POSITION TASK BOOK FOR THE POSITION OF

URBAN SEARCH AND RESCUE (US&R) TASK FORCE LEADER

Version: April 2023

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:
EMAIL:
POSITION TASK BOOK INITIATED BY:
OFFICIAL'S NAME:
TITLE:
DUTY STATION:
PHONE NUMBER:
EMAIL:
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:
EMAIL:

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:
EMAIL:

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 Qualifications 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 an AHJ 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. Bullet statements within a task are only examples and do not need to be performed to have a task signed off.

PTB Task Codes

For each of the tasks listed in the Position Task Book (PTB), there are one or more codes describing the circumstances in which the trainee can perform tasks related to the position. If a task has multiple codes listed, it means the evaluator can assess the trainee on any of those circumstances as opposed to evaluating the trainee on all of the listed codes.

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

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

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

Code I: Task performed on an incident or event managed under ICS. Examples of incidents and events that may employ ICS include but are not limited to an oil spill, search and rescue, hazardous material 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. *Note:* Assignment of Code R is not recommended. However, AHJs may add at their discretion to tasks added to NQS PTBs.

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 jurisdiction address and phone: List evaluator's home jurisdiction 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 jurisdiction 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:

URBAN SEARCH AND RESCUE (US&R) TASK FORCE LEADER

1. Competency: Assume position responsibilities

Description: Successfully assume the role of US&R Task Force Leader and initiate position activities at the appropriate time according to the following behaviors.

1a. Behavior: Successfully assume the role of US&R Task Force Leader and initiate position activities

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
1. Initiate and maintain Task Force activity log (ICS-214): • Complete activity log and use to support shared situational awareness • Transfer activity log information to other documents, positions, and displays	E, F, I		

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

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
2. Obtain initial briefing from the Division/Group Supervisor, Branch Director, Operations Section Chief, or Incident Commander: • Obtain current action plan or other relevant plans	E, F, I		
3. Collect information from outgoing US&R Task Force Leader or other personnel responsible for the outgoing Task Force: • Information on incident relevant to the assignment or group's activities • Information on the Incident Command System (ICS) organizational structure	E, F, I		

1c. Behavior: Ensure availability, qualifications and capabilities of resources to complete assignment

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
4. Review the action plan, other relevant plans, or Resources Unit records to identify resources assigned: • Location and status of Task Force resources • Resource identifier, if assigned • Supervisor name and contact information • Resource kind, type, and quantity	E, F, I		

1d. Behavior: Establish effective relationships with relevant personnel

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
5. Establish and maintain positive interpersonal and interagency working relationships: • Incident Management Team (IMT), if applicable • Incident Support Team • Authority Having Jurisdiction (AHJ) • Public	E, F, I		
6. Coordinate with functional US&R resources within the incident management structure: • Participate in operational and functional area briefings	E, F, I		

1e. Behavior: **Establish or determine organization structure, reporting procedures, and chain of command of Task Force resources**

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
7. Determine Task Force resource requirements: • Request and document personnel changes • Seek and gain Section Chief and AHJ approval for personnel actions	E, F, I		
8. Organize functional Task Force resources to successfully meet incident/tactical objectives: • Search • Rescue • Hazardous Materials (HazMat) • Medical • Logistics • Planning	E, F, I		

2. Competency: Lead Task Force personnel

Description: Influence, lead, and direct Task Force 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 they understand and can accomplish duties and tasks • Train and mentor assigned subordinates • Keep Task Force personnel informed • Seek and accept responsibility for actions	E, F, I, J		

2b. Behavior: Ensure the health, safety, welfare, and accountability of Task Force personnel

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
10. Comply with relevant health and safety requirements: • Direct operations based on health and safety considerations and guidelines • Ensure that Task Force personnel follow safety guidelines appropriately • Spot check operations to ensure compliance with safety considerations • Account for Task Force resources	E, F, I		
11. Evaluate mental and physical fatigue of Task Force personnel and make resources available to support: • Appropriate work/rest ratio • Crisis counseling	E, F, I		

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

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
12. Determine Task Force resources' ability to complete assignment within time frame and provide feedback through the chain of command.	E, F, I		

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
13. Manage assignments based on action plan or relevant plan: • Assign responsibilities for segments within the assigned operations area • Predict and track the burn rate of Task Force activities • Communicate assignments and burn rates to Branch Directors, Division/Group Supervisors and Unit Leaders, if applicable	E, F, I		
14. Ensure that subordinates understand assignment for each operational period.	E, F, I		
15. Periodically evaluate personnel status and operational needs to determine whether personnel assignments are appropriate: • Assign personnel or teams depending on the needs of the Branch Directors, Division/Group Supervisors and Unit Leaders, if applicable • Provide for functional and geographical supervision as necessary	E, F, I		
16. Evaluate the performance of Task Force personnel and ensure that staff: • Implement assigned portions of the action plan • Recommend resources within the assigned area of operations • Report on the progress or control of Task Force operations • Report on status of resources within the Task Force	E, F, I		

2d. Behavior: **Coordinate interdependent activities**

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
17. Coordinate activities with adjacent resources: • Review Task Force assignments to determine specific areas or tasks requiring coordination • Maintain communications with adjoining resources	E, F, I		
18. Establish cohesiveness among Task Force resources. • Promote an environment of open communication • Demonstrate and encourage commitment to the team and mission • Set expectations for accountability • Focus on the team result	E, F, I		
19. Coordinate across functional areas: • Search • Rescue • HazMat • Medical • Logistics • Planning	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: Communicate incident priorities and operations

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
20. Communicate priorities, objectives, and any changes throughout the Task Force: • Maintain shared situational awareness throughout the Task Force	E, F, I		
21. Monitor Task Force support status and develop alternate strategies to meet incident objectives: • Advise assigned staff of significant changes in incident status that may affect them	E, F, I		
22. 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 • Protect Personally Identifiable Information (PII) while reporting	E, F, I		
23. Ensure functional areas provide timely feedback in response to requests for information.	E, F, I		

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

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
24. Effectively communicate options, considerations, and recommendations during briefings.	E, F, I		
25. Inform Division Supervisor, Branch Director or Operations Section Chief as appropriate: • Conditions affecting Task Force operations • Hazardous conditions • Situation status in assigned work area • Unresolved conflicts with adjacent resources. • Duplicate resources operating in the same area	E, F, I		
26. Provide subordinates tactical briefings: • Discuss alternate plan based on strategies, control objectives, and type of resources available	E, F, I		
27. Obtain periodic reports from subordinates and adjacent resources on progress.	E, F, I		

3c. Behavior: Ensure documentation is complete and disposition is appropriate

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
28. Ensure that incident documentation and administrative requirements are complete, as the Operations Section Chief or IC requires: • 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	E, F, I		

3d. *Behavior:* Develop and implement plans

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
29. Participate in the preparation of the action plan, planning meeting agenda, and strategic plan for the next operational period: • Update Division/Group Supervisor on current situation • Help set priorities for next operational period • Determine tasks and work assignments for next operational period • Advise on current capabilities and limitations • Determine resource needs or excess	E, F, I		
30. Participate in the preparation of other necessary relevant plans for Task Force: • Demobilization plan • Evacuation plan • Continuity of Operations (COOP) plan • Contingency Plans • Incident within an incident plan(s)	E, F, I		
31. Participate in the development alternate plan based on strategies, control objectives, and type of resources available	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 adjustment

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
32. Identify appropriate resources required to achieve objectives.	E, F, I		
33. Determine appropriate tactics.	E, F, I		
34. Adjust tactics in response to opportunities or problems encountered.	E, F, I		
35. Implement objectives and special instructions for Task Force: • Monitor work progress, compare accomplishments against set objectives, and evaluate incident situation • Evaluate different uses of resources based on tactical needs within Task Force • Develop recommendations for next operational period	E, F, I		
36. Apply a continuous risk management process: • Situational awareness • Hazard assessment • Hazard control • Decision point • Evaluation	E, F, I		
37. Determine need for assistance: • Identify need for additional assistance by monitoring work progress or obtaining reports from subordinates. • Coordinate with Division/Group Supervisor, Branch Director or Operations Section Chief and request assistance according to procedures discussed in briefing	E, F, I		
38. Identify and communicate logistical support needs: • Review action plan's logistics elements to determine whether they meet operational needs. • Maintain documentation of accountable property assigned to the Task Force. • Anticipate and resolve logistical needs	E, F, I		

4b. *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

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
39. Coordinate an efficient transfer of position duties during operational period transitions: • Inform Task Force personnel and supervisor • Communicate with incoming personnel concerning when and where transition of positions will occur • Conduct transition effectively • Document follow-up actions	E, F, I		
40. Provide a face-to face-briefing to the individual replacing you as the Task Force Leader during operational period transitions: • Discuss current conditions, concerns, and actions • Identify potentially hazardous conditions	E, F, I		

4c. Behavior: **Plan for demobilization and ensure staff follow demobilization process**

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
41. Ensure the development and implementation of demobilization plan: • Coordinate with supervisor during development and implementation • Coordinate with appropriate partners regarding demobilization procedures • Coordinate Task Force needs and responsibilities • Provide information to supervisor to assist with decisions on release priorities	E, F, I		
42. Complete process for demobilizing Task Force responsibilities: • Reinforce emphasis on safety and accountability during this phase of the operations • Brief subordinate staff on demobilization responsibilities • Ensure all subordinate staff demobilize in a timely and complete manner • Demobilize equipment, as necessary • Brief replacement, if necessary	E, F, I		
43. Participate in incident closeout and After Action Review (AAR).	E, F, I		