observed and recorded by an evaluator, is required prior to a recommendation that the trainee be certified as qualified in the position. Evaluation and confirmation of the trainee's performance of all tasks may involve more than one evaluator and can occur during events, such as disasters, emergency declarations, special events, and exercises. It is important that all tasks be critically evaluated and recorded by each evaluator.

ISSUING AUTHORITY

This PTB has been issued by the certifying official. Issuance by the certifying official indicates that the trainee has the required prerequisites for this PTB to be initiated. The issuance section of the PTB (i.e., the official's signature on the cover page) documents the initiation of the PTB and that the trainee meets the required prerequisites. It is the discretion of the certifying official as to whether or not to issue a PTB.

DEFINITIONS

- **Competency:** A general description of the abilities needed to successfully fill a particular role. They encompass the knowledge, skills, and abilities that contribute to an individual being able to fulfill their responsibilities. A competency forms the basis for position specific training, position task books, job aids, and other performance-based documents.
- **Behavior:** A description of actions through which a competency is demonstrated, and can provide a means of assessing whether or not an individual is proficient in that competency.
- **Task:** A specific description of a specific action an individual may perform to be successful in carrying out their position responsibilities. Tasks within the PTB are numbered sequentially; however, the numbering does NOT indicate the order in which the tasks need to be performed or evaluated.

RESPONSIBILITIES

1. Certifying Official is responsible for:

- Identifying trainees based on agency requirements and strategic goals.
- Issuing the Position Task Book and ensuring that the trainee meets all required prerequisites.
- Providing opportunities for evaluation and/or making trainees available for evaluation.
- Explaining to the trainee the purpose and process of the PTB as well as the trainee's responsibilities.
- Tracking progress of the trainee.
- Confirming PTB completion.
- Certifying the trainee for those positions falling within their certification authority.
- Recommending certification of the trainee for those positions not falling within their certification authority.

2. The Trainee is responsible for:

- Reviewing instructions in the PTB.
- Providing the evaluator with background information pertinent to the position.
- Satisfactorily completing all tasks within 3 years from the date of the first task being evaluated.
- Provide a copy of the completed PTB to the certifying official for review and initiation of the certification process.
- Retaining the original PTB in personal record.

3. The Evaluator is responsible for:

- Being qualified in the position being evaluated.
- Meeting with the trainee and determining past experience, current qualifications, and desired objectives and goals.
- Reviewing tasks with the trainee.
- Explaining to the trainee the purpose and processes of the PTB, as well as the trainee's responsibilities.
- Accurately evaluating and recording demonstrated performance of tasks; initialing and dating completion of the tasks shall document satisfactory performance.
- Documenting unsatisfactory performance in the Evaluation Record.
- Completing the Evaluation Record.

4. The Final Evaluator is the evaluator of the trainee when the final tasks in the PTB are completed. If only one evaluator signs off on all of the tasks in the PTB, then that individual is also the final evaluator. This individual will ensure that all tasks have been initialed and is responsible for:

- Signing the Final Evaluator's Verification Statement when all tasks have been initialed by an evaluator.

5. A Certifying Authority is the FEMA official who has direct reporting responsibility to the FEMA Administrator and has authority to certify FEMA personnel as qualified in identified positions. He/she is responsible for:

- Certifying on the PTB that the trainee has completed all requirements for the position.
- After certification, return the PTB to the individual for their personal records.

TASKS TO PERFORM

<p>Competency 1: Reflects FEMA Values Consistently demonstrates compassion, fairness, integrity and respect in all actions with both internal and external stakeholders.</p>		
<p>Behavior 1.1: Complies with concepts and principles found in the National Incident Management System (NIMS) and FEMA Doctrine</p>		
Task	Record #	Evaluator Initials
1.1.1 Facilitate and conduct planning activities in accordance with doctrine and authorities by reviewing published guidance and analyzing planning activities for gaps		
Comments:		
<p>Competency 2: Exhibits Leadership Influences, guides, and directs assigned personnel to accomplish objectives and desired outcomes in a rapidly changing, high-risk environment.</p>		
<p>Behavior 2.3: Leads and supports assigned personnel</p>		
Task	Record #	Evaluator Initials
2.3.1 Establish Section assignments based on the objectives for the Section		
Comments:		
2.3.2 Monitor and adjust work assignments within the Section		
Comments:		
2.3.3 Lead the Planning Support Section Staff in the development of all necessary plans to include the National Support Plan, strategic, support, and crisis action plans in support of the objectives established by the C-NRCS		
Comments:		

2.3.4 Initiate development of the National Support Plan by the Current Planning Unit		
Comments:		
2.3.5 Ensure the Senior Leadership Brief/Daily Operations Briefing is reviewed		
Comments:		
2.3.6 Ensure the Joint Field Office has point of contact information for any remaining or emergent issues		
Comments:		
2.3.7 Provide planning requirements for Homeland Security Information Network (HSIN) input to Information Collection Unit		
Comments:		
2.3.8 Lead the planning team in the development of the initial Courses of Action		
Comments:		
2.3.9 Manage crisis action team		
Comments:		
2.3.10 Ensure respective Plans Execution schedules are distributed to the Sections Chiefs for review and implementation		
Comments:		

Behavior 2.5: Creates a collaborative environment across functional areas/external stakeholders		
Task	Record #	Evaluator Initials
2.5.1 Coordinate interdependent activities with appropriate stakeholders to fulfill position responsibilities		
Comments:		
2.5.2 Direct the Current Planning Unit Leader to consult with Incident Management Assistance Team Planning personnel, once activated, regarding their planning support expectations from the NRCS		
Comments:		
Competency 3: Collaborates Effectively Promotes collaboration and works well with others to effectively accomplish the mission.		
Behavior 3.2: Enables cooperative and productive group interactions		
Task	Record #	Evaluator Initials
3.2.1 Ensure that staff integrate and coordinate their activities internally and externally with all levels of involved organizations and agencies		
Comments:		
3.2.2 Meet with other Section Chiefs and Group Supervisors to determine the Operational Tempo for reports and briefings for the shift		
Comments:		

<p>Competency 4: Communicates Effectively Expresses information in written and verbal formats to individuals and groups effectively, taking into account the audience and nature of the information; listens to others, attends to nonverbal cues, and responds appropriately.</p>		
<p>Behavior 4.1: Delivers clear, concise, complete, and correct verbal communication tailored to target audience</p>		
Task	Record #	Evaluator Initials
4.1.1 Represent the Section at NRCS meetings, videoconferences, and teleconferences		
Comments:		
4.1.2 Facilitate the C-RRCS and Section Chiefs' Meetings for each operation period to ensure the National Support Plan is implemented per synchronization and execution schedules per Leadership's intent		
Comments:		
4.1.3 Provide or arrange an initial situation briefing for the Section staff		
Comments:		
<p>Behavior 4.2: Delivers clear, concise, complete, and correct written products tailored to target audience</p>		
Task	Record #	Evaluator Initials
4.2.1 Prepare notes, charts, or handouts as appropriate during daily briefing and meetings		
Comments:		
4.2.2 Review all plans before submission to the C-NRCS for approval		
Comments:		

<p>Competency 5: Fulfills Position Responsibilities Successfully assumes assigned role and fulfills responsibilities at the appropriate time, performing assigned tasks with a high level of competence.</p>		
<p>Behavior 5.1: Complies with policies and procedures</p>		
Task	Record #	Evaluator Initials
5.1.1 Sign timesheets for all staff		
<p>Comments:</p>		
<p>Behavior 5.3: Gathers, organizes, and conveys information</p>		
Task	Record #	Evaluator Initials
5.3.1 Gather input from the Situational Awareness Section Chief for resource requirements, planning requirements and situational awareness requirements to facilitate the development of the National Support Plan		
<p>Comments:</p>		
5.3.2 Obtain situational awareness information for planning purposes by utilizing the initial Essential Elements of Information/Critical Information Requirements, in coordination with the C-NRCS, other Section Chiefs, and the Information Collection Unit Leader		
<p>Comments:</p>		
5.3.3 Review the Homeland Security Information System (HSIN) for any additional information requirements		
<p>Comments:</p>		

Behavior 5.6: Participates in the planning process		
Task	Record #	Evaluator Initials
5.6.1 Anticipate and define potential planning requirements to support the incident by reviewing the Incident Action Plan and Regional Support Plan, and coordinating with Situational Awareness Section based on their analysis to determine additional planning needs		
Comments:		
5.6.2 Facilitate all planning coordination efforts with the NRCS		
Comments:		
5.6.3 Facilitate the development of a plan from the selected Courses of Action		
Comments:		
5.6.4 Facilitate the development of functional plans by convening a core planning team		
Comments:		
5.6.5 Delineate requirements for the Information Collection Plan, to include planning information requirements and collection priorities, in coordination with the Situational Awareness Section Chief		
Comments:		

Behavior 5.7: Manages and tracks resources effectively		
Task	Record #	Evaluator Initials
5.7.1 Ensure organizational structure is adequate to meet incident needs		
Comments:		
5.7.2 Assess the staffing needs of the Section on a regular basis		
Comments:		
5.7.3 Oversee the allocation and reallocation of Planning Support Section resources		
Comments:		
Behavior 5.8: Manages and tracks resources effectively		
Task	Record #	Evaluator Initials
5.8.1 Ensure that approved plans are posted on Homeland Security Information Network (HSIN) by Situational Awareness Section		
Comments:		
Behavior 5.9: Plans for and completes the demobilization/transition process		
Task	Record #	Evaluator Initials
5.9.1 Notify the Section of the NRCC deactivation and the level of remaining activity		
Comments:		

5.9.2 Ensure the effective transition of the Section activities back to the National Watch Center		
Comments:		
5.9.3 Notify the C-NRCS, RRCC, Joint Field Office, National Operations Center and National Watch Center when the Section closes and the cessation of all reporting occurs		
Comments:		
5.9.4 Determine the closeout of taskings for each unit and report the information to the C-NRCS		
Comments:		
5.9.5 Capture after-action information from the team and ensure it is conveyed to the Lessons Learned Advisor		
Comments:		
5.9.6 Ensure a stand-down notice is sent to all the section and agency staffs with archival and documentation activities outlined		
Comments:		
5.9.7 Coordinate with the Current Planning and the Future Planning Unit to determine when stand-down and deactivation of NRCC should likely occur		
Comments:		

INSTRUCTIONS FOR COMPLETING THE EVALUATION RECORD

- There are four separate Evaluation Records available for use, if necessary, each of which correspond to an assignment (see forms that follow).
- It is not necessary for a trainee to complete four assignments; however, four should normally be sufficient for an individual to qualify in a position, but if additional assignments are needed, an Evaluation Record can be copied and attached to the PTB.

Complete These Items at the Start of the Evaluation Period:

- ***Evaluator's Name:*** Evaluator enters name here (Print).
- ***Position title:*** Enter the evaluator's incident support position title.
- ***Evaluator's office address and phone:*** Self-explanatory.
- ***Record Number:*** The Record Number listed in the upper left corner of the Evaluation Record identifies the evaluator of a particular incident. This number should be placed in the column labeled "Record #" in the PTB for each task performed satisfactorily. This number will enable reviewers of the completed PTB to tie the tasks to the evaluator at a specific incident.
- ***Evaluation Assignment:*** Identify the incident/disaster/exercise by name, number, and location or if the evaluation opportunity is steady-state operations.
- ***Disaster Complexity Level (if applicable):*** If the record is for a disaster, enter the Disaster Complexity Level (I, II, or III).

Complete These Items at the End of the Evaluation Period:

- ***Duration:*** Enter inclusive dates during which the trainee was evaluated.
- ***Recommendation:*** Check as appropriate and make comments regarding the future needs for development of this trainee as appropriate.
- ***Date:*** List the date the record is being completed.
- ***Evaluator's initials:*** Initial here to authenticate your recommendations and to allow for comparison with initials in the PTB.
- ***Evaluator's Qualification:*** List your qualification that validates your authority to evaluate and approve successful performance of tasks by the trainee.

Evaluation Record

 TRAINEE NAME

 TRAINEE POSITION

Record #1	Evaluator's name (Print): _____ Position title: _____	
Evaluator's office address & phone: _____		
<u>Evaluation Assignment</u>	<u>Disaster Level (if applicable)</u>	<u>Duration</u> to
The tasks initialed & dated by me have been performed under my supervision in a satisfactory manner by the above-named trainee. I recommend the following for further development of this trainee. _____ The individual has successfully performed all tasks for the position and should be considered for certification. _____ Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation. _____ The individual is deficient in the performance of tasks identified below and needs further training prior to additional assignment(s) as a trainee. Deficiencies noted (List Competency and Task #): _____ Date: _____ Evaluator's initials: _____ Evaluator's qualification: _____		

Record #2	Evaluator's name (Print): _____ Position title: _____	
Evaluator's office address & phone: _____		
<u>Evaluation Assignment</u>	<u>Disaster Level (if applicable)</u>	<u>Duration</u> to
The tasks initialed & dated by me have been performed under my supervision in a satisfactory manner by the above-named trainee. I recommend the following for further development of this trainee. _____ The individual has successfully performed all tasks for the position and should be considered for certification. _____ Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation. _____ The individual is deficient in the performance of tasks identified below and needs further training prior to additional assignment(s) as a trainee. Deficiencies noted (List Competency and Task #): _____ Date: _____ Evaluator's initials: _____ Evaluator's qualification: _____		

Evaluation Record

 TRAINEE NAME

 TRAINEE POSITION

Record #3	Evaluator's name (Print): _____ Position title: _____	
Evaluator's office address & phone: _____		
<u>Evaluation Assignment</u>	<u>Disaster Level (if applicable)</u>	<u>Duration</u> to
The tasks initialed & dated by me have been performed under my supervision in a satisfactory manner by the above-named trainee. I recommend the following for further development of this trainee. _____ The individual has successfully performed all tasks for the position and should be considered for certification. _____ Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation. _____ The individual is deficient in the performance of tasks identified below and needs further training prior to additional assignment(s) as a trainee. Deficiencies noted (List Competency and Task #): _____ Date: _____ Evaluator's initials: _____ Evaluator's qualification: _____		

Record #4	Evaluator's name (Print): _____ Position title: _____	
Evaluator's office address & phone: _____		
<u>Evaluation Assignment</u>	<u>Disaster Level (if applicable)</u>	<u>Duration</u> to
The tasks initialed & dated by me have been performed under my supervision in a satisfactory manner by the above-named trainee. I recommend the following for further development of this trainee. _____ The individual has successfully performed all tasks for the position and should be considered for certification. _____ Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation. _____ The individual is deficient in the performance of tasks identified below and needs further training prior to additional assignment(s) as a trainee. Deficiencies noted (List Competency and Task #): _____ Date: _____ Evaluator's initials: _____ Evaluator's qualification: _____		

FINAL EVALUATOR & CERTIFYING OFFICIAL

Do **NOT** complete this unless you are recommending the trainee for certification

Verification/Certification of Completed Position Task Book for the Position of

Final Evaluator's Verification

I verify that _____ has successfully performed all required tasks as a trainee which are documented with appropriate initials in this PTB and should therefore be considered for certification in this position.

Final Evaluator's Signature and Date

Final Evaluator's Printed Name, Title, HQ/Region, and Phone Number

Agency Certification

I certify that _____ has met all requirements for qualification in this position.

Official's Signature and Date

Official's Printed Name, Title, HQ/Region, and Phone Number



FEMA INCIDENT SUPPORT POSITION TASK BOOK

N26 Planning Unit Leaders

Current Planning Unit Leader

Future Planning Unit Leader

POSITION TASK BOOK (PTB) ASSIGNED TO:

Individual's Name, HQ/Region

POSITION TASK BOOK (PTB) INITIATED BY:

Official's Name, Title, HQ/Region

Date PTB Initiated

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RESPONSIBILITIES

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2. The Trainee is responsible for:

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- Satisfactorily completing all tasks within 3 years from the date of the first task being evaluated.
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- Certifying on the PTB that the trainee has completed all requirements for the position.
- After certification, return the PTB to the individual for their personal records.

TASKS COMMON TO ALL POSITIONS IN THIS POSITION TASK BOOK

TASKS TO PERFORM

Tasks common to all positions in this Position Task Book

<p>Competency 2: Exhibits Leadership Influences, guides, and directs assigned personnel to accomplish objectives and desired outcomes in a rapidly changing, high-risk environment.</p>		
<p>Behavior 2.2: Assesses the situation and adapts one’s understanding based on varying perspectives</p>		
Task	Record #	Evaluator Initials
2.2.1 Recognize that differing perspectives on problems offer opportunities to develop and implement value added solutions		
Comments:		
2.2.2 Accurately compile a common operating picture from multiple sources of data		
Comments:		
<p>Behavior 2.3: Leads and supports assigned personnel</p>		
Task	Record #	Evaluator Initials
2.3.1 Establish work assignments based on operational objectives and capabilities of assigned personnel		
Comments:		

TASKS COMMON TO ALL POSITIONS IN THIS POSITION TASK BOOK

2.3.2 Provide clear direction and ensure assigned personnel understands assignments		
Comments:		
2.3.3 Set clear, measurable, and attainable performance expectations		
Comments:		
2.3.4 Monitor performance and provide feedback		
Comments:		
2.3.5 Ensure assigned personnel understand role in organization		
Comments:		
2.3.6 Foster unity of purpose for the larger mission among assigned personnel		
Comments:		
2.3.7 Build loyalty among assigned personnel by demonstrating respect and commitment		
Comments:		
2.3.8 Provide support and encouragement to assigned personnel seeking to grow in their own leadership capabilities		
Comments:		
2.3.9 Ensure access to necessary training for all assigned personnel		
Comments:		

TASKS COMMON TO ALL POSITIONS IN THIS POSITION TASK BOOK

Behavior 2.5: Creates a collaborative environment across functional areas/external stakeholders		
Task	Record #	Evaluator Initials
2.5.1 Acknowledge and encourage stakeholders in their efforts to build shared solutions		
Comments:		
2.5.2 Assign staff to attend meetings, conference calls, and briefings, as necessary		
Comments:		
2.5.3 Meet with supervisor to receive the leader’s intent		
Comments:		
Competency 3: Collaborates Effectively		
Promotes collaboration and works well with others to effectively accomplish the mission.		
Behavior 3.2: Enables cooperative and productive group interactions		
Task	Record #	Evaluator Initials
3.2.1 Develop standards for acceptable group behaviors and types of communication (e.g., arrive on time, respect diverse points of view, no judging during creative problem-solving)		
Comments:		
3.2.2 Act as a mediator when required		
Comments:		

TASKS COMMON TO ALL POSITIONS IN THIS POSITION TASK BOOK

3.2.3 Confirm with supervisor the Operational Tempo for reports and briefings for the shift		
Comments:		
3.2.4 Facilitate meetings for plan development		
Comments:		
<p>Competency 4: Communicates Effectively Expresses information in written and verbal formats to individuals and groups effectively, taking into account the audience and nature of the information; listens to others, attends to nonverbal cues, and responds appropriately.</p>		
<p>Behavior 4.2: Delivers clear, concise, complete, and correct written products tailored to target audience</p>		
Task	Record #	Evaluator Initials
4.2.1 Review products prepared by the Planning Specialists to ensure accuracy and completeness		
Comments:		
4.2.2 Submit all unit product to the planning Support Section Chief for final approval		
Comments:		
4.2.3 Submit plans, briefings and reports to the Documentation Unit for distribution		
Comments:		

TASKS COMMON TO ALL POSITIONS IN THIS POSITION TASK BOOK

Competency 5: Fulfills Position Responsibilities		
Successfully assumes assigned role and fulfills responsibilities at the appropriate time, performing assigned tasks with a high level of competence.		
Behavior 5.1: Complies with policies and procedures		
Task	Record #	Evaluator Initials
5.1.1 Ensure documents are compiled and archived for historical purposes		
Comments:		
5.1.2 Review guidance documentation pertinent to job functions and operational areas, including Position Task Books and job guides		
Comments:		
5.1.3 Review the appropriate plan to determine initial actions, coordination and information requirements		
Comments:		
5.1.4 Ensure all assigned personnel's timesheets are accurate and complete		
Comments:		
Behavior 5.3: Gathers, organizes, and conveys information		
Task	Record #	Evaluator Initials
5.3.1 Ensure inputs necessary for the development of the National Support Plan have been identified		
Comments:		

TASKS COMMON TO ALL POSITIONS IN THIS POSITION TASK BOOK

Behavior 5.5: Makes timely, informed recommendations and decisions that consider facts, objectives, constraints, risks, and differing perspectives		
Task	Record #	Evaluator Initials
5.5.1 Determine the need for GIS maps and remote sensing products in support of plan development		
Comments:		
Behavior 5.6: Participates in the planning process		
Task	Record #	Evaluator Initials
5.6.1 Oversee the development of all required plans by your unit		
Comments:		
Behavior 5.7: Manages and tracks resources effectively		
Task	Record #	Evaluator Initials
5.7.1 Ensure staffing levels are adequate to meet supervisor's direction		
Comments:		
5.7.2 Assist in providing asset visibility by coordinating with the Geospatial Information System Unit Leader to determine GIS, remote-sensing and other technical information needs		
Comments:		

TASKS COMMON TO ALL POSITIONS IN THIS POSITION TASK BOOK

Behavior 5.9: Plans for and completes the demobilization/transition process		
Task	Record #	Evaluator Initials
5.9.1 Close out or transfer pending actions to the appropriate party and report them to the Group Supervisor		
Comments:		
5.9.21 Notify working contacts when the Group closes		
Comments:		
5.9.3 Ensure all appropriate incident information is transmitted to the Regional Response Coordination Center or Joint Field Office		
Comments:		

TASKS SPECIFIC TO THE CURRENT PLANNING UNIT LEADER

Tasks specific to the Current Planning Unit Leader

<p>Competency 2: Exhibits Leadership Influences, guides, and directs assigned personnel to accomplish objectives and desired outcomes in a rapidly changing, high-risk environment.</p>		
<p>Behavior 2.5: Creates a collaborative environment across functional areas/external stakeholders</p>		
Task	Record #	Evaluator Initials
2.5.4 Consult with the Regional Planning personnel regarding their planning support expectations from the NRCS at the direction of the Planning Support Section Chief		
<p>Comments:</p>		
<p>Competency 4: Communicates Effectively Expresses information in written and verbal formats to individuals and groups effectively, taking into account the audience and nature of the information; listens to others, attends to nonverbal cues, and responds appropriately.</p>		
<p>Behavior 4.2: Delivers clear, concise, complete, and correct written products tailored to target audience</p>		
Task	Record #	Evaluator Initials
4.2.4 Ensure the compilation and delivery of the National Support Plan to the Documentation Unit for distribution in a timely manner		
<p>Comments:</p>		

TASKS SPECIFIC TO THE CURRENT PLANNING UNIT LEADER

<p>Competency 5: Fulfills Position Responsibilities Successfully assumes assigned role and fulfills responsibilities at the appropriate time, performing assigned tasks with a high level of competence.</p>		
<p>Behavior 5.3: Gathers, organizes, and conveys information</p>		
Task	Record #	Evaluator Initials
5.3.2 Coordinate with the Resource Support Section to identify missions or tasks to be included in the National Support Plan		
Comments:		
5.3.3 Track the completion of objectives		
Comments:		
<p>Behavior 5.6: Participates in the planning process</p>		
Task	Record #	Evaluator Initials
5.6.2 Produce, publish, and distribute the National Support Plan		
Comments:		
5.6.3 Incorporate priorities set by the C-NRCS into the National Support Plan		
Comments:		
5.6.4 Lead the planning process		
Comments:		

TASKS SPECIFIC TO THE FUTURE PLANNING UNIT LEADER

Tasks specific to the Future Planning Unit Leader

<p>Competency 5: Fulfills Position Responsibilities Successfully assumes assigned role and fulfills responsibilities at the appropriate time, performing assigned tasks with a high level of competence.</p>		
<p>Behavior 5.4: [insert behavior]</p>		
Task	Record #	Evaluator Initials
5.4.1 Monitor trend analysis from the Situational Awareness and Resource Support Sections to anticipate resource support issues		
<p>Comments:</p>		
<p>Behavior 5.5: Makes timely , informed recommendations and decisions that consider facts, objectives, constraints, risks, and differing perspectives</p>		
Task	Record #	Evaluator Initials
5.5.2 Make recommendations to the Planning Support Section Chief for crisis action plans and the convening of crisis action planning teams based on trend analysis and anticipated resource support issues		
<p>Comments:</p>		
<p>Behavior 5.6: Participates in the planning process</p>		
Task	Record #	Evaluator Initials
5.6.2 Develop Courses of Action by working with subject matter experts and appropriate Resource Support Section personnel		
<p>Comments:</p>		

TASKS SPECIFIC TO THE FUTURE PLANNING UNIT LEADER

5.6.3 Convene crisis action planning teams as needed		
Comments:		
5.6.4 Develop crisis action plans by collaborating with the Resource Support Section, Situational Awareness Section, Incident Management Assistance Teams, Planning Support Section Chief, Emergency Support Functions and other agencies or partners as needed		
Comments:		
5.6.5 Determine planning requirements by reviewing Information Collection Plan results		
Comments:		
5.6.6 Develop and produce the NRCS Transition and/or Demobilization Plan for distribution		
Comments:		

INSTRUCTIONS FOR COMPLETING THE EVALUATION RECORD

- There are four separate Evaluation Records available for use, if necessary, each of which correspond to an assignment (see forms that follow).
- It is not necessary for a trainee to complete four assignments; however, four should normally be sufficient for an individual to qualify in a position, but if additional assignments are needed, an Evaluation Record can be copied and attached to the PTB.

Complete These Items at the Start of the Evaluation Period:

- ***Evaluator's Name:*** Evaluator enters name here (Print).
- ***Position title:*** Enter the evaluator's incident support position title.
- ***Evaluator's office address and phone:*** Self-explanatory.
- ***Record Number:*** The Record Number listed in the upper left corner of the Evaluation Record identifies the evaluator of a particular incident. This number should be placed in the column labeled "Record #" in the PTB for each task performed satisfactorily. This number will enable reviewers of the completed PTB to tie the tasks to the evaluator at a specific incident.
- ***Evaluation Assignment:*** Identify the incident/disaster/exercise by name, number, and location or if the evaluation opportunity is steady-state operations.
- ***Disaster Complexity Level (if applicable):*** If the record is for a disaster, enter the Disaster Complexity Level (I, II, or III).

Complete These Items at the End of the Evaluation Period:

- ***Duration:*** Enter inclusive dates during which the trainee was evaluated.
- ***Recommendation:*** Check as appropriate and make comments regarding the future needs for development of this trainee as appropriate.
- ***Date:*** List the date the record is being completed.
- ***Evaluator's initials:*** Initial here to authenticate your recommendations and to allow for comparison with initials in the PTB.
- ***Evaluator's Qualification:*** List your qualification that validates your authority to evaluate and approve successful performance of tasks by the trainee.

Evaluation Record

 TRAINEE NAME

 TRAINEE POSITION

Record #1	Evaluator's name (Print): _____ Position title: _____	
Evaluator's office address & phone: _____		
<u>Evaluation Assignment</u>	<u>Disaster Level (if applicable)</u>	<u>Duration</u> to
The tasks initialed & dated by me have been performed under my supervision in a satisfactory manner by the above-named trainee. I recommend the following for further development of this trainee. _____ The individual has successfully performed all tasks for the position and should be considered for certification. _____ Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation. _____ The individual is deficient in the performance of tasks identified below and needs further training prior to additional assignment(s) as a trainee. Deficiencies noted (List Competency and Task #): _____ Date: _____ Evaluator's initials: _____ Evaluator's qualification: _____		

Record #2	Evaluator's name (Print): _____ Position title: _____	
Evaluator's office address & phone: _____		
<u>Evaluation Assignment</u>	<u>Disaster Level (if applicable)</u>	<u>Duration</u> to
The tasks initialed & dated by me have been performed under my supervision in a satisfactory manner by the above-named trainee. I recommend the following for further development of this trainee. _____ The individual has successfully performed all tasks for the position and should be considered for certification. _____ Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation. _____ The individual is deficient in the performance of tasks identified below and needs further training prior to additional assignment(s) as a trainee. Deficiencies noted (List Competency and Task #): _____ Date: _____ Evaluator's initials: _____ Evaluator's qualification: _____		

Evaluation Record

 TRAINEE NAME

 TRAINEE POSITION

Record #3	Evaluator's name (Print): _____ Position title: _____	
Evaluator's office address & phone: _____		
<u>Evaluation Assignment</u>	<u>Disaster Level (if applicable)</u>	<u>Duration</u> to
The tasks initialed & dated by me have been performed under my supervision in a satisfactory manner by the above-named trainee. I recommend the following for further development of this trainee. _____ The individual has successfully performed all tasks for the position and should be considered for certification. _____ Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation. _____ The individual is deficient in the performance of tasks identified below and needs further training prior to additional assignment(s) as a trainee. Deficiencies noted (List Competency and Task #): _____ Date: _____ Evaluator's initials: _____ Evaluator's qualification: _____		

Record #4	Evaluator's name (Print): _____ Position title: _____	
Evaluator's office address & phone: _____		
<u>Evaluation Assignment</u>	<u>Disaster Level (if applicable)</u>	<u>Duration</u> to
The tasks initialed & dated by me have been performed under my supervision in a satisfactory manner by the above-named trainee. I recommend the following for further development of this trainee. _____ The individual has successfully performed all tasks for the position and should be considered for certification. _____ Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation. _____ The individual is deficient in the performance of tasks identified below and needs further training prior to additional assignment(s) as a trainee. Deficiencies noted (List Competency and Task #): _____ Date: _____ Evaluator's initials: _____ Evaluator's qualification: _____		

FINAL EVALUATOR & CERTIFYING OFFICIAL

Do NOT complete this unless you are recommending the trainee for certification

Verification/Certification of Completed Position Task Book for the Position of

Final Evaluator's Verification

I verify that _____ has successfully performed all required tasks as a trainee which are documented with appropriate initials in this PTB and should therefore be considered for certification in this position.

Final Evaluator's Signature and Date

Final Evaluator's Printed Name, Title, HQ/Region, and Phone Number

Agency Certification

I certify that _____ has met all requirements for qualification in this position.

Official's Signature and Date

Official's Printed Name, Title, HQ/Region, and Phone Number



FEMA

FEMA INCIDENT SUPPORT POSITION TASK BOOK

N27 Planning Specialist

POSITION TASK BOOK (PTB) ASSIGNED TO:

Individual's Name, HQ/Region

POSITION TASK BOOK (PTB) INITIATED BY:

Official's Name, Title, HQ/Region

Date PTB Initiated

FEMA has developed Position Task Books (PTBs) based on the FEMA doctrine and the National Incident Support Manual (NISM). The material contained in this book accurately defines the performance expected of the position(s) for which it was developed. This task book is approved for use as a position qualification document in accordance with the instructions contained herein.

INTRODUCTION

Each PTB lists the competencies, behaviors, and tasks required for successful performance in specific positions. Trainees must be observed completing all tasks and show knowledge and competency in their performance during the completion of the PTB.

For PTBs that contain multiple positions, the trainee must be observed completing all tasks in the first section, which contains tasks common to all of the positions within that PTB, and all of the tasks in the section of the PTB which contains tasks specific to the position for which the trainee is attempting to qualify.

Trainees are evaluated during this process by qualified evaluators, and the trainee's performance is documented in the PTB for each task by the evaluator's initials and date of completion. An Evaluation Record will be completed by all evaluators documenting the trainee's progress after each evaluation opportunity.

Successful performance of all tasks, as observed and recorded by an evaluator, is required prior to a recommendation that the trainee be certified as qualified in the position. Evaluation and confirmation of the trainee's performance of all tasks may involve more than one evaluator and can occur during events, such as disasters, emergency declarations, special events, and exercises. It is important that all tasks be critically evaluated and recorded by each evaluator.

ISSUING AUTHORITY

This PTB has been issued by the certifying official. Issuance by the certifying official indicates that the trainee has the required prerequisites for this PTB to be initiated. The issuance section of the PTB (i.e., the official's signature on the cover page) documents the initiation of the PTB and that the trainee meets the required prerequisites. It is the discretion of the certifying official as to whether or not to issue a PTB.

DEFINITIONS

- **Competency:** A general description of the abilities needed to successfully fill a particular role. They encompass the knowledge, skills, and abilities that contribute to an individual being able to fulfill their responsibilities. A competency forms the basis for position specific training, position task books, job aids, and other performance-based documents.
- **Behavior:** A description of actions through which a competency is demonstrated, and can provide a means of assessing whether or not an individual is proficient in that competency.
- **Task:** A specific description of a specific action an individual may perform to be successful in carrying out their position responsibilities. Tasks within the PTB are numbered sequentially; however, the numbering does NOT indicate the order in which the tasks need to be performed or evaluated.

RESPONSIBILITIES

1. Certifying Official is responsible for:

- Identifying trainees based on agency requirements and strategic goals.
- Issuing the Position Task Book and ensuring that the trainee meets all required prerequisites.
- Providing opportunities for evaluation and/or making trainees available for evaluation.
- Explaining to the trainee the purpose and process of the PTB as well as the trainee's responsibilities.
- Tracking progress of the trainee.
- Confirming PTB completion.
- Certifying the trainee for those positions falling within their certification authority.
- Recommending certification of the trainee for those positions not falling within their certification authority.

2. The Trainee is responsible for:

- Reviewing instructions in the PTB.
- Providing the evaluator with background information pertinent to the position.
- Satisfactorily completing all tasks within 3 years from the date of the first task being evaluated.
- Provide a copy of the completed PTB to the certifying official for review and initiation of the certification process.
- Retaining the original PTB in personal record.

3. The Evaluator is responsible for:

- Being qualified in the position being evaluated.
- Meeting with the trainee and determining past experience, current qualifications, and desired objectives and goals.
- Reviewing tasks with the trainee.
- Explaining to the trainee the purpose and processes of the PTB, as well as the trainee's responsibilities.
- Accurately evaluating and recording demonstrated performance of tasks; initialing and dating completion of the tasks shall document satisfactory performance.
- Documenting unsatisfactory performance in the Evaluation Record.
- Completing the Evaluation Record.

4. The Final Evaluator is the evaluator of the trainee when the final tasks in the PTB are completed. If only one evaluator signs off on all of the tasks in the PTB, then that individual is also the final evaluator. This individual will ensure that all tasks have been initialed and is responsible for:

- Signing the Final Evaluator's Verification Statement when all tasks have been initialed by an evaluator.

5. A Certifying Authority is the FEMA official who has direct reporting responsibility to the FEMA Administrator and has authority to certify FEMA personnel as qualified in identified positions. He/she is responsible for:

- Certifying on the PTB that the trainee has completed all requirements for the position.
- After certification, return the PTB to the individual for their personal records.

TASKS TO PERFORM

<p>Competency 1: Reflect FEMA Values Consistently demonstrates compassion, fairness, integrity, and respect in all actions with both internal and external stakeholders.</p>		
<p>Behavior 1.1: Employs the concepts and principles found in the FEMA Doctrine</p>		
Task	Record #	Evaluator Initials
1.1.1 Understand role in the organization		
Comments:		
1.1.2 Support unity of purpose for the larger mission		
Comments:		
<p>Behavior 1.2: Demonstrates compassion, fairness, integrity, and respect in interactions with all stakeholders</p>		
Task	Record #	Evaluator Initials
1.2.1 Demonstrate patience and understanding when supporting the efforts of all stakeholders		
Comments:		
1.2.2 Demonstrate cultural sensitivity and diversity awareness with teammates and stakeholders		
Comments:		
1.2.3 Strive to achieve principled, well-reasoned, and just outcomes		
Comments:		

1.2.4 Comply with all ethics-based principles and standards of conduct		
Comments:		
1.2.5 Maintain confidentiality where required		
Comments:		
Competency 2: Exhibits Leadership		
Influences, guides, and directs assigned personnel to accomplish objectives and desired outcomes in a rapidly changing, high-risk environment.		
Behavior 2.1: Leads self		
Task	Record #	Evaluator Initials
2.1.1 Offer assistance to others based upon self-recognized strengths		
Comments:		
2.1.2 Take steps to improve self-recognized weaknesses		
Comments:		
2.1.3 Accept constructive criticism and implement suggested performance improvements		
Comments:		
2.1.4 Seek responsibility and accept responsibility for actions		
Comments:		
2.1.5 Demonstrate emotional self-regulation in interactions with others		
Comments:		

2.1.6 Demonstrate self-motivation completing assigned tasks on time and with minimal supervision		
Comments:		
2.1.7 Display optimism and persistence when faced with challenging circumstances		
Comments:		
2.1.8 Demonstrate calm during high pressure situations in order to influence others into constructive action		
Comments:		
2.1.9 Use a combination of pre-existing best practices and creative thinking to quickly solve complex problems in high pressure situations		
Comments:		
2.1.10 Seek assistance from others when personally-accessible information sources have been exhausted		
Comments:		
Behavior 2.2: Assesses the situation and adapts one's understanding based on varying perspectives		
Task	Record #	Evaluator Initials
2.2.1 Distinguish between relevant and extraneous data points		
Comments:		
2.2.2 Recognize that one's perspective is subjective and does not represent all possible viewpoints		
Comments:		

Behavior 2.4: Maintains a positive relationship with supervisor		
Task	Record #	Evaluator Initials
2.4.1 Communicate limitations to supervisor and promise only what can be delivered		
Comments:		
2.4.2 Provide supervisor ground truth in a timely manner		
Comments:		
2.4.3 Keep supervisor apprised of potential issues or problems		
Comments:		
2.4.4 Fulfill all commitments made to peers, co-workers, and supervisor		
Comments:		
2.4.5 Ascertain and work within your supervisor’s leadership style to meet the mission objectives		
Comments:		
2.4.6 Notify supervisor when assignments are complete		
Comments:		
2.4.7 Meet with supervisor to determine incident status and immediate requirements		
Comments:		
2.4.8 Obtain and review work assignments with supervisor		
Comments:		

2.4.9 Obtain and review performance expectations from supervisor		
Comments:		
Behavior 2.5: Creates a collaborative environment across functional areas/external stakeholders		
Task	Record #	Evaluator Initials
2.5.1 Coordinate interdependent activities with appropriate stakeholders to fulfill position responsibilities		
Comments:		
2.5.2 Establish and maintain open lines of communication with all relevant stakeholders		
Comments:		
2.5.3 Share information with all relevant stakeholders to accomplish assignments		
Comments:		
2.5.4 Attend meetings, conference calls, and briefings, as directed		
Comments:		
Competency 3: Collaborates Effectively Promotes collaboration and works well with others to effectively accomplish the mission.		
Behavior 3.1: Maintains working relationships		
Task	Record #	Evaluator Initials
3.1.1 Build sustainable networks		
Comments:		

3.1.2 Manage relationships effectively		
Comments:		
3.1.3 Seek common ground in interactions with others		
Comments:		
Behavior 3.2: Enables cooperative and productive group interactions		
Task	Record #	Evaluator Initials
3.2.1 Maintain positive attitude		
Comments:		
3.2.2 Contribute to group discussions		
Comments:		
3.2.3 Work together with other team members to solve problems		
Comments:		
3.2.4 Share information with other team members		
Comments:		
3.2.5 Engage in brainstorming		
Comments:		
3.2.6 Help execute potential solutions		
Comments:		

3.2.7 Develop a common understanding of the group’s scope of work and authority		
Comments:		
3.2.8 Schedule and facilitate meetings as required		
Comments:		
Competency 4: Communicates Effectively		
Expresses information in written and verbal formats to individuals and groups effectively, taking into account the audience and nature of the information; listens to others, attends to nonverbal cues, and responds appropriately.		
Behavior 4.1: Delivers clear, concise, complete, and correct verbal communication tailored to target audience		
Task	Record #	Evaluator Initials
4.1.1 Engage in speaking opportunities as appropriate		
Comments:		
4.1.2 Speak using plain language		
Comments:		
4.1.3 Tailor delivery methods to specific audiences		
Comments:		
Behavior 4.2: Delivers clear, concise, complete, and correct written products tailored to target audience		
Task	Record #	Evaluator Initials
4.2.1 Prepare all correspondence using plain language		
Comments:		

4.2.2 Edit documents to limit grammatical mistakes		
Comments:		
4.2.3 Deliver written products in time required		
Comments:		
4.2.4 Provide all plans to the appropriate Unit Leader for review by the Planning Support Section Chief and approval by the C-NRCS		
Comments:		
4.2.5 Compile and deliver National Support Plan to the Documentation Unit for distribution in a timely manner		
Comments:		
Behavior 4.3: Engages in effective interaction in a group setting		
Task	Record #	Evaluator Initials
4.3.1 Engage in active listening (Listen without interruption when others are speaking; Interpret and respond appropriately to nonverbal communication of others; Make eye contact with speaker, when in person; Adjust body posture to be facing the speaker and slightly leaning in; Use paraphrasing or clarifying questions to confirm that the message has been received and understood)		
Comments:		
4.3.2 Respond appropriately to others		
Comments:		

Competency 5: Fulfills Position Responsibilities Successfully assumes assigned role and fulfills responsibilities at the appropriate time, performing assigned tasks with a high level of competence.		
Behavior 5.1: Complies with policies and procedures		
Task	Record #	Evaluator Initials
5.1.1 Sign in to and out of the incident at the beginning and end of the incident with ADD		
Comments:		
5.1.2 Sign in and out on staff roster at beginning and end of shift		
Comments:		
5.1.3 Sign in on computer systems at the beginning of every shift		
Comments:		
5.1.4 Compile and archive documentation for historical purposes		
Comments:		
5.1.5 Brief replacement at each shift change for continuity of operations		
Comments:		
5.1.6 Complete timesheet and have signed by supervisor		
Comments:		
5.1.7 Review national-level plans to ensure familiarity and coordination with existing doctrine		
Comments:		

Behavior 5.2: Ensures safety, welfare, and accountability of NRCS		
Task	Record #	Evaluator Initials
5.2.1 Take actions to preserve safety and welfare of NRCS personnel		
Comments:		
Behavior 5.3: Gathers, organizes, and conveys information		
Task	Record #	Evaluator Initials
5.3.1 Identify inputs needed for the development of the National Support Plan		
Comments:		
5.3.2 Gather, compile, and collate data for inclusion in the appropriate plans		
Comments:		
5.3.3 Identify and formalize the NRCS incident objectives based on management guidance		
Comments:		
5.3.4 Identify trends, future impacts, shortfalls and issues within planning time periods in coordination with Situational Awareness Section		
Comments:		
5.3.5 Develop and coordinate schedules identifying the rotation, availability, replenishment, and status of national-level teams and assets for support activities at the direction of the Future Planning Unit Leader		
Comments:		

Behavior 5.5: Makes timely, informed recommendations and decisions that consider facts, objectives, constraints, risks, and differing perspectives		
Task	Record #	Evaluator Initials
5.5.1 Contribute to the development of potential courses of actions for support efforts based on identified or anticipated needs and the availability and operational status of national-level resources and Federal recovery programs		
Comments:		
5.5.2 Advise on long-term community recovery implications of response activities and the transition from response to recovery in incident operations at the direction of the Planning Unit Leader		
Comments:		
5.5.3 Provide advice on availability and operational status of Federal recovery programs and resources at the direction of the Planning Unit Leader		
Comments:		
Behavior 5.6: Participates in the planning process		
Task	Record #	Evaluator Initials
5.6.1 Support the convening of Crisis Action Planning Teams as directed		
Comments:		

Behavior 5.7: Manages and tracks resources effectively		
Task	Record #	Evaluator Initials
5.7.1 Assist the Planning Support Unit Leader in identifying and ensuring coordination of appropriate Federal programs and agencies to support recovery planning objectives, including identification of gaps in available resources		
Comments:		
Behavior 5.9: Plans for and completes the demobilization/transition process		
Task	Record #	Evaluator Initials
5.9.1 Provide after-action information to supervisor		
Comments:		

INSTRUCTIONS FOR COMPLETING THE EVALUATION RECORD

- There are four separate Evaluation Records available for use, if necessary, each of which correspond to an assignment (see forms that follow).
- It is not necessary for a trainee to complete four assignments; however, four should normally be sufficient for an individual to qualify in a position, but if additional assignments are needed, an Evaluation Record can be copied and attached to the PTB.

Complete These Items at the Start of the Evaluation Period:

- ***Evaluator's Name:*** Evaluator enters name here (Print).
- ***Position title:*** Enter the evaluator's incident support position title.
- ***Evaluator's office address and phone:*** Self-explanatory.
- ***Record Number:*** The Record Number listed in the upper left corner of the Evaluation Record identifies the evaluator of a particular incident. This number should be placed in the column labeled "Record #" in the PTB for each task performed satisfactorily. This number will enable reviewers of the completed PTB to tie the tasks to the evaluator at a specific incident.
- ***Evaluation Assignment:*** Identify the incident/disaster/exercise by name, number, and location or if the evaluation opportunity is steady-state operations.
- ***Disaster Complexity Level (if applicable):*** If the record is for a disaster, enter the Disaster Complexity Level (I, II, or III).

Complete These Items at the End of the Evaluation Period:

- ***Duration:*** Enter inclusive dates during which the trainee was evaluated.
- ***Recommendation:*** Check as appropriate and make comments regarding the future needs for development of this trainee as appropriate.
- ***Date:*** List the date the record is being completed.
- ***Evaluator's initials:*** Initial here to authenticate your recommendations and to allow for comparison with initials in the PTB.
- ***Evaluator's Qualification:*** List your qualification that validates your authority to evaluate and approve successful performance of tasks by the trainee.

Evaluation Record

TRAINEE NAME

TRAINEE POSITION

Record #1	Evaluator's name (Print): Position title:	
Evaluator's office address & phone:		
<u>Evaluation Assignment</u>	<u>Disaster Level (if applicable)</u>	<u>Duration</u> to
<p>The tasks initialed & dated by me have been performed under my supervision in a satisfactory manner by the above-named trainee. I recommend the following for further development of this trainee.</p> <p>_____ The individual has successfully performed all tasks for the position and should be considered for certification.</p> <p>_____ Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation.</p> <p>_____ The individual is deficient in the performance of tasks identified below and needs further training prior to additional assignment(s) as a trainee.</p> <p>Deficiencies noted (List Competency and Task #):</p> <p>Date: _____ Evaluator's initials: _____</p> <p>Evaluator's qualification: _____</p>		

Record #2	Evaluator's name (Print): Position title:	
Evaluator's office address & phone:		
<u>Evaluation Assignment</u>	<u>Disaster Level (if applicable)</u>	<u>Duration</u> to
<p>The tasks initialed & dated by me have been performed under my supervision in a satisfactory manner by the above-named trainee. I recommend the following for further development of this trainee.</p> <p>_____ The individual has successfully performed all tasks for the position and should be considered for certification.</p> <p>_____ Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation.</p> <p>_____ The individual is deficient in the performance of tasks identified below and needs further training prior to additional assignment(s) as a trainee.</p> <p>Deficiencies noted (List Competency and Task #):</p> <p>Date: _____ Evaluator's initials: _____</p> <p>Evaluator's qualification: _____</p>		

Evaluation Record

TRAINEE NAME

TRAINEE POSITION

Record #3	Evaluator's name (Print): Position title:	
Evaluator's office address & phone:		
<u>Evaluation Assignment</u>	<u>Disaster Level (if applicable)</u>	<u>Duration</u> to
<p>The tasks initialed & dated by me have been performed under my supervision in a satisfactory manner by the above-named trainee. I recommend the following for further development of this trainee.</p> <p>_____ The individual has successfully performed all tasks for the position and should be considered for certification.</p> <p>_____ Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation.</p> <p>_____ The individual is deficient in the performance of tasks identified below and needs further training prior to additional assignment(s) as a trainee.</p> <p>Deficiencies noted (List Competency and Task #):</p> <p>Date: _____ Evaluator's initials: _____</p> <p>Evaluator's qualification: _____</p>		

Record #4	Evaluator's name (Print): Position title:	
Evaluator's office address & phone:		
<u>Evaluation Assignment</u>	<u>Disaster Level (if applicable)</u>	<u>Duration</u> to
<p>The tasks initialed & dated by me have been performed under my supervision in a satisfactory manner by the above-named trainee. I recommend the following for further development of this trainee.</p> <p>_____ The individual has successfully performed all tasks for the position and should be considered for certification.</p> <p>_____ Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation.</p> <p>_____ The individual is deficient in the performance of tasks identified below and needs further training prior to additional assignment(s) as a trainee.</p> <p>Deficiencies noted (List Competency and Task #):</p> <p>Date: _____ Evaluator's initials: _____</p> <p>Evaluator's qualification: _____</p>		

FINAL EVALUATOR & CERTIFYING OFFICIAL

Do **NOT** complete this unless you are recommending the trainee for certification

Verification/Certification of Completed Position Task Book for the Position of

Final Evaluator's Verification

I verify that _____ has successfully performed all required tasks as a trainee which are documented with appropriate initials in this PTB and should therefore be considered for certification in this position.

Final Evaluator's Signature and Date

Final Evaluator's Printed Name, Title, HQ/Region, and Phone Number

Agency Certification

I certify that _____ has met all requirements for qualification in this position.

Official's Signature and Date

Official's Printed Name, Title, HQ/Region, and Phone Number