



POSITION TASK BOOK FOR THE POSITION OF  
**Situation Unit Leader  
All-Hazards  
(SITL)**  
Version: January 2012

POSITION TASK BOOK ASSIGNED TO:
INDIVIDUAL'S NAME, AHIMT NAME, AND PHONE NUMBER
POSITION TASK BOOK INITIATED BY:
OFFICIAL'S NAME, TITLE, AND PHONE NUMBER
DATE THE POSITION BOOK WAS INITIATED:
MONTH, DAY, YEAR

Indiana Department of Homeland Security  
Joseph E. Wainscott, Jr., Executive Director  
Indiana Government Center South  
302 West Washington Street, Room E208  
Indianapolis, IN 46204

### EVALUATOR

DO NOT COMPLETE THIS UNLESS YOU ARE RECOMMENDING THE TRAINEE FOR

VERIFICATION/QUALIFICATION OF COMPLETED POSITION TASK BOOK FOR THE POSITION OF SITUATION UNIT LEADER
<b><i>FINAL EVALUATOR'S VERIFICATION</i></b>  I verify that all tasks have been performed and are documented with appropriate initials. I also verify that _____ has performed as a trainee and should therefore be considered for qualification in this position.
FINAL EVALUATOR'S SIGNATURE AND DATE
EVALUATOR'S PRINTED NAME, TITLE, AND PHONE NUMBER
AGENCY HEAD RECOMMENDATION FOR QUALIFICATION  I certify that _____ has met all requirements for qualification in this position, and I recommend he/she be credentialed for the position.
OFFICIAL'S SIGNATURE AND DATE
OFFICIAL'S PRINTED NAME, TITLE, AGENCY, AND PHONE NUMBER
DISTRICT RESPONSE TASK FORCE COMMANDER RECOMMENDATION FOR QUALIFICATION  I certify that _____ has met all requirements for qualification in this position, and I recommend that he/she be credentialed for the position.
OFFICIAL'S SIGNATURE AND DATE
OFFICIAL'S PRINTED NAME, TITLE, AGENCY, AND PHONE NUMBER

## HISTORICAL RECOGNITION

Historical recognition is a process that provides a means by which incident management personnel who have either:

- Documentation of previous ICS training, education, and experience in an ICS position(s); or
- Documentation of previous extensive on-the-job incident response experience,

may receive credit for that previous experience, training, or qualification(s) and be considered as meeting the minimum requirements of this guide in the categories of:

- Education;
- Training; and
- Experience

for an ICS position(s) until he/she has successfully completed the actual minimum requirements for that position. Historical Recognition does not apply to the categories of Physical/Medical Fitness, Currency, or qualification. The minimum requirements within those categories must be met regardless of any historical recognition process.

### HISTORICAL RECOGNITION PROCESS

If an Authority Having Jurisdiction (AHJ) does not form a Qualification Committee to assist with the management of the overall qualifications process, AHJ's should give strong consideration to at least forming a committee for the purposes of reviewing and processing applications for Historical Recognition. Because of the time commitment involved and the potential for perceptions of favoritism and unequal treatment during the process, other ICS qualifications processes currently used by federal and state agencies that included a historical recognition provision used review committees to accomplish that process.

The AHJ should develop a process to provide for the following:

- Developing a method to provide for historical recognition when there is sufficient documentation available to substantiate the experience;
- Developing a standardized method for any individual to submit documentation of the experience and training for review by the AHJ or the appropriate review committee established by the AHJ;
- Developing a method to determine if the previous experience or training is appropriate for the position, keeping in mind the required criteria for the position and the competencies necessary for safe and successful performance;
- Providing for Historical Recognition only when the individual has most recently performed the position within the last five years;
- Requiring the individual meet all minimum requirements in this guide for a position if the individual seeks an ICS position other than the position he/she was historically recognized for;
- Encouraging all individuals who are historically recognized into a position to complete the minimum requirements for the positions within five years of being historically recognized.

## INCIDENT MANAGEMENT SYSTEM POSITION TASK BOOK

Position Task Books (PTB) were developed for designated positions as described under the National Interagency Incident Management System (NIIMS) and have been incorporated into the National Incident Management System (NIMS). The position task book is used by the State of Indiana to qualify that the person to whom the task book belongs meets the standards recommended by the National Integration Center (NIC).

Each PTB lists the performance requirements (tasks) for the specific position in a format that allows a trainee to be evaluated against written guidelines. Successful performance of all tasks, as observed and recorded by a Qualified Evaluator, will result in a recommendation that the trainee be qualified in that position. Evaluation and confirmation of the individual's performance of all tasks may involve more than one evaluator and can occur on incidents, events, full scale exercises, and in other work situations. Designated PTBs require position performance during which the majority of required tasks are demonstrated on a single incident. It is important performance be critically evaluated and accurately recorded by each evaluator. All tasks must be evaluated. All bullet statements within a task that require an action (contain an action verb) **MUST** be demonstrated before that task can be signed off.

A brief list of responsibilities also appears below.

### RESPONSIBILITIES:

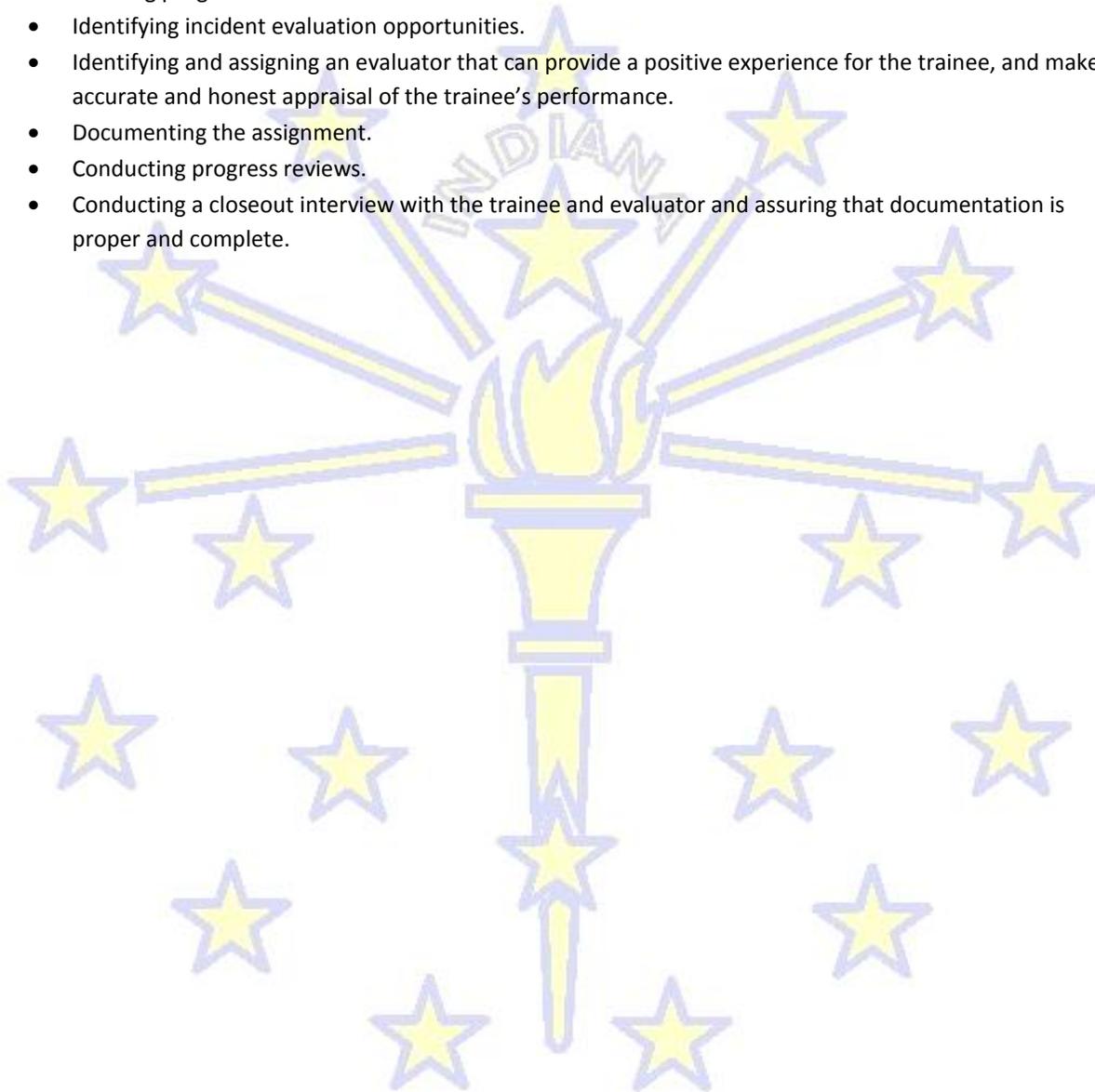
1. The **Agency Management** is responsible for:
  - Selecting trainees based on the needs of their organization or area Incident Management Teams.
  - Providing opportunities for evaluation and/or making the trainee available for evaluation.
  
2. The **Individual** is responsible for:
  - Reviewing and understanding instructions in the PTB.
  - Identifying desired objectives/goals.
  - Providing background information on an evaluator.
  - Satisfactorily demonstrating completion of all tasks for an assigned position within three years.
  - Assuring the evaluation record is complete.
  - Notifying the local agency head when the PTB is completed and obtaining their signature recommending qualification.
  
3. The **Evaluator** is responsible for:
  - Being qualified and proficient in the position being evaluated.
  - Meeting with the trainee and determining past experience, current qualifications, and desired objectives/goals.
  - Reviewing tasks with the trainee.
  - Explaining to the trainee the evaluation procedures that will be utilized and which objectives may be attained.
  - Identifying tasks to be performed during the evaluation period.
  - Accurately evaluation and recording demonstrated performance of tasks. Dating and initializing completion of the task shall document satisfactory performance. Unsatisfactory performance shall be documented in the Evaluation Record.

- Completing the Evaluation Record found at the end of each PTB.

4. The **Final Evaluator** is responsible for signing the verification statement inside the front cover of the PTB when all tasks have been initiated.

5. The **Agency Head** or designee is responsible for:

- Tracking progress of the trainee.
- Identifying incident evaluation opportunities.
- Identifying and assigning an evaluator that can provide a positive experience for the trainee, and make an accurate and honest appraisal of the trainee's performance.
- Documenting the assignment.
- Conducting progress reviews.
- Conducting a closeout interview with the trainee and evaluator and assuring that documentation is proper and complete.



**Competency 1: Assume position responsibilities**

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

TASK	CODE	EVALUATION RECORD #	EVALUATOR Initial and Date upon completion of task
<b>BEHAVIOR: Ensure readiness for assignment.</b>			
1. Obtain and assemble information and materials needed for kit. <ul style="list-style-type: none"> <li>• ICS 209, Incident Status Summary with instructions.</li> <li>• ICS 213, General Message.</li> <li>• ICS 214, Unit Log.</li> <li>• Materials for creating and posting incident products (e.g., pens, pencils, markers, scissors, stapler, ruler, tape, acetate, alcohol wipes, map wheel, dot grid, compas, calculator, push pins, white out).</li> <li>• GPS receiver with download cable.</li> <li>• Available incident-specific information and management guidelines.</li> </ul>	I		
2. Demonstrate basic knowledge of geospatial terminology. <ul style="list-style-type: none"> <li>• Geographic Information Systems (GIS)</li> <li>• Global Positioning System (GPS)</li> </ul>	I		
<b>BEHAVIOR: Ensure availability, certifications, and capabilities of resources to complete assignment.</b>			
3. Coordinate with Planning Section Chief and other functional areas to obtain resources to organize work space and keep unit operating. <ul style="list-style-type: none"> <li>• Order materials and supplies using procedures established by the section chief.</li> <li>• Maintain quantities of forms, supplies, and materials at a level to prevent shortage of any basic needed items.</li> <li>• Acquire equipment (e.g., radios, telephones, faxes, computers).</li> <li>• Ensure appropriate personnel to support unit (e.g., night operational period, increase/reduce staffing).</li> <li>• Ensure adequate transportation.</li> </ul>	I		

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TASK	CODE	EVALUATION RECORD #	EVALUATOR Initial and Date upon completion of task
<b>BEHAVIOR: Gather, update, and apply situational information relevant to the assignment.</b>			
4. Obtain initial briefing from Planning Section Chief. <ul style="list-style-type: none"> <li>• Policies and operating procedures (e.g., ordering resources and supplies, work schedule, timelines and priorities).</li> <li>• Operational work period.</li> <li>• Current unit staffing levels.</li> <li>• General orientation to the Incident Command Post and/or incident base.</li> <li>• Incident briefing, ICS 209, Incident Status Summary and Incident Action Plan (IAP) or other relevant plan, as available.</li> <li>• Expectations for attending meetings/briefings</li> <li>• Safety concerns/hazards.</li> </ul>	I		
5. Establish situational awareness pertinent to unit. <ul style="list-style-type: none"> <li>• Organizational contacts (e.g., counterparts, host unit personnel).</li> <li>• Supporting documentation (e.g., maps, digital information, ICS 260, Resource Order).</li> </ul>	I		
6. Obtain maps and data (paper or digital). <ul style="list-style-type: none"> <li>• Ensure maps are high quality and suitable for copying.</li> <li>• Ensure data is in a format that can be utilized.</li> <li>• Ensure maps and data provide adequate detail and cover the area that can potentially be involved in the incident.</li> <li>• Collect existing maps and data from prior operational periods.</li> </ul>	I		
<b>BEHAVIOR: Establish effective relationships with relevant personnel.</b>			
7. Establish and maintain positive interpersonal and interagency working relationships. <ul style="list-style-type: none"> <li>• Create a work environment that provides diversity and equal opportunity for assigned personnel.</li> </ul>	I		
<b>BEHAVIOR: Establish organization structure, reporting procedures, and chain of command of assigned resources.</b>			
8. Organize assigned personnel to meet the needs of the unit.	I		

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TASK	CODE	EVALUATION RECORD #	EVALUATOR Initial and Date upon completion of task
<b>BEHAVIOR: Understand and comply with ICS concepts and principles.</b>			
9. Coordinate with functional areas within the ICS structure.	I		

**Competency 2: Lead assigned personnel.**

*Description: Influence, guide, and direct assigned personnel to accomplish objectives and desired outcomes in a rapidly changing, high-risk environment.*

TASK	CODE	EVALUATION RECORD #	EVALUATOR Initial and Date upon completion of task
<b>BEHAVIOR: Model leadership values and principles.</b>			
10. Exhibit principles of duty. <ul style="list-style-type: none"> <li>• Be proficient in your job, both technically and as a leader.</li> <li>• Make sound and timely decisions.</li> <li>• Ensure tasks are understood, supervised, and accomplished.</li> <li>• Develop your subordinates for the future.</li> </ul>	I		
11. Exhibit principles of respect. <ul style="list-style-type: none"> <li>• Know your subordinates and look out for their well-being.</li> <li>• Keep your subordinates informed.</li> <li>• Build the team.</li> <li>• Employ your subordinates in accordance with their capabilities.</li> </ul>	I		
12. Exhibit principles of integrity. <ul style="list-style-type: none"> <li>• Know yourself and seek improvement.</li> <li>• Seek responsibility and accept responsibility for your actions.</li> <li>• Set the example.</li> </ul>	I		
<b>BEHAVIOR: Ensure the safety, welfare, and accountability of assigned personnel.</b>			
13. Provide for the safety, welfare, and accountability of assigned personnel during the entire period of supervision. <ul style="list-style-type: none"> <li>• Monitor condition of assigned resources.</li> <li>• Provide for care of assigned personnel and notify supervisor in event of sickness, injury, or accident.</li> </ul>	I		

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TASK	CODE	EVALUATION RECORD #	EVALUATOR Initial and Date upon completion of task
<b>BEHAVIOR: Establish work assignments and performance expectations, monitor performance, and provide feedback.</b>			
14. Complete daily review of staffing requirements and ensure adequate personnel to meet needs.	I		
15. Perform the duties of a Display Processor according to the most current version of the Field Operations Guide (ICS 420-1). <ul style="list-style-type: none"> <li>• Determine location of work assignment.</li> <li>• Determine numbers, types and locations of displays required.</li> <li>• Determine map requirements for Incident Action Plans.</li> <li>• Determine time limits for completion.</li> <li>• Obtain information from Situation Unit.</li> <li>• Obtain necessary equipment and supplies.</li> <li>• Obtain copy of Incident Action Plan for each operational period.</li> <li>• Assist Situation Unit Leader in analyzing and evaluating field reports.</li> <li>• Develop required displays in accordance with time limits for completion.</li> <li>• Maintain Unit/Activity Log (ICS Form 214).</li> <li>• Display information from: Field Observers, Resource Status Reports, and all other sources.</li> </ul>	I		
16. Perform the duties of a Field Observer according to the most current version of the Field Operations Guide (ICS 420-1). <ul style="list-style-type: none"> <li>• Collect situation from personal observations at the incident.</li> <li>• Obtain copy of Incident Action Plan for the Operational Period.</li> <li>• Obtain necessary equipment and supplies.</li> <li>• Identify all facility locations (e.g., Helispots, Division and Branch boundaries).</li> <li>• Report information to Situation Unit by established procedure.</li> <li>• Report immediately any condition observed which may cause danger and safety hazard to personnel.</li> <li>• Gather intelligence that will lead to accurate predictions.</li> <li>• Maintain Unit/Activity Log (ICS Form 214).</li> </ul>	I		

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TASK	CODE	EVALUATION RECORD #	EVALUATOR Initial and Date upon completion of task
17. Perform the duties of a Weather Observer according to the most current version of the Field Operations Guide (ICS 420-1). <ul style="list-style-type: none"> <li>• Obtain weather data collection equipment.</li> <li>• Obtain appropriate transportation to collection site(s).</li> <li>• Record and report weather observations at assigned locations on schedule.</li> <li>• Provide information to assigned personnel (e.g., Situation Unit Leader, meteorologist, other assigned position).</li> <li>• Turn in equipment at completion of assignment.</li> <li>• Demobilize according to Incident Demobilization Plan.</li> <li>• Demobilize incident displays in accordance with Incident Demobilization Plan.</li> <li>• Maintain Unit/Activity Log (ICS Form 214).</li> </ul>	I		
18. Develop schedule based on IAP or relevant plan.	I		
19. Ensure subordinates understand assignment for operational period.	I		
20. Continuously evaluate performance. <ul style="list-style-type: none"> <li>• Communicate deficiencies immediately and take corrective action.</li> <li>• Provide training opportunities where available.</li> <li>• Complete personnel performance ratings according to agency guidelines.</li> </ul>	I		
<b>BEHAVIOR: Emphasize teamwork.</b>			
21. Establish cohesiveness among assigned resources. <ul style="list-style-type: none"> <li>• Provide for open communication.</li> <li>• Seek commitment.</li> <li>• Set expectations for accountability.</li> <li>• Focus on the team result.</li> </ul>	I		
<b>BEHAVIOR: Coordinate interdependent activities.</b>			
22. Coordinate with other units and sections for completion of work assignments. <ul style="list-style-type: none"> <li>• Assist other sections to meet priorities and time frames.</li> <li>• Receive and transmit needed information.</li> </ul>	I		

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**Competency 3: Communicate effectively.**

*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	EVALUATION RECORD #	EVALUATOR Initial and Date upon completion of task
<b>BEHAVIOR: Ensure relevant information is exchanged during briefings and debriefings.</b>			
23. Brief and keep subordinates informed and updated <ul style="list-style-type: none"> <li>• Ensure unit leader expectations are communicated and understood.</li> <li>• Conduct safety briefings.</li> </ul>	I		
24. Attend incident operational briefings and meetings as directed. <ul style="list-style-type: none"> <li>• Record corrections to documents (e.g., IAP, maps).</li> <li>• Provide information as requested.</li> </ul>	I		
25. Participate in functional area briefings and conduct unit After Action Reviews (AARs).	I		
<b>BEHAVIOR: Ensure documentation is complete and disposition is appropriate</b>			
26. Review and approve subordinate time reports.	I		
27. Submit completed original documents at appropriate time. <ul style="list-style-type: none"> <li>• ICS 213, General Message</li> <li>• ICS 214, Unit Log</li> </ul>	I		
28. Complete and submit ICS 209, Incident Status Summary. <ul style="list-style-type: none"> <li>• Collect and evaluate incident information from appropriate sections.</li> <li>• Balance need for accuracy with the need for timeliness.</li> <li>• Obtain final approval by Incident Commander.</li> <li>• Determine appropriate method for timely submission to Agency dispatch.</li> <li>• Distribute to appropriate incident staff.</li> <li>• Prepare, post, or disseminate resource and situation status information as required, including special requests.</li> </ul>	I		
29. Submit documentation to Documentation Unit Leader within established timeframes. <ul style="list-style-type: none"> <li>• ICS 209, Incident Status Summary (original)</li> <li>• Maps and overlays.</li> <li>• Electronic media (photos, electronic presentations, maps, videos).</li> <li>• Unit narrative.</li> <li>• Repackage non-disposable materials and supplies.</li> </ul>	I		

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TASK	CODE	EVALUATION RECORD #	EVALUATOR Initial and Date upon completion of task
30. Compile unit documentation for final incident package.	I		
<b>BEHAVIOR: Gather, produce, and distribute information as required by establish guidelines and ensure understanding by recipient.</b>			
31. Prepare information for preplanning/strategy meeting. <ul style="list-style-type: none"> <li>• Display information appropriate for next operational period.</li> </ul>	I		
32. Prepare, update and distribute incident maps and map data. <ul style="list-style-type: none"> <li>• Begin collection, analyzing, and evaluating incident information.</li> <li>• Balance the need for accuracy with the need for timeliness.</li> <li>• Adhere to agency or specific incident standard symbols.</li> <li>• Maintain incident maps in a neat and orderly manner.                             <ul style="list-style-type: none"> <li>- Situation Unit Map</li> <li>- IAP Map</li> <li>- Operational Briefing Map</li> <li>- Transportation Map</li> <li>- Facilities Map</li> <li>- Progression Map</li> <li>- Other incident-specific maps</li> <li>- Coordinate with Information Officer to establish and maintain displays.</li> </ul> </li> <li>• Protect working maps.</li> </ul>	I		
33. Prepare input to final narrative and transition plan as requested.	I		
<b>BEHAVIOR: Communicate and ensure understanding of work expectations within the chain of command and across functional areas.</b>			
34. Coordinate across functional areas. <ul style="list-style-type: none"> <li>• Provide timely feedback in response to requests.</li> </ul>	I		
35. Establish time frames and protocols for information exchange to complete work assignments. <ul style="list-style-type: none"> <li>• IAP inputs (Resources Unit Leader)</li> <li>• ICS 209, Incident Status Summary (Situation Unit Leader)</li> <li>• Tentative releases (Demobilization Unit Leader)</li> </ul>	I		

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TASK	CODE	EVALUATION RECORD #	EVALUATOR Initial and Date upon completion of task
<b>BEHAVIOR: Develop and implement plans and gain concurrence of affected agencies and/or the public.</b>			
36. Develop contingency plans. <ul style="list-style-type: none"> <li>• Equipment breakdown</li> <li>• Power outages</li> <li>• Unexpected staffing shortages</li> </ul>	I		

**Competency 4: 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 timeframe.*

TASK	CODE	EVALUATION RECORD #	EVALUATOR Initial and Date upon completion of task
<b>BEHAVIOR: Gather, analyze, and validate information pertinent to the incident or event and make recommendations for setting priorities.</b>			
37. Evaluate available information and make recommendations to support incident. <ul style="list-style-type: none"> <li>• Workload priorities</li> <li>• Staff assignments</li> <li>• Information requests</li> </ul>	I		
<b>BEHAVIOR: Make appropriate decisions based on analysis of gathered information.</b>			
38. Determine and monitor current status of unit activities. <ul style="list-style-type: none"> <li>• Changing needs.</li> <li>• Staffing levels.</li> </ul>	I		
39. Make independent decisions based on available information. <ul style="list-style-type: none"> <li>• Decisions result in incident efficiency.</li> </ul>	I		
<b>BEHAVIOR: Utilize information to produce outputs.</b>			
40. Complete and submit ICS 209, Incident Status Summary. <ul style="list-style-type: none"> <li>• Collect and evaluate incident information from appropriate sections.</li> <li>• Balance needs for accuracy with the need for timeliness.</li> <li>• Obtain final approval by Incident Commander.</li> <li>• Determine appropriate method for timely submission to Agency dispatch.</li> <li>• Distribute to appropriate incident staff.</li> </ul>	I		

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TASK	CODE	EVALUATION RECORD #	EVALUATOR Initial and Date upon completion of task
41. Ensure required IAP inputs are provided within established timeframes. <ul style="list-style-type: none"> <li>• Weather forecast</li> <li>• Maps</li> <li>• Tactical situation forecasts</li> </ul>	I		
42. Present infrared data to the Operations Section in a useable format. <ul style="list-style-type: none"> <li>• Order infrared services using establish procedures.</li> </ul>	I		
<b>BEHAVIOR: Follow established procedures and/or safety procedures relevant to given assignment.</b>			
43. Ensure established guidelines are followed. <ul style="list-style-type: none"> <li>• Work/rest</li> <li>• Personal protective equipment (PPE) when required for field assignments.</li> <li>• Communications (e.g., radio, cell phone).</li> </ul>	I		
<b>BEHAVIOR: Transfer position duties while ensuring continuity of authority and knowledge and taking into account increasing or decreasing incident complexity.</b>			
44. Coordinate and efficient transfer of position duties when mobilizing/demobilizing (e.g., incoming Incident Management Team (IMT), host agency). <ul style="list-style-type: none"> <li>• Determine time of transfer with replacement.</li> <li>• Inform subordinate staff and IC.</li> </ul>	I		
<b>BEHAVIOR: Plan for demobilization and ensure demobilization procedures are followed.</b>			
45. Anticipate demobilization of resources. <ul style="list-style-type: none"> <li>• Identify excess resources.</li> <li>• Prepare schedule for demobilization.</li> </ul>	I		
46. Ensure demobilization of resources. <ul style="list-style-type: none"> <li>• Brief subordinate staff on demobilization procedures and responsibilities.</li> <li>• Ensure incident and agency demobilization procedures are followed.</li> </ul>	I		

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## INSTRUCTIONS FOR COMPLETING THE EVALUATION RECORD

There are four separate blocks allowing evaluations to be made. These evaluations may be made on incidents (may include preplanned events and full scale exercises), simulations in classroom, or in daily duties, depending on what the position 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.

COMPLETE THESE ITEMS AT THE START OF THE EVALUATION PERIOD:

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

**Evaluator's home agency, address, and phone:** Self explanatory

**#:** The number next to the Evaluator's name in the upper left corner of the evaluation record identifies a particular experience or group of experiences. This number should be placed in the column labeled "Evaluation Record #" on the Qualification Record for each task performed satisfactorily. This number will enable reviewers of the complete Qualification Record to ascertain the qualifications of the different evaluators prior to making the appropriate signoff on the Qualification Record.

**Location of Incident/Simulation:** Identify the location where the tasks were performed by agency and office.

**Incident Kind:** Enter kind of incident, (e.g., hurricane, search and rescue, flood, preplanned event, full scale exercise, etc.).

COMPLETE THESE ITEMS AT THE END OF THE EVALUATION PERIOD:

**Number and Type of Resource:** Enter the number of resources and types assigned to the incident pertinent to the Trainee's task book position.

**Duration:** Enter inclusive dates during which the Trainee was evaluated. This block may indicate a span of time covering several small and similar incidents if the Trainee has been evaluated on that basis.

**Recommendation:** Check as appropriate and/or make comments regarding the future needs for development of this trainee.

**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 Qualifications Record.

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

Evaluation Record

\_\_\_\_\_ TRAINEE NAME \_\_\_\_\_ TRAINEE POSITION \_\_\_\_\_

#1	Evaluator's Name	Incident/Office Title	Agency	
Evaluator's Home Unit Address & Phone				
Name & Location of Incident or Situation (Agency & Area)	Incident Kind (e.g. Flood, Tornado)	Number & Type of Resources Pertinent to the Trainee's Position	Duration (inclusive dates in trainee status)	Management Level or Complexity Level
<p>Recommendations:</p> <p>The tasks initialed and 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> <ul style="list-style-type: none"> <li>The individual has successfully performed all tasks for the position and should be considered for qualification.</li> <li>The individual was not able to complete certain tasks (comments below) or additional guidance is required.</li> <li>Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation.</li> <li>The individual is severely deficient in the performance of tasks for the position and needs further training (both required and knowledge and skills needed) prior to additional assignment(s) as a trainee.</li> </ul> <p>Recommendations: _____</p> <p>Date: _____ Evaluator's Initials: _____</p> <p>Evaluator's relevant agency qualifications or rating: _____</p>				

#2	Evaluator's Name	Incident/Office Title	Agency	
Evaluator's Home Unit Address & Phone				
Name & Location of Incident or Situation (Agency & Area)	Incident Kind (e.g. Flood, Tornado)	Number & Type of Resources Pertinent to the Trainee's Position	Duration (inclusive dates in trainee status)	Management Level or Complexity Level
<p>Recommendations:</p> <p>The tasks initialed and 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> <ul style="list-style-type: none"> <li>The individual has successfully performed all tasks for the position and should be considered for qualification.</li> <li>The individual was not able to complete certain tasks (comments below) or additional guidance is required.</li> <li>Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation.</li> <li>The individual is severely deficient in the performance of tasks for the position and needs further training (both required and knowledge and skills needed) prior to additional assignment(s) as a trainee.</li> </ul> <p>Recommendations: _____</p> <p>Date: _____ Evaluator's Initials: _____</p> <p>Evaluator's relevant agency qualifications or rating: _____</p>				

Evaluation Record  
(Continuation Sheet)

TRAIINEE NAME		TRAIINEE POSITION		
<b>#3</b>	Evaluator's Name	Incident/Office Title	Agency	
Evaluator's Home Unit Address & Phone				
Name & Location of Incident or Situation (Agency & Area)	Incident Kind (e.g. Flood, Tornado)	Number & Type of Resources Pertinent to the Trainee's Position	Duration (inclusive dates in trainee status)	Management Level or Complexity Level
Recommendations: The tasks initialed and 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. <ul style="list-style-type: none"> <li>• The individual has successfully performed all tasks for the position and should be considered for qualification.</li> <li>• The individual was not able to complete certain tasks (comments below) or additional guidance is required.</li> <li>• Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation.</li> <li>• The individual is severely deficient in the performance of tasks for the position and needs further training (both required and knowledge and skills needed) prior to additional assignment(s) as a trainee.</li> </ul> Recommendations: _____ _____ Date: _____ Evaluator's Initials: _____ Evaluator's relevant agency qualifications or rating: _____				

TRAIINEE NAME		TRAIINEE POSITION		
<b>#4</b>	Evaluator's Name	Incident/Office Title	Agency	
Evaluator's Home Unit Address & Phone				
Name & Location of Incident or Situation (Agency & Area)	Incident Kind (e.g. Flood, Tornado)	Number & Type of Resources Pertinent to the Trainee's Position	Duration (inclusive dates in trainee status)	Management Level or Complexity Level
Recommendations: The tasks initialed and 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. <ul style="list-style-type: none"> <li>• The individual has successfully performed all tasks for the position and should be considered for qualification.</li> <li>• The individual was not able to complete certain tasks (comments below) or additional guidance is required.</li> <li>• Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation.</li> <li>• The individual is severely deficient in the performance of tasks for the position and needs further training (both required and knowledge and skills needed) prior to additional assignment(s) as a trainee.</li> </ul> Recommendations: _____ _____ Date: _____ Evaluator's Initials: _____ Evaluator's relevant agency qualifications or rating: _____				

ADDITIONAL NOTES

