NATIONAL QUALIFICATION SYSTEM (NQS)

POSITION TASK BOOK
FOR THE POSITION OF

FATALITY MANAGEMENT (FM) DISASTER PORTABLE MORGUE UNIT (DPMU) LEADER

Version: September 2017

Check the appropriate position type:

☐ Single Type   ☐ Type 1   ☐ Type 2   ☐ Type 3

POSITION TASK BOOK ASSIGNED TO:
TRAINEE'S NAME:
DUTY STATION:
PHONE NUMBER:
E-MAIL:
POSITION TASK BOOK INITIATED BY:
OFFICIAL'S NAME:
TITLE:
DUTY STATION:
PHONE NUMBER:
E-MAIL:
POSITION TASK BOOK WAS INITIATED:
LOCATION:
DATE:

Evaluator Verification

(Do <u>not</u> complete this form unless you are recommending the trainee for all-hazards certification.)

FINAL EVALUATOR VERIFICATION
I verify that _____ has successfully completed all tasks as a trainee and should therefore be considered for certification in this position. I also verify that all tasks are documented with appropriate initials.
FINAL EVALUATOR'S SIGNATURE:
DATE:
FINAL EVALUATOR'S PRINTED NAME:
TITLE:
DUTY STATION:
PHONE NUMBER:
E-MAIL:

Documentation of Agency Certification

DOCUMENTATION OF AGENCY CERTIFICATION
I certify that_____ has successfully met all of the criteria set out in the National Incident Management System (NIMS) Job Title/Position Qualifications document for the position and will hereby receive certification of his/her qualification.
OFFICIAL'S SIGNATURE:
DATE:
OFFICIAL'S NAME:
TITLE:
DUTY STATION:
PHONE NUMBER:
E-MAIL:

Position Task Book Overview

The Position Task Book (PTB) documents the performance criteria a trainee must meet to be certified for a position within the National Qualification System (NQS). The performance criteria are associated with core NQS competencies, behaviors, and tasks.

> **A trainee may not work on multiple position type PTBs for a specific position at the same time; for example, a trainee may not simultaneously work on a Type 1 Incident Commander PTB and a Type 2 Incident Commander PTB. If a position has multiple types, the trainee must, in most cases, qualify at the lowest type before pursuing the next higher type. For example, before seeking qualification for a Type 1 position, an individual must first qualify at the Type 3 level and then at the Type 2 level.**

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 by documenting the trainee's performance.

- The Authority Having Jurisdiction (AHJ) may not have enough resources to ensure that every evaluator is qualified in the position being assessed. Therefore, a trainee's supervisor may evaluate the completion of PTB tasks. For example, a Logistics Section Chief has the authority to sign off on completed PTB tasks for a Food Unit Leader trainee.

- The final evaluator is a leader who verifies that a trainee has completed the PTB and met all requirements for the position. A final evaluator is generally qualified in the same position for which the trainee is applying. When possible, the evaluator and the final evaluator should not be the same person, but in situations with limited resources, the evaluator can also serve as the final evaluator.

- Once the final evaluator has completed the Final Evaluator Verification, he/she forwards it to the Quality Review Board (QRB) along with supporting evidence that the trainee has completed all position requirements.

- After the QRB review, the AHJ completes the Documentation of Agency Certification form as appropriate.

Transferring Qualifications

- Personnel who have documentation of previous education, training, or significant on-the-job incident experience may receive credit toward qualification for a given position. Each AHJ establishes the requirements for transferring qualifications from another AHJ.

- If an AHJ chooses not to accept a trainee's existing certification of qualification, the trainee may be reevaluated in the specific position and issued a new PTB.

- An individual may hold multiple certifications of qualification (that is, the Final Evaluator Verification form and the Documentation of Agency Certification form) along with the completed PTB.

Position Task Book Competencies, Behaviors, and Tasks

> **The PTB sets minimum criteria for certification for a position. The AHJ has the authority to add content to the baseline PTB competencies, behaviors, and tasks as necessary.**

The PTB covers all type levels for a given position, but a trainee may check only one "Type" box and work on only one type at a time. (The National Incident Management System (NIMS) Job Title/Position Qualifications document describes all types.)

> **Command and General Staff job titles/positions qualifications are typed based on incident complexity, while all other NIMS positions are typed based on the minimum qualifications.**

Definitions

Competency: An observable, measurable pattern of knowledge, skills, abilities, and other characteristics an individual needs to perform an activity and its associated tasks. A competency specifies the skillset a person needs to possess to complete the tasks successfully.

Behavior: An observable work activity or a group of similar tasks necessary to perform the activity.

Task: A specific, demonstrable action necessary for successful performance in a position. Trainees must demonstrate completion of required tasks.

- Occasionally, PTB tasks are unique to one of the types; for example, certain tasks apply only to a Type 3 Incident Commander, not to a Type 2 or Type 1 Incident Commander. In those cases, the PTB indicates the corresponding type at the beginning of the task.

- All tasks require evaluation; however, bullet statements within a task are examples.

PTB Task Codes

Each task in the PTB model has at least one corresponding code conveying the circumstances in which the trainee can perform the task for evaluation. Evaluators may assess trainees during incidents, in classroom simulations and training sessions, in functional and full-scale exercises, and in other work situations. If a task has multiple codes, the evaluator may evaluate in ANY of those circumstances; the trainee does not need evaluation in all of the listed circumstances.

Code C: Task performed in training or classroom setting, including seminars and workshops.

Code E: Task performed during a full-scale exercise with equipment deployed under the Incident Command System (ICS).

Code F: Task performed during a functional exercise managed under the ICS.

Code I: Task performed during an incident or event managed under the ICS. Examples include oil spill, search and rescue operation, hazardous materials (hazmat) response, fire, and emergency or non-emergency (planned or unplanned) events.

Code J: Task performed as part of day-to-day job duties.

Code T: Task performed during a tabletop exercise.

Code R: Task performed very rarely and required only if applicable to the event.

How to Complete the Evaluation Record Form

Each Evaluation Record Form (see next page) covers one evaluation period. Evaluation periods may involve incidents, classroom simulations, or daily duties, depending on what the PTB recommends. The AHJ determines the number of evaluations required for position qualification and certification. If evaluators need additional evaluation periods, they can copy pages from a blank PTB and attach them to the PTB in question.

Complete these items AT THE START of the evaluation period:

Evaluation Record Number: Label each evaluation record with a number to identify the incident(s), exercise(s), or event(s) during which the trainee completed the PTB tasks. The evaluator should also write this number in the PTB column labeled "Evaluation Record #" for each task performed satisfactorily. This number enables reviewers of the completed PTB to ascertain the evaluators' qualifications before signing off on the PTB.

Evaluator's name; Incident/office title and agency: List the name of the evaluator, his/her incident position or office title, and the evaluator's home agency.

Evaluator's home unit address and phone: List evaluator's home unit address and phone number.

Name and location of incident or simulation/exercise: Identify the name (if applicable) and location where the trainee performed the tasks.

Incident kind: Enter the kind of incident (such as hazmat, law enforcement, wildland fire, structural fire, search and rescue, flood, or tornado).

Complete these items AT THE END of the evaluation period:

Number and kind of resources: Enter the number of resources assigned to the incident, and their kind (such as team, personnel, and equipment) pertinent to the trainee's PTB.

Evaluation period: Enter inclusive dates of trainee evaluation. This time span may cover several small, similar incidents.

Position type: Enter position type (such as Type 3, Type 2, Type 1, or Single Type).

Recommendation: Check the appropriate line and make comments below regarding the trainee's future development needs.

Additional recommendations/comments: Provide additional recommendations and comments about trainee, as necessary.

Date: List the current date.

Evaluator's initials: Initial here to authenticate your recommendations and to allow for comparison with initials in the PTB.

Evaluator's relevant qualification: List your certification relevant to the trainee position you supervised.

Evaluation Record Form

TRAINEE NAME:
TRAINEE POSITION:
Evaluation Record Number:
Evaluator's name:
Incident/office title and agency:
Evaluator's home unit address and phone:
Name and location of incident or simulation/exercise:
Incident kind:
Number and kind of resources:
Evaluation period:
Position type:
Recommendation: The above named trainee performed the initialed and dated tasks under my supervision. I recommend the following for this trainee's further development: _____The trainee has successfully performed all required tasks for the position. The AHJ should consider the individual for certification. _____The trainee could not complete certain tasks or needs additional guidance. See comments below. _____Not all tasks were evaluated on this assignment. An additional assignment is needed to complete the evaluation. _____ The trainee is severely deficient in the performance of tasks and needs further training prior to additional assignment(s) as a trainee for this position.
Additional recommendations/comments:
Date:
Evaluator's initials:
Evaluator's relevant qualification:

Fatality Management (FM) Disaster Portable Morgue Unit (DPMU) Leader

1. Competency: Assume position responsibilities

Description: Successfully assume the role of FM DPMU Leader and initiate position activities at the appropriate time according to the following behaviors.

1a. Behavior: Ensure readiness for assignment

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
1. Coordinate with on-scene leadership to help guide DPMU operations by communicating pertinent information to the Incident Commander (IC), Operations Section Chief, or Logistics Section Chief: • Estimated time of arrival for equipment, supplies, and staff • All resources deploying with the DPMU • Location of DPMU upon arrival	E, F, I		

1b. Behavior: Successfully assume the role of FM DPMU Leader and initiate position activities

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
2. Prepare temporary morgue facility for DPMU: • Ensure operational readiness • Determine design and setup of DPMU inside the facility • Develop staffing and training schedules	E, F, I		
3. Initiate and maintain unit activity log: • Complete activity log and use to support a common operating picture • Transfer information to additional documents, positions, and displays	E, F, I		

1c. Behavior: Ensure availability, qualifications, and capabilities of resources to complete assignment

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
4. Ensure supplies are available for deployment readiness and operational needs.	E, F, I		
5. Order supplies needed to maintain DPMU equipment.	E, F, I		
6. Ensure security resources are in place around the DPMU: • Security personnel • Barricades and fencing • Identification checkpoint	E, F, I		

1d. Behavior: **Establish or determine organizational structure, reporting procedures, and chain of command of assigned resources**

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
7. Activate unit: • Establish appropriate unit organization and assign staff responsibilities, while maintaining span of control • Ensure availability of appropriate resources • Conduct supporting activities within operational period • Follow protocol for communicating unit's daily accomplishments to the Documentation Unit or appropriate personnel • Obtain operational rhythm from supervisor and establish daily briefing/debriefing schedule with assigned personnel • Follow process for resource requests/releases for operational planning purposes • Assign staff as appropriate • Participate in planning meetings to determine unit organization, support tactical assignments, ensure resource support and coordination needs, and identify other considerations for the next operational period	E, F, I		
8. Supervise and adjust unit organization and operations based on changes in incident situation and resource status: • Maintain common operating picture throughout the unit • Provide for functional and geographical supervision as necessary • Ensure effective use and coordination of all assigned resources • Constantly monitor objectives and overall unit operations for efficacy and safety	E, F, I		

2. Competency: **Lead assigned personnel**

Description: Influence, lead, and direct assigned personnel to accomplish objectives and desired outcomes in a potentially rapidly changing environment.

2a. Behavior: **Coordinate interdependent activities**

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
9. Ensure effective use and coordination of all assigned resources: • Conduct briefing and debriefing with assigned personnel and supervisor between operational periods	E, F, I		
10. Establish and maintain communication and contracts with assigned channels for logistical support: • Vendors providing facilities and supplies, including emergency supplies • Provision of Information Technology (IT) support	E, F, I		

3. Competency: **Communicate effectively**

Description: Use suitable communication techniques to share relevant information with appropriate personnel on a timely basis to accomplish objectives in a potentially rapidly changing environment.

3a. Behavior: **Ensure documentation is complete and disposition is appropriate**

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
11. Ensure incident documentation and administrative requirements are complete, according to the supervisor's direction: • Submit incident narrative to supervisor • Complete and submit activity log to Documentation Unit or appropriate personnel for each operational period • Ensure all personnel and equipment time records are complete and submitted at the end of each operational period	E, F, I		
12. Ensure the protection of Personally Identifiable Information (PII).	E, F, I		

4. *Competency:* Ensure completion of assigned actions to meet identified objectives

Description: Identify, analyze, and apply relevant situational information and evaluate actions to complete assignments safely and meet identified objectives. Complete actions within established time frame.

4a. *Behavior:* Execute assigned tasks, assess progress, and make necessary adjustments

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
13. Coordinate facility issues for DPMU personnel: • Transportation • Food services • Communications • IT support • Medical services	E, F, I		
14. Make appropriate decisions based on analyzed and validated information: • Make adjustments in response to new information, changing conditions, or unexpected obstacles	E, F, I		
15. Ensure that the work completed is consistent with direction, policy, and incident objectives: • Supervisor's direction • Incident Action Plan (IAP) goals and objectives • Other planning goals and objectives	E, F, I		

4b. *Behavior:* Establish and manage humans remains processing and job positions that support morgue operations

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
16. Support processes within the unit: • Support the duties of the Supply Specialist, Facilities Specialist, Building Arrangements Specialist, Communications Coordinator, and other unit members • Ensure appropriate staffing • Ensure staff is properly trained	E, F, I		
17. Support FM Human Remains Recovery Team Leader and recovery team needs: • Ensure provision of supplies and equipment • Ensure establishment of IT and communications with all other teams and IC	E, F, I		
18. Support Morgue Processing Unit Leader and processing unit needs: • Ensure provision of supplies and equipment • Ensure building and facilities, including security, are adequate • Ensure establishment of IT and communications with all other teams, IC, and Victim Information Center (VIC)/Family Assistance Center (FAC)	E, F, I		

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
19. Support Morgue Forensic Team Leader and forensic team needs: • Ensure provision of supplies and equipment • Ensure building and facilities, including security, are adequate • Ensure establishment of IT and communications with all other teams, IC, and VIC/FAC	E, F, I		
20. Coordinate with Safety Officer as necessary for incident: • Identify hazards and ensure compliance with safety regulations	E, F, I		

4c. Behavior: **Plan for demobilization and ensure staff follow procedures**

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
21. Coordinate with leadership to plan DPMU demobilization: • Determine date and time of demobilization • Identify equipment to be taken out of service • Plan the process for demobilizing DPMU equipment and personnel	C, E, F, I, J, T		