

Position Task Book (PTB) Tips for Success (revised 5/10/23)

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Opening PTB:

- Request a PTB Packet for your position from POC. PTBs from other sources will not be accepted, even if distributed in the course.
- Scan completed Comms Unit (COMU) Application and required attachments to a **single** PDF, and email to POC.
- If everything with application is acceptable:
 - You will be granted “PTB Open” status
 - You will be placed on our “Seeking PTB deployment opportunities” roster
- Deadline to earn state qualification (SQ): remainder of the year of course completion plus 3 calendar years.
- Exceptions: occasionally granted by COMU Committee in extreme cases, but none after 5 years.

PTB deployments & evaluations:

- Deployments (incidents, events & exercises) & tasks must be observed in Oklahoma, by Oklahoma evaluators.
 - Exceptions must be pre-approved (email IAP to POC).
- Deployments must be NIMS/ICS-compliant (no exceptions).
 - Events & exercises must be pre-approved by a SQ COML.
- Be sure pay attention for deployment announcements and respond promptly when you will be available.
- NO DUAL-HATTING. While being evaluated for position-specific PTB credit, you may only hold that one position on the ICS organization chart during that operational period.
- HISTORICAL RECOGNITION: You may receive PTB credit for one deployment that occurred before your PTB was opened if it meets all requirements noted above and you can produce required supporting documentation.

Completing your PTB:

- All PTB tasks require at least 2 sign-offs.
 - At least one sign-off for each task must be from an incident or a pre-approved planned event.
 - Sign-offs should be from different evaluators and from different deployments.
- Who can evaluate you varies by task and is indicated with each task in the PTB.:
- ALL deployments for which tasks are signed-off require a **Record of Evaluation**.
 - COMT, INCM, INTD & RADO trainees must also have their evaluator complete an **ICS 225**.
 - ALWAYS get evaluated BEFORE you leave. Make your evaluator doesn't leave any blanks (use N/A, etc.).
 - Your **final** evaluator must also complete the Final Evaluator Verification on Page 2.
- Additional documentation required for each deployment:
 - ALL POSITIONS: Maintain a detailed **ICS 214**.
 - COML trainees: Develop/maintain a comprehensive **ICS 205**.
 - ITSL trainees: Develop/maintain a comprehensive **ICS 205B**.

Submitting your PTB:

- Scan completed COMU Application and all required attachments to a **single** PDF, and email to POC.
- ICS documentation required to be attached to the PTB and Records of Evaluation for all evaluated deployments:
 - COML: ICS 205 & ICS 214 for at least two deployments
 - ITSL: ICS 205B & ICS 214 for at least two deployments
 - All others: ICS 214 & ICS 225 for at least two deployments
- POC will review for completeness and acceptability.
 - Any problems, POC will send back and/or request additional information.
 - When complete, POC will put before COMU Committee (meetings in March, June, September, December).
- If SQ approved:
 - You will be moved to our SQ roster
 - Your SQ Certificate will be good for remainder of current year plus 3 years, expiring on December 31.
- If SQ not approved, you will be notified of decision and advised of options.
- Failure to attain SQ status by the deadline results in:
 - Cancellation of "PTB Open" status
 - Closure of your PTB.
 - Return to our "Local (home agency only)" roster.

Maintaining your SQ:

- SQ personnel are subject to deployment as available and as approved by their home agency/jurisdiction.
- SQs must be renewed every 3 years. Each fall, renewal packets will be sent to those expiring at the end of that year.
- Renewal requires submission of documentation for one acceptable deployment.
- Failure to renew SQ results in:
 - Cancellation of "SQ" status
 - Return to our "Local (home agency only)" roster.
 - Requirement to return all OKOHS-issued equipment in your possession.
 - Loss of other statuses that require SQ status, such as those for position-specific trainers.

General notes:

- Your home agency must provide Worker's Compensation coverage when you are participating in COMU activities. If you do not have this coverage, you are not eligible to participate. We cannot make exceptions to this requirement.
- Maintaining PTBs, documentation, certifications, and State Qualifications are YOUR responsibilities! We strongly suggest you keep backup copies of everything, as obtaining replacements can be very difficult.
- Most COMU communications are done by email, so be sure to keep your contact information up to date (submit a new COMU Application to POC). This will help keep you from missing important program updates, renewal reminders, deployment opportunities, training/exercise announcements, etc.
- We ask that participants keep two emails and two phones on file so they can be reached both while they're at work and off-duty, so they have backups during outages, and so we don't lose contact when changing agencies.
- Never leave any blanks on any task books, forms, applications, or documentation. This is a leading cause for applications and task books to get kicked back. Instead, use "N/A" to indicate "not applicable" as needed.
- If you'd like a review at any time, feel free scan everything into a **single** PDF and email to POC.
- SQ status also allows you to vote in COMU elections, and SQ COMLs and SQ ITSLs are eligible to hold seats on the COMU Committee. This 7-member steering committee approves SQ statuses and help guide other COMU activities. Committee seats are good for 5 years, and elections are conducted yearly to fill 1 or 2 seats.