



FEMA

POSITION TASK BOOK FOR THE POSITION OF
**HAZARD MITIGATION COMMUNITY PLANNER
SPECIALIST**

Version: November 2021

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 not 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: <input type="checkbox"/> The trainee has successfully performed all required tasks for the position. The AHJ should consider the individual for certification. <input type="checkbox"/> The trainee could not complete certain tasks or needs additional guidance. See comments below. <input type="checkbox"/> Not all tasks were evaluated on this assignment. An additional assignment is needed to complete the evaluation. <input type="checkbox"/> 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:

HAZARD MITIGATION COMMUNITY PLANNER SPECIALIST

1. Competency: Assume position responsibilities

Description: Successfully assume the role of Hazard Mitigation (HM) Community Planner Specialist and initiate position activities at the appropriate time according to the following behaviors.

1a. Behavior: Gather, review, and organize disaster-related information for analysis and decision-making

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
1. Coordinate with immediate supervisor to identify local, state, tribal, and territorial HM priorities: <ul style="list-style-type: none"> ● Review available sources such as existing mitigation and land use plans ● Interact with local, state, tribal, and territorial representatives and other subject matter experts to determine priorities 	E, F, I, J		
2. Coordinate with HM personnel to identify Stafford Act Section 406 mitigation projects: <ul style="list-style-type: none"> ● Identify planning point of contact (POC) or representative for Section 406 mitigation ● Analyze Public Assistance projects to recommend potential Section 406 opportunities 	E, F, I, J		

2. 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.

2a. Behavior: Implement the HM program processes

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
3. Review submitted HM plans for compliance with HM planning guidance: <ul style="list-style-type: none"> ● Apply regional variances in guidance application ● Prepare draft crosswalk comments, including required/recommended revisions to the HM plan ● Identify and compile mitigation plans and current review guidelines (for example, crosswalk/plan review documents) ● Complete detailed review of mitigation plans 	E, F, I, J		
4. Coordinate with HM personnel to develop HM grant program project applications: <ul style="list-style-type: none"> ● Identify planning POC or representative ● Identify HM grant program mitigation POC or representative ● Coordinate with POC to identify and compile HM grant program project applications and mitigation plans 	E, F, I, J		
5. Consult program regulations, applicable Federal Emergency Management Agency (FEMA) policies, and local, state, tribal, and territorial policies concerning HM plan development: <ul style="list-style-type: none"> ● 44 Code of Federal Regulations (CFR) ● FEMA's Mitigation Planning How-To Series for state and local projects ● Disaster Mitigation Act of 2000 ● Plan review document (crosswalk) ● Federal guidance for local, state, tribal, and territorial planning ● All applicable community- or state-specific requirements or guidelines 	C, E, F, I, J, T		
6. Coordinate with local, state, tribal, territorial, and Federal entities to identify any technical assistance necessary to facilitate HM plan development: <ul style="list-style-type: none"> ● Identify state plan developers ● Provide current regulations, policies, and guidance on plan development ● Provide advice and guidance on funding opportunities and eligible mitigation projects ● Provide advice and guidance on obtaining National Flood Insurance Program (NFIP) claims information from FEMA ● Provide advice related to integration of land use plans and policies and other relevant plans into HM planning process ● Provide advice and guidance on completing a preliminary benefit-cost analysis to help prioritize ● projects in a mitigation plan 	E, F, I, J, T		

7. Provide support for and assistance with planning-related training for local, state, tribal, and territorial governments: <ul style="list-style-type: none"> ● Coordinate with grants personnel regarding required expertise ● Evaluate client-specific planning-related training needs and requirements ● Compile current training materials and guidance ● Identify individuals qualified to provide training ● Coordinate training with training officer and immediate supervisor ● Work with training officer to identify invitees 	E, F, I, J, T		
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2b. Behavior: Advise and guide on HM program concepts, rules, regulations, and processes

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
8. Provide basic HM planning and operational technical guidance to internal and external stakeholders: <ul style="list-style-type: none"> ● Identify stakeholders ● Compile guidance and best practices ● Provide informal training ● Provide guidance, regulations, and policies ● Respond to questions, providing additional information as necessary 	E, F, I, J, T		
9. Provide HM planning information to HM grants staff to inform their program work: <ul style="list-style-type: none"> ● Provide copies of existing HM plans ● Provide planning and policy documents ● Answer detailed questions about mitigation planning processes and products 	C, E, F, I, J, T		
10. Participate in meetings to identify potential funding sources for mitigation projects.	E, I, J		

2c. Behavior: Advise on role of HM planning in long-term recovery activities

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
11. Communicate with internal partners: <ul style="list-style-type: none"> ● Identify internal partners with a role in long-term recovery planning ● Inform internal partners about the purpose of HM planning and how it fits into long-term recovery activities ● Provide examples of how HM planning integrates with recovery planning ● Answer questions about the purpose of HM planning ● Collaborate with HM program specialists 	E, F, I, J, T		

2d. Behavior: Provide technical assistance on HM planning activities

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
12. Coordinate with program liaisons to identify technical assistance needs and scope of work related to HM plan and project development: <ul style="list-style-type: none"> ● Discuss local and state capabilities and technical resources ● Determine availability of information about hazards ● Determine availability of information about built environment (including infrastructure) and local, state, tribal, and territorial operations 	E, F, I, J, T		
13. Assist community or state in developing information to incorporate into mitigation plans: <ul style="list-style-type: none"> ● Obtain NFIP claims data from FEMA or state NFIP coordinator ● Identify local or state plans with potential for cross- over with mitigation plans ● Identify potential mitigation projects ● Compile information about risks and hazards, including extent and probabilities ● Compile information about private, local, and state structures, infrastructure, and operations, including any critical facilities 	E, F, I, J		
14. Assist community or state in establishing a mitigation planning process: <ul style="list-style-type: none"> ● Use FEMA best practices ● Identify core planning team ● Identify stakeholders group ● Establish schedule ● Establish a process for informing the public ● Establish review and approval procedures ● Develop a process for prioritizing projects, such as using STAPLEE factors (Social, Technical, Administrative, Political, Legal, Economic, and Environmental) 	E, F, I, J, T		
15. Assist community or state in prioritizing potential mitigation projects for inclusion in a mitigation plan: <ul style="list-style-type: none"> ● Compile potential projects from various sources ● Develop data to support preliminary benefit-cost analysis ● Complete preliminary benefit-cost analysis 	E, F, I, J, T		

2e. Behavior: Analyze program-related data to make recommendations and identify problems

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
16. Analyze and evaluate HM plans for compliance with Disaster Mitigation Act of 2000, FEMA policies, and regional guidance: <ul style="list-style-type: none"> ● Compile plans ● Review plans in context of current FEMA plan review guidance (for example, crosswalk) and any additional local, state, tribal, and territorial requirements ● Complete crosswalk, with comments, recommendations, and required revisions 	E, F, I, J		