



# Oklahoma Office of Homeland Security

POSITION TASK BOOK FOR THE POSITION OF

## TASK FORCE LEADER / STRIKE TEAM LEADER

Version: June 2025

Check the appropriate position type:

☐ Single Type

<b>POSITION TASK BOOK ASSIGNED TO:</b>
TRAINEE'S NAME:
DUTY STATION:
PHONE NUMBER:
EMAIL:
<b>POSITION TASK BOOK INITIATED BY:</b>
OFFICIAL'S NAME:
TITLE:
DUTY STATION:
PHONE NUMBER:
EMAIL:
<b>POSITION TASK BOOK WAS INITIATED:</b>
LOCATION:
DATE:

## Evaluator Verification

*(Do not complete this form unless you are recommending the trainee for all-hazards certification.)*

<b>FINAL EVALUATOR VERIFICATION</b>
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

<b>DOCUMENTATION OF AGENCY CERTIFICATION</b>
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

<b>TRAINEE NAME:</b>
<b>TRAINEE POSITION:</b>
<b>Evaluation Record Number:</b>
<b>Evaluator's name:</b>
<b>Incident/office title and agency:</b>
<b>Evaluator's home jurisdiction address and phone:</b>
<b>Name and location of incident or simulation/exercise:</b>
<b>Incident kind:</b>
<b>Number and kind of resources:</b>
<b>Evaluation period:</b>
<b>Position type:</b>
<b>Recommendation:</b> 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.
<b>Additional recommendations/comments:</b>
<b>Date:</b>
<b>Evaluator's initials:</b>
<b>Evaluator's relevant qualification:</b>

## TASK FORCE LEADER / STRIKE TEAM LEADER

### 1. Competency: Assume position responsibilities

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

#### 1a. Behavior: Ensure readiness for assignment

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
<b>1.</b> Obtain, assemble and prepare information and materials for go-kit. The kit should contain critical items for the assignment and be easily transportable: <ul style="list-style-type: none"> <li>● <i>Supplies:</i> <ul style="list-style-type: none"> <li>○ <i>Office supplies appropriate to the position</i></li> <li>○ <i>ICS Forms and logs appropriate to the position</i></li> <li>○ <i>Equipment and supplies applicable to the position</i></li> <li>○ <i>Identification badge and qualification card</i></li> </ul> </li> <li>● <i>Reference materials:</i> <ul style="list-style-type: none"> <li>○ <i>Field Operations Guide (FOG)</i></li> <li>○ <i>Functional guidelines relative to incident type</i></li> <li>○ <i>Position manuals, guides, or checklists</i></li> </ul> </li> <li>● <i>Forms:</i> <ul style="list-style-type: none"> <li>○ <i>Agency-specific forms appropriate to the position, function, or incident</i></li> </ul> </li> </ul>	E, F, I		
<b>2.</b> Obtain complete incident and logistical information: <ul style="list-style-type: none"> <li>● <i>Incident name, number, size, and type</i></li> <li>● <i>Assignment, responsibilities and expectations</i></li> <li>● <i>Reporting time and location</i></li> <li>● <i>Transportation arrangements and travel routes</i></li> <li>● <i>Contact procedures during travel (telephone/radio)</i></li> <li>● <i>Expected duration of assignment</i></li> <li>● <i>Expected working conditions</i></li> <li>● <i>Personal Protective Equipment (PPE)</i></li> <li>● <i>Security measures</i></li> <li>● <i>Updated contact information and information links</i></li> </ul>	E, F, I		
<b>3.</b> Arrive properly equipped at designated time and location, check in at designated check-in location, and complete check-in documentation: <ul style="list-style-type: none"> <li>● <i>Arrive with go-kit and any additional equipment</i></li> <li>● <i>Carry out check-in procedures</i></li> <li>● <i>Check-in Task Force, Strike Team, or Resource Team</i></li> </ul>	E, F, I		

**1b. Behavior: Gather, update, and apply situational information relevant to the assignment.**

<b>TASK</b>	<b>CODE</b>	<b>EVALUATION RECORD #</b>	<b>EVALUATOR INITIALS AND DATE</b>
<b>4.</b> Receive initial briefing from incident supervisor to establish situational awareness pertinent to the task force/strike team: <ul style="list-style-type: none"> <li>• <i>Operational work period</i></li> <li>• <i>Assignment or assigned tasks</i></li> <li>• <i>Area of operation</i></li> <li>• <i>Policies and operating procedures (e.g., ordering resources and supplies, work schedule, timelines and priorities).</i></li> <li>• <i>Current division/group staffing levels.</i></li> <li>• <i>Organizational structure</i></li> <li>• <i>Situational assessment</i></li> <li>• <i>Incident Objectives</i></li> <li>• <i>Strategies</i></li> <li>• <i>Command emphasis OR Leaders Intent</i></li> <li>• <i>Expectations for attending meetings/briefings</i></li> <li>• <i>Safety concerns/hazards.</i></li> <li>• <i>Political/sensitive information considerations</i></li> </ul>	E, F, I		
<b>5.</b> Obtain copy of the Incident Action Plan (IAP), Incident Briefing (ICS-201), or other relevant plans or documents.	E, F, I		
<b>6.</b> Report assigned resource status to incident supervisor and/or 911 communications center or Incident Communications Center.	E, F, I		
<b>7.</b> Determine route of travel, logistical needs (fuel, food, etc.), communications, organize resources into appropriate formation, and brief assigned resources.	E, F, I		



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

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
8. Gather and organize multiple resources for the assignment.	E, F, I		
9. Inspect assigned resources to ensure they can perform their incident assignment. <ul style="list-style-type: none"> <li>• <i>Ensure qualifications of personnel are appropriate for the unit's objective</i></li> <li>• <i>Ensure personal protective equipment (PPE).</i></li> <li>• <i>Establish and maintain personnel accountability.</i></li> <li>• <i>Ensure type(s) of equipment/tools and operating condition.</i></li> <li>• <i>Establish common communications and frequency capability.</i></li> <li>• <i>Survey assigned resources for radio frequencies and ID numbers.</i></li> </ul>	E, F, I		
10. Request additional resources, logistical support, and/or replacements through supervisors based on Incident Action Plan (IAP), briefings, and discussions.	E, F, I		
11. Identify tactical capabilities and limitations of assigned resources: <ul style="list-style-type: none"> <li>• <i>Match resource capabilities and limitations of assigned resources.</i></li> <li>• <i>Determine resource limitations and make adjustments.</i></li> </ul>	E, F, I		

**2. Competency: Lead assigned personnel**

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

**2a. Behavior: Model leadership values and principles**

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
12. Organized assigned resources into configurations which will meet incident/tactical objectives.	E, F, I		
13. Understand and comply with NIMS/Incident Command System (ICS) concepts and principles: <ul style="list-style-type: none"> <li>• <i>Use appropriate ICS terminology</i></li> <li>• <i>Use appropriate ICS forms</i></li> <li>• <i>Maintain appropriate span of control</i></li> <li>• <i>Follow chain of command</i></li> </ul>	E, F, I		

<b>TASK</b>	<b>CODE</b>	<b>EVALUATION RECORD #</b>	<b>EVALUATOR INITIALS AND DATE</b>
<b>14.</b> Create a positive work environment: <ul style="list-style-type: none"> <li>• <i>Communicate leader's intent and guidance</i></li> <li>• <i>Manage incident personnel and their activities effectively</i></li> <li>• <i>Proactively assume responsibility for the assignment and initiate action</i></li> </ul>	E, F, I		
<b>15.</b> Exhibit principles of duty, respect and integrity as a leader. <ul style="list-style-type: none"> <li>• <i>Be proficient in your job, both technically and as a leader.</i></li> <li>• <i>Make sound and timely decisions.</i></li> <li>• <i>Ensure tasks are understood, supervised and accomplished.</i></li> <li>• <i>Develop your subordinates for the future.</i></li> </ul>	E, F, I		
<b>16.</b> Exhibit principles of respect. <ul style="list-style-type: none"> <li>• <i>Know your subordinates and look out for their well-being.</i></li> <li>• <i>Keep your subordinates informed.</i></li> <li>• <i>Build the team.</i></li> <li>• <i>Employ your subordinates in accordance with their capabilities.</i></li> </ul>	E, F, I		
<b>17.</b> Exhibit principles of integrity. <ul style="list-style-type: none"> <li>• <i>Know yourself and seek improvement.</i></li> <li>• <i>Seek responsibility and accept responsibility for your actions.</i></li> <li>• <i>Set the example.</i></li> </ul>	E, F, I		
<b>18.</b> Establish and maintain positive interpersonal and interagency working relationships: <ul style="list-style-type: none"> <li>• <i>Federal, State, Local, Tribal</i></li> <li>• <i>Understand scope, roles, responsibilities, jurisdiction and authority of responding agencies</i></li> </ul>	E, F, I		

**2b. Behavior: Communicate incident priorities, establish work assignments and performance expectations, supervise personnel and monitor performance, and provide feedback.**

<b>TASK</b>	<b>CODE</b>	<b>EVALUATION RECORD #</b>	<b>EVALUATOR INITIALS AND DATE</b>
19. Communicate priorities, objectives, strategies, leaders intent, and any changes	E, F, I		
20. Assign tasks to resources based on IAP or relevant plans, incident assignments, and resource capabilities. <ul style="list-style-type: none"> <li>• <i>Inform personnel of their assigned tasks and expectations</i></li> </ul>	E, F, I		
21. Ensure that assigned personnel/resources follow all applicable agency/jurisdiction policies, standard operating procedures and agreements.	E, F, I		
22. Supervise and hold personnel accountable for executing assigned tasks: <ul style="list-style-type: none"> <li>• <i>Identify and promptly resolve disagreements, issues and misunderstandings</i></li> <li>• <i>Prioritize work while considering immediate support for incident operations</i></li> </ul>	E, F, I		
23. Determine and provide for assistance or corrections to assigned work task(s) during operational period. <ul style="list-style-type: none"> <li>• <i>Contact supervisor to review tactical effectiveness.</i></li> <li>• <i>Identify need for additional assistance, logistical support and replacements due to slow progress or unexpected events (e.g., types of resources).</i></li> <li>• <i>Evaluate recommendations from subordinate supervisors (e.g., split assignment with another division).</i></li> <li>• <i>Identify need for specialized equipment</i></li> </ul>	E, F, I		
24. Evaluate subordinate's performance. <ul style="list-style-type: none"> <li>• <i>Communicate deficiencies immediately and take corrective action.</i></li> <li>• <i>Provide training opportunities where available.</i></li> <li>• <i>Complete personnel performance evaluations according to agency guidelines.</i></li> </ul>	E, F, I		
25. Ensure debriefings occur and participate as necessary: <ul style="list-style-type: none"> <li>• <i>Ensure incident situation status information is current and complete</i></li> </ul>	E, F, I		

**2c. Behavior: Ensure the health, safety, welfare and accountability of assigned personnel**

<b>TASK</b>	<b>CODE</b>	<b>EVALUATION RECORD #</b>	<b>EVALUATOR INITIALS AND DATE</b>
<b>26.</b> Evaluate mental and physical fatigue of assigned personnel: <ul style="list-style-type: none"> <li>• <i>Ensure adequate rest is provided to section personnel</i></li> </ul>	E, F, I		
<b>27.</b> Direct actions based on Incident Action Plan (IAP) safety analysis: <ul style="list-style-type: none"> <li>• <i>Implement appropriate tactics</i></li> <li>• <i>Ensure public safety</i></li> </ul>	E, F, I		
<b>28.</b> Recognize potentially hazardous situations, inform assigned personnel of hazards and take precautions to mitigate risk: <ul style="list-style-type: none"> <li>• <i>Adjust operations in response to hazards, weather and other relevant events</i></li> </ul>	E, F, I		
<b>29.</b> Demonstrate knowledge of and comply with relevant health and safety requirements: <ul style="list-style-type: none"> <li>• <i>Direct and oversee operations to ensure compliance with health and safety considerations and guidelines</i></li> <li>• <i>Coordinate with the Safety Officer to ensure that assigned personnel follow safety guidelines</i></li> </ul>	E, F, I		
<b>30.</b> Report or explain the procedures for reporting unexpected occurrences, such as fire, death, injury, illness, exposure to pathogens or hazardous materials (HAZMAT), accident, political contact or property loss or damage: <ul style="list-style-type: none"> <li>• <i>Ensure report contains nature of event, location, magnitude, personnel involved and initial action taken (such as helicopter picking up injured or an appropriate subsequent action)</i></li> <li>• <i>Ensure the protection of Personally Identifiable Information (PII) while reporting an incident/injury/accident</i></li> </ul>	E, F, I		

**2d. Behavior: Emphasize teamwork.**

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
<b>31.</b> Establish cohesiveness among assigned resources. <ul style="list-style-type: none"> <li>• <i>Provide for open communication.</i></li> <li>• <i>Seek commitment.</i></li> <li>• <i>Set expectations for accountability.</i></li> <li>• <i>Focus on the team result.</i></li> </ul>	E, F, I		

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

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
<b>32.</b> Establish and maintain communication with supervisors and adjoining resources.	E, F, I		
<b>33.</b> Ensure transportation needs are met as specified in the IAP or relevant plans. <ul style="list-style-type: none"> <li>• <i>Coordinate any additional transportation needs through Ground Support Unit.</i></li> <li>• <i>Inform supervisor if transportation needs cannot be met.</i></li> <li>• <i>Ensure assigned resources arrive at assignment location.</i></li> </ul>	E, F, I		
<b>34.</b> Coordinate activities with adjacent Strike Team Leaders/Task Force Leaders and single resources. <ul style="list-style-type: none"> <li>• <i>Contact adjoining resources.</i></li> <li>• <i>Make list of supervisors of adjoining resources.</i></li> <li>• <i>Inform adjoining resources of status.</i></li> <li>• <i>Receive status of adjoining resources.</i></li> <li>• <i>Determine communications methods with adjoining resources from IAP or relevant plans.</i></li> <li>• <i>Maintain communication with assigned resources.</i></li> </ul>	E, F, I		

### 3. Competency: Communicate effectively

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

#### 3a. Behavior: Ensure relevant information is exchanged during briefings and debriefings.

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
<b>35.</b> Brief and keep subordinates informed and updated. <ul style="list-style-type: none"> <li>• <i>Ensure expectations are communicated and understood.</i></li> </ul>	E, F, I		
<b>36.</b> Participate in operational briefings and meetings as directed. <ul style="list-style-type: none"> <li>• <i>Provide information as requested.</i></li> <li>• <i>Keep supervisor informed of issues and potential problems.</i></li> </ul>	E, F, I		
<b>37.</b> Brief assigned resources using information from IAP or relevant plans. <ul style="list-style-type: none"> <li>• <i>Planned objectives and supervisor control assignments.</i></li> <li>• <i>Work standards and expectations.</i></li> <li>• <i>Weather</i></li> <li>• <i>Communication plan</i></li> <li>• <i>Expected incident behavior</i></li> <li>• <i>Methods to maintain situational awareness</i></li> <li>• <i>Safety message</i></li> <li>• <i>Medical plan</i></li> </ul>	E, F, I		
<b>38.</b> Brief relief forces. <ul style="list-style-type: none"> <li>• <i>Current status/conditions/concerns regarding assignment.</i></li> </ul>	E, F, I		
<b>39.</b> Establish contact or communication procedures for incident command post, incident base, or staging area. <ul style="list-style-type: none"> <li>• <i>Ensure resources arrive at designated location at end of operational period.</i></li> </ul>	E, F, I		
<b>40.</b> Debrief with supervisor after operational period. <ul style="list-style-type: none"> <li>• <i>Provide updated status and location of assigned resources.</i></li> </ul>	E, F, I		
<b>41.</b> Conduct or participate in After Action Reviews (AARs).	E, F, I		

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

<b>TASK</b>	<b>CODE</b>	<b>EVALUATION RECORD #</b>	<b>EVALUATOR INITIALS AND DATE</b>
<b>42.</b> Ensure appropriate documentation is completed and submitted by assigned resources. <ul style="list-style-type: none"> <li>• <i>Activity Logs ICS-214</i></li> </ul>	E, F, I		
<b>43.</b> Authorize personnel and equipment time of assigned resources. <ul style="list-style-type: none"> <li>• <i>Crew Time Reports (CTR)</i></li> <li>• <i>Equipment Time Reports (ETR)</i></li> </ul>	E, F, I		

**3c. Behavior: Communicate and ensure understanding of work expectations within the chain of command and across functional areas.**

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
44. <i>Ensure understanding of work expectations by multiple resources within the chain of command.</i>	E, F, I		

**3d. Behavior: Interoperable communications.**

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
45. Demonstrate ability to coordinate and use radios with multiple frequencies/channels.	E, F, I		
46. Demonstrate ability to clearly understand and give instructions in the incident's common language.	E, F, I		

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

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

**4a. Behavior: Gather, analyze, and validate information pertinent to the incident or event and make recommendations for setting priorities.**

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
47. Monitor progress/work during operational period. <ul style="list-style-type: none"> <li>• <i>Receive reports from subordinate supervisors.</i></li> <li>• <i>Conduct personal observations.</i></li> <li>• <i>Assess values to be protected.</i></li> </ul>	E, F, I		



**4b. Behavior: Make appropriate decisions based on analysis of gathered information.**

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
<b>48.</b> Plan tactical action on assigned area based on objectives, supervisor assignments, and incident conditions. <ul style="list-style-type: none"> <li>• <i>Identify impacts of modified objectives on resource assignments.</i></li> <li>• <i>Determine situations that might modify tactics.</i> <ul style="list-style-type: none"> <li>○ <i>Forecasts</i></li> <li>○ <i>Intelligence</i></li> </ul> </li> </ul>	E, F, I		

**4c. Behavior: Take appropriate action based on assessed risk.**

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
<b>49.</b> Apply the Risk Management Process five steps: <ul style="list-style-type: none"> <li>• <i>Step 1: Situation Awareness</i></li> <li>• <i>Step 2: Hazard Assessment</i></li> <li>• <i>Step 3: Hazard Control</i></li> <li>• <i>Step 4: Decision Point</i></li> <li>• <i>Step 5: Evaluate</i></li> </ul>	E, F, I		
<b>50.</b> Ensure assigned resources apply appropriate tactics for assignment.	E, F, I		
<b>51.</b> Identify, evaluate and take appropriate action to protect identified values. <ul style="list-style-type: none"> <li>• <i>Ingress and egress</i></li> <li>• <i>Review map if available</i></li> <li>• <i>Logistical needs</i></li> <li>• <i>Resource requirements</i></li> <li>• <i>Appropriate tactics used</i></li> <li>• <i>Contact information (internal/external)</i></li> <li>• <i>Consult with supervisor on "Go/No-Go" decision.</i></li> </ul>	E, F, I		

**4d. Behavior: Anticipate, recognize, and mitigate unsafe situations.**

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
52. Ensure assigned resources identify and correct unsafe actions or conditions.	E, F, I		

**4e. Behavior: Follow established procedures and/or safety procedures relevant to given assignment.**

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
53. Ensure assigned resources follow appropriate safety procedures.	E, F, I		
54. Verify that escape routes and safety zones are identified and communicated to assigned resources. <ul style="list-style-type: none"> <li>• <i>Identify routes to ensure awareness.</i></li> <li>• <i>Ensure adequacy of escape routes and safety zones</i></li> </ul>	E, F, I		

**4f. Behavior: Provide logistical support as necessary.**

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
55. Ensure assigned resources have adequate supplies or equipment to meet identified tactical objectives. <ul style="list-style-type: none"> <li>• <i>Food</i></li> <li>• <i>Water</i></li> <li>• <i>Radios</i></li> <li>• <i>Transportation</i></li> <li>• <i>Fuel</i></li> </ul>	E, F, I		

**4g. Behavior: Plan for demobilization and ensure demobilization procedures are followed.**

<b>TASK</b>	<b>CODE</b>	<b>EVALUATION RECORD #</b>	<b>EVALUATOR INITIALS AND DATE</b>
<b>56. Ensure demobilization of assigned resources.</b> <ul style="list-style-type: none"> <li>• <i>Brief subordinate staff on demobilization procedures and responsibilities.</i></li> <li>• <i>Ensure incident and agency demobilization procedures are followed.</i></li> <li>• <i>Inspect assigned resources to ensure they are ready to leave (e.g., rest, repairs, tools, fuel).</i></li> <li>• <i>Determine travel routes and en route logistical needs.</i></li> <li>• <i>Determine travel information, communication, and checkpoints</i></li> <li>• <i>Establish communication with home unit dispatch.</i></li> </ul>	E, F, I		
<b>57. Demobilize and check out.</b> <ul style="list-style-type: none"> <li>• <i>Receive demobilization instructions from incident supervisor.</i></li> <li>• <i>If required, complete Demobilization Check-out, ICS 221 and submit completed form to the appropriate person</i></li> </ul>	E, F, I		
<b>58. Demobilize equipment as needed.</b> <ul style="list-style-type: none"> <li>• <i>Documentation of lost/missing equipment or supplies</i></li> </ul>	E, F, I		