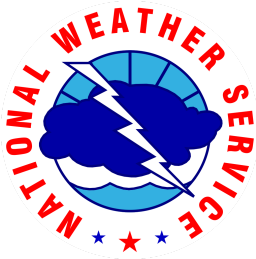




## IDSS Professional Development Series

### Deployment-Ready Task Book

A Publication of the  
National Weather Service



Task Book for:  
Deployment-Ready Personnel



405-B

December 2017

#### Task Book Assigned To:

Trainee's Name:

Office:

Phone Number:

## **Task Book Initiated By:**

**Line Office Supervisor's Name:**

**Title:**

**Office:**

**Phone Number:**

**Address:**

**Date Initiated:**

*See the NWS IDSS Professional Development Series for a list of required/recommended courses that must be completed in addition to the requirements listed in this task book.*

*The material contained in this book accurately defines the performance expected of the position for which it was developed. This position task book is modeled after the National Wildfire Coordinating Group's task book publication system, and is approved for use by NWS Headquarters as a qualification document.*

**Verification of Completed Task Book**

**For:**

**NWS IDSS Deployment-Ready Personnel**

**Final Evaluator's Verification**

*To be completed **ONLY** when you are recommending the trainee as Deployment-Ready*

I verify that **(trainee name)** \_\_\_\_\_  
has successfully performed as a trainee by demonstrating all tasks for the position listed above and  
should be considered ready for this position. All tasks are documented with appropriate initials.

**Final Evaluator's Signature:**

**Final Evaluator's Printed Name:**

**Title:**

**Office:**

**Phone Number:**

**Date:**

## **National Weather Service Qualification**

I verify that (**trainee name**) \_\_\_\_\_  
has met all requirements for qualification as an IDSS Deployment-Ready NWS employee and that such  
qualification has been issued.

**Supervisor's Signature:**

**Supervisor's Printed Name:**

**Title:**

**Office:**

**Phone Number:**

**Date:**

## **NATIONAL WEATHER SERVICE**

### **POSITION TASK BOOK**

Task books have been developed for designated National Interagency Incident Management System (NIMS) positions. Each task book lists the competencies, behaviors, and tasks required for successful performance in specific positions. Trainees must be observed completing all tasks and show knowledge and competency in their performance during the completion of this task book.

Trainees are evaluated during this process by qualified evaluators, and the trainee's performance is documented in the task book for each task by the evaluator's initials and date of completion. An Evaluation Record will be completed by all evaluators documenting the trainee's progress after each evaluation opportunity.

Successful performance of all tasks, as observed and recorded by an evaluator, will result in a recommendation to the agency that the trainee be qualified in that position. Evaluation and confirmation of the trainee's performance while completing all tasks may occur on one or more training assignments and may involve more than one evaluator during any opportunity.

#### **INCIDENT/EVENT CODING**

Each task has a code associated with the type of training assignment where the task may be completed. The codes are:

**O = Other.** Task can be completed in any situation

**I/E = Incident/Exercise.** Task must be performed on an incident managed under the Incident Command System (ICS) or a realistic simulation using deployment equipment and representative Deployment-Ready working conditions. Incident examples include: deployment to an Emergency Operations Center (EOC), incident command post (ICP), wildland fire, structural fire, Search and Rescue (SAR), hazardous materials (HAZMAT) or other incident or planned event.

While tasks can be performed in any situation, they must be evaluated on the specific type of incident/event for which they are coded. For example, tasks coded "I/E" must be evaluated on

an incident, event, or realistic exercise. Performance of any task on other than the designated assignment is not valid for qualification.

Tasks below are numbered sequentially; however, the numbering does NOT indicate the order in which the tasks need to be performed or evaluated.

The bullets under each numbered task are examples of indicators of items or actions related to the task. The purpose of the bullets is to assist the evaluator in evaluating the trainee; the bullets are not all-inclusive. Evaluate and initial ONLY the numbered tasks. DO NOT evaluate and initial each individual bullet. Specific mission and service delivery needs (e.g., for national centers) may necessitate deviation from the proposed examples and should be evaluated against criteria representative of the service area being represented.

## **RESPONSIBILITIES:**

The responsibilities of the Trainee are:

- Complete all required IDSS/Deployment-Ready training within a reasonable amount of time
- Work with the Meteorologist in Charge (or equivalent) to secure support for training

The responsibilities of the Evaluator are:

- Be qualified as Deployment-Ready or a member of the local office management team
- Provide a safe environment in which to learn
- Provide mentoring to trainee when needed
- Clearly communicate expectations
- Objectively evaluate Trainee's demonstration of abilities
- Sign the Final Evaluator recommendation for qualification once all tasks have been successfully demonstrated.

The responsibilities of the Line Office Supervisor (Meteorologist in Charge, or equivalent) are:

- Provide time and financial support to trainees
- Offer opportunities to complete all tasks in this document.
- Send completed task book to the Regional Chief Operations Officer or equivalent
- Verify that Deployment-Ready training and task book documentation are complete

The responsibilities of the Regional IDSS Designee (or equivalent) are:

- Maintain list of qualified regional Deployment-Ready personnel to facilitate resource management
- Support Line Office Supervisor (Meteorologist in Charge, or equivalent) resources to promote successful recruitment of Deployment-Ready personnel.

## INSTRUCTIONS FOR THE TASK BOOK EVALUATION RECORD

There are four separate blocks allowing evaluations to be made. These evaluations may be made on incidents, exercises, or in classroom simulations, depending on what the task book indicates. This should be sufficient for qualification in the position, if the individual is adequately prepared. If additional blocks are needed, a page can be copied from a blank task book and attached.

### Evaluation Record #

Each evaluator will need to complete an evaluation record. Each evaluation record should be numbered sequentially. Place this number at the top of the evaluation record page and also use it in the column labeled "Evaluation Record #" for each numbered task the trainee has satisfactorily performed.

### Trainee Information

Print the trainee's name, position on the incident/exercise, home unit, and the office address and phone number.

### Incident/Event Information

**Incident/Exercise Name:** Print the incident/exercise name.

**Reference:** Enter the incident code and/or description

**Duration:** Enter inclusive dates during which the trainee was evaluated.

**Incident/Exercise Kind:** Enter the kind of incident/event

**Location:** Enter the geographic area, WFO CWA and State

**Management Type or Complexity Level (circle one or more):** Emergency Operations Center, State Operations Center, Incident Command Post, Multiagency Coordination Center, Regional Response Coordination Center, Joint Field Office.

### Evaluator's Recommendation

For 1 – 4, initial only one line as appropriate; this will allow for comparison with your initials in

the Qualifications Record

Record additional remarks/recommendations on an Individual Performance Evaluation, or by attaching an additional sheet to the evaluation record.

**Evaluator's Signature**

Sign here to authenticate your recommendations.

**Date**

Document the date the Evaluation Record is being completed.

**Evaluator's Relevant Qualification (or agency qualification)**

List your qualification relevant to the trainee position you supervised.

**NOTE:** Evaluators must be qualified in the position being evaluated.



# Common Tasks for Deployments

This task book contains tasks for Deployment-Ready (DR) NWS employees.

## COMPETENCY I: Assumes Position Responsibilities

*Description: Successfully assume role of deployed personnel and initiate position activities at the appropriate time according to the following behaviors.*

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & Date Upon Completion Of Task
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### Behavior: Ensures Readiness for Assignment

<p><b>Task 1)</b> Obtains and assembles information and materials needed for deployment.</p> <ul style="list-style-type: none"> <li>● Deployment administration/paperwork</li> <li>● Familiar with laptop, software, and equipment</li> <li>● Documentation for deployment (as appropriate): Mission Assignment, Resource Order (O number), email request, etc.</li> <li>● NWS Travel Authorization/Order</li> </ul>	<b>O</b>		
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### Behavior: Ensures Availability, Qualifications, and Capabilities of Resources to Complete Assignment

<p><b>Task 2)</b> Identifies the need for additional personnel and coordinates as necessary.</p> <ul style="list-style-type: none"> <li>● Back up/2<sup>nd</sup> DR employee</li> <li>● Trainee</li> <li>● Office backup</li> </ul>	<b>O</b>		
<p><b>Task 3)</b> Identifies the need for and obtains additional</p>	<b>I/E</b>		

supplies and equipment. <ul style="list-style-type: none"> <li>● Office supplies</li> <li>● Acquire work area</li> <li>● Verify internet connection</li> <li>● Verify power source</li> <li>● Clarify means of communication</li> <li>● Lodging arrangements (if applicable)</li> </ul>			
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**Behavior: Gathers, Updates, and Applies Situational Information Relevant to the Assignment**

<b>Task 4)</b> Reviews agency procedures and policies related to the position. <ul style="list-style-type: none"> <li>● IDSS Directive Series</li> <li>● Local/regional IDSS policies</li> </ul>	<b>O</b>		
<b>Task 5)</b> Obtains maps/information on terrain, weather, hydrology, climate, and other pertinent information. <ul style="list-style-type: none"> <li>● Coordination with your Supervisor, and impacted WFOs/RFCs/ROC (anticipated and confirmed time of arrival)</li> <li>● Reporting location / directions to ICP</li> <li>● Transportation / lodging arrangements</li> <li>● Equipment arrangements</li> <li>● Topography / local geography</li> <li>● Recent weather</li> <li>● Historical weather/water events unique to area</li> <li>● Local climatology</li> <li>● Other deployed personnel in the area</li> <li>● Talk with affected WFOs/RFCs about local weather/water</li> </ul>	<b>I/E</b>		
<b>Task 6)</b> Obtains initial briefing from Situation Unit Leader, Planning Section Chief, or knowledgeable local source. <ul style="list-style-type: none"> <li>● Be prepared to give initial weather/water briefing</li> <li>● Major concerns and objectives of incident/event</li> <li>● Schedules and deadlines</li> <li>● Get a briefing on availability of communications and weather/water observations</li> </ul>	<b>I/E</b>		

**Behavior: Establishes Effective Relationships with Relevant Personnel**

<b>Task 7)</b> Conducts self in a professional manner.	I/E		
<b>Task 8)</b> Establishes and maintains positive interpersonal and interagency working relationships.	I/E		

**Behavior: Ascertains Organizational Structure, Reporting Procedures, and Chain of Command of Assigned Resources**

<b>Task 9)</b> Adhere to Incident Command System (ICS) principles and local policies for ordering, use, and release of resources.  <ul style="list-style-type: none"> <li>• Office supplies</li> <li>• Extra Deployment personnel, Trainee, or Swap</li> </ul>	I/E		
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**COMPETENCY II: Leads By Example**

*Description: Influence and guide fellow team members to accomplish objectives and desired outcomes in a rapidly changing, high-risk environment. One does not have to supervise another to show and practice leadership skills, one can lead by example or show leadership qualities in a team environment.*

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & Date Upon Completion Of Task
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**Behavior: Models Professionalism and Leadership Values**

<b>Task 10)</b> Exhibits principles of duty.	O		
<b>Task 11)</b> Exhibits principles of respect.	O		

<b>Task 12)</b> Exhibits principles of integrity.	<b>O</b>		
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**Behavior: Ensures the Safety and Welfare of Incident Personnel**

<b>Task 13)</b> Provides for the safety and welfare of everyone on the incident and the public.	<b>I/E</b>		
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**Behavior: Emphasizes Teamwork**

<p><b>Task 14)</b> Establish relationships and cohesiveness among relevant personnel.</p> <ul style="list-style-type: none"> <li>● Exhibit qualities of an effective team member</li> <li>● Be resourceful and adapt to adverse conditions</li> <li>● Work effectively with team members under pressure and tight deadlines</li> <li>● Ensure tasks are understood and accomplished in a timely and efficient manner</li> </ul>	<b>I/E</b>		
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**Behavior: Coordinate Interdependent Activities**

<b>Task 15)</b> Responds to special requests through appropriate channels within time frame as directed.	<b>O</b>		
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### COMPETENCY III: Communicates Information

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

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & Date Upon Completion Of Task
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**Behavior: Ensures Relevant Information is Exchanged During Briefings and Debriefings**

<p><b>Task 16)</b> Presents weather/water forecast at various briefings and meetings.</p> <ul style="list-style-type: none"> <li>• Coordination of briefing strategy with Planning Section Chief, Operations Section Chief, or other responsible party</li> <li>• Tailor briefings to target audience focusing on elements critical to safety</li> <li>• Short, concise, and non-technical language with simple visual aids</li> </ul>	I/E		
<p><b>Task 17)</b> Participates in functional area briefings and After Action Reviews (AARs) as requested.</p>	I/E		

**Behavior: Ensures Documentation is Complete and Disposition is Appropriate**

<p><b>Task 18)</b> Maintains record of forecasts and on-incident activities and/or follows other procedures to document major activities.</p>	I/E		
<p><b>Task 19)</b> Documents assumptions, limitations, data, and methods used in making predictions.</p>	I/E		
<p><b>Task 20)</b> Builds, maintains, and documents a file folder structure in outline form of electronic resources, model</p>	I/E		

inputs and incident data.			
<b>Task 21)</b> Organizes and delivers hard-copy and/or electronic materials assembled during the incident to the Planning Section and/or appropriate NWS offices. <ul style="list-style-type: none"> <li>● Record of all forecasts, updates, and weather/water observations</li> <li>● Verification records</li> <li>● Any extra reports or narratives as requested</li> </ul>	I/E		
<b>Task 22)</b> Prepares a summary report explaining how weather/water affected the incident.	I/E		

**Behavior: Gathers, Produces, and Distributes Information as Required by Established Guidelines and Ensures Understanding by Recipient**

<b>Task 23)</b> Provides weather/water information for upward reporting. <ul style="list-style-type: none"> <li>● Incident Action Plan (IAP)</li> <li>● ICS-209 form (or equivalent)</li> <li>● Prepares/coordinates talking points, as needed</li> <li>● Coordination calls (interagency partners, NWS offices)</li> </ul>	I/E		
<b>Task 24)</b> Provides other personnel (e.g., logistics) with weather/water information as needed. <ul style="list-style-type: none"> <li>● Spot forecasts</li> <li>● Media interviews</li> <li>● Public meetings</li> </ul>	I/E		

**Behavior: Communicates and Ensures Understanding of Work Expectations Within the Chain of Command and Across Functional Areas**

<b>Task 25)</b> Maintains appropriate contact with Planning and Operations Sections.	I/E		
<b>Task 26)</b> Develops a network to obtain and exchange information (e.g. locals, operations personnel, WFOs, Regions/ROCs, national centers, and other specialists pertinent to the incident). <ul style="list-style-type: none"> <li>● Coordinate with WFO or other NWS personnel</li> <li>● Update ROC and home management on arrival</li> </ul>	I/E		

<ul style="list-style-type: none"> <li>• and departure times (via email/text message)</li> <li>• Coordinate with Comms Unit</li> <li>• Other DR employees deployed in area</li> <li>• Partner agencies</li> <li>• Area Command</li> </ul>			
<b>Task 27)</b> Provides weather/water forecast report to meet time lines for input into the IAP or other relevant incident documents.	I/E		

**Behavior: Assists in Developing Plans and Gaining Concurrence of Affected Agencies and/or the Public**

<b>Task 28)</b> Produces products and provides support for decision making and planning (e.g., IAP).	I/E		
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### **COMPETENCY IV: Ensures 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.*

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & Date Upon Completion Of Task
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**Behavior: Gathers, Analyzes, and Validates Information Pertinent to the Incident or Event and Makes Recommendations for Setting Priorities**

<b>Task 29)</b> Obtains short- and long-range weather/water model data, outlooks, and projections to support incident management objectives. <ul style="list-style-type: none"> <li>• Model data</li> <li>• Upper Air data</li> </ul>	I/E		
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<ul style="list-style-type: none"> <li>• Satellite</li> <li>• Radar</li> <li>• Surface observations</li> <li>• Backup systems</li> <li>• Organize information in a manner which facilitates effective analysis</li> <li>• Plans for completing if internet connectivity is lost</li> </ul>			
<p><b>Task 30)</b> Selects the applicable tools for deterministic and/or probabilistic weather/water analysis. Examples:</p> <ul style="list-style-type: none"> <li>• Laptop/tablet</li> <li>• Thin Client</li> <li>• Google Earth</li> <li>• Familiarity with websites for collecting weather/water information</li> <li>• GR2Analyst</li> </ul>	I/E		
<p><b>Task 31)</b> Conducts deterministic and/or probabilistic weather/water analysis for multiple operational periods using appropriate tools.</p> <ul style="list-style-type: none"> <li>• Plans for completing if internet connectivity is lost</li> </ul>	I/E		
<p><b>Task 32)</b> Conducts periodic review of analyses, predictions, and forecasts.</p> <ul style="list-style-type: none"> <li>• Plans for completing if internet connectivity is lost</li> </ul>	I/E		
<p><b>Task 33)</b> Revises forecast as needed based on familiarity with local conditions (topography, climate) and coordination with WFOs, RFCs, and/or national centers.</p> <ul style="list-style-type: none"> <li>• Prepares and disseminates updates (as needed) for transmission to incident personnel</li> <li>• Coordinates changes/updates with other DR personnel in area</li> <li>• Plans for completing if internet connectivity is lost</li> </ul>	I/E		
<p><b>Task 34)</b> Locates proper sites and identifies appropriate resources for weather/water data collection.</p> <ul style="list-style-type: none"> <li>• Google Earth / topographic maps</li> <li>• Locate all nearby weather stations and river gages; assess quality of data.</li> </ul>	I/E		

**Behavior: Prepares Clear and Concise Assessments Regarding Weather Hazards Relevant to the Incident.**

<p><b>Task 35)</b> Organizes, analyzes, and documents existing and current information and prepares weather/water</p>	I/E		
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<p>predictions.</p> <ul style="list-style-type: none"> <li>• Coordinate with affected NWS offices and any other DR personnel in the vicinity</li> <li>• Include the incident weather/water forecast in the IAP or other incident documentation</li> <li>• Provide information for ICS-209 form (<i>if requested</i>)</li> <li>• Prepares site specific/SPOT forecast (if requested)</li> <li>• Ensures all requested information provided within the specified timeline.</li> <li>• Plans for completing if internet connectivity is lost</li> </ul>			
<p><b>Task 36)</b> Adjusts weather/water predictions in operations plan in response to current conditions.</p> <ul style="list-style-type: none"> <li>• Maintains situational awareness</li> <li>• Understand and assist in developing a process to follow when (1) a Warning is issued (2) a significant weather/water change is expected to threaten safety</li> </ul>	I/E		
<p><b>Task 37)</b> Identifies and adjusts conceptual models or the assumptions used in weather/water calculations in order to calibrate predictions.</p>	I/E		

**Behavior: Anticipates, Recognizes and Mitigates Unsafe Situations**

<p><b>Task 38)</b> Conducts periodic review of current situation, analyses, and forecasts.</p> <ul style="list-style-type: none"> <li>• Expediently prepare and disseminate updates (as needed) for transmission to incident personnel</li> </ul>	I/E		
<p><b>Task 39)</b> Immediately notifies appropriate personnel (e.g., Command, Operations, and/or Logistics Sections of adjustments which may affect public and incident personnel safety.</p> <ul style="list-style-type: none"> <li>• In coordination with incident command (IC) staff, develops a communication plan for notifying incident personnel of urgent weather/water notification for different times of day/night</li> <li>• In coordination with IC staff, develop plan for notifying NWS DR personnel if any incident personnel are assigned to a new location,</li> </ul>	I/E		

including identifying new weather/water forecast process requests			
<b>Task 40)</b> Recognizes and notifies personnel of special conditions that promote extreme weather/water conditions.	<b>I/E</b>		

**Behavior: Follows Established Procedures and/or Safety Procedures Relevant to Given Assignment**

<b>Task 41)</b> Uses and applies safety guidelines and agency specific policies and standards.	<b>O</b>		
<b>Task 42)</b> Notifies operations personnel when entering their area of responsibility and request information about specific safety preparations and plans.	<b>I/E</b>		

**Behavior: Transfers Position Duties While Ensuring Continuity of Authority and Knowledge and Takes Into Account the Increasing or Decreasing Incident Complexity**

<p><b>Task 43)</b> Coordinates the development, approval, and implementation of transfer of position duties when incident escalates/de-escalates (e.g., incoming deployed personnel).</p> <ul style="list-style-type: none"> <li>● Procedure to request replacement DR personnel</li> <li>● Demobilization instructions (notify MIC/HIC or equivalent)</li> <li>● Demobilization check out</li> <li>● Coordinate release of NWS DR personnel from incident with Planning Section Chief (or applicable personnel)</li> <li>● Obtain Incident Personnel Performance Rating (NFES 1576) from PSC (<i>if applicable</i>)</li> <li>● Transportation arrangements (<i>if applicable</i>)</li> </ul>	<b>I/E</b>		
<p><b>Task 44)</b> Briefs replacement before leaving the incident about aspects of the incident history (e.g. weather/water, facilities, established time frames and schedules, personnel, and individuals serving as information sources).</p> <ul style="list-style-type: none"> <li>● Work at least one operational period with replacement NWS DR employee (if possible)</li> </ul>	<b>I/E</b>		

**Behavior: Applies Agency Policy and Agreements**

<p><b>Task 45)</b> Obtain incident ownership information and document agency billing contact information for reimbursable incident support.</p> <ul style="list-style-type: none"><li>• If incident ownership is not covered by a National Agreement or FEMA Mission Assignment (i.e. state, local or private), coordinate with Regional IDSS Program Manager or ROC</li><li>• Report reimbursable expenses (if incurred)</li></ul>	<p><b>O</b></p>		
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# EVALUATION RECORD #: 1

## Trainee Information

Printed Name:

Trainee Position on Incident/Event:

Office:

Address and Phone Number:

## Evaluator Information

Printed Name:

Evaluator Position on Incident/Event:

Home Unit:

Home Unit Address and Phone Number:

## Incident/Event Information

Incident/Event Name:

Reference (Incident Number):

Duration:

**Incident Kind (circle one): EOC, ICP, SAR, HAZMAT, Exercise, Other (specify):**

**Management Type or Complexity Level (circle one or more):** Emergency Operations Center, State Operations Center, Incident Command Post, Multiagency Coordination Center, Regional Response Coordination Center, Joint Field Office

**Location (Geographic Area):**

**Evaluator's Recommendation**

(Initial only one line as appropriate)

\_\_\_\_\_ 1) The tasks initialed and dated by me on the Qualification Record have been performed under my supervision in a satisfactory manner. The trainee has successfully performed all tasks in the task book for the position. I have completed the Final Evaluator's Verification section and recommend the trainee be considered for agency qualification

\_\_\_\_\_ 2) The tasks initialed and dated by me on the Qualification Record have been performed under my supervision in a satisfactory manner. However, opportunities were not available for all tasks (or all uncompleted tasks) to be performed and evaluated on this assignment. An additional assignment is needed to complete the evaluation.

\_\_\_\_\_ 3) The trainee did not complete certain tasks in the task book in a satisfactory manner and additional training, guidance, or experience is recommended.

\_\_\_\_\_ 4) The individual is severely deficient in the performance of tasks in the task book for the position and additional training, guidance, or experience is recommended prior to another training assignment.

Record additional remarks/recommendations on an Individual Performance Evaluation, or by attaching an additional sheet to the evaluation record.

Evaluator's Signature:

Date:

Evaluator's Relevant Qualification (or agency qualification):

## **EVALUATION RECORD #: 2**

### **Trainee Information**

**Printed Name:**

**Trainee Position on Incident/Event:**

**Home Unit:**

**Home Unit Address and Phone Number:**

### **Evaluator Information**

**Printed Name:**

**Evaluator Position on Incident/Event:**

**Home Unit:**

**Home Unit Address and Phone Number:**

### **Incident/Event Information**

**Incident/Event Name:**

**Reference (Incident Number):**

**Duration:**

**Incident Kind (circle one): EOC, ICP, SAR, HAZMAT, Exercise, Other (specify):**

**Management Type or Complexity Level (circle one or more):** Emergency Operations Center, State Operations Center, Incident Command Post, Multiagency Coordination Center, Regional Response Coordination Center, Joint Field Office

**Location (Geographic Area):**

**Evaluator's Recommendation**

(Initial only one line as appropriate)

\_\_\_\_\_ 1) The tasks initialed and dated by me on the Qualification Record have been performed under my supervision in a satisfactory manner. The trainee has successfully performed all tasks in the task book for the position. I have completed the Final Evaluator's Verification section and recommend the trainee be considered for agency recognition.

\_\_\_\_\_ 2) The tasks initialed and dated by me on the Qualification Record have been performed under my supervision in a satisfactory manner. However, opportunities were not available for all tasks (or all uncompleted tasks) to be performed and evaluated on this assignment. An additional assignment is needed to complete the evaluation.

\_\_\_\_\_ 3) The trainee did not complete certain tasks in the task book in a satisfactory manner and additional training, guidance, or experience is recommended.

\_\_\_\_\_ 4) The individual is severely deficient in the performance of tasks in the task book for the position and additional training, guidance, or experience is recommended prior to another training assignment.

Record additional remarks/recommendations on an Individual Performance Evaluation, or by attaching an additional sheet to the evaluation record.

Evaluator's Signature:

Date:

Evaluator's Relevant Qualification (or agency recognition):

## **EVALUATION RECORD #: 3**

### **Trainee Information**

**Printed Name:**

**Trainee Position on Incident/Event:**

**Home Unit:**

**Home Unit Address and Phone Number:**

### **Evaluator Information**

**Printed Name:**

**Evaluator Position on Incident/Event:**

**Home Unit:**

**Home Unit Address and Phone Number:**

### **Incident/Event Information**

**Incident/Event Name:**

**Reference (Incident Number):**

**Duration:**



**Incident Kind (circle one): EOC, ICP, SAR, HAZMAT, Exercise, Other (specify):**

**Management Type or Complexity Level (circle one or more):** Emergency Operations Center, State Operations Center, Incident Command Post, Multiagency Coordination Center, Regional Response Coordination Center, Joint Field Office

**Location (Geographic Area):**

**Evaluator's Recommendation**

(Initial only one line as appropriate)

\_\_\_\_\_ 1) The tasks initialed and dated by me on the Qualification Record have been performed under my supervision in a satisfactory manner. The trainee has successfully performed all tasks in the task book for the position. I have completed the Final Evaluator's Verification section and recommend the trainee be considered for agency qualification.

\_\_\_\_\_ 2) The tasks initialed and dated by me on the Qualification Record have been performed under my supervision in a satisfactory manner. However, opportunities were not available for all tasks (or all uncompleted tasks) to be performed and evaluated on this assignment. An additional assignment is needed to complete the evaluation.

\_\_\_\_\_ 3) The trainee did not complete certain tasks in the task book in a satisfactory manner and additional training, guidance, or experience is recommended.

\_\_\_\_\_ 4) The individual is severely deficient in the performance of tasks in the task book for the position and additional training, guidance, or experience is recommended prior to another training assignment.

Record additional remarks/recommendations on an Individual Performance Evaluation, or by attaching an additional sheet to the evaluation record.

Evaluator's Signature:

Date:

Evaluator's Relevant Qualification (or agency qualification):

# EVALUATION RECORD #: 4

## Trainee Information

Printed Name:

Trainee Position on Incident/Event:

Home Unit:

Home Unit Address and Phone Number:

## Evaluator Information

Printed Name:

Evaluator Position on Incident/Event:

Home Unit:

Home Unit Address and Phone Number:

## Incident/Event Information

Incident/Event Name:

Reference (Incident Number):

Duration:

**Incident Kind (circle one):** EOC, ICP, SAR, HAZMAT, Exercise, Other (specify):

**Management Type or Complexity Level (circle one or more):** Emergency Operations Center, State Operations Center, Incident Command Post, Multiagency Coordination Center, Regional Response Coordination Center, Joint Field Office

**Location (Geographic Area):**

**Evaluator's Recommendation**

(Initial only one line as appropriate)

\_\_\_\_\_ 1) The tasks initialed and dated by me on the Qualification Record have been performed under my supervision in a satisfactory manner. The trainee has successfully performed all tasks in the task book for the position. I have completed the Final Evaluator's Verification section and recommend the trainee be considered for agency qualification.

\_\_\_\_\_ 2) The tasks initialed and dated by me on the Qualification Record have been performed under my supervision in a satisfactory manner. However, opportunities were not available for all tasks (or all uncompleted tasks) to be performed and evaluated on this assignment. An additional assignment is needed to complete the evaluation.

\_\_\_\_\_ 3) The trainee did not complete certain tasks in the task book in a satisfactory manner and additional training, guidance, or experience is recommended.

\_\_\_\_\_ 4) The individual is severely deficient in the performance of tasks in the task book for the position and additional training, guidance, or experience is recommended prior to another training assignment.

Record additional remarks/recommendations on an Individual Performance Evaluation, or by attaching an additional sheet to the evaluation record.

Evaluator's Signature:

Date:

Evaluator's Relevant Qualification (or agency qualification):