POSITION TASK BOOK FOR THE POSITION OF

SEOC LOGISTICS SECTION CHIEF

Version: April 2025

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:
EMAIL:
POSITION TASK BOOK INITIATED BY:
OFFICIAL'S NAME:
TITLE:
DUTY STATION:
PHONE NUMBER:
EMAIL:
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:
EMAIL:

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:
EMAIL:

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 Qualifications 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 an AHJ 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. Bullet statements within a task are only examples and do not need to be performed to have a task signed off.

PTB Task Codes

For each of the tasks listed in the Position Task Book (PTB), there are one or more codes describing the circumstances in which the trainee can perform tasks related to the position. If a task has multiple codes listed, it means the evaluator can assess the trainee on any of those circumstances as opposed to evaluating the trainee on all of the listed codes.

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

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

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

Code I: Task performed on an incident or event managed under ICS. Examples of incidents and events that may employ ICS include but are not limited to an oil spill, search and rescue, hazardous material 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. *Note:* Assignment of Code R is not recommended. However, AHJs may add at their discretion to tasks added to NQS PTBs.

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 jurisdiction address and phone: List evaluator's home jurisdiction 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 jurisdiction 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:

SEOC Logistics Section Chief

Task Categories:
Order/request/acquire resources
Complete common coordination and accountability tasks associated with all positions within the EOC
Ensure that EOC infrastructure is operational
Support the needs of EOC personnel
Ensure security of the EOC
Understand potential sources.
Develop, evaluate, and implement courses of action for resource fulfillment.
Track resources to destination
Promote the safety of EOC personnel
Be proficient in the job, both technically and as a leader
Supervise staff to ensure understanding and accomplishment of duties and tasks
Coordinate to foster unity of effort
Understand and validate the resource requirement
Communicate requirements in plain language and use national standards and common terminology

Task Category: **Order/request/acquire resources**

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
1. Demonstrate understanding of various resource ordering, requesting, and acquiring procedures and requirements.	C, E, F, I, T		
2. Ensure that documentation aligns with reimbursement requirements: ● Use approved documentation format and tools in accordance with federal, state, local, territorial, and tribal procedures. ● Document required approvals.	E, F, I, J		
3. Ensure that requests address the resources' logistical needs.	E, F, I		
4. Identify appropriate sources: ● Intrastate agreements and compacts. ● Interorganizational agreements such as Memorandums of Understanding (MOU) and Memorandums of Agreement (MOA). ● Emergency Management Assistance Compacts (EMAC). ● Tribal Nations and local jurisdiction agreements. ● Preapproved vendors and on-call contracts.	E, F, I		
5. Transmit vertical resource requests, such as from local to state or from state to federal.	E, F, I		
6. Monitor and update status of resource requests.	E, F, I		

Task Category: Complete common coordination and accountability tasks associated with all positions within the EOC

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
7. Demonstrate understanding of EOC activation and operations, including how your function relates to other incident support activities: ● Demonstrate general awareness of local risks and hazards.	C, E, F, I, T		
8. Demonstrate understanding of your position's key duties, tasks, and responsibilities.	E, F, I, J, T		
9. Maintain a positive, professional, and calm demeanor to promote a positive work environment.	E, F, I		
10. Demonstrate effective communication skills, such as the ability to translate technical jargon into plain language.	E, F, I, J, T		
11. Comply with relevant health and safety requirements.	E, F, I		
12. Demonstrate understanding of EOC Continuity of Operations (COOP) plan, succession plan, emergency procedures, and safety guidelines.	C, E, F, I, T		
13. Participate in the EOC planning process.	E, F, I		
14. Participate in appropriate EOC meetings and briefings related to your assigned function.	E, F, I		
15. Follow general internal and external information flow processes: ● Demonstrate knowledge of information management systems, such as incident management software.	E, F, I, T		
16. Manage essential elements of information (EEI) and critical information requests in accordance with processes and procedures: ● Follow EOC approval authorities. ● Properly handle Personally Identifiable Information (PII) and sensitive information. ● Provide proper documentation for recordkeeping and accountability. ● Provide information for reports and in support of leadership decision-making.	E, F, I		
17. Practice proper document management processes and procedures: ● File structures. ● Naming conventions. ● Archiving processes. ● Position logs.	E, F, I		
18. Follow processes for resource requests, prioritization, deployment, tracking, reassignment, and demobilization.	E, F, I		
19. Participate in the efficient transition of resources and processes from response to recovery.	E, F, I		

Task Category: Complete common coordination and accountability tasks associated with all positions within the EOC

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
20. Transfer responsibilities upon completion of assignment: ● Transfer to replacement staff, recovery personnel, or other responsible party. ● If necessary, shift responsibilities to non-disaster/day-to-day personnel.	E, F, I		
21. Participate in EOC training and exercises.	E, F		
22. Participate in the after-action review and improvement planning process.	E, F, I, T		

Task Category: Ensure that EOC infrastructure is operational

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
23. Demonstrate knowledge of key building maintenance support locations: ● Water and gas shutoffs. ● Electrical panels. ● Alarm panels. ● Heating, ventilation, and air conditioning (HVAC) systems. ● Closed-circuit TV cameras. ● Communications towers. ● Backup generators. ● Fuel storage. ● Fire extinguishers	E, F, I, J, T		
24. Ensure adequacy of communications and technology resources: ● Coordinate with Information Technology (IT) and communications services to meet facility and staff needs. ● Coordinate facility communications requirements with EOC leadership.	E, F, I, J		
25. Adapt facility setup to meet EOC needs.	E, F, I, J		
26. Demonstrate knowledge of established access and control protocols: ● Coordinate reasonable accommodations for those with disabilities. ● Provide adequate parking, if necessary.	E, F, I, J, T		
27. Ensure that communications systems—such as data, voice, and video—are secure, protected, and redundant, as appropriate.	E, F, I, J		
28. Coordinate facility demobilization when EOC team is deactivated.	E, F, I		

Task Category: **Support the needs of EOC personnel**

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
29. Provide maintenance and sanitation supplies and support.	E, F, I, J		
30. Order EOC logistical support resources as necessary, such as food, office supplies, and kitchen supplies: ● Ensure food provided satisfies personal dietary restrictions and religious dietary accommodations.	E, F, I, J		

Task Category: **Ensure security of the EOC**

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
31. Establish and implement facility security, access control, and accountability: ● Coordinate with law enforcement and other security organizations. ● Confirm or institute access and control system and accountable check-in process.	E, F, I		
32. Help meet EOC operational security requirements by providing shredders or locked storage containers for sensitive materials.	E, F, I, J		

Task Category: **Understand potential sources.**

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
33. Demonstrate awareness of resource sources: ● From various disciplines. ● Regional, state, local, tribal, territorial, federal, private sector, and nongovernmental organization (NGO) sources. ● Preapproved vendors and on-call contracts.	E, F, I, T		
34. 2. Coordinate with resource ordering personnel from other organizations to identify potential resources and gain better understanding of sourcing mechanisms.	E, F, I		
35. Prioritize the management of critical resources.	E, F, I		
36. Demonstrate awareness of incident-specific fiscal and resource constraints.	E, F, I, T		

Task Category: Develop, evaluate, and implement courses of action for resource fulfillment.

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
37. Identify options for fulfilling resource requirements or requests: ● Validate whether identified options meet the resource needs. ● Ensure resource type/kind meets the need of the ordering point. ● Consider constraints. ● Consider support requirements. ● Estimate costs. ● Understand existing and potential sources.	E, F, I		
38. Identify and communicate resource support requirements, such as lodging, feeding, fuel, power, and equipment operators.	E, F, I		
39. Develop and implement courses of action for fulfilling resource requirements or requests, factoring in various considerations: ● Incident needs and priorities. ● Logistical factors, such as transport, security, storage, and support requirements. ● Legal considerations. ● Financial factors/costs. ● Backfill requirements. ● Mutual aid, private sector, and Voluntary Organization Active in Disaster (VOAD) capabilities.	E, F, I		
40. Determine the best options for fulfilling resource requirements.	E, F, I		
41. Facilitate the acquisition process based on chosen course of action.	E, F, I		
42. Evaluate timely progress on resource fulfillment: ● Accurately track resources throughout the event.	E, F, I		
43. Notify appropriate personnel for resource fulfillment and information based on selected course of action: ● Close loop with requestor and report resource request status.	E, F, I		

Task Category: Track resources to destination

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
44. Demonstrate knowledge of EOC and Incident Command Post (ICP) resource tracking processes.	E, F, I, T		
45. Monitor and track resources and supporting logistics.	E, F, I		

Task Category: **Track resources to destination**

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
46. Update requestor on request status, estimated time of arrival, and related logistical details: ● Verify that provided information meets incident needs	E, F, I		
47. Establish communication channels to maintain resource status.	E, F, I		
48. Track resources from initial request through completion: ● Handoff to incident command. ● Demobilization (for resources that remain under EOC management).	E, F, I		
49. Anticipate, recognize, plan for, and address resource drawdown levels for resources that remain under EOC management: ● Plan ahead for resource demobilization.	E, F, I		
50. Communicate with incident command and EOC stakeholders regarding resource status.	E, F, I		

Task Category: **Promote the safety of EOC personnel**

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
51. Monitor weather and other external threats and hazards that could impact EOC facilities and the availability of EOC personnel; communicate protective actions.	E, F, I, J		
52. Communicate and support relevant health and safety requirements and procedures: ● Brief EOC personnel on emergency procedures and safety guidelines. ● Spot-check operations to ensure compliance with safety requirements. ● Address EOC safety hazards and implement mitigation strategies.	E, F, I		
53. Develop and provide facility safety plan and briefing: ● Communicate locations of automated external defibrillators (AED), first aid/stop the bleed kits, fire extinguishers, evacuation routes, and shelter-in-place areas. ● Identify hospital locations and transportation services. ● Ensure safety information is added to EOC action plan.	E, F, I, J		
54. Identify mental health and self-care resources and inform EOC personnel of their availability.	E, F, I, J		

Task Category: Be proficient in the job, both technically and as a leader

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
55. Exhibit principles of duty, respect, and integrity: ● Make sound and timely decisions. ● Seek and accept responsibility for actions.	E, F, I		
56. Demonstrate understanding of EOC and Policy Group roles, responsibilities, and authorities: ● Describe how this mission may change in a different organization, jurisdiction, or operating environment.	E, F, I, J, T		
57. Demonstrate understanding of external sources of assistance: ● What resources could be available. ● When they could become available. ● How to acquire them. ● Necessary approvals.	E, F, I, J, T		
58. Communicate with leadership and Policy Group to facilitate and inform decision-making: ● Communicate options, considerations, and recommendations. ● Keep subordinates informed.	E, F, I		
59. Assist with development of strategies and tasks to support the goals and objectives of incident command or the EOC.	E, F, I		
60. Obtain relevant information to guide operational decisions.	E, F, I		
61. Guide personnel as they identify and address gaps in critical information.	E, F, I		
62. Establish metrics and benchmarks for program performance and monitor progress through completion.	E, F, I, J		
63. Monitor and manage stakeholder expectations: ● Communicate policy, process, and procedural changes.	E, F, I		
64. Oversee ordering and organization of resources to achieve objectives: ● Understand constraints and limitations.	E, F, I, J		
65. Continuously evaluate EOC processes, procedures, and priorities: ● Coordinate with performance improvement personnel.	E, F, I, T		
66. Suggest ways to improve processes and procedures, and then help implement improvements: ● Facilitate conversations about process performance. ● Assess processes. ● Determine gaps. ● Take steps for improvement.	E, F, I		

Task Category: Supervise staff to ensure understanding and accomplishment of duties and tasks

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
67. Use leadership styles appropriate to the situation.	E, F, I		
68. Establish and communicate processes and procedures.	E, F, I		
69. Assign tasks and clearly communicate expectations.	E, F, I		
70. Emphasize and foster teamwork.	E, F, I		
71. Manage conflict and coordinate problem-solving: ● Manage conflicting viewpoints. ● Assess alternative courses of action. ● Determine and communicate a way forward. ● Ensure follow-through and escalate to appropriate level as necessary.	E, F, I		
72. Prepare and discuss feedback with subordinates: ● Monitor performance and discuss task understanding. ● Evaluate performance and complete personnel performance evaluations.	E, F, I		
73. Support the health, safety, and welfare of assigned personnel: ● Direct operations based on health and safety considerations and guidelines. ● Ensure that personnel follow safety guidelines appropriately. ● Spot-check operations to ensure compliance with safety guidelines. ● Make resources available to support health and safety of staff. ● Monitor staff for signs of mental and physical fatigue.	E, F, I		

Task Category: Coordinate to foster unity of effort

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
74. Establish and maintain positive interpersonal and interorganizational working relationships.	E, F, I, J		
75. Demonstrate ability to influence others outside your chain of command.	E, F, I, J, T		
76. Ensure staff activities align with the EOC's operational rhythm.	E, F, I		
77. Ensure unity of effort by promoting continuous coordination and cooperation among all subordinates.	E, F, I		

Task Category: Understand and validate the resource requirement

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
78. Communicate with requestor as necessary to understand mission and resource requirements.	E, F, I		
79. Apply awareness of situation to initially validate resource request and anticipate future resource needs.	E, F, I		

Task Category: Communicate requirements in plain language and use national standards and common terminology

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
80. Work with subject matter experts to describe resource requirements: ● Scope the request in terms of capability rather than specific resources. ● Use available tools, such as the Resource Typing Library Tool (RTLT), to assist in describing resource needs. ● Incorporate national resource typing definitions, as available. ● Demonstrate awareness of national standards and common terminology for personnel and resources. ● Verify request details and address missing information.	E, F, I, T		
81. Implement resource management process, including using forms, following timelines, and identifying responsible parties: ● Use national standards and common terminology to promote ease of use.	E, F, I		