DEFINITIONS

- **Qualifications Review Board (QRB):** The QRB is comprised of representatives from several agencies and organizations (NEMA, NFS, SFMO, etc.) tasked with ensuring that the standards of qualification are upheld for their respective governing program (FEMA and NWCG).

- **Position Task Book (PTB):** The Position Task Book System is in place to ensure that individuals possess both the training and skill competency to operate in an emergency management position autonomously.
**DEFINITIONS**

- **Trainee**: Individual working on PTB
- **Evaluator**: Individual evaluating trainee
- **Mentor**: Can sign in taskbook, can not be final evaluator
- **Coach**: Can sign in taskbook can not be Final Evaluator
- **Operational Period**: Must be specific dates. Not Number of operational shifts or number of days
- **O**: Task can be completed in any situation
- **I**: Must be completed on an incident under the ICS system
- **W**: Must be completed on a wildfire
- **RX**: Must be performed on a prescribed fire incident
- **W/RX**: Can be performed on either a wildfire or prescribed fire incident
- **R**: Rare event, evaluator must determine if trainee is capable of performing task in a real situation.
Things to Know

- Only ONE position per PTB
- Expires 3 years from the initiation date OR from the first evaluation date
- No more than 6 open taskbooks at anytime with no more than 2 from any functional area
- Only one evaluation can be from a training or planned event (excluding prescribed fire)
NWCG Task Book for the Positions of:

SINGLE RESOURCE BOSS
- CREW (CRW)
- HEAVY EQUIPMENT (HEQB)
- ENGINE (ENG)
- PUMPER (PMB)
- FIREFIGHTING (FRB)
- HELICOPTER (HMGB)

(POSITION PERFORMANCE REQUIRED ON A WILDFIRE ASSIGNMENT)

PMS 311-43 APRIL 2012

Task Book Assigned To:

Trainee's Name: Smokey Bear
Home Unit/Agency: Gering VFD
Home Unit Phone Number: 308-655-5555

Task Book Initiated By:

Official's Name: Nathan Flowers
Home Unit Title: Chief Gering VFD
Home Unit Agency: Gering VFD
Home Unit Phone Number: 308-655-5555
Home Unit Address: 123 Smokey Dr Gering, NE 69336
Date Initiated: 11/12/2012

This manual contains the tasks and standards for the performance expected of the position for which it is being used. This task book is a personal reference as a position qualification document in accordance with the instructions contained herein.

NWCG TASKBOOK
INITIATION PAGE

- Initiated at the Home Unit
- 3 years from or initiation date OR first evaluation
### NWCG TASKBOOK TASK PAGE

- Use evaluator number from evaluation page
- Use Initials and date from when the evaluator signed evaluation page

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### ENGB Specific Tasks

**Competency:** Ensure completion of assigned tasks in a meet identified algorithm.

<table>
<thead>
<tr>
<th>Task</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use evaluator number from evaluation page</td>
<td></td>
</tr>
<tr>
<td>Use Initials and date from when the evaluator signed evaluation page</td>
<td></td>
</tr>
</tbody>
</table>

---

**Behaviors:** Gather, analyze, and validate information pertinent to the incident or event and make recommendations for writing priorities.

<table>
<thead>
<tr>
<th>Task</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prepare the incident report with an initial report summary</td>
<td></td>
</tr>
<tr>
<td>Assist in the development of a comprehensive incident action plan</td>
<td></td>
</tr>
<tr>
<td>Provide operational guidance to incident commanders and support personnel</td>
<td></td>
</tr>
<tr>
<td>Participate in post-incident debriefings</td>
<td></td>
</tr>
<tr>
<td>Participate in the development of incident management policies and procedures</td>
<td></td>
</tr>
</tbody>
</table>

---

**Behaviors:** Make appropriate determinations based on an analysis of gathered information.

<table>
<thead>
<tr>
<th>Task</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Implement the incident management policies and procedures</td>
<td></td>
</tr>
<tr>
<td>Provide operational guidance to incident commanders and support personnel</td>
<td></td>
</tr>
<tr>
<td>Participate in post-incident debriefings</td>
<td></td>
</tr>
<tr>
<td>Participate in the development of incident management policies and procedures</td>
<td></td>
</tr>
</tbody>
</table>

---

*Evaluate the tasks and tasks. NWCG Taskbook indicates they are provided to ensure successful identification.*
Fill out trainee information in header (should be filled out by Trainee prior to handing to evaluator.

Fill out evaluator information.

Fill out tasks completed using Date, Initials and Evaluator record Number on evaluator sheet.

Make recommendation as to level of competency (1-4)

If recommendation is to submit for certification then that evaluator needs to fill out Final Evaluator Section (inside front cover) as well.

Return to Trainee
Final evaluator must fill out evaluation page in rear of Taskbook

- Certified by the appropriate agency representative NEMA or NFS
# National Qualification System (NQS)

## Position Task Book

**For the Position of Liaison Officer**

Version: September 2017

Check the appropriate position type:

- [ ] Single Type
- [ ] Type 1
- [ ] Type 2
- [x] Type 3

### Position Task Book Assigned To:

- **Trainee’s Name:** Dotty Croppler
- **Duty Station:** Lincoln Airport
- **Phone Number:** (402) 123-1234
- **E-Mail:** D.Croppler@FakeEmail.com

### Position Task Book Initiated By:

- **Official’s Name:** Wade Wilson
- **Title:** Supervisor
- **Duty Station:** Lincoln Airport
- **Phone Number:** (402) 123-1234
- **E-Mail:** W.Wilson@FakeEmail.com

### Position Task Book Was Initiated:

- **Location:** Lincoln Airport, Lincoln, NE
- **Date:** 9-24-18
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

<table>
<thead>
<tr>
<th>TASK</th>
<th>CODE</th>
<th>EVALUATION RECORD #</th>
<th>EVALUATOR INITIALS AND DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>18. Effectively communicate options, considerations, and recommendations during briefings.</td>
<td>E, I</td>
<td>#1</td>
<td>#1</td>
</tr>
<tr>
<td>19. Attend agency official meetings, Command and General Staff meetings, and other staff meetings and briefings as the supervisor dictates and share pertinent information that may affect the team’s management of the incident: (a) Changes to the SOP or relevant plans; (b) Current conditions, priorities, and situational considerations; (c) Staff-specific information and instructions; (d) Special health and safety issues; (e) Situational assessment; (f) Receive priorities, goals, and objectives; (g) Present recommendations</td>
<td>E, I</td>
<td>#1</td>
<td>#1</td>
</tr>
<tr>
<td>20. Attend daily briefings: (a) Receive priorities, goals, and objectives (b) Communicate staff accomplishments, concerns, or conflicts (c) Develop staff plan based on priorities, goals, and objectives</td>
<td>E, I</td>
<td>#1</td>
<td>#1</td>
</tr>
<tr>
<td>21. Schedule and conduct daily briefings to assigned personnel: (a) Inform identified meeting attendees of time, location, and information they should provide for the meeting (b) Define objectives, agenda, and time expectations (c) Post meeting agenda at appropriate locations (d) Make arrangements for dissemination and recording of applicable information (e) Resolve concerns and conflicts</td>
<td>E, I</td>
<td>#1</td>
<td>#1</td>
</tr>
<tr>
<td>22. Prepare for and participate in briefings with other sections, branches, divisions, groups, units, and incident staff: (a) Share and evaluate information (b) Identify safety hazards and mitigation strategies with the Safety Officer (c) Maintain quality updates for FIGO</td>
<td>E, I</td>
<td>#1</td>
<td>#1</td>
</tr>
<tr>
<td>23. Conduct briefings at predetermined times and locations with stakeholders and existing, cooperating, and non-governmental agencies prior to each operational period</td>
<td>E, I</td>
<td>#1</td>
<td>#1</td>
</tr>
<tr>
<td>24. Provide input from visiting agencies, cooperating agencies, and stakeholders during the planning process</td>
<td>E, I</td>
<td>#1</td>
<td>#1</td>
</tr>
</tbody>
</table>

Version: September 2017
### Evaluation Record Form

<table>
<thead>
<tr>
<th><strong>Trainee Name:</strong></th>
<th>Dusty Cooper</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Trainee Position:</strong></td>
<td>Liaison Officer</td>
</tr>
<tr>
<td><strong>Evaluation Record Number:</strong></td>
<td>071</td>
</tr>
<tr>
<td><strong>Evaluator’s name:</strong></td>
<td>John Doe</td>
</tr>
<tr>
<td><strong>Incident office title and agency:</strong></td>
<td>26 May 2018, Lincoln Airport</td>
</tr>
<tr>
<td><strong>Evaluator’s name:</strong></td>
<td>John Doe</td>
</tr>
<tr>
<td><strong>Name and location of incident or simulation exercise:</strong></td>
<td>Lincoln Airport, Lincoln, NE</td>
</tr>
<tr>
<td><strong>Incident kind:</strong></td>
<td>Exercise, Airline Crash</td>
</tr>
<tr>
<td><strong>Number and kind of resources:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Evaluation Period:</strong></td>
<td>October 5-8, 2018</td>
</tr>
<tr>
<td><strong>Position Type:</strong></td>
<td>LOFR Type 3</td>
</tr>
</tbody>
</table>

### Recommendation:

The above named trainee performed the initiated and detailed 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 AII 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. Additional assignments are needed to complete the evaluation.
- The trainee is severely deficient in the performance of tasks and needs further training prior to additional assignments(s) as a trainee for this position.

### Additional Recommendations/Comments:

Dusty has a good understanding of the position and its duties. He just needs additional LOFR assignments to complete the task.

### Date:

<table>
<thead>
<tr>
<th>10-5-18</th>
</tr>
</thead>
</table>

### Evaluator’s initials:

<table>
<thead>
<tr>
<th>JD</th>
</tr>
</thead>
</table>

### Evaluator’s relevant qualification:

<table>
<thead>
<tr>
<th>LOFR 3</th>
</tr>
</thead>
</table>

---

**FEMA Taskbook Evaluator Page**

- Fill out trainee information in header (should be filled out by Trainee prior to handing to evaluator).
- Fill out evaluator information.
- Fill out tasks completed using Date, Initials and Evaluator record Number on evaluator sheet.
- Make recommendation as to level of competency (1-4).
- If recommendation is to submit for certification then that evaluator needs to fill out Final Evaluator Section (inside front cover) as well.
- Return to Trainee.
Evaluator Verification

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

FINAL EVALUATOR VERIFICATION

I verify that

Dusty Captothep

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: Bruce Wayne
DATE: 12-19

FINAL EVALUATOR’S PRINTED NAME: Bruce Wayne
TITLE: Captain
DUTY STATION: Gotham Police Department
PHONE NUMBER: (200) 123-1234
E-MAIL: B. wayne@GPD.com

Documentation of Agency Certification

DOCUMENTATION OF AGENCY CERTIFICATION

I certify that

Dusty Captothep

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: June Smith
DATE: 3-14-19
OFFICIAL’S NAME: June Smith
TITLE: TAG
DUTY STATION: SFIR
PHONE NUMBER: (412) 123-1234
E-MAIL: J. Smith@Firecom1.com

Version: September 2017
Submit completed Task Book to Fire Chief or Supervisor

Chief or Supervisor submits taskbooks to proper agency
  - NWCG Taskbooks go to the Nebraska Forest Service
  - FEMA Taskbooks go to Nebraska Emergency Management Agency

QRB meets quarterly
  - Dates of QRB meeting are located on the NEMA, NFS and SFMO websites

After Certification NEMA and the NFS input qualification into the proper qualification database and returns the Taskbook

If denied the Taskbook is returned stating why it was denied with the steps to fix any issues
RESOURCES

- PMS 310-1
- NFS Guidance Document For Position Taskbooks
- NEMA Guidance Document For Position Documents
CONTACTS

• **NEMA**
  • Dave Reisen
    State Training/Exercise Officer/NIMS Coordinator
    (402)471-7177

• **Nebraska Forest Service**
  • Matt Holte
    Fire Operations Team Leader
    203E Forestry Hall
    P.O. Box 830815
    Lincoln, NE 68583-0815
    (402)472-6060
    mholte2@unl.edu

• **Justin Nickless**
  Fire Management Specialist
  113 N. Woodward St. Ste. A
  Ainsworth, NE 69210
  (402)760-1930
  jnickless2@unl.edu

• **Eric Moul**
  NFS Training Coordinator
  PO Box 830815
  Lincoln, NE 68583-0815
  (402)472-2699

• **State Fire Marshalls Office**
  • Allen Michaels
    Training Specialist II Training Division
    (308)279-1788