NATIONAL QUALIFICATION SYSTEM (NQS)

POSITION TASK BOOK
FOR THE POSITION OF

INTELLIGENCE/INVESTIGATIONS SECTION CHIEF

Version: September 2017

Check the appropriate position type:

☐ Single Type   ☐ Type 1   ☐ Type 2   ☐ Type 3

POSITION TASK BOOK ASSIGNED TO:
TRAINEE'S NAME:
DUTY STATION:
PHONE NUMBER:
E-MAIL:
POSITION TASK BOOK INITIATED BY:
OFFICIAL'S NAME:
TITLE:
DUTY STATION:
PHONE NUMBER:
E-MAIL:
POSITION TASK BOOK WAS INITIATED:
LOCATION:
DATE:

Evaluator Verification

(Do <u>not</u> complete this form unless you are recommending the trainee for all-hazards certification.)

FINAL EVALUATOR VERIFICATION
I verify that _____   has successfully completed all tasks as a trainee and should therefore be considered for certification in this position. I also verify that all tasks are documented with appropriate initials.
FINAL EVALUATOR'S SIGNATURE:
DATE:
FINAL EVALUATOR'S PRINTED NAME:
TITLE:
DUTY STATION:
PHONE NUMBER:
E-MAIL:

Documentation of Agency Certification

DOCUMENTATION OF AGENCY CERTIFICATION
I certify that_____   has successfully met all of the criteria set out in the National Incident Management System (NIMS) Job Title/Position Qualifications document for the position and will hereby receive certification of his/her qualification.
OFFICIAL'S SIGNATURE:
DATE:
OFFICIAL'S NAME:
TITLE:
DUTY STATION:
PHONE NUMBER:
E-MAIL:

Position Task Book Overview

The Position Task Book (PTB) documents the performance criteria a trainee must meet to be certified for a position within the National Qualification System (NQS). The performance criteria are associated with core NQS competencies, behaviors, and tasks.

> **A trainee may not work on multiple position type PTBs for a specific position at the same time; for example, a trainee may not simultaneously work on a Type 1 Incident Commander PTB and a Type 2 Incident Commander PTB. If a position has multiple types, the trainee must, in most cases, qualify at the lowest type before pursuing the next higher type. For example, before seeking qualification for a Type 1 position, an individual must first qualify at the Type 3 level and then at the Type 2 level.**

Evaluation Process

- Evaluators observe and review a trainee's completion of PTB tasks, initialing and dating each successfully completed task in the PTB.

- Evaluators complete an Evaluation Record Form after each evaluation period by documenting the trainee's performance.

- The Authority Having Jurisdiction (AHJ) may not have enough resources to ensure that every evaluator is qualified in the position being assessed. Therefore, a trainee's supervisor may evaluate the completion of PTB tasks. For example, a Logistics Section Chief has the authority to sign off on completed PTB tasks for a Food Unit Leader trainee.

- The final evaluator is a leader who verifies that a trainee has completed the PTB and met all requirements for the position. A final evaluator is generally qualified in the same position for which the trainee is applying. When possible, the evaluator and the final evaluator should not be the same person, but in situations with limited resources, the evaluator can also serve as the final evaluator.

- Once the final evaluator has completed the Final Evaluator Verification, he/she forwards it to the Quality Review Board (QRB) along with supporting evidence that the trainee has completed all position requirements.

- After the QRB review, the AHJ completes the Documentation of Agency Certification form as appropriate.

Transferring Qualifications

- Personnel who have documentation of previous education, training, or significant on-the-job incident experience may receive credit toward qualification for a given position. Each AHJ establishes the requirements for transferring qualifications from another AHJ.

- If an AHJ chooses not to accept a trainee's existing certification of qualification, the trainee may be reevaluated in the specific position and issued a new PTB.

- An individual may hold multiple certifications of qualification (that is, the Final Evaluator Verification form and the Documentation of Agency Certification form) along with the completed PTB.

Position Task Book Competencies, Behaviors, and Tasks

> **The PTB sets minimum criteria for certification for a position. The AHJ has the authority to add content to the baseline PTB competencies, behaviors, and tasks as necessary.**

The PTB covers all type levels for a given position, but a trainee may check only one "Type" box and work on only one type at a time. (The National Incident Management System (NIMS) Job Title/Position Qualifications document describes all types.)

> **Command and General Staff job titles/positions qualifications are typed based on incident complexity, while all other NIMS positions are typed based on the minimum qualifications.**

Definitions

Competency: An observable, measurable pattern of knowledge, skills, abilities, and other characteristics an individual needs to perform an activity and its associated tasks. A competency specifies the skillset a person needs to possess to complete the tasks successfully.

Behavior: An observable work activity or a group of similar tasks necessary to perform the activity.

Task: A specific, demonstrable action necessary for successful performance in a position. Trainees must demonstrate completion of required tasks.

- Occasionally, PTB tasks are unique to one of the types; for example, certain tasks apply only to a Type 3 Incident Commander, not to a Type 2 or Type 1 Incident Commander. In those cases, the PTB indicates the corresponding type at the beginning of the task.

- All tasks require evaluation; however, bullet statements within a task are examples.

PTB Task Codes

Each task in the PTB model has at least one corresponding code conveying the circumstances in which the trainee can perform the task for evaluation. Evaluators may assess trainees during incidents, in classroom simulations and training sessions, in functional and full-scale exercises, and in other work situations. If a task has multiple codes, the evaluator may evaluate in ANY of those circumstances; the trainee does not need evaluation in all of the listed circumstances.

Code C: Task performed in training or classroom setting, including seminars and workshops.

Code E: Task performed during a full-scale exercise with equipment deployed under the Incident Command System (ICS).

Code F: Task performed during a functional exercise managed under the ICS.

Code I: Task performed during an incident or event managed under the ICS. Examples include oil spill, search and rescue operation, hazardous materials (hazmat) response, fire, and emergency or non-emergency (planned or unplanned) events.

Code J: Task performed as part of day-to-day job duties.

Code T: Task performed during a tabletop exercise.

Code R: Task performed very rarely and required only if applicable to the event.

How to Complete the Evaluation Record Form

Each Evaluation Record Form (see next page) covers one evaluation period. Evaluation periods may involve incidents, classroom simulations, or daily duties, depending on what the PTB recommends. The AHJ determines the number of evaluations required for position qualification and certification. If evaluators need additional evaluation periods, they can copy pages from a blank PTB and attach them to the PTB in question.

Complete these items AT THE START of the evaluation period:

Evaluation Record Number: Label each evaluation record with a number to identify the incident(s), exercise(s), or event(s) during which the trainee completed the PTB tasks. The evaluator should also write this number in the PTB column labeled "Evaluation Record #" for each task performed satisfactorily. This number enables reviewers of the completed PTB to ascertain the evaluators' qualifications before signing off on the PTB.

Evaluator's name; Incident/office title and agency: List the name of the evaluator, his/her incident position or office title, and the evaluator's home agency.

Evaluator's home unit address and phone: List evaluator's home unit address and phone number.

Name and location of incident or simulation/exercise: Identify the name (if applicable) and location where the trainee performed the tasks.

Incident kind: Enter the kind of incident (such as hazmat, law enforcement, wildland fire, structural fire, search and rescue, flood, or tornado).

Complete these items AT THE END of the evaluation period:

Number and kind of resources: Enter the number of resources assigned to the incident, and their kind (such as team, personnel, and equipment) pertinent to the trainee's PTB.

Evaluation period: Enter inclusive dates of trainee evaluation. This time span may cover several small, similar incidents.

Position type: Enter position type (such as Type 3, Type 2, Type 1, or Single Type).

Recommendation: Check the appropriate line and make comments below regarding the trainee's future development needs.

Additional recommendations/comments: Provide additional recommendations and comments about trainee, as necessary.

Date: List the current date.

Evaluator's initials: Initial here to authenticate your recommendations and to allow for comparison with initials in the PTB.

Evaluator's relevant qualification: List your certification relevant to the trainee position you supervised.

Evaluation Record Form

TRAINEE NAME:	
TRAINEE POSITION:	
Evaluation Record Number:	
Evaluator's name:	
Incident/office title and agency:	
Evaluator's home unit address and phone:	
Name and location of incident or simulation/exercise:	
Incident kind:	
Number and kind of resources:	
Evaluation period:	
Position type:	

Recommendation:

The above named trainee performed the initialed and dated tasks under my supervision. I recommend the following for this trainee's further development:

_____The trainee has successfully performed all required tasks for the position. The AHJ should consider the individual for certification.

_____The trainee could not complete certain tasks or needs additional guidance. See comments below.

_____Not all tasks were evaluated on this assignment. An additional assignment is needed to complete the evaluation.

_____ The trainee is severely deficient in the performance of tasks and needs further training prior to additional assignment(s) as a trainee for this position.

Additional recommendations/comments:

Date:

Evaluator's initials:

Evaluator's relevant qualification:

Intelligence/Investigations Section Chief

1. Competency: Assume position responsibilities

Description: Successfully assume the role of Intelligence/Investigations Section Chief and initiate position activities at the appropriate time according to the following behaviors.

1a. Behavior: Understand and comply with NIMS concepts and principles

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
1. Understand scope, roles, responsibilities, jurisdiction, and authority of responding agencies.	E, F, I		

1b. Behavior: Successfully assume the role of Intelligence/Investigations Section Chief and initiate position activities

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
2. Initiate and maintain section activity log: • Complete activity log and use to support a common operating picture • Transfer information to additional documents, positions, and displays	E, F, I		

1c. Behavior: Gather, update, and apply situational information relevant to the assignment

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
3. Review the Incident Action Plan (IAP), other relevant plans, or Resources Unit records to identify resources assigned: • Location and status of assigned resources • Resource identifier, if assigned • Supervisor name and contact information • Location • Assignment • Resource kind, type, and quantity	E, F, I		

1d. *Behavior:* **Establish effective relationships with relevant personnel**

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
4. Establish and maintain positive interpersonal and interagency working relationships: • Outgoing incident staff or teams • Local agencies • Hosting unit • Policy group • Public • Supporting agencies	E, F, I		

1e. *Behavior:* **Establish or determine organizational structure, reporting procedures, and chain of command of assigned resources**

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
5. Activate section: • Establish appropriate section organization and assign staff responsibilities, while maintaining span of control • Ensure availability of appropriate resources • Conduct supporting activities within operational period • Follow protocol for communicating section's daily accomplishments to the Documentation Unit or appropriate personnel • Obtain operational rhythm from supervisor and establish daily briefing/debriefing schedule with assigned personnel • Follow process for resource requests/releases for operational planning purposes • Assign staff, branches, divisions/groups, or units as appropriate • Participate in planning meetings to determine section organization, support tactical assignments, ensure resource support and coordination needs, and identify other considerations for the next operational period	E, F, I		
6. Supervise and adjust section organization and operations based on changes in incident situation and resource status: • Maintain common operating picture throughout the section • Provide for functional and geographical supervision as necessary • Ensure effective use and coordination of all assigned resources • Constantly monitor objectives and overall section operations for efficacy and safety	E, F, I		

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
7. Keep supervisor and assigned personnel informed of organizational changes: • Branch, division, or group mobilization/demobilization • Staff and unit mobilization/demobilization • Any personnel changes	E, F, I		
8. Supervise and adjust section organization and operations as necessary, based on changes in incident situation and resource status: • Maintain common operating picture throughout the section • Provide for functional and geographical supervision as necessary • Ensure effective use and coordination of all assigned resources • Constantly monitor objectives and overall section operations for efficacy and safety	E, F, I		

2. Competency: **Lead assigned personnel**

Description: Influence, lead, and direct assigned personnel to accomplish objectives and desired outcomes in a potentially rapidly changing environment.

2a. Behavior: **Model leadership values and principles**

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
9. Exhibit principles of duty, respect, and integrity: • Be proficient in the job, both technically and as a leader • Make sound and timely decisions • Supervise staff to ensure understanding and accomplishment of duties and tasks • Train and mentor assigned subordinates • Keep assigned personnel informed • Seek and accept responsibility for actions	E, F, I, J		

2b. Behavior: **Ensure the health, safety, welfare, and accountability of assigned personnel**

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
10. Ensure accountability of all personnel: • Coordinate with assigned personnel to conduct personnel accountability checks • Validate accountability with supervisor	E, F, I		

2c. Behavior: **Establish work assignments and performance expectations, monitor performance, and provide feedback**

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
11. Prioritize work within the section, while taking into account immediate support for incident operations.	E, F, I		
12. Periodically evaluate personnel status and operational needs to determine whether personnel assignments are appropriate: • Determine kind and number of personnel necessary for section operations • Provide single personnel or teams depending on the needs of the Branch Directors, Division/Group Supervisors and Unit Leaders • Provide for functional and geographical supervision as necessary	E, F, I		

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
13. Evaluate the performance of assigned personnel and ensure that staff: • Implement assigned portions of the IAP • Order and assign resources within the section • Report on the progress or control of section operations • Report on status of resources within the section	E, F, I, T		

2d. Behavior: Coordinate interdependent activities

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
14. Ensure effective use and coordination of all assigned resources: • Conduct briefing and debriefing with assigned personnel and supervisor between operational periods	E, F, I		
15. Coordinate with assigned personnel and give supervisor a list of excess resources: • List may include: o Kind and type o Quantity o Time/date of available release • Review the list daily for accuracy, ensuring all branches/divisions/groups and units/staff demobilize in a timely and complete manner	E, F, I		
16. Coordinate with other appropriate personnel: • Receive and transmit current and accurate information • Communicate changes to the IAP or relevant plans • Inform appropriate team members of significant changes in operations • Ensure supervisor is aware of all changes in status of resources assigned to the operation and keep status current • Provide supervisor with operational status for Incident Status Summary and situation reports	E, F, I		
17. Coordinate and support the investigative effort off-site, including the prevention and deterrence of additional criminal activity, incidents, or attacks.	E, F, I		
18. Confer with the Logistics Section regarding communications system, guidelines, constraints, and protocols.	E, F, I		
19. Coordinate with the Logistics Section regarding the preparation of the intelligence/investigations component of the Communications Plan.	E, F, I		

3. Competency: **Communicate effectively**

Description: Use suitable communication techniques to share relevant information with appropriate personnel on a timely basis to accomplish objectives in a potentially rapidly changing environment.

3a. Behavior: **Ensure the exchange of relevant information during briefings and debriefings**

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
20. Effectively communicate options, considerations, and recommendations during briefings.	E, F, I		
21. Schedule and conduct daily briefings to assigned personnel: • Inform identified meeting attendees of time, location, and information they should provide for the meeting • Define objectives, agenda, and time expectations • Post meeting agenda at appropriate locations • Make arrangements for documentation and recording of applicable information • Resolve concerns and conflicts	E, F, I		
22. Prepare for and participate in briefings with other sections, branches, divisions/groups, units, and incident staff: • Share and evaluate information with section members • Identify safety hazards and mitigation strategies with the Safety Officer • Maintain quality updates for Public Information Officer (PIO)	E, F, I		

3b. Behavior: **Ensure documentation is complete and disposition is appropriate**

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
23. Ensure incident documentation and administrative requirements are complete, according to the supervisor's direction: • Submit incident narrative to supervisor • Complete and submit activity log to Documentation Unit or appropriate personnel for each operational period • Ensure all personnel and equipment time records are complete and submitted at the end of each operational period	E, F, I		
24. Ensure process is in place to review items and classify as appropriate (such as "For Official Use Only" or "Classified").	C, E, F, I		

3c. Behavior: **Communicate incident priorities and operations**

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
25. Communicate priorities and objectives and any changes throughout the section: • Maintain common operating picture throughout the section	E, F, I		
26. Monitor section support status and develop alternate strategies to meet incident objectives: • Advise assigned staff of significant changes that may affect them	E, F, I		
27. Report unexpected occurrences (such as injuries, illnesses, accidents, political contacts, property loss or damage): • Ensure standard information contains nature of event, location, magnitude, personnel involved, initial action taken, and appropriate subsequent action • Ensure the protection of Personally Identifiable Information (PII) while reporting	E, F, I		
28. Update supervisor on current accomplishments or problems and complete incident forms as necessary.	E, F, I		

3d. Behavior: **Develop and implement plans**

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
29. Prepare for and participate in the meetings and briefings in the planning process.	E, F, I		
30. Participate in preparation of the IAP and planning meeting for the next operational period: • Update section on current situation • Assist in determining priorities for next operational period(s) • Determine tasks and work assignments for next operational period(s) • Advise on current capabilities and limitations • Determine resource needs or excess	E, F, I		
31. Participate in the preparation of other necessary relevant plans for section: • Demobilization plan • Evacuation plan • Continuity of Operations (COOP) plan	E, F, I		
32. Ensure the I/I staff provide appropriate input to assist in developing the I/I portion of the IAP.	E, F, I		

4. Competency: Ensure completion of assigned actions to meet identified objectives

Description: Identify, analyze, and apply relevant situational information and evaluate actions to complete assignments safely and meet identified objectives. Complete actions within established timeframe.

4a. Behavior: Execute assigned tasks, assess progress, and make necessary adjustments

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
33. Ensure that assigned tasks and expectations for the operational period are reasonable and accurate.	E, F, I		
34. Manage information postings and respond to requests for assistance.	E, F, I		
35. Hold personnel accountable for the execution of assigned tasks.	E, F, I		
36. Make appropriate decisions based on analyzed and validated information: • Make adjustments in response to new information, changing conditions, or unexpected obstacles	E, F, I		
37. Ensure that the work completed is consistent with direction, policy, and incident objectives: • Supervisor's direction • IAP goals and objectives • Operational period command emphasis • Other planning goals and objectives	E, F, I		

4b. Behavior: Establish Intelligence/Investigations Section requirements to meet incident strategies and objectives

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
38. Obtain a comprehensive briefing regarding the incident from Incident Commander (IC).	E, F, I		
39. Ensure that I/I Section staff obtain required audio, data, image, and text communications equipment. Ensure staff implements correct communications procedures.	E, F, I		
40. Confirm that resources initially responding directly to the incident or operations/coordination, as well as those subsequently requested, are: • Immediately identified • Checked in • Briefed regarding the incident, particularly the intelligence/investigations aspects • Properly equipped • Appropriately organized • Assigned appropriate intelligence/investigations tasks	E, F, I		
41. Designate one or more Deputy Intelligence/Investigations Section Chiefs, if necessary.	E, F, I		

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
42. Activate one or more groups if necessary.	E, F, I		
43. Ensure investigative personnel are available, and that staff properly distribute, maintain, safeguard, store, and return resources.	E, F, I		

4c. Behavior: **Supervise Intelligence/Investigations Section operations**

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
44. Schedule and conduct regular meetings and briefings with all of the Deputy Intelligence/Investigations Section Chiefs, Group Supervisors, Managers, and Coordinators to review current intelligence/investigations status and progress.	E, F, I		
45. Provide a continuous flow of intelligence to officials to assist in developing a depiction of evolving threats or hazards.	E, F, I		
46. Confer with the other Command and General Staff throughout all relevant intelligence/investigations activities, ensuring that procedures are in place to prevent: • Interference with intelligence/investigations activities • Disturbance of known or suspected crime scenes or investigative scenes	E, F, I		
47. Establish and implement appropriate protocols to guide the handling of sensitive and classified information.	E, F, I		
48. Coordinate with the appropriate governmental agencies, nongovernmental organizations, and the private sector: • Information collection • Coordination of response activities • Infrastructure protection	E, F, I		
49. Coordinate with the Public Information Officer to ensure that public information-related activities do not violate or compromise operational security.	E, F, I		
50. Analyze incident or planned event-related information and data, evaluate the current situation, and estimate the potential future situation.	E, F, I		
51. Maximize situational awareness and develop an accurate common operating picture.	E, F, I		
52. Confer with the Planning Section regarding: • Planning functions and activities • The intelligence/investigations aspects and components of the IAP • The intelligence/investigations aspects and components of the Demobilization Plan • Documentation and records management procedures, measures, and activities	E, F, I		

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
53. Prepare and implement an incident-specific Communications Plan as necessary, particularly if secure communications systems protocols are appropriate.	E, F, I		
54. Ensure that staff implement proper procedures, measures, and activities to secure audio, data, image, and text communications throughout the organization.	E, F, I, J		
55. Determine the resource needs for one or more operational periods and request the necessary operational and support resources—based on the current situation and potential future situation.	E, F, I		
56. Direct and support missing persons and mass fatality investigations.	E, F, I, R		

4d. Behavior: **Transfer position duties while ensuring continuity of authority and knowledge and while taking into account the increasing or decreasing incident complexity**

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
57. Coordinate an efficient transfer of position duties when mobilizing/demobilizing resources: • Inform assigned personnel and supervisor • Communicate with incoming personnel regarding when and where transition of positions will occur • Conduct transition effectively • Document follow-up action and submit to agency representative	E, F, I		
58. Complete all necessary reports and narratives to common standards prior to turnover in the following instances: • Shift change • End of operational period • Reassignment • Demobilization	E, F, I		
59. Coordinate with agencies about transfer of intelligence/investigations processes back to the Authority Having Jurisdiction (AHJ).	E, F, I		

4e. Behavior: **Plan for demobilization and ensure staff follow demobilization procedures**

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
60. Assist in development, approval, and implementation of demobilization plan: • Coordinate with supervisor during development and implementation • Coordinate with appropriate partners regarding demobilization procedures • Coordinate section needs and responsibilities • Provide information to supervisor to assist with decisions on release priorities	E, F, I		
61. Complete process for demobilizing section responsibilities: • Reinforce emphasis on safety and accountability during this phase of the operations • Brief section on demobilization responsibilities • Ensure all section units demobilize in a timely and complete manner • Brief replacement	E, F, I		
62. Participate in organization closeout/After Action Review (AAR).	E, F, I		