



FEMA

POSITION TASK BOOK FOR THE POSITION OF

TRIBAL/STATE DISASTER RECOVERY COORDINATOR

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:

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: Ensure readiness for assignment

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
1. 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		
2. Obtain governor or chief executive official's intent for incident response and recovery.	I, J		

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

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

1c. Behavior: Establish effective relationships with relevant personnel

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE

<p>4. 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>5. 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>6. 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		

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
7. Attend leading agency official meetings, Command and General Staff meetings, and other staff meetings and briefings: <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. Update governor and GAR/TAR on current accomplishments or problems and complete incident forms as necessary.	I, J		
9. Advise the SCO/TCO, GAR/TAR, territorial leaders, and Tribal Disaster Recovery Coordinator on the status of the recovery coordination mission.	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		
11. 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		
12. Establish strategies to manage expectations concerning disaster assistance.	E, F, I, J		
13. Represent the locality, state, tribal nation, or territory as the recovery coordinator at press events and public meetings.	I, J		

14. Articulate recovery coordination complexities, nuances, and technical information to a wide range of audiences, including senior officials: <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		
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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. Develop, communicate, and negotiate the scope and strategies for recovery:	E, F, I		
20. Identify and analyze recovery impacts and needs.	E, F, I		
21. 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		
22. Align local, state, tribal, or territorial IA, PA and HMGP plans with Federal planning efforts.	E, F, I, J		
23. Coordinate with FDRC and other Federal stakeholders to develop a recovery support strategy.	I		
24. Coordinate with the FDRC in developing the Advance Evaluation Team (AET) report.	E, F, I		
25. Coordinate with the FDRC in developing the Mission Scoping Assessment (MSA).	E, F, I		
26. 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		

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. Establish benchmarks for the recovery mission based on established vision/goals/strategies and implement regular reporting of progress toward benchmarks.	E, F, I		

28. Approve the strategy for disaster recovery operations.	F, I, J, T		
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. 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		
31. Review financial reports to maintain financial oversight, ensuring cost-effective operations.	I, J		
32. Identify various funding sources and ensure alignment to recovery priorities.	I, J		
33. Utilize contracting resources effectively in adherence with procurement requirements.	I, J		
34. Ensure personnel track recovery mission costs and implement operational right-sizing strategies to meet fiscal benchmarks.	I, J		
35. Review and approve how resources will be integrated and implemented.	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		