



FEMA

POSITION TASK BOOK FOR THE POSITION OF FATALITY MANAGEMENT MORGUE PROCESSING UNIT LEADER

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:

FATALITY MANAGEMENT MORGUE PROCESSING UNIT LEADER

1. Competency: Assume position responsibilities

Description: Successfully assume the role of Fatality Management (FM) Morgue Processing Unit Leader and initiate position activities at the appropriate time according to the following behaviors.

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

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
1. Obtain number of fatalities and fragmented human remains: <ul style="list-style-type: none"> ● Maintain daily census of human remains in morgue ● Obtain daily recovery numbers of human remains 	E, F, I		

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

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
2. Activate unit: <ul style="list-style-type: none"> ● Establish appropriate unit 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 unit'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 as appropriate ● Participate in planning meetings to determine unit organization, support tactical assignments, ensure resource support and coordination needs, and identify other considerations for the next operational period 	E, F, I		
3. Supervise and adjust unit organization and operations based on changes in incident situation and resource status: <ul style="list-style-type: none"> ● Maintain common operating picture throughout the unit ● Provide for functional and geographical supervision as necessary ● Ensure effective use and coordination of all assigned resources ● Constantly monitor objectives and overall unit operations for efficacy and safety 	E, F, I		

<p>4. Maintain staffing levels and provide necessary tools and equipment to meet operational needs based on remains processed:</p> <ul style="list-style-type: none"> ● Monitor operational capabilities and potential for demobilization of morgue based on human remains census ● Monitor personnel changes 	<p>E, F, I</p>		
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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: Ensure the health, safety, welfare, and accountability of assigned personnel

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
5. Comply with relevant health and safety requirements: <ul style="list-style-type: none"> ● Direct operations based on health and safety considerations and guidelines ● Ensure that assigned personnel follow safety guidelines appropriately ● Spot-check operations to ensure compliance with safety considerations 	E, F, I		
6. Ensure safety monitoring during recovery process: <ul style="list-style-type: none"> ● Follow Occupational Safety and Health Administration (OSHA) mandates regarding personnel monitoring during hazardous materials (hazmat) incidents, including “on air” times, entry and exit from hot zones, and personal health 	E, F, I		

2b. Behavior: Coordinate interdependent activities

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
7. Ensure effective use and coordination of all assigned resources: <ul style="list-style-type: none"> ● Conduct briefing and debriefing with assigned personnel and supervisor between operational periods 			

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 documentation is complete and disposition is appropriate

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
8. Ensure incident documentation and administrative requirements are complete, according to the supervisor's direction: <ul style="list-style-type: none"> ● 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		
9. Ensure the protection of Personally Identifiable Information (PII).	E, F, I		
10. Ensure completion of all forms for assigned human remains after each morgue station has completed its processing.	E, F, I		
11. Submit completed morgue case folders to the Morgue Identification Center (MIC)/Victim Information Center (VIC)/Family Assistance Center (FAC) and Authority Having Jurisdiction (AHJ) when human remains processing is complete.	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 time frame.

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

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
12. Make appropriate decisions based on analyzed and validated information: <ul style="list-style-type: none"> ● Make adjustments in response to new information, changing conditions, or unexpected obstacles 	E, F, I		
13. Ensure that the work completed is consistent with direction, policy, and incident objectives: <ul style="list-style-type: none"> ● Supervisor's direction ● Incident Action Plan (IAP) goals and objectives ● Other planning goals and objectives 	E, F, I		
14. Ensure processing teams in the morgue complete their assigned actions: <ul style="list-style-type: none"> ● All forms and case folders signed and completed ● Personal effects documented and stored properly ● Daily census taken on human remains in storage units 	E, F, I		

4b. Behavior: Establish and manage the FM Morgue Processing Unit

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
15. Support processes within the unit.	E, F, I		
16. Collect daily morgue processing statistics: <ul style="list-style-type: none"> ● Body counts ● Number of released remains ● Number of admitted remains ● Number of remains in refrigeration storage 	E, F, I		
17. Support the duties of the FM Forensic Photographer, FM Morgue Admitting Specialist, FM Morgue Escort, FM Personal Effects Specialist, FM Human Remains Storage and Release Specialist, and other team members.	E, F, I		
18. Provide supervision for FM Forensic Photographers during morgue admitting and property processing: <ul style="list-style-type: none"> ● Ensure photographer takes an overall photo and an ID/facial photo of each body ● Ensure all property is photographed either with the decedent or with the morgue identification number 	E, F, I		
19. Ensure site security during admitting and storing of remains and property: <ul style="list-style-type: none"> ● Security staff properly trained on morgue access procedures ● Human remains properly cataloged and secured in storage units 	E, F, I		

20. Coordinate with FM Human Remains Recovery Team Leader and FM Morgue Forensic Team Leader: <ul style="list-style-type: none"> ● When remains will be received and ready for processing ● Supervision of mutual assets (FM Forensic Photographer) 	E, F, I		
21. Ensure that the unit receives, stores, and moves remains in a timely manner for processing by the FM Morgue Forensic Team.	E, F, I		