

CHAPTER 60

POSITION TASK BOOK ADMINISTRATION

60 – POSITION TASK BOOKS (PTB). Position task books contain all critical competencies required to perform the job. These PTB's are designed in a format that allows documentation of a trainee's performance of given tasks. Successful completion of all tasks required of the position, as determined by an evaluator, shall be the basis for recommending certification. Evaluators are encouraged to look at the individual in terms of the competencies and behaviors and not focus solely on whether they can perform each task.

The new competencies have been developed by NWCG, partners within DHS (e.g. FEMA, Coast Guard) and other key federal agencies. They have been agreed to on a national level and have now become the national standard for all emergency response organizations. The competencies were developed to create a common reference for qualification and performance for all ICS positions.

There are changes to the updated Position Task Books, be sure and reference PMS 310-1 for additional information on task book management. NWSA has elected not to download this reference, since it is on line and the agencies make changes at regular intervals.

Task books are available at the NWCG Publications Management System web site at www.nwcg.gov/pms/pms.htm

61- WHATS NEW ABOUT THE TASK BOOKS.

- A. Tasks books can be initiated prior to completion of all required training.
- B. Multiple positions have been combined into single task books similar to the single resource boss.
- C. Evaluators must be either qualified in the position being evaluated or supervise the trainee; however, Final Evaluators must be qualified in the trainee position they are evaluating. The term "qualified" means "qualified with currency".
- D. Competencies and behaviors have been added.
- E. The task books have been revised to create a better connection between the tasks and the overall competencies (skill or behavior) that is desired: tasks are matched to the competencies and behaviors, and are not in sequential order as in previous versions.
- F. Tasks that were redundant or not meaningful have been deleted.

62-USE OF THE NEW TASK BOOKS. Task books initiated prior to May 2008 will be valid for 3 years from the date they were initiated or 3 years from the date of successful completion of the first task. New task books are required for anyone initiating one after May 31, 2008.