



FEMA

POSITION TASK BOOK FOR THE POSITION OF

**ALL-HAZARDS NATIONAL INCIDENT
MANAGEMENT SYSTEM (NIMS)
TRIBAL/STATE DISASTER RECOVERY
COORDINATOR**

TRIBAL/STATE DISASTER RECOVERY COORDINATOR

1. Competency: Assume position responsibilities

Description: Successfully assume the role of Tribal/State Disaster Recovery Coordinator (T/SDRC) and initiate position activities at the appropriate time according to the following behaviors.

1a. Behavior: Establish effective relationships with relevant personnel

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
<p>1. Establish and maintain contact with lead Federal agency, such as:</p> <ul style="list-style-type: none"> ● Federal Emergency Management Agency (FEMA)/Regional Administrator ● Department of Homeland Security (DHS) ● Department of Health and Human Services (HHS) ● Department of Commerce ● Department of Housing and Urban Development (HUD) ● Army Corps of Engineers ● Department of Interior ● FEMA Regional Administrator ● Federal Coordinating Officer (FCO) ● Federal Disaster Recovery Coordinator (FDRC) 	E, F, I		
<p>2. Establish and maintain contact with local, state, tribal, and territorial leadership involved with strategic and operational planning for recovery, such as:</p> <ul style="list-style-type: none"> ● Governor’s Authorized Representative (GAR) ● Tribal Authorized Representative (TAR) ● Cabinet officials ● Local, state, tribal, or territorial elected officials ● Local, State, Tribal, or Territorial Emergency Management Director ● Local/Tribal Disaster Recovery Manager (L/TDRM) ● State Coordinating Officer (SCO) ● Tribal Coordinating Officer (TCO) ● Senior Leaders/Policy Group 	I, J		
<p>3. Establish and maintain coordination with local, state, tribal, and territorial recovery personnel, such as:</p> <ul style="list-style-type: none"> ● Recovery Support Function (RSF) points of contact ● Deputy SCO ● State Hazard Mitigation Officer (SHMO) ● Tribal Hazard Mitigation Officer (THMO) ● State Historic Preservation Officer (SHPO) ● Tribal Historic Preservation Officer (THPO) ● Local, State, Tribal, or Territorial Public Information Officer (PIO) ● State tribal liaison ● Local, state, tribal, or territorial legal representative ● Local, state, tribal, or territorial access and functional needs staff ● IA Officer ● PA Officer 	I, J		

1b. Behavior: Ensure readiness for assignment

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
4. Obtain governor or chief executive official’s intent for incident response and recovery.	I, J		
5. Obtain, assemble, and prepare information and materials for go-kit prior to receiving an assignment. The kit should contain critical items for the assignment and be easily transportable: <ul style="list-style-type: none"> ● Reference materials: <ul style="list-style-type: none"> ○ Local, state, tribal, or territorial funding programs ○ National Disaster Recovery Framework (NDRF) ○ Recovery Federal Interagency Operational Plan (FIOP) ● Additional plans: <ul style="list-style-type: none"> ○ Disaster recovery plan ○ Individual Assistance (IA) plan ○ Public Assistance (PA) plan ○ Hazard Mitigation Grant Program (HMGP) plan ○ State and local mitigation plans ○ Regional plans ○ Comprehensive land-use plans ○ Other Federal funding program plans 	C, E, F, I, J, T		

1c. Behavior: Successfully assume the role of T/SDRC and initiate position activities

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
6. Obtain authority to assign local, state, tribal, or territorial departments and staff based on the mission.	I		

2. 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.

2a. Behavior: Ensure the exchange of relevant information during briefings and debriefings

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
<p>7. Attend leading agency official meetings, Command and General Staff meetings, and other staff meetings and briefings:</p> <ul style="list-style-type: none"> ● Present recommendations ● Share pertinent information that may affect the team’s management of the incident ● Establish priorities, goals, and objectives ● Share and evaluate information ● Identify safety hazards and mitigation strategies with the Safety Officer ● Maintain quality updates for PIO 	E, F, I		

2b. Behavior: Communicate incident priorities and operations

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
8. Advise the SCO/TCO, GAR/TAR, territorial leaders, and Tribal Disaster Recovery Coordinator on the status of the recovery coordination mission.	I, J		
9. Update governor and GAR/TAR on current accomplishments or problems and complete incident forms as necessary.	I, J		

2c. Behavior: Manage the media, community, and other external relationships

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
10. Approve Joint Information Center (JIC) messages and other activities to ensure that messages are consistent in relation to recovery coordination.	E, F, I		
<p>11. Articulate recovery coordination complexities, nuances, and technical information to a wide range of audiences, including senior officials:</p> <ul style="list-style-type: none"> ● Ensure PIO represents the recovery message accurately in all media outlets ● Provide guidance and explanation on community recovery to the SCO and other authorities ● Represent the locality, state, tribal nation, or territory in public forums on community recovery and coordination issues ● Represent the locality, state, tribal nation, or territory in explaining recovery issues to local, state, tribal, territorial, and elected officials 	I, J		

12. Ensure management of media, community, and other external relationships to communicate the availability of assistance to applicants, communities, and members of the public.	I, J		
13. Establish strategies to manage expectations concerning disaster assistance.	E, F, I, J		
14. Represent the locality, state, tribal nation, or territory as the recovery coordinator at press events and public meetings.	I, J		

2d. Behavior: Coordinate with local, state, tribal, territorial, and Federal agency officials to ensure unity of effort

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
15. Collaborate with Federal partners to support local, state, tribal, and territorial recovery planning: <ul style="list-style-type: none"> ● Lead the coordination to set the local, state, tribal, or territorial recovery priorities, factoring in the concerns of local, state, and tribal officials 	E, F, I		
16. Coordinate with other local, state, tribal, or territorial agencies operating under their own authority.	E, F, I		
17. Coordinate with the appropriate local, state, tribal, territorial, and Federal personnel to ensure alignment with National Environmental Policy Act (NEPA) requirements: <ul style="list-style-type: none"> ● Unified Federal Review ● SHMO/THMO ● SHPO 	I, J		
18. Develop an initial coordination/engagement strategy with the SCO/TCO, in consultation with local, state, tribal, and territorial leadership.	E, F, I		

3. 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.

3a. Behavior: Develop the recovery support strategy and management plan

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
19. Activate local, state, tribal, or territorial RSF structure: <ul style="list-style-type: none"> ● Activate appropriate personnel from relevant local, state, tribal, or territorial departments and agencies to fill local, state, tribal, or territorial recovery leadership roles ● Ensure direct coordination between local, state, tribal, or territorial RSF point of contact (POC) and Federal RSF field coordinators ● Set recovery coordination operational tempo ● Coordinate recovery vision and goals, as well as short, intermediate, and long-term recovery priorities with the FDRC 	E, F, I		
20. Align local, state, tribal, or territorial IA, PA and HMGP plans with Federal planning efforts.	E, F, I, J		
21. Coordinate with FDRC and other Federal stakeholders to develop a recovery support strategy.	I		
22. Coordinate with the FDRC in developing the Advance Evaluation Team (AET) report.	E, F, I		
23. Coordinate with the FDRC in developing the Mission Scoping Assessment (MSA).	E, F, I		
24. Develop, communicate, and negotiate the scope and strategies for recovery:	E, F, I		
25. Establish the recovery scope and strategies based on the NDRF and applicable local, state, tribal, or territorial recovery plan, considering partner input: <ul style="list-style-type: none"> ● Community Planning and Capacity Building (CPCB) RSF ● Economic RSF ● Health and Social Services RSF ● Housing RSF ● Infrastructure Systems RSF ● Natural and Cultural Resources RSF 	E, F, I		
26. Identify and analyze recovery impacts and needs.	E, F, I		

3b. Behavior: Direct the establishment and efficient operation of the local, state, tribal, or territorial recovery organization

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
27. Approve the strategy for disaster recovery operations.	F, I, J, T		
28. Establish benchmarks for the recovery mission based on established vision/goals/strategies and implement regular reporting of progress toward benchmarks.	E, F, I		
29. Identify strategies to effectively leverage available funding resources across agencies; work with partners to streamline requirements and deadlines when possible.	I, J		

3c. Behavior: Oversee fiscal activities

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
30. Ensure personnel track recovery mission costs and implement operational right-sizing strategies to meet fiscal benchmarks.	I, J		
31. Establish short and long-term disaster financial management structure and processes: <ul style="list-style-type: none"> ● Procurement ● Documentation of expenses ● Cash flow management 	I, J		
32. Identify various funding sources and ensure alignment to recovery priorities.	I, J		
33. Review and approve how resources will be integrated and implemented.	I, J		
34. Review financial reports to maintain financial oversight, ensuring cost-effective operations.	I, J		
35. Utilize contracting resources effectively in adherence with procurement requirements.	I, J		

3d. Behavior: Oversee implementation of the recovery coordination mission

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
36. Ensure consistent execution of the recovery coordination mission in all functional and geographic areas: <ul style="list-style-type: none"> ● Manage expectations concerning the recovery coordination mission among senior leaders and stakeholders ● Monitor and track progress of the recovery coordination mission ● Oversee outreach and communications to implement the recovery coordination mission ● Support unity among local, state, tribal, territorial, and Federal recovery coordination efforts ● Maintain sustained engagement of partner agencies and stakeholders 	I, J		