



# Homeland Security

**Position Task Book (PTB) for the Position of:**

**All-Hazards**  
**Information Technology Service**  
**Unit Leader**  
**(ITSL)**

Position Task Book Assigned to:	
Trainee's Name:	
Home Unit/Agency:	
Position/Title:	
Phone Number:	
E-Mail Address:	
Position Task Book Initiated by:	
Official's Name:	
Home Unit/Agency:	
Position/Title:	
Phone Number:	
E-Mail Address:	
Position Task Book Initiated on:	
Date Initiated:	

The material contained in this Position Task Book defines the performance expected of the position for which it was developed. This Position Task Book is approved for use as a position qualification document in accordance with the instructions contained herein.

**Version 0: January 2018**

Trainee's Name: \_\_\_\_\_

**Verification/Certification of Completed Position Task Book for the position of:**

**Information Technology Service Unit Leader (ITSL)**

<b>Final Evaluator Verification:</b>	
<b>[NOTE: Do not complete this section unless recommending the trainee for certification]</b>	
I verify that _____ has completed all PTB requirements for this position. All tasks have been documented with the appropriate initials. I also verify that the trainee should be considered for certification in this position.	
Final Evaluator's Signature:	
Final Evaluator's Printed Name:	
Home Unit/Agency:	
Position/Title:	
Phone Number:	
E-Mail Address:	
<b>Agency/Authority Having Jurisdiction (AHJ) Certification:</b>	
I verify that _____ has met all requirements, and hereby certify that the trainee is qualified to serve in this position.	
Date:	
Certifying Official's Signature:	
Official's Printed Name:	
Home Unit/Agency:	
Position/Title:	
Phone Number:	
E-Mail Address:	

Trainee's Name: \_\_\_\_\_

**National Incident Management System (NIMS)  
Incident Command System (ICS)  
Position Task Books (PTB)**

Position Task Books have been developed for designated positions within NIMS/ICS. PTBs list the competencies, behaviors, and tasks required for successful performance in specific positions. Trainees must be observed completing all required tasks, and show knowledge and competency in their performance during the completion of the PTB. Trainees are evaluated during this process by qualified evaluators, and the trainee's performance for each task in the PTB is documented by an evaluator's initials and date of completion. A separate Evaluation Record will be completed by all evaluators documenting the trainee's progress after each evaluation opportunity.

Successful performance of all tasks, as observed and recorded by an evaluator, will result in a recommendation to the Authority Having Jurisdiction (AHJ) that the trainee be certified in that position. The trainee's AHJ is responsible for establishing the qualification criteria for certification of positions within NIMS/ICS. Examples of qualification criteria may include a combination of: performance, education, training, experience, and medical/physical fitness.

Evaluation of the trainee's performance while completing the PTB may require more than one assignment and multiple evaluators. Incidents lasting multiple operational periods may involve several different evaluators. Tasks may be evaluated on incidents, planned events, simulation/exercises, training, or other work settings as long as there is a qualified evaluator.

All tasks must be critically evaluated and accurately recorded by each evaluator.

**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 documenting a trainee's performance.
- The Authority Having Jurisdiction (AHJ) may not have sufficient resources to ensure that every evaluator is qualified in the same position as that being assessed. A trainee's supervisor may evaluate the completion of PTB tasks. For example, a Logistics Section Chief may have the ability to sign off on completed PTB tasks for a Unit Leader trainee in the Logistics Section.
- The final evaluator verifies that a trainee has completed the PTB and has met all PTB requirements for the position. A final evaluator is generally qualified in the same position for which the trainee is applying. It is preferable to have a distinction between evaluators and the final evaluator, however if necessary, an evaluator and the final evaluator may be the same individual.
- Once the final evaluator has completed the Final Evaluator Verification section of the PTB, it is forwarded to the next level in the AHJ's review process.
- When the Agency/AHJ completes the Certification section of the PTB, the Agency/AHJ certifies that the trainee is qualified to perform in the position.

Trainee's Name: \_\_\_\_\_

**Responsibilities:**

**Trainee's Agency/Authority Having Jurisdiction (AHJ):**

- Selecting trainees based on the needs of their organization or area incident management teams.
- Providing trainees the opportunity to complete required pre-requisites.
- Initiating the PTB to document task performance.
- Identifying evaluation opportunities and making the trainee available for evaluation.
- Monitoring the progress of the trainee.
- Reviewing all applicable documentation, and completing the Agency/Authority Having Jurisdiction (AHJ) section of the PTB to certify that the trainee is qualified to perform in the position.

**Trainee:**

- Completing pre-requisite requirements.
- Reviewing and understanding instructions in the PTB.
- Requesting the Agency/AHJ to initiate the PTB.
- Identifying desired goals and objectives when an opportunity for evaluation is selected.
- Providing background information to an evaluator.
- Completing all tasks for a specific position within the timeframe allowed for that position. Tasks evaluated outside the established timeframe must be reevaluated.
- Assuring the PTB is complete.
- Notifying the Agency/AHJ when the PTB is complete and submitting to obtain certification.
- Retaining the original PTB and providing copies to designated authorities within their home agency, jurisdiction, region, or state in accordance with applicable SOPs for recognition of Communications Unit positions.

**Evaluator(s):**

- Being qualified and proficient in the position being evaluated, or a higher-level position.
- Meeting with the trainee to determine past experience, current qualifications, and desired goals and objectives.
- Reviewing tasks with the trainee.
- Explaining the evaluation procedures to the trainee, and identifying which objectives may be attained.
- Identifying tasks to be performed during the evaluation period.
- Accurately evaluating and recording demonstrated performance of tasks. Dating and initialing completion of the task shall reflect satisfactory performance. Unsatisfactory performance is documented in the Evaluation Record.
- Assigning a sequential Evaluation Record Number and completing the Record of Evaluation at the end of the PTB.

Trainee's Name: \_\_\_\_\_

**Final Evaluator:**

- Being qualified and proficient in the position being evaluated.
- Reviewing the trainee's PTB records to ensure completeness.
- Signing the Final Evaluator Verification section of the PTB once all tasks have been initialed.
- Ensuring all tasks have been completed within the established timeframe prior to submission for final certification.

**PTB Task Codes:**

Each task has a code associated with the type of assignment where the task may be completed. While tasks may be performed in any situation, they must be evaluated during the specific type of incident/event for which they are coded. Performance of any task on other than the designated assignment is not valid for qualification. If more than one code is listed for a specific task, the task may be completed during any (not all) of the listed situations. PTB Task Codes are defined below:

<b>PTB Task Code</b>	<b>Definition</b>
O	Task performed in any situation (classroom, training, simulation, daily job, incident, planned event)
C	Task performed in training or classroom setting, including seminars and workshops.
E	Task performed during full scale exercise with equipment deployment and managed under ICS.
F	Task performed during functional exercise managed under ICS.
I	Task performed on an incident or planned event managed under ICS.
J	Task performed as part of day-to-day job duties.
T	Task performed during a tabletop exercise.
R	Rare events occur infrequently, and opportunities to evaluate performance in real settings are limited. Through interviews, the evaluator may be able to determine if the trainee could perform the task during a real situation.

Trainee's Name: \_\_\_\_\_

**TASKS TO PERFORM: INFORMATION TECHNOLOGY SERVICE UNIT LEADER (ITSL)**

Task	Code	Evaluator Record #	Evaluator: Initial and date upon completion of task
<b>COMPETENCY: Assume Position Responsibilities</b>			
<b>Behavior: Ensure readiness for assignment</b>			
<p>1. Obtain and assemble information and materials needed for a response kit. Kit assembled and prepared prior to receiving an assignment. Contains critical items needed for the assignment, and items needed for functioning during the assignment. Information and materials may include, but are not limited to:</p> <p>Reference material: (electronic and/or printed)</p> <ul style="list-style-type: none"> <li>• Field Operations Guides</li> <li>• Job Aids, checklists</li> <li>• ICS guides and position manuals</li> <li>• Relevant SOPs and Information Technology Plans</li> <li>• Contact listings for personnel, agencies, other relevant organizations</li> </ul> <p>Forms:</p> <ul style="list-style-type: none"> <li>• ICS forms</li> <li>• Agency-specific forms</li> </ul> <p>Supplies:</p> <ul style="list-style-type: none"> <li>• Office supplies</li> <li>• Information Technology and Telecommunications - specific equipment</li> </ul> <p>Personal sustainment items:</p> <ul style="list-style-type: none"> <li>• Sufficient for initial 72-96 hours</li> </ul>	O		
<b>Behavior: Gather, update, and apply situational information relevant to the assignment</b>			
<p>2. Gather information necessary to assess incident assignment and determine immediate needs and actions</p> <ul style="list-style-type: none"> <li>• Name and type of incident</li> <li>• Name and contact info for IC</li> <li>• Reference number</li> <li>• Reporting location/time</li> <li>• Current resource commitments</li> <li>• Current situation</li> <li>• Expected duration of assignment</li> <li>• Transportation arrangements/travel routes</li> <li>• Contact procedures during travel</li> </ul>	E, F, I		

Trainee's Name: \_\_\_\_\_

Task	Code	Evaluator Record #	Evaluator: Initial and date upon completion of task
<ul style="list-style-type: none"> <li>• Terrain</li> <li>• Weather</li> <li>• Briefing requirements</li> </ul>			
3. Check in at designated incident check-in location <ul style="list-style-type: none"> <li>• Present required form(s) of identification</li> <li>• Provide requested information</li> <li>• Complete appropriate documentation</li> </ul>	E, F, I		
4. Obtain briefing from Communications Section Chief, supervisor, or designee to gather information <ul style="list-style-type: none"> <li>• IC's priorities, goals and objectives for the incident</li> <li>• Initial instructions concerning tasks expected of the Information Technology Service Unit</li> <li>• Expected timeframes for briefings and other meetings</li> </ul>	E, F, I		
5. Review the Incident Action Plan (IAP), other relevant plans and documents to identify resources assigned <ul style="list-style-type: none"> <li>• Location and status of assigned resources</li> <li>• Resource identifiers, if assigned</li> <li>• Supervisor name and contact information</li> <li>• Location</li> <li>• Assignment</li> <li>• Resource kind, type, and quantity</li> </ul>	E, F, I, T		
<b>Behavior: Successfully assume the role of Information Technology Service Unit Leader and initiate position activities</b>			
6. Activate the unit and initiate a unit activity log <ul style="list-style-type: none"> <li>• Establish appropriate unit organization and assign staff responsibilities</li> <li>• Ensure availability of appropriate resources</li> <li>• Conduct supporting activities within operational period</li> <li>• Complete activity log and use to support a common operating picture</li> <li>• Transfer information to additional documents, positions, and displays</li> </ul>	E, F, I		
<b>Behavior: Ensure availability, qualifications, and capabilities of resources to complete assignment</b>			
7. Identify functions within the unit to be activated, and resources required for unit operation	E, F, I		

Trainee's Name: \_\_\_\_\_

Task	Code	Evaluator Record #	Evaluator: Initial and date upon completion of task
<ul style="list-style-type: none"> <li>• Activate and assign staff to positions within the unit as appropriate</li> <li>• Identify kind, type, and quantity of resources necessary to achieve incident objectives or as defined by supervisor</li> <li>• Order necessary resources to achieve unit objectives</li> <li>• Request additional personnel, supplies, services, and equipment within the established ordering process</li> </ul>			
<b>Behavior: Establish effective relationships with relevant personnel</b>			
8. Establish and maintain positive interpersonal and interagency working relationships <ul style="list-style-type: none"> <li>• Incident staff or teams</li> <li>• Local agencies</li> <li>• Hosting jurisdiction</li> <li>• Public</li> <li>• Supporting agencies and organizations</li> </ul>	E, F, I		
<b>Behavior: Establish or determine organizational structure, reporting procedures, and chain of command of assigned resources</b>			
9. Supervise and adjust unit organization and activities based on changes in incident situation and resource status <ul style="list-style-type: none"> <li>• Maintain common operating picture throughout the unit</li> <li>• Provide for functional and geographical supervision as necessary</li> <li>• Ensure effective use and coordination of all assigned resources</li> <li>• Constantly monitor objectives and overall unit operations for efficacy and safety</li> </ul>	E, F, I		
<b>Behavior: Understand and comply with ICS concepts and principles</b>			
10. Demonstrate knowledge of ICS structure, principles, terminology, positions, and ICS forms <ul style="list-style-type: none"> <li>• Organization structure</li> <li>• ICS principles</li> <li>• Responsibilities of positions</li> <li>• Understand information contained on ICS forms, ability to accurately complete forms relevant to the Section and Unit</li> </ul>	O		
11. Maintain appropriate span of control <ul style="list-style-type: none"> <li>• Adhere to guidance recommended within NIMS/ICS</li> </ul>	E, F, I		



Trainee's Name: \_\_\_\_\_

Task	Code	Evaluator Record #	Evaluator: Initial and date upon completion of task
<b>COMPETENCY: Lead Assigned Personnel</b>			
<b>Behavior: Ensure the health, safety, welfare, and accountability of assigned personnel</b>			
12. Comply with relevant health and safety requirements <ul style="list-style-type: none"> <li>• Direct operations based on health and safety considerations and guidelines</li> <li>• Ensure that assigned personnel follow safety guidelines appropriately</li> <li>• Spot-check operations to ensure compliance with safety considerations</li> </ul>	E, F, I		
13. Evaluate mental and physical fatigue of assigned personnel, and make resources available to support <ul style="list-style-type: none"> <li>• Appropriate work/rest ratio</li> <li>• Crisis counseling</li> </ul>	E, F, I		
<b>Behavior: Establish work assignments and performance expectations, monitor performance, and provide feedback</b>			
14. Prioritize work within the unit, while taking into account immediate support for incident operations	E, F, I		
15. Periodically evaluate personnel status and operational needs to determine whether personnel assignments are appropriate <ul style="list-style-type: none"> <li>• Determine kind and number of personnel necessary for unit operations</li> <li>• Provide individuals or teams depending on the needs of command/general staff, other sections, or within the Communications Section</li> <li>• Provide for functional and geographical supervision as necessary</li> </ul>	E, F, I		
16. Evaluate performance of assigned personnel, and ensure that staff: <ul style="list-style-type: none"> <li>• Implement assigned portions of the IAP</li> <li>• Order and assign resources within the unit</li> <li>• Report on the progress or control of unit operations</li> <li>• Report on status of resources within the unit</li> </ul>	E, F, I		
17. Perform, or explain knowledge and understanding of the job of Information Technology Service Unit Leader (ITSL) <ul style="list-style-type: none"> <li>• Manage the operational and technical aspects of the Information Technology Unit</li> </ul>	E, F, I		

Trainee's Name: \_\_\_\_\_

Task	Code	Evaluator Record #	Evaluator: Initial and date upon completion of task
<ul style="list-style-type: none"> <li>Contribute to the development of a Communications and/or Information Management Plan for IT resources within the IAP</li> <li>Establish IT capabilities based on requirements for the incident</li> <li>Distribute and recover IT equipment assigned to incident personnel</li> <li>Maintain and support IT equipment</li> </ul>			
<b>Behavior: Coordinate independent activities</b>			
18. Ensure effective use and coordination of all assigned resources <ul style="list-style-type: none"> <li>Conduct briefing and debriefing with assigned personnel and supervisor between operational periods</li> </ul>	E, F, I		
19. Interact and coordinate with command, general staff, and appropriate unit leaders <ul style="list-style-type: none"> <li>Receive and provide current and accurate information</li> </ul>	E, F, I		
20. Coordinate IT support activities with local and state government, federal agencies, non-governmental/volunteer organizations, and the private sector	E, F, I		
<b>COMPETENCY: Communicate Effectively</b>			
<b>Behavior: Ensure the exchange of relevant information during briefings and debriefings</b>			
21. Schedule and conduct daily briefings for assigned personnel <ul style="list-style-type: none"> <li>Inform meeting attendees of time, location, and information they should provide for the meeting</li> <li>Define objectives, agenda, and time expectations</li> <li>Post meeting agenda at appropriate locations</li> <li>Make arrangements for documentation and recording of applicable information</li> <li>Resolve concerns and conflicts</li> </ul>	E, F, I		
22. Prepare for and participate in briefings with other sections, branches, divisions/groups, units, and incident staff <ul style="list-style-type: none"> <li>Share and evaluate IT information and support needs with other unit personnel</li> </ul>	E, F, I		

Trainee's Name: \_\_\_\_\_

Task	Code	Evaluator Record #	Evaluator: Initial and date upon completion of task
<ul style="list-style-type: none"> <li>Identify safety hazards and mitigation strategies with the Safety Officer</li> </ul>			
<b>Behavior: Ensure documentation is complete and disposition is appropriate</b>			
23. Ensure incident documentation and administrative requirements are complete, according to supervisor's direction <ul style="list-style-type: none"> <li>Submit required incident documentation to supervisor</li> <li>Complete and submit activity logs to the Documentation Unit or appropriate personnel for each operational period</li> <li>Ensure all personnel and equipment records are complete and submitted at the end of each operational period</li> </ul>	E, F, I		
<b>Behavior: Communicate incident priorities and operations</b>			
24. Communicate priorities, objectives, and any changes throughout the unit	E, F, I		
25. Monitor unit support status and develop alternate strategies to meet incident objectives <ul style="list-style-type: none"> <li>Advise assigned staff of significant changes that may affect them</li> </ul>	E, F, I		
26. Report unexpected occurrences (injuries, illnesses, accidents, or property loss/damage) <ul style="list-style-type: none"> <li>Ensure standard information and documentation contains nature of event, location, magnitude, personnel involved, initial action taken, and appropriate subsequent action</li> <li>Ensure the protection of Personally Identifiable Information while reporting</li> </ul>	E, F, I		
27. Update supervisor on current accomplishments or problems	E, F, I		
<b>Behavior: Develop and implement plans</b>			
28. Participate in preparation of the IAP, and relevant meetings in preparation for the next operational period <ul style="list-style-type: none"> <li>Update unit on current situation</li> <li>Help set priorities for next operational period</li> <li>Determine tasks and work assignments for next operational period(s)</li> <li>Advise on current capabilities and limitations</li> <li>Determine resource needs or excess</li> <li>Perform proactive IT planning to stay ahead of incident IT needs</li> </ul>	E, F, I		

Trainee's Name: \_\_\_\_\_

Task	Code	Evaluator Record #	Evaluator: Initial and date upon completion of task
29. Develop an Information Management Plan <ul style="list-style-type: none"> <li>Manage data sharing</li> </ul>	E, F, I, T		
30. Develop an Information Security Plan	E, F, I, T		
31. Recommend solutions for IT resource challenges	E, F, I, T		
<b>COMPETENCY: Ensure Completion of Assigned Actions to Meet Identified Objectives</b>			
<b>Behavior: Execute assigned tasks, assess progress, and make necessary adjustments</b>			
32. Develop and maintain IT architecture	E, F, I, T		
33. Develop overall IT network architecture, IT resource list on ICS 205B	E, F, I, T		
34. Establish a single IT & Communications Help Desk	E, F, I, T		
35. Oversee the verification of customer account status	E, F, I, T		
36. Provide IT/Telecom customer service to end-users at all support levels <ul style="list-style-type: none"> <li>Review requests for IT/Telecom support</li> <li>Initiate or process IT/Telecom purchase requisitions</li> <li>Review, validate, and provide concurrence on standard and non-standard IT/Telecom purchase requests</li> </ul>	E, F, I, T		
37. Validate completion of IT/Telecom requests	E, F, I, T		
38. Ensure that work completed is consistent with direction, policy, and incident objectives <ul style="list-style-type: none"> <li>Supervisor's direction</li> <li>IAP goals and objectives</li> <li>Other planning goals and objectives</li> </ul>	E, F, I		
<b>Behavior: Administer or apply agency policy, contracts, or agreements</b>			
39. Apply agency policy, legal, and fiscal constraints, and political considerations <ul style="list-style-type: none"> <li>Strategic plans (incident decision support documentation, delegation of authority if required)</li> <li>IAP or other relevant plans</li> <li>Cost containment</li> </ul>	E, F, I		
40. Monitor length of assignments, and ensure staff follow work/rest guidelines	E, F, I		
<b>Behavior: Modify approach based on evaluation of incident situation in accordance with overall incident objectives</b>			

Trainee's Name: \_\_\_\_\_

Task	Code	Evaluator Record #	Evaluator: Initial and date upon completion of task
41. Adjust unit support for incident, based on changing conditions <ul style="list-style-type: none"> <li>• Information management complexity</li> <li>• Weather</li> <li>• Transportation constraints and limitations</li> <li>• Incident escalation/de-escalation</li> <li>• Incident within an incident</li> <li>• Political considerations</li> <li>• Public and media considerations</li> </ul>	E, F, I		
<b>Behavior: Transfer position duties while ensuring continuity of authority and knowledge, and taking into account the increasing or decreasing incident complexity</b>			
42. Coordinate an efficient transfer of position duties when mobilizing or demobilizing <ul style="list-style-type: none"> <li>• Consider transition early in the incident</li> <li>• Inform subordinate staff and IC</li> <li>• Document follow-up action needed and submit to appropriate agency/organization representative</li> </ul>	E, F, I		
<b>Behavior: Plan for demobilization and ensure staff follow demobilization procedures</b>			
43. Assist in the development, approval, and implementation of incident demobilization or transition plan <ul style="list-style-type: none"> <li>• Coordinate with supervisor during development and implementation</li> <li>• Coordinate with appropriate partners regarding demobilization procedures</li> <li>• Coordinate unit needs and responsibilities</li> <li>• Provide information to supervisor to assist with decisions on release priorities</li> </ul>	E, F, I		
44. Complete process for demobilizing unit responsibilities <ul style="list-style-type: none"> <li>• Reinforce emphasis on safety and accountability during this phase of operations</li> <li>• Brief unit on demobilization responsibilities</li> <li>• Ensure all unit is demobilized in a timely and complete manner</li> <li>• Brief replacement</li> </ul>	E, F, I		
45. Participate in organization closeout/After Action Review (AAR)	E, F, I		

Trainee's Name: \_\_\_\_\_

### **Instructions for Completing Evaluation Record:**

The following items are completed at the **START** of the evaluation period:

- **Evaluation Record Number:** Label each evaluation record with a sequential number to identify the incident(s), event(s), exercise(s), or other situation(s) during which the trainee completed PTB tasks. Attach additional Record of Evaluation pages if necessary.
- **Trainee's name and position on the incident/event:** List the name of the trainee and the trainee's assigned ICS position on the incident or event.
- **Evaluator information:** List the evaluator's name, the name of their home agency, their normal assigned job position within the agency, agency address, phone number, and e-mail address. List all of the evaluator's relevant position qualifications within NIMS/ICS.
- **Incident/event name:** List the name of the incident or planned event during which the trainee was evaluated.
- **Reference number:** If applicable, list the mission/tracking/resource/report/CAD event or other reference number assigned to the incident or event.
- **Nature of the incident or event:** Describe the nature or kind of incident/event. (e.g., hazmat, tornado, flood, law enforcement SWAT incident, search and rescue, tabletop exercise, structural fire, etc.)
- **Location of the incident or event:** List the location of the incident or event.

The following items are completed at the **END** of the evaluation period:

- **Duration of the incident or event:** List the dates and times for all operational periods associated with the incident or event.
- **Date/time(s) of trainee observation:** List the date and timespan during which the trainee was evaluated in a trainee status during the incident or event.
- **Management or complexity level:** Indicate the management type/complexity level (Type 1, 2, 3, 4, 5) of the incident or event during which the trainee was evaluated.
- **Number and type of resources pertinent to the trainee's position:** Enter the number of description of resources assigned to the incident or event that were pertinent to the trainee's position.
- **Evaluator's recommendations:** Initial the appropriate line (initial only one line) and make comments regarding the trainee's future development needs.
- **Comments:** Provide any additional recommendations, comments, or observations regarding the trainee while they were assigned to the incident, event, or exercise. The ICS 225 Personnel Performance Rating form may also be completed and used as an accompanying document to record experience and provide guidance.
- **Evaluator's signature:** The evaluator signs in this block.
- **Date:** Indicate the calendar date the record was completed.
- **Evaluator's position on incident/event:** Indicate the evaluator's ICS position assignment during the period when the trainee was evaluated.

Trainee's Name: \_\_\_\_\_

### RECORD OF EVALUATION

<b>Evaluation Record #:</b>			
<b>Trainee's Name:</b>			
<b>Trainee's Position on Incident/Event:</b>			
<b>Evaluator Information:</b>			
<b>Evaluator's Printed Name:</b>			
<b>Home Unit/Agency:</b>			
<b>Agency Position/Title:</b>			
<b>Agency Address:</b>			
<b>Phone Number:</b>			
<b>E-Mail Address:</b>			
<b>Evaluator's Relevant Qualification:</b>			
<b>Incident/Event Information:</b>			
<b>Incident/Event Name:</b>			
<b>Reference Number:</b>			
<b>Nature of Incident/Event:</b>			
<b>Location of Incident/Event:</b>			
<b>Duration of Incident/Event:</b>			
<b>Date/Time(s) of Trainee Observation:</b>			
<b>Management or Complexity Level:</b> (Type 1, 2, 3, 4, 5)			
<b>Number and type of resources pertinent to Trainee's position:</b>			
<b>Evaluator's Recommendations:</b>			
<b>[NOTE: Initial only one line as applicable]</b>			
The tasks initialed and dated by me have been performed under my supervision in a satisfactory manner by the above listed Trainee. I recommend the following for further development:			
<u>Initials</u>	1. The trainee has successfully performed all tasks in the PTB for the position. I have completed the Final Evaluator's Verification section and recommend the trainee be considered for certification.		
<u>Initials</u>	2. The tasks initialed and dated by me on the Qualification Record have been performed under my supervision in a satisfactory manner. Opportunities were not available for all tasks to be performed and evaluated on this assignment. An additional assignment(s) is needed to complete the evaluation.		
<u>Initials</u>	3. The Trainee did not complete certain tasks in the PTB in a satisfactory manner. Additional training, guidance, or experience is recommended. See comments below.		
<u>Initials</u>	4. The Trainee is severely deficient in the performance of tasks in the PTB for this position. Additional training, guidance, or experience is needed prior to another assignment as a Trainee for this position.		
<b>Comments:</b>			
<b>Evaluator's Signature:</b>		<b>Date:</b>	
<b>Evaluator's Position on Incident/Event:</b>			

Trainee's Name: \_\_\_\_\_

### RECORD OF EVALUATION

<b>Evaluation Record #:</b>			
<b>Trainee's Name:</b>			
<b>Trainee's Position on Incident/Event:</b>			
<b>Evaluator Information:</b>			
<b>Evaluator's Printed Name:</b>			
<b>Home Unit/Agency:</b>			
<b>Agency Position/Title:</b>			
<b>Agency Address:</b>			
<b>Phone Number:</b>			
<b>E-Mail Address:</b>			
<b>Evaluator's Relevant Qualification:</b>			
<b>Incident/Event Information:</b>			
<b>Incident/Event Name:</b>			
<b>Reference Number:</b>			
<b>Nature of Incident/Event:</b>			
<b>Location of Incident/Event:</b>			
<b>Duration of Incident/Event:</b>			
<b>Date/Time(s) of Trainee Observation:</b>			
<b>Management or Complexity Level:</b> (Type 1, 2, 3, 4, 5)			
<b>Number and type of resources pertinent to Trainee's position:</b>			
<b>Evaluator's Recommendations:</b>			
<b>[NOTE: Initial only one line as applicable]</b>			
The tasks initialed and dated by me have been performed under my supervision in a satisfactory manner by the above listed Trainee. I recommend the following for further development:			
<u>Initials</u>	1. The trainee has successfully performed all tasks in the PTB for the position. I have completed the Final Evaluator's Verification section and recommend the trainee be considered for certification.		
<u>Initials</u>	2. The tasks initialed and dated by me on the Qualification Record have been performed under my supervision in a satisfactory manner. Opportunities were not available for all tasks to be performed and evaluated on this assignment. An additional assignment(s) is needed to complete the evaluation.		
<u>Initials</u>	3. The Trainee did not complete certain tasks in the PTB in a satisfactory manner. Additional training, guidance, or experience is recommended. See comments below.		
<u>Initials</u>	4. The Trainee is severely deficient in the performance of tasks in the PTB for this position. Additional training, guidance, or experience is needed prior to another assignment as a Trainee for this position.		
<b>Comments:</b>			
<b>Evaluator's Signature:</b>		<b>Date:</b>	
<b>Evaluator's Position on Incident/Event:</b>			



Trainee's Name: \_\_\_\_\_

### RECORD OF EVALUATION

<b>Evaluation Record #:</b>			
<b>Trainee's Name:</b>			
<b>Trainee's Position on Incident/Event:</b>			
<b>Evaluator Information:</b>			
<b>Evaluator's Printed Name:</b>			
<b>Home Unit/Agency:</b>			
<b>Agency Position/Title:</b>			
<b>Agency Address:</b>			
<b>Phone Number:</b>			
<b>E-Mail Address:</b>			
<b>Evaluator's Relevant Qualification:</b>			
<b>Incident/Event Information:</b>			
<b>Incident/Event Name:</b>			
<b>Reference Number:</b>			
<b>Nature of Incident/Event:</b>			
<b>Location of Incident/Event:</b>			
<b>Duration of Incident/Event:</b>			
<b>Date/Time(s) of Trainee Observation:</b>			
<b>Management or Complexity Level:</b> (Type 1, 2, 3, 4, 5)			
<b>Number and type of resources pertinent to Trainee's position:</b>			
<b>Evaluator's Recommendations:</b>			
<b>[NOTE: Initial only one line as applicable]</b>			
The tasks initialed and dated by me have been performed under my supervision in a satisfactory manner by the above listed Trainee. I recommend the following for further development:			
<u>Initials</u>	1. The trainee has successfully performed all tasks in the PTB for the position. I have completed the Final Evaluator's Verification section and recommend the trainee be considered for certification.		
<u>Initials</u>	2. The tasks initialed and dated by me on the Qualification Record have been performed under my supervision in a satisfactory manner. Opportunities were not available for all tasks to be performed and evaluated on this assignment. An additional assignment(s) is needed to complete the evaluation.		
<u>Initials</u>	3. The Trainee did not complete certain tasks in the PTB in a satisfactory manner. Additional training, guidance, or experience is recommended. See comments below.		
<u>Initials</u>	4. The Trainee is severely deficient in the performance of tasks in the PTB for this position. Additional training, guidance, or experience is needed prior to another assignment as a Trainee for this position.		
<b>Comments:</b>			
<b>Evaluator's Signature:</b>		<b>Date:</b>	
<b>Evaluator's Position on Incident/Event:</b>			

Trainee's Name: \_\_\_\_\_

## RECORD OF EVALUATION

<b>Evaluation Record #:</b>			
<b>Trainee's Name:</b>			
<b>Trainee's Position on Incident/Event:</b>			
<b>Evaluator Information:</b>			
<b>Evaluator's Printed Name:</b>			
<b>Home Unit/Agency:</b>			
<b>Agency Position/Title:</b>			
<b>Agency Address:</b>			
<b>Phone Number:</b>			
<b>E-Mail Address:</b>			
<b>Evaluator's Relevant Qualification:</b>			
<b>Incident/Event Information:</b>			
<b>Incident/Event Name:</b>			
<b>Reference Number:</b>			
<b>Nature of Incident/Event:</b>			
<b>Location of Incident/Event:</b>			
<b>Duration of Incident/Event:</b>			
<b>Date/Time(s) of Trainee Observation:</b>			
<b>Management or Complexity Level:</b> (Type 1, 2, 3, 4, 5)			
<b>Number and type of resources pertinent to Trainee's position:</b>			
<b>Evaluator's Recommendations:</b>			
<b>[NOTE: Initial only one line as applicable]</b>			
The tasks initialed and dated by me have been performed under my supervision in a satisfactory manner by the above listed Trainee. I recommend the following for further development:			
<u>Initials</u>	1. The trainee has successfully performed all tasks in the PTB for the position. I have completed the Final Evaluator's Verification section and recommend the trainee be considered for certification.		
<u>Initials</u>	2. The tasks initialed and dated by me on the Qualification Record have been performed under my supervision in a satisfactory manner. Opportunities were not available for all tasks to be performed and evaluated on this assignment. An additional assignment(s) is needed to complete the evaluation.		
<u>Initials</u>	3. The Trainee did not complete certain tasks in the PTB in a satisfactory manner. Additional training, guidance, or experience is recommended. See comments below.		
<u>Initials</u>	4. The Trainee is severely deficient in the performance of tasks in the PTB for this position. Additional training, guidance, or experience is needed prior to another assignment as a Trainee for this position.		
<b>Comments:</b>			
<b>Evaluator's Signature:</b>		<b>Date:</b>	
<b>Evaluator's Position on Incident/Event:</b>			