



FEMA

FEMA INCIDENT MANAGEMENT POSITION TASK BOOK

Geospatial Information System Specialist (GISP)

POSITION TASK BOOK (PTB) ASSIGNED TO:

Individual's Name, HQ/Region

POSITION TASK BOOK (PTB) INITIATED BY:

Official's Name, Title, HQ/Region

Date PTB Initiated

For Instructional Use Only

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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	Declared Disaster (Stafford Act incident which includes Major Disaster and Emergency Declarations).
	D - 2	
	D - 3	
	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) OR 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:

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

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

Behavior/Activity: Ensure readiness for assignment prior to deployment			
Competency: Dependability (C8)			
TASK	CODE	RECORD NUMBER	EVALUATOR INITIALS
1. Obtain and assemble materials needed for assignment. <ul style="list-style-type: none"> • Current program guidance • FEMA Incident Management Handbook (IMH) • Position Task Book (PTB) if applicable • FEMA Acronyms, Abbreviations and Terms (FAAT) book • Position job aids if available 	E		
2. Obtain information prior to deployment. <ul style="list-style-type: none"> • Incident type, name, and number • Travel authorization number • Specific job assignment • Name and phone of supervisor if available • Reporting time and location • Transportation arrangements • Contact procedures during travel • Expected duration of assignment • Expected working conditions 	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"> • Driver’s license • Passport • Federal/state agency identification 	I		

Behavior/Activity: Follow proper check-in procedures upon arrival and obtain job-required equipment and supplies			
Competency: Dependability (C8)			
TASK	CODE	RECORD NUMBER	EVALUATOR INITIALS
5. Check in at designated incident check-in location and complete check-in packet.	I		
6. Obtain agency identification (badge) or other government-issued identifications.	I		

7. Obtain additional job-required equipment or supplies. <ul style="list-style-type: none"> • Computer • Cellular or desk phone • Handheld GPS • Camera, if applicable • Office supplies • Maps • Air Card, if applicable 	I		
8. Report to the Training Unit to check in as a trainee.	I		
9. Check in with the Automated Deployment Database (ADD).	I		

Behavior/Activity: Obtain an initial briefing from immediate supervisor and gather information relevant to your assignment			
Competency: Researching Information (C21)			
TASK	CODE	RECORD NUMBER	EVALUATOR INITIALS
10. Obtain situational information relevant to your assignment.	I		
11. Obtain initial direction from your immediate supervisor concerning your assignment.	I		
12. Identify topics, issues, and concerns of potential relevance to your assignment.	I		

Behavior/Activity: Manage geospatial data			
Competency: Information Management (C13); Manage & Organize Information (C18)			
TASK	CODE	RECORD NUMBER	EVALUATOR INITIALS
13. Create, maintain, and update geospatial databases.	I		
14. Ensure that data is accurate and from authoritative sources.	I		
15. Import/export geospatial data. <ul style="list-style-type: none"> • Various coordinate systems (Geographic to United States National Grid) • Data • Projections 	I		

<p>16. Perform basic geoprocessing and analytical tasks.</p> <ul style="list-style-type: none"> • SQL queries • Comparisons, joins, parses, and relates • Buffer, intersect, and clip 	D-3		
<p>17. Digitize and georeference data within Geospatial Information System (GIS) software.</p> <ul style="list-style-type: none"> • Vector • Raster 	I		

Behavior/Activity: Generate geospatial products			
Competency: Analysis/Reasoning (C2); Incident Action Planning (C11)			
TASK	CODE	RECORD NUMBER	EVALUATOR INITIALS
<p>18. Collect data from internal and external stakeholders to develop and update Geospatial products.</p> <ul style="list-style-type: none"> • Incident maps • Reference maps (political jurisdiction maps and demographics) • Quantitative and qualitative thematic maps • Interactive map products (Keyhole Markup Language (ML), ArcReader, web mapping, etc.) 	I		
<p>19. Integrate event-specific model output in coordination with authoritative sources.</p> <ul style="list-style-type: none"> • Sea, Lake, and Overland Surges from Hurricanes (SLOSH) • Hazards U.S. (HAZUS) • Atmospheric transportation and dispersion models, such as Interagency Modeling and Atmospheric Advisory Center (IMAAC) • Hydrometeorological Precipitation Center (HPC) • National Infrastructure Simulation and Analysis Center (NISAC) 	I		
<p>20. Develop key geospatial products in at least three functional areas.</p> <ul style="list-style-type: none"> • Emergency Services • External Affairs • Hazard Mitigation • Individual Assistance • Logistics • Long-Term Recovery & Planning • Planning • Public Assistance/Infrastructure 	D-3		
<p>21. Develop and update products within established time frames.</p>	I		

Behavior/Activity: Comply with established policy and protocols			
Competency: Dependability (C8)			
TASK	CODE	RECORD NUMBER	EVALUATOR INITIALS
22. Adhere to copyright, disclaimers, licensing, and other sensitive products and data distribution protocols. <ul style="list-style-type: none"> • Per supervisor direction • Data license/end-user agreement (e.g., Homeland Security Infrastructure Program) • Commercial imagery license • Sensitive state and federal data (e.g., environmental data) • For Official Use Only (FOUO) • Personally Identifiable Information (PII) • Subject Matter Experts (SME) for authoritative data 	I		
23. Follow procedures as defined in current standards and doctrine.	I		
24. Use standard conventions for files, layouts, and templates as established for the incident.	I		

Behavior/Activity: Provide geospatial coordination and customer service			
Competency: Customer Focus (C6); Decision Making & Judgment (C7)			
TASK	CODE	RECORD NUMBER	EVALUATOR INITIALS
25. Brief customers on interpretation of products.	I		
26. Assist customers with preparing product request forms.	I		
27. Track requests for completion.	I		
28. Distribute geospatial products. <ul style="list-style-type: none"> • Digital (Homeland Security Information Network [HSIN], Situational Awareness [SA] viewers, etc.) • Hard copies • Situation Unit 	I		

Behavior/Activity: Operate specialized hardware and software applications			
Competency: Knowledge of Program & Technical Protocols (C15)			
TASK	CODE	RECORD NUMBER	EVALUATOR INITIALS
29. Operate and maintain desktop and wide-format printers.	I		
30. Operate specialized application or geospatial software for disaster support. <ul style="list-style-type: none"> • Adobe products • ArcGIS desktop • Google Earth • Spatial Analyst • Microsoft Office suite 	I		
31. Operate and calibrate Global Positioning System (GPS) units and mobile data collection devices. <ul style="list-style-type: none"> • Handheld GPS devices • Tablet computing devices 	I		

Behavior/Activity: Understand, use, and comply with ICS concepts, principles, and processes			
Competency: Incident Command System Concepts (C12)			
TASK	CODE	RECORD NUMBER	EVALUATOR INITIALS
32. Demonstrate appropriate level of knowledge of ICS structure, principles, and positions.	I		
33. Use common terminology.	I		

Behavior/Activity: Practice effective and appropriate interpersonal communication and team behavior			
Competency: Communication-Verbal (C4); Interpersonal Skills (C14)			
TASK	CODE	RECORD NUMBER	EVALUATOR INITIALS
34. Demonstrate professional and appropriate verbal communication consistently. <ul style="list-style-type: none"> • Use common terminology • Avoid slang or other confusing terminology • Choose respectful words • Be clear and concise • Minimize use of acronyms 	I		
35. Demonstrate professional and appropriate non-verbal communication consistently. <ul style="list-style-type: none"> • Practice active listening • Eye contact • Appropriate body language 	I		
36. Ask clarifying questions to ensure accurate understanding of directions. <ul style="list-style-type: none"> • Specificity of clarifying questions • Briefly repeat understanding of directions 	I		
37. Share current information with co-workers and immediate supervisor.	D-3		
38. Be an effective team player. <ul style="list-style-type: none"> • Be open to other points of view • Generate alternative solutions or strategies to address problems/issues • Support team members by being helpful and encouraging • Know and do your part • Support the mission • Create open communication channels • Identify common interests 	D-3		

Behavior/Activity: Follow established safety and security procedures			
Competency: Adhere to Security Procedures (C1); Implement Workplace Safety (C10)			
TASK	CODE	RECORD NUMBER	EVALUATOR INITIALS
39. Provide for the safety, welfare, and accountability of co-workers.	D-3		
40. Recognize potentially-hazardous situations.	D-3		
41. Communicate potentially-hazardous situations.	D-3		

42. Use personal protective equipment (PPE) as issued.	D-3		
43. Safeguard property and equipment.	D-3		
44. Provide current information for the call-down roster.	D-3		

Behavior/Activity: Establish and maintain positive and ethical behaviors			
Competency: Ethics & Integrity (C9)			
TASK	CODE	RECORD NUMBER	EVALUATOR INITIALS
45. Maintain a high standard of ethics required of federal employees that is consistent with FEMA core values.	I		
46. Demonstrate sensitivity to cultural diversity, race, gender, disabilities, sexual orientation, and other individual differences in accordance with the Under Secretary of Homeland Security's nondiscrimination policy.	I		
47. Exhibit appropriate public stewardship of taxpayer dollars.	I		

Behavior/Activity: Ensure continuity of operations during the transition of duties to a replacement			
Competency: Planning & Organizing (C20)			
TASK	CODE	RECORD NUMBER	EVALUATOR INITIALS
48. Determine the time of transfer.	I		
49. Provide for adequate overlap to ensure efficient transfer of duties.	I		
50. Ensure that incident status information is up-to-date.	I		
51. Ensure that an effective transfer of duties is accomplished.	I		

Behavior/Activity: Properly check out of the incident Competency: Dependability (C8)			
TASK	CODE	RECORD NUMBER	EVALUATOR INITIALS
52. Obtain performance appraisal from supervisor.	I		
53. Make return travel arrangements.	I		
54. Prepare final travel voucher.	I		
55. Return equipment to Accountable Property Officer (APO).	I		
56. Submit final timesheet, appraisal form, and travel voucher.	I		
57. Check out with Automated Deployment Database (ADD).	I		
58. Report to the Training Unit upon completion of training assignment.	I		
59. Check out with the IT Service Manager in the Communication Unit.	I		

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.

Complete These Items at the Start of the Evaluation Period:

- **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).

Complete These Items at the End of the Evaluation Period:

- **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

Geospatial Information System Specialist (GISP)

TRAINEE NAME

TRAINEE POSITION

Record #1	Evaluator's name (Print):	
	Incident/disaster/exercise position title:	
Evaluator's office address & phone:		
<u>Disaster/Incident/Event-Exercise (Name, Number, Location)</u>	<u>Disaster Level</u>	<u>Duration</u> to
<p>The tasks initialed & 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>Deficiencies noted (List Competency and Task #):</p> <p>Date: _____ Evaluator's initials: _____</p> <p>Evaluator's qualification: _____</p>		

Record #2	Evaluator's name (Print):	
	Incident/disaster/exercise position title:	
Evaluator's office address & phone:		
<u>Disaster/Incident/Event-Exercise (Name, Number, Location)</u>	<u>Disaster Level</u>	<u>Duration</u> to
<p>The tasks initialed & 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>Deficiencies noted (List Competency and Task #):</p> <p>Date: _____ Evaluator's initials: _____</p> <p>Evaluator's qualification: _____</p>		

Evaluation Record

Geospatial Information System Specialist (GISP)

TRAINEE NAME

TRAINEE POSITION

Record #3	Evaluator's name (Print):	
	Incident/disaster/exercise position title:	
Evaluator's office address & phone:		
<u>Disaster/Incident/Event-Exercise (Name, Number, Location)</u>	<u>Disaster Level</u>	<u>Duration</u> to
<p>The tasks initialed & 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>Deficiencies noted (List Competency and Task #):</p> <p>Date: _____ Evaluator's initials: _____</p> <p>Evaluator's qualification: _____</p>		

Record #4	Evaluator's name (Print):	
	Incident/disaster/exercise position title:	
Evaluator's office address & phone:		
<u>Disaster/Incident/Event-Exercise (Name, Number, Location)</u>	<u>Disaster Level</u>	<u>Duration</u> to
<p>The tasks initialed & 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>Deficiencies noted (List Competency and Task #):</p> <p>Date: _____ Evaluator's initials: _____</p> <p>Evaluator's qualification: _____</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

Geospatial Information System Specialist (GISP)

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