



**FEMA**

**FEMA INCIDENT MANAGEMENT POSITION TASK BOOK**

**EA Program Liaison Manager (PMMG)**

**POSITION TASK BOOK (PTB) ASSIGNED TO:**

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Individual's Name, HQ/Region

**POSITION TASK BOOK (PTB) INITIATED BY:**

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Official's Name, Title, HQ/Region

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Date PTB Initiated



**FEMA has developed Position Task Books (PTBs) based on the National Incident Management System (NIMS), FEMA doctrine, and the FEMA Incident Management Handbook (IMH).**

## INTRODUCTION

Each PTB lists a general description of an observable behavior/activity followed by the competency and the associated performance requirements written as tasks for the specific position in a format that allows a trainee to be evaluated. Successful performance of all tasks, as observed and recorded by an evaluator, is required prior to a recommendation that the trainee be certified as qualified in the position. Evaluation and confirmation of the individual's performance of all tasks may involve more than one evaluator and can occur on incidents such as disasters, emergency declarations, special events, and exercises. Some tasks are required to be performed on a disaster. It is important that all tasks be critically evaluated and recorded by each evaluator.

## ISSUING AUTHORITY

This PTB has been issued by the certifying official or a Training Unit Leader/Specialist on an incident with approval from the certifying official. Issuance by the certifying official indicates that the trainee is qualified in the required FQS position(s) for this PTB to be initiated. The issuance section of the PTB (i.e., the official's signature on the cover page) documents the initiating of the PTB and that the trainee meets the required prerequisites. It is the discretion of the certifying official as to whether or not to issue a PTB.

## DEFINITIONS

- **Behavior/Activity:** A description of an observable behavior (work activity) that allows the grouping of similar tasks necessary to perform the specific behavior. Incident management, incident support, and program subject matter experts have developed behaviors for all incident management and incident support positions.
- **Competency:** An observable, measurable pattern of a knowledge, skill, ability, behavior and/or other characteristic that an individual needs to perform the behavior/activity and associated tasks. A competency specifies what skill set the person needs to possess to do the task(s) successfully. A competency forms the basis for position specific training, position task books, job aids, and other performance-based documents.
- **Task:** A specific description of a behavior/activity that is necessary for the successful performance in a position which must be demonstrated. Tasks within the PTB are numbered sequentially; however, the numbering does NOT indicate the order in which the tasks need to be performed or evaluated.
- **Indicators:** The bullets under each numbered task are examples or indicators of items or actions related to the task. The purpose of the bullets is to assist the evaluator in evaluating the trainee. The evaluator should also refer to the Evaluator's Guide that lists further behavioral examples which will assist in assessing the trainee's performance. The bullets are not all-inclusive. Evaluate and initial ONLY the tasks. DO NOT evaluate and initial each individual bullet.

CODES

Codes have been developed to identify the required environment in which a specific task must be successfully demonstrated. The code represents the lowest in the hierarchy at which the task can be signed off as successfully completed. These codes are arranged in the following hierarchy:

Hierarchy	Code	Definition
Highest ↓	D - 1 D - 2 D - 3	Declared Disaster (Stafford Act incident which includes Major Disaster and Emergency Declarations).
	I	A Non-Stafford Act Incident (i.e., Federal to Federal Support; FEMA is not the lead Federal agency). This includes pre-declaration surge activities.
Lowest	E	An event, such as a National Special Security Event (NSSE) <b>OR</b> an organized, pre-planned exercise or simulation approved by the Certifying Official or higher authority.

**A task may be signed off at the specified level or at any higher level.**

Disasters are classified as Level I, II, or III with Level I representing the largest and most complex. In this PTB these levels are associated with the “D” in the code column. Each task has one of the above codes listed in the Code column associated with the task.

EVALUATION

The Evaluator’s Guide provides performance indicators for the evaluator’s use when assessing the trainee’s performance and determining if an employee has satisfactorily performed each of the tasks listed in a PTB. The competency listed in the PTB under each behavior/activity contains a reference number that links to the Evaluator’s Guide. For example, listed below is a sample behavior/activity and competency listed in a PTB:

<b>Behavior/Activity:</b>	<b>Ensure readiness for assignment prior to deployment</b>
<b>Competency:</b>	<b>Dependability (C8)</b>

The Evaluator’s Guide lists the competencies in numerical order which correspond to the number referenced in the PTB. For example, when looking at the Evaluator’s Guide for performance indicators concerning Dependability, the Evaluator will see the following:

**C8. Dependability**

*Definition: Takes personal responsibility for work; looks at an individual's ability to be seen as reliable, steady, responsible and committed in relation to everything they do for themselves and others; can be relied upon to be punctual and to follow through with assignments.*

- Conscientious, thorough, accurate, and reliable when performing and completing job tasks;
- Shows commitment/dedication and accountability in one's work, and follows through on all projects, goals, aspects of the work;
- Completes assigned tasks on time and with minimal supervision;
- Arrives prepared for work;
- Fulfills all commitments made to peers, co-workers, and supervisor;
- Completes work in a timely, consistent manner; works hours necessary to complete assigned work; is personally responsible.
- Keeps commitments - committed to doing the best job possible.

**RESPONSIBILITIES****1. Certifying Official** is responsible for:

- Identifying trainees based on agency requirements and strategic goals.
- Issuing the Position Task Book and ensuring that the trainee meets all required prerequisites.
- Providing opportunities for evaluation and/or making trainees available for evaluation.
- Explaining to the trainee the purpose and process of the PTB as well as the trainee's responsibilities.
- Tracking progress of the trainee.
- Confirming PTB completion.
- Certifying the trainee for those positions falling within their certification authority (all non-typed positions below the Unit Leader in the Logistics, Planning, and Finance/Administration Sections; and all positions below the Division/Group Supervisor and Task Force Leader within the Operations Section).
- Recommending certification of the trainee for those positions not falling within their certification authority.

**2. The Trainee** is responsible for:

- Reviewing instructions in the PTB.
- Providing the evaluator with background information pertinent to the position.
- Satisfactorily completing all tasks within 3 years from the date of the first task being evaluated.
- Provide a copy of the completed PTB to the certifying official for review and initiation of the certification process.
- Retaining the original PTB in personal record.

**3. The Evaluator** is responsible for:

- Being qualified in the position being evaluated.

- Meeting with the trainee and determining past experience, current qualifications, and desired objectives and goals.
  - Reviewing tasks with the trainee.
  - Explaining to the trainee the purpose and processes of the PTB, as well as the trainee's responsibilities.
  - Accurately evaluating and recording demonstrated performance of tasks. Initialing and dating completion of the tasks shall document satisfactory performance.
  - Documenting unsatisfactory performance in the Evaluation Record.
  - Completing the Evaluation Record.
4. **The Final Evaluator** is the evaluator of the trainee when the final tasks in the PTB are completed. If only one evaluator signs off on all of the tasks in the PTB, then that individual is also the final evaluator. This individual will ensure that all tasks have been initialed and is responsible for:
- Signing the Final Evaluator's Verification Statement when all tasks have been initialed by an evaluator.
5. **Incident Training Unit Leader (when assigned)** is responsible for:
- Issuing a PTB to the trainee that does not have one after contacting the Certifying Official for approval of the selection and confirmation that the trainee meets all required prerequisites.
  - If the PTB is issued at the incident site, then the Incident Training Unit Leader is further responsible for:
    - Identifying and assigning an evaluator who can provide a positive experience for the trainee, and make an accurate and honest appraisal of the trainee's performance;
    - Explaining to the trainee the purpose and processes of the PTB, as well as the trainee's responsibilities;
    - Confirm participants' understanding of their roles/responsibilities in FQS process;
    - Tracking progress of the trainee and conducting progress reviews as appropriate;
    - Identifying incident evaluation opportunities;
    - Conduct final incident FQS trainee interview;
    - Submit final FQS training unit package at close-out and forward to the HQ Response Training Unit.
6. **A Certifying Authority** is the FEMA official who has direct reporting responsibility to the FEMA Administrator and has authority to certify FEMA personnel as qualified in identified positions. He/she is responsible for:
- Certifying on the PTB that the trainee has completed all requirements for the position.
  - After certification, return the PTB to the individual for their personal records.

**TASKS TO PERFORM**

<b>Behavior/Activity:     Ensure readiness for assignment prior to deployment</b>			
<b>Competency:            Dependability (C8)</b>			
<b>TASK</b>	<b>CODE</b>	<b>RECORD NUMBER</b>	<b>EVALUATOR INITIALS</b>
1. Obtain and assemble materials needed for assignment. <ul style="list-style-type: none"> <li>• Current program guidance</li> <li>• Appropriate forms (FEMA and Incident Command System [ICS])</li> <li>• FEMA Incident Management Handbook (IMH)</li> <li>• Position Task Book (PTB)</li> <li>• FEMA Acronyms, Abbreviations and Terms (FAAT) book</li> </ul>	E		
2. Obtain information prior to deployment. <ul style="list-style-type: none"> <li>• Incident type, name, and number</li> <li>• Travel authorization number</li> <li>• Specific job assignment</li> <li>• Name and phone of supervisor if available</li> <li>• Reporting time and location</li> <li>• Transportation arrangements</li> <li>• Contact procedures during travel</li> <li>• Expected duration of assignment</li> <li>• Expected working conditions</li> </ul>	I		
3. Review and conform to Chapter 2, IMH, “Common Responsibilities.”	I		
4. Ensure that agency identification (badge) is current or have two forms of federally recognized picture identification. <ul style="list-style-type: none"> <li>• Driver’s license</li> <li>• Passport</li> <li>• Federal/state agency identification</li> </ul>	I		

<b>Behavior/Activity:     Follow proper check-in procedures upon arrival and obtain job-required equipment and supplies.</b>			
<b>Competency:            Dependability (C8)</b>			
<b>TASK</b>	<b>CODE</b>	<b>RECORD NUMBER</b>	<b>EVALUATOR INITIALS</b>
5. Check in at designated incident check-in location and complete check-in packet.	I		
6. Report to the Training Unit to check in as a trainee.	I		

<p>7. Obtain additional job-required equipment or supplies.</p> <ul style="list-style-type: none"> <li>• Computer</li> <li>• Cellular or desk phone</li> <li>• Office supplies</li> <li>• Maps</li> <li>• Air Card, if applicable</li> </ul>	I		
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<b>Behavior/Activity:</b> Obtain an initial briefing from immediate supervisor and gather information relevant to your assignment			
<b>Competency:</b> Researching Information (C21)			
TASK	CODE	RECORD NUMBER	EVALUATOR INITIALS
<p>8. Obtain information relevant to your assignment.</p> <ul style="list-style-type: none"> <li>• Organization of incident operations (i.e., geographical, functional, or combination of both)</li> <li>• Resources currently assigned</li> <li>• Resources en route and/or ordered</li> <li>• Incident facilities, types, and location</li> </ul>	I		
<p>9. Obtain initial direction from your immediate supervisor concerning your assignment.</p> <ul style="list-style-type: none"> <li>• Current priorities</li> <li>• Incident objectives</li> <li>• Strategies</li> </ul>	I		
<p>10. Identify topics, issues, and concerns of potential relevance to your assignment.</p>	I		

<b>Behavior/Activity:</b> Understand, use, and comply with ICS concepts, principles, and processes			
<b>Competency:</b> Incident Command System Concepts (C12)			
TASK	CODE	RECORD NUMBER	EVALUATOR INITIALS
<p>11. Demonstrate appropriate level of ICS knowledge.</p> <ul style="list-style-type: none"> <li>• Organization structure</li> <li>• Principles</li> <li>• Positions</li> <li>• ICS forms</li> </ul>	I		
<p>12. Use common terminology.</p>	I		

13. Maintain appropriate span of control.	I		
14. Maintain unity of command.	I		

<b>Behavior/Activity:</b> Follow established safety and security procedures			
<b>Competency:</b> Adhere to Security Procedures (C1); Implement Workplace Safety (C10)			
TASK	CODE	RECORD NUMBER	EVALUATOR INITIALS
15. Provide for the safety, security, welfare, and accountability of subordinates.	D-3		
16. Recognize and communicate potentially hazardous situations.	D-3		
17. Develop and communicate emergency procedures consistent with the safety security plans.	D-3		
18. Verify that special precautions are taken when hazards exist.	D-3		
19. Use personal protective equipment (PPE) when issued.	D-3		
20. Safeguard property and equipment.	D-3		
21. Provide current information for the call-down roster.	D-3		
22. Maintain the integrity of the call-down roster of subordinates.	D-3		

<b>Behavior/Activity:</b> Ensure that organizational structure and staffing are adequate to meet immediate supervisor's direction			
<b>Competency:</b> Manage Resources (C19); Planning & Organizing (C20)			
TASK	CODE	RECORD NUMBER	EVALUATOR INITIALS
23. Determine if the organizational structure is appropriate based on supervisor's direction.	D-3		
24. Ensure that the organizational structure is ICS compliant. <ul style="list-style-type: none"> <li>• Span of control</li> <li>• Proper ICS positions</li> </ul>	D-3		
25. Ensure that subordinates are qualified to perform assigned positions. <ul style="list-style-type: none"> <li>• FEMA Qualification System (FQS)</li> <li>• Non-FEMA qualified</li> </ul>	D-3		

26. Discuss findings and recommendations with the immediate supervisor. <ul style="list-style-type: none"> <li>• Organizational structure</li> <li>• Shortages or surpluses</li> <li>• Issues and concerns</li> <li>• Facility needs, if applicable</li> </ul>	D-3		
27. Make any organizational adjustments if necessary.	D-3		
28. Keep immediate supervisor and assigned personnel informed of organizational changes.	D-3		
29. Request additional personnel, supplies, services, and equipment needed.	D-3		

<b>Behavior/Activity: Practice effective and appropriate interpersonal communication and team behavior</b>			
<b>Competency: Communication-Verbal (C4); Interpersonal Skills (C14)</b>			
<b>TASK</b>	<b>CODE</b>	<b>RECORD NUMBER</b>	<b>EVALUATOR INITIALS</b>
30. Demonstrate professional and appropriate verbal communication consistently. <ul style="list-style-type: none"> <li>• Use common terminology</li> <li>• Avoid slang or other confusing terminology</li> <li>• Choose respectful words</li> <li>• Be clear and concise</li> <li>• Minimize use of acronyms</li> </ul>	I		
31. Demonstrate professional and appropriate non-verbal communication consistently. <ul style="list-style-type: none"> <li>• Practice active listening</li> <li>• Eye contact</li> <li>• Appropriate body language</li> </ul>	I		
32. Establish and maintain positive interpersonal and interagency working relationships. <ul style="list-style-type: none"> <li>• Participating agencies</li> <li>• Emergency Support Functions (ESFs)</li> <li>• Counterparts at all levels</li> </ul>	I		
33. Ask clarifying questions to ensure accurate understanding of directions. <ul style="list-style-type: none"> <li>• Specificity of clarifying questions</li> <li>• Briefly repeat understanding of directions</li> </ul>	I		
34. Share current information with co-workers and immediate supervisor.	D-3		

<p>35. Be an effective team player.</p> <ul style="list-style-type: none"> <li>• Be open to other points of view</li> <li>• Generate alternative solutions or strategies to address problems/issues</li> <li>• Support team members by being helpful and encouraging</li> <li>• Know and do your part</li> <li>• Support the mission</li> <li>• Create open communication channels</li> <li>• Identify common interests</li> </ul>	D-3		
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<p><b>Behavior/Activity:</b> Ensure all relevant information is exchanged during briefings and debriefings</p>			
<p><b>Competency:</b> Decision Making &amp; Judgment (C7); Communication-Verbal (C4)</p>			
TASK	CODE	RECORD NUMBER	EVALUATOR INITIALS
<p>36. Attend scheduled briefings as required.</p>	D-3		
<p>37. Brief subordinates with relevant information on their assignments and check for understanding.</p> <ul style="list-style-type: none"> <li>• Discuss special safety considerations or hazards situations</li> <li>• Organization of incident operations (i.e., geographical, functional, or combination of both)</li> <li>• Incident facilities, types, and location</li> </ul>	D-3		
<p>38. Debrief your immediate staff at the end of the operational period to gather information.</p> <ul style="list-style-type: none"> <li>• Current situation</li> <li>• Assessment of work progress</li> <li>• Adjustments needed</li> <li>• Additional resources needed</li> <li>• Reallocation of resources</li> <li>• Safety issues</li> <li>• What is going right—what is going wrong</li> <li>• Recommendations and limiting factors for the next operational period</li> </ul>	D-3		
<p>39. Brief immediate supervisor on results of debriefings.</p>	D-3		

<p><b>Behavior/Activity:</b> Execute assigned tasks, assess progress, and make necessary adjustments</p>			
<p><b>Competency:</b> Incident Action Planning (C11); Manage Resources (C19)</p>			
TASK	CODE	RECORD NUMBER	EVALUATOR INITIALS
<p>40. Ensure that assigned tasks and expectations for the operational period are reasonable and accurate.</p>	D-3		

41. Hold personnel accountable for the execution of assigned tasks.	D-3		
42. Delegate specific authority based on the assigned tasks to assigned specialists.	D-3		
43. Make adjustments in response to new information, changing conditions, or unexpected obstacles.	D-3		
44. Request additional resources or release surplus resources.	D-3		
45. Address logistical problems that subordinates report.	D-3		
46. Make appropriate decisions and/or adjustments based on analyzed and validated information.	D-3		
47. Gather and analyze information to validate each subordinate's report of accomplishments.	D-3		
48. Ensure that the work completed is consistent with direction and policy. <ul style="list-style-type: none"> <li>• Immediate supervisor's direction</li> <li>• FEMA policies</li> </ul>	D-3		
49. Keep assigned personnel informed of changes.	D-3		
50. Notify immediate supervisor of functional area personnel status changes when they occur.	D-3		
51. Make recommendations for next operational period to immediate supervisor.	D-3		

<b>Behavior/Activity: Demonstrate effective supervisory and leadership principles</b>			
<b>Competency: Ethics &amp; Integrity (C9); Leadership (C16)</b>			
TASK	CODE	RECORD NUMBER	EVALUATOR INITIALS
52. Exhibit principles of duty, integrity, and respect. <ul style="list-style-type: none"> <li>• Take charge and communicate expectations</li> <li>• Accept responsibility and be accountable</li> <li>• Make sound and timely decisions</li> <li>• Delegate authority and hold people accountable</li> <li>• Ensure that tasks are understood</li> <li>• Look out for the well-being of your subordinates</li> <li>• Be punctual</li> <li>• Ensure fair and equal treatment of all subordinates</li> <li>• Keep subordinates informed</li> <li>• Foster teamwork</li> <li>• Be honest (do the right thing when no one is looking)</li> <li>• Be consistent and reliable</li> <li>• Establish trust through open communication</li> </ul>	D-3		

53. Explain how the functional area's assignments fit into the context of the bigger picture.	D-3		
54. Establish work assignments and set priorities.	D-3		
55. Establish and communicate basic work guidelines. <ul style="list-style-type: none"> <li>• Work hours</li> <li>• Rotation schedule</li> <li>• Staggering of work hours</li> </ul>	D-3		
56. Keep subordinates informed of decisions, actions, and changes that affect them.	D-3		
57. Provide continuous feedback on performance. <ul style="list-style-type: none"> <li>• Recognize and document superior performance</li> <li>• Take corrective action and document poor performance</li> </ul>	D-3		
58. Ensure that personnel receive needed training and coaching. <ul style="list-style-type: none"> <li>• Conduct orientation sessions and arrange on-the-job training for new hires</li> <li>• Arrange for training of assigned personnel to develop required skills</li> <li>• Coach personnel in developing and maintaining skills</li> </ul>	D-3		
59. Ensure that all personnel time records are complete, accurate, and submitted within established time frames.	D-3		
60. Prepare and discuss formal performance evaluations with subordinates.	D-3		
61. Create a work environment that provides mutual respect and equal opportunity for all functional area personnel.	D-3		
62. Assess the need for and monitor the use of overtime hours, avoiding unnecessary expenditures.	D-3		
63. Monitor employee performance to assess the need for possible rest or rotation.	D-3		

<b>Behavior/Activity: Establish and maintain positive and ethical behaviors</b>			
<b>Competency: Ethics &amp; Integrity (C9)</b>			
<b>TASK</b>	<b>CODE</b>	<b>RECORD NUMBER</b>	<b>EVALUATOR INITIALS</b>
64. Maintain a high standard of ethics required of federal employees that is consistent with FEMA core values.	I		
65. Demonstrate sensitivity to cultural diversity, race, gender, disabilities, sexual orientation, and other individual differences.	I		
66. Exhibit appropriate public stewardship of taxpayer dollars.	I		

<b>Behavior/Activity: Process disaster-specific program information</b>			
<b>Competency: Analysis/Reasoning (C2)</b>			
<b>TASK</b>	<b>CODE</b>	<b>RECORD NUMBER</b>	<b>EVALUATOR INITIALS</b>
67. Analyze program information submitted by the External Affairs (EA) Program Liaison Specialist. <ul style="list-style-type: none"> <li>• Compile</li> <li>• Identify key issues</li> <li>• Propose solutions</li> </ul>	D-3		
68. Collaborate with the EA Strategy & Messaging Specialist. <ul style="list-style-type: none"> <li>• Recommendations</li> <li>• Updates</li> </ul>	D-3		
69. Communicate Planning & Products capabilities to the EA Program Liaison Specialist.	D-3		
70. Respond to internal informational needs. <ul style="list-style-type: none"> <li>• Rapid response</li> <li>• Communication plan</li> </ul>	D-3		
71. Coordinate the daily program liaison report with the Reports Specialist.	D-3		
72. Compile data from the EA Program Liaison Specialist to the assigned program areas. <ul style="list-style-type: none"> <li>• Points of contact (POCs)</li> <li>• Schedules</li> <li>• Deadlines</li> <li>• Distribution lists</li> <li>• Reports</li> </ul>	D-3		

<b>Behavior/Activity: Oversee the development of EA reports</b>			
<b>Competency: Knowledge of Program &amp; Technical Protocols (C15)</b>			
<b>TASK</b>	<b>CODE</b>	<b>RECORD NUMBER</b>	<b>EVALUATOR INITIALS</b>
73. Ensure the consolidation of reports. <ul style="list-style-type: none"> <li>• Liaison</li> <li>• Community Relations (CR)</li> <li>• Congressional Affairs</li> </ul>	D-3		

<p>74. Ensure the analysis of trends and issues.</p> <ul style="list-style-type: none"> <li>• Hot issues</li> <li>• Program specific</li> <li>• Information</li> <li>• Geographic</li> <li>• Language</li> </ul>	D-3		
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<b>Behavior/Activity:</b> Ensure continuity of operations during the transition of duties to a replacement			
<b>Competency:</b> Planning & Organizing (C20)			
TASK	CODE	RECORD NUMBER	EVALUATOR INITIALS
75. Negotiate the time of transition.	I		
76. Provide for adequate overlap to ensure efficient transfer of duties.	I		
77. Brief replacement on current situation.	I		
<p>78. Ensure that appropriate information is up-to-date.</p> <ul style="list-style-type: none"> <li>• Accurate</li> <li>• Special issues/concerns</li> </ul>	I		
79. Ensure that an effective transition of duties is accomplished.	I		
80. Notify immediate supervisor when the transition is complete.	I		

<b>Behavior/Activity:</b> Ensure a complete and effective closeout and/or transition at the termination of activities			
<b>Competency:</b> Manage Resources (C19); Planning & Organizing (C20)			
TASK	CODE	RECORD NUMBER	EVALUATOR INITIALS
81. Coordinate with immediate supervisor to develop and carry out a staff reduction plan.	D-3		
82. Submit appropriate current, accurate, and complete records to immediate supervisor.	D-3		
83. Submit items for the Remedial Action Management Program (RAMP) to immediate supervisor.	D-3		

<b>Behavior/Activity: Properly check out of the incident</b>			
<b>Competency: Dependability (C8)</b>			
<b>TASK</b>	<b>CODE</b>	<b>RECORD NUMBER</b>	<b>EVALUATOR INITIALS</b>
84. Obtain performance appraisal from supervisor.	I		
85. Report to the Training Unit upon completion of training assignment.	I		
86. Make return travel arrangements.	I		
87. Prepare the final travel voucher.	I		
88. Return accountable property to the Accountable Property Office (APO).	I		
89. Submit the final timesheet, appraisal form, and travel voucher.	I		
90. Check out with the Automated Deployment Database (ADD).	I		
91. Check out with the Information Technology (IT) Service Manager in the Communications Unit.	I		

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## INSTRUCTIONS FOR COMPLETING THE EVALUATION RECORD

- There are four separate Evaluation Records available for use, if necessary, each of which correspond to an assignment, either a disaster, a non-disaster incident, or an exercise (see forms that follow).
- It is not necessary for a trainee to complete four assignments; however, four should normally be sufficient for an individual to qualify in a position, but if additional assignments are needed, an Evaluation Record can be copied and attached to the PTB.

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### *Complete These Items at the Start of the Evaluation Period:*

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- ***Evaluator's Name:*** Evaluator enters name here (Print).
- ***Incident/disaster/exercise position title:*** Enter the evaluator's incident/disaster/exercise position title.
- ***Evaluator's office address and phone:*** Self-explanatory.
- ***Record Number:*** The Record Number listed in the upper left corner of the Evaluation Record identifies the evaluator of a particular incident. This number should be placed in the column labeled "Record #" in the PTB for each task performed satisfactorily. This number will enable reviewers of the completed PTB to tie the tasks to the evaluator at a specific incident.
- ***Incident/Disaster/Exercise (Name, Number, Location):*** Identify the incident/disaster/exercise by name, number, and location.
- ***Disaster Complexity Level:*** Enter the Disaster Complexity Level (I, II, or III).

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### *Complete These Items at the End of the Evaluation Period:*

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- ***Duration:*** Enter inclusive dates during which the trainee was evaluated.
- ***Recommendation:*** Check as appropriate and make comments regarding the future needs for development of this trainee as appropriate.
- ***Date:*** List the date the record is being completed.
- ***Evaluator's initials:*** Initial here to authenticate your recommendations and to allow for comparison with initials in the PTB.
- ***Evaluator's Qualification:*** List your qualification that validates your authority to evaluate and approve successful performance of tasks by the trainee.

# Evaluation Record

## EA Program Liaison Manager (PMMG)

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 TRAINEE NAME

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 TRAINEE POSITION

<b>Record #1</b>	<b>Evaluator's name (Print):</b>	
	<b>Incident/disaster/exercise position title:</b>	
<b>Evaluator's office address &amp; phone:</b>		
<b><u>Disaster/Incident/Event-Exercise (Name, Number, Location)</u></b>	<b><u>Disaster Level</u></b>	<b><u>Duration</u></b>
		to
<p>The tasks initialed &amp; dated by me have been performed under my supervision in a satisfactory manner by the above-named trainee. I recommend the following for further development of this trainee.</p> <p>_____ The individual has successfully performed all tasks for the position and should be considered for certification.</p> <p>_____ Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation.</p> <p>_____ The individual is deficient in the performance of tasks identified below and needs further training prior to additional assignment(s) as a trainee.</p> <p><b>Deficiencies noted (List Competency and Task #):</b></p> <p><b>Date:</b> _____ <b>Evaluator's initials:</b> _____</p> <p><b>Evaluator's qualification:</b> _____</p>		

<b>Record #2</b>	<b>Evaluator's name (Print):</b>	
	<b>Incident/disaster/exercise position title:</b>	
<b>Evaluator's office address &amp; phone:</b>		
<b><u>Disaster/Incident/Event-Exercise (Name, Number, Location)</u></b>	<b><u>Disaster Level</u></b>	<b><u>Duration</u></b>
		to
<p>The tasks initialed &amp; dated by me have been performed under my supervision in a satisfactory manner by the above-named trainee. I recommend the following for further development of this trainee.</p> <p>_____ The individual has successfully performed all tasks for the position and should be considered for certification.</p> <p>_____ Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation.</p> <p>_____ The individual is deficient in the performance of tasks identified below and needs further training prior to additional assignment(s) as a trainee.</p> <p><b>Deficiencies noted (List Competency and Task #):</b></p> <p><b>Date:</b> _____ <b>Evaluator's initials:</b> _____</p> <p><b>Evaluator's qualification:</b> _____</p>		

# Evaluation Record

EA Program Liaison Manager (PMMG)

TRAINEE NAME

TRAINEE POSITION

<b>Record #3</b>	<b>Evaluator's name (Print):</b>	
	<b>Incident/disaster/exercise position title:</b>	
<b>Evaluator's office address &amp; phone:</b>		
<b><u>Disaster/Incident/Event-Exercise (Name, Number, Location)</u></b>	<b><u>Disaster Level</u></b>	<b><u>Duration</u></b>
		to
<p>The tasks initialed &amp; dated by me have been performed under my supervision in a satisfactory manner by the above-named trainee. I recommend the following for further development of this trainee.</p> <p>_____ The individual has successfully performed all tasks for the position and should be considered for certification.</p> <p>_____ Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation.</p> <p>_____ The individual is deficient in the performance of tasks identified below and needs further training prior to additional assignment(s) as a trainee.</p> <p><b>Deficiencies noted (List Competency and Task #):</b></p> <p><b>Date:</b> _____ <b>Evaluator's initials:</b> _____</p> <p><b>Evaluator's qualification:</b> _____</p>		

<b>Record #4</b>	<b>Evaluator's name (Print):</b>	
	<b>Incident/disaster/exercise position title:</b>	
<b>Evaluator's office address &amp; phone:</b>		
<b><u>Disaster/Incident/Event-Exercise (Name, Number, Location)</u></b>	<b><u>Disaster Level</u></b>	<b><u>Duration</u></b>
		to
<p>The tasks initialed &amp; dated by me have been performed under my supervision in a satisfactory manner by the above-named trainee. I recommend the following for further development of this trainee.</p> <p>_____ The individual has successfully performed all tasks for the position and should be considered for certification.</p> <p>_____ Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation.</p> <p>_____ The individual is deficient in the performance of tasks identified below and needs further training prior to additional assignment(s) as a trainee.</p> <p><b>Deficiencies noted (List Competency and Task #):</b></p> <p><b>Date:</b> _____ <b>Evaluator's initials:</b> _____</p> <p><b>Evaluator's qualification:</b> _____</p>		

## FINAL EVALUATOR & CERTIFYING OFFICIAL

Do **NOT** complete this unless you are recommending the trainee for certification

Verification/Certification of Completed Position Task Book for the Position of

### EA Program Liaison Manager (PMMG)

#### Final Evaluator's Verification

I verify that \_\_\_\_\_ has successfully performed all required tasks as a trainee which are documented with appropriate initials in this PTB and should therefore be considered for certification in this position.

Final Evaluator's Signature and Date

Final Evaluator's Printed Name, Title, HQ/Region, and Phone Number

#### Agency Certification

I certify that \_\_\_\_\_ has met all requirements for qualification in this position.

Official's Signature and Date

Official's Printed Name, Title, HQ/Region, and Phone Number