National Qualification System

POSITION TASK BOOK
FOR THE POSITION OF

INCIDENT COMMANDER

Type 4

Version: May 2021

POSITION TASK BOOK ASSIGNED TO:	
TRAINEE'S NAME:	
TEAM/JURISDICTION:	
PHONE NUMBER:	
EMAIL:	
POSITION TASK BOOK INITIATED BY:	
OFFICIAL'S NAME:	
TITLE:	
TEAM/JURISDICTION:	
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 designation.)

FINAL EVALUATOR VERIFICATION
I verify that _____   has successfully completed all tasks as a trainee and should therefore be considered for designation 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:
TEAM/JURISDICTION:
PHONE NUMBER:
EMAIL:

Documentation of Agency Designation

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

Position Task Book Overview

The Position Task Book (PTB) documents the performance criteria a trainee must meet to be designated 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 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 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.

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 designation of qualification, the trainee may be reevaluated in the specific position and issued a new PTB.

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

Position Task Book Competencies, Behaviors, and Tasks

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

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

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

Definitions

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

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

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

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

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

PTB Task Codes

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

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

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

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

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

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

Code T: Task performed during a tabletop exercise.

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

How to Complete the Evaluation Record Form

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

Complete these items AT THE START of the evaluation period:

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

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

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

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

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

Complete these items AT THE END of the evaluation period:

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

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

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

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

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

Date: List the current date.

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

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

Evaluation Record Form

TRAINEE NAME:	
TRAINEE POSITION:	
Evaluation Record Number:	
Evaluator's name:	
Incident/office title and agency:	
Evaluator's home unit address and phone:	
Name and location of incident or simulation/exercise:	
Incident kind:	
Number and kind of resources:	
Evaluation period:	
Position type:	

Recommendation:

The above-named trainee performed the initialed and dated tasks under my supervision. I recommend the following for this trainee's further development:

_____ The trainee has successfully performed all required tasks for the position. The AHJ should consider the individual for designation.

_____ 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:

Incident Commander (IC)

1. *Competency:* Assume position responsibilities.

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

1a. Behavior: Ensure readiness for assignment.

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE

1. Obtain, assemble, and prepare information and materials for go-kit prior to receiving an assignment. The kit should contain critical items for the assignment and be easily transportable:
• Reference materials:
   o In electronic, digital, or hard-copy format.
   o Functional guidelines relative to incident type (agency guidance or other functional guidelines).
   o Authority Having Jurisdiction (AHJ) operations guides, Emergency Response Field Operations Guide (ER-FOG), or other operational guides.
   o Position manuals.
• Forms:
   o Agency-specific forms appropriate to the function.
• Supplies:
   o Office supplies appropriate to the function.
   o AHJ identification badge and qualification card.
• Personal Protective Equipment (PPE) and security measures.
	C, E, F, I, J, T		

2. Gather information necessary to assess position assignment and determine immediate needs and actions: • Updated contact information and information links. • Type of incident. • Incident objectives. • Prioritization of resources to be protected (such as life, property, infrastructure, or environment). • Current resource commitments. • Current situation. • Expected duration of assignment. • PPE requirements and recommended deployment equipment. • Incident logistics. • Jurisdiction. • Limitations. • Ordering procedures.	E, F, I, J		

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
3. Obtain complete information upon activation: • Incident name and number. • Reporting time and location. • Transportation arrangements and travel routes. • Contact procedures during travel (telephone/radio). • Expected working conditions. • PPE and security measures.	E, F, I		
4. Gather information and intelligence: • Contact agency administrator. • Negotiate in-briefing time and location. • Negotiate team configurations based on incident needs.	E, F, I		

1b. Behavior: Understand and comply with NIMS concepts and principles.

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
5. Understand scope, roles, responsibilities, jurisdiction, and authority of responding agencies.	E, F, I		
6. Establish and modify an effective organization based upon changing incident and resource conditions.	E, F, I		
7. Recognize jurisdictional boundaries and establish: • Coordinated strategy. • Single coordinated Incident Action Plan (IAP). • Required Incident Command System (ICS) sections. • Communications plan. • Resource ordering plan.	E, F, I		
8. Ensure execution of appropriate administrative requirements (including documentation, incident forms, personnel and equipment time records, and performance ratings).	E, F, I		
9. Maintain situational awareness of entire incident.	E, F, I		
10. Maintain appropriate span of control.	E, F, I		

1c. Behavior: Successfully assume the role of IC and initiate position activities.

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
11. Arrive properly equipped at designated time and location. Check in according to agency/organization guidelines: • Carry out check-in procedures and ensure assigned personnel do the same. • Obtain and assemble all supplies, tools, and technology to perform tasks.	E, F, I		

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
12. Establish, support, and maintain operational rhythm: • Prepare plans, gathering information from all appropriate personnel to determine support needs. • Complete situation reports related to the current operational phase.	E, F, I		

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

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
13. Receive briefing from initial response IC: • Incident briefing. • Situational assessment. • Incident objectives. • Strategy. • Hazards to incident personnel and public. • Current IAP, if developed. • Method for reconnaissance. • Effectiveness of tactics. • Agencies/jurisdictions involved. • Organizational structure. • Resource summary. • Check-in process. • Radio effectiveness. • Logistical needs.	E, F, I		
14. Obtain necessary documentation: • Applicable plans. • Incident decision support documentation or relevant plan. • Directories (phone, notification). • Written incident status summary. • Authorizations (cell phones, rental vehicles, computers). • Delegation of Authority, document granting authority, Letter of Expectation.	E, F, I		

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

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
15. Identify kind, type, and quantity of resources necessary to achieve objectives: • Consider span of control when determining resource requirements and configurations.	E, F, I, J		

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
16. Evaluate staffing needs required to manage the incident: • Organize to meet needs for management and control of the incident. • Assure consistency with NIMS organizational structure. • Identify training opportunities. • Ensure use of established dispatch channels to order resources. • Release excess staff. • Request appropriate technical specialists to cope with special incident conditions.	E, F, I		
17. Work closely with Operations Section to identify kind, type, and number of resources required to achieve objectives: • Consider incident type and complexity, kinds and types of resources, resource availability, and health and safety factors. • Order necessary personnel and equipment. • Consider long-range and contingency plans and identify potential future resources.	E, F, I		

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

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
18. Establish, supervise, and adjust incident organization and operations based on changes in incident situation and resource status: • Maintain common operating picture. • Provide for functional and geographical supervision as necessary. • Ensure effective use and coordination of all assigned resources. • Constantly monitor objectives and overall operations for efficacy and safety. • Manage aviation resources as necessary.	E, F, I		
19. Create an effective command climate: • Provide commander's intent and guidance. • Manage team and its activities effectively. • Proactively assume responsibility for the incident and initiate action.	E, F, I		
20. Establish team roles and responsibilities.	E, F, I		
21. Evaluate the need for Unified Command and identify appropriate jurisdictional agencies.	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: Identify opportunities and meet requirements to provide equal access and reasonable accommodation in all activities.

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
22. Demonstrate the ability to identify opportunities for universal accessibility.	E, F, I, J		
23. Demonstrate the ability to assess and monitor for physical access, programmatic access, and effective communications access.	E, F, I, J		
24. Refer equal access, disability accommodations requirements and access, and functional needs accommodations to appropriate personnel for resolution.	E, F, I, J		

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

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
25. Ensure accountability of all personnel: • Coordinate with assigned personnel to conduct personnel accountability checks.	E, F, I		
26. Comply with relevant health and safety requirements: • Direct operations based on health and safety considerations and guidelines. • Ensure that assigned personnel follow safety guidelines appropriately. • Spot-check operations to ensure compliance with safety considerations.	E, F, I		
27. Recognize potentially hazardous situations, inform assigned personnel of hazards and take precautions to mitigate risk.	E, F, I		
28. Evaluate mental and physical fatigue of assigned personnel and make resources available to support: • Appropriate work/rest ratio. • Crisis counseling.	E, F, I		

2c. Behavior: Establish work assignments and performance expectations, monitor performance, and provide feedback.

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
29. Direct and coordinate incident personnel: • Assign responsibility for areas or functions. • Ensure effective use of assigned resources.	E, F, I		

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
30. Hold staff individually accountable for decisions and actions within their functions.	E, F, I, J		
31. Hold staff accountable for interactions and coordination with other functional areas.	E, F, I		
32. Direct changes in personnel and ensure that staff: • Implement assigned portions of the IAP. • Order and assign resources based on the progression of an incident.	E, F, I, T		
33. Document personnel performance actions: • Adverse • Exceptional	E, F, I, J		

2d. Behavior: Coordinate interdependent activities.

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
34. Ensure that all Command and General Staff, branch directors, division/group supervisors, and unit leaders consistently and effectively work together to manage the incident.	E, F, I		
35. Manage the incident's logistical support needs.	E, F, I		

3. *Competency:* **Communicate effectively.**

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

3a. Behavior: Ensure the exchange of relevant information during briefings and debriefings.

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
38. Effectively communicate options, considerations, and recommendations during briefings.	E, F, I		
39. Prepare for and participate in briefings: • Ensure briefings are accurate and timely and include appropriate personnel. • Brief external support organizations. • Share and evaluate information. • Identify safety hazards and mitigation strategies with the Safety Officer. • Maintain quality updates for Public Information Officer.	E, F, I		
40. Conduct initial strategy meetings—as well as any required subsequent meetings—and validate team protocols: • Assess organizational needs. • Identify additional resource needs. • Schedule planning cycle. • Review IC and agency administrator expectations for the team. • Identify critical factors to ensure team success. • Prioritize initial incident objectives.	E, F, I		
41. Brief and provide complete and accurate records to relief staff when appropriate.	E, F, I		

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

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
42. Maintain personal documentation: • Maintain appropriate personal notes. • Document critical issues occurring with the incident.	E, F, I		
43. Review documents for accuracy, timeliness, and appropriate distribution.	E, F, I		
44. Record and maintain essential information: • Incident objectives and strategy. • Changes in situation. • Changes in strategy and tactics. • Property loss or damage. • Resource summary. • Organization.	E, F, I		
45. Maintain adequate records for events, personnel, equipment, supplies, and other data for incident management needs: • Incident briefing. • Property loss/damage reports. • Rental agreements. • Time sheets. • Accident forms. • Equipment time reports. • Agency-required incident reports.	E, F, I		

3c. Behavior: Communicate incident priorities and operations.

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
46. Ensure accurate and timely internal and external information flows at all levels of the incident: • Provide intelligence/information as the agency administrator, agency policy, jurisdictional emergency operations center, or guidelines require. • Provide accurate, complete information to relevant personnel in a timely manner.	E, F, I		
47. Communicate any changes to incident response strategy and tactics based on changing conditions.	E, F, I		
48. Report unexpected occurrences (such as injuries, illnesses, accidents, political contacts, and property loss or damage): • Ensure standard information contains nature of event, location, magnitude, personnel involved, initial action taken, and appropriate subsequent action. • Ensure the protection of Personally Identifiable Information (PII) while reporting.	E, F, I		

3d. Behavior: Maintain awareness of critical incident information.

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
49. Ensure knowledge and awareness of the following: • Time and location of meetings. • Current situation and resource status. • Validated incident objectives. • Validated strategy and tactics. • Resources and support/services required to implement tactical plan. • Contingency plan. • Incident safety analysis. • Logistical support (including aviation). • Information covering health and safety principles and known hazards.	E, F, I		

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

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

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

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
50. Ensure that assigned tasks and expectations for the operational period are reasonable and accurate.	E, F, I		
51. Hold personnel accountable for the execution of assigned tasks.	E, F, I		
52. Make appropriate decisions based on analyzed and validated information: • Make adjustments in response to new information, changing conditions, or unexpected obstacles.	E, F, I		
53. Ensure that the work completed is consistent with direction, policy, and incident objectives: • Supervisor's direction. • Other planning goals and objectives.	E, F, I		
54. Evaluate progress: • Evaluate incident complexity. • Monitor tactical operations. • Compare actual progress to planned strategies. • Decide if plan will accomplish incident objectives.	E, F, I		

4b. Behavior: Administer or apply agency policy, contracts, and agreements.

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
55. Ensure staff follows all applicable agency/jurisdiction policies, contracts, standard operating procedures, and agreements, as necessary.	E, F, I		

4c. Behavior: Prepare clear, concise assessments regarding hazards, hazard behavior, weather, and other relevant events.

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
56. Analyze situation to determine necessary changes or required technical expertise, including: • Hazards. • Reconnaissance. • Objectives. • Access/egress. • Values to be protected. • Evacuation/sheltering potential. • Communications. • Organizational structure. • Tactical coordination. • Weather and topography. • Responder fatigue. • Logistical considerations. • Jurisdictional responsibilities. • Span of control.	E, F, I		
57. Evaluate special conditions, existing or predicted, that require technical expertise, including: • Hazardous materials. • Geological hazards. • Land management policies. • Long-range planning needs. • Urban interface needs. • Incident accident investigations. • Law enforcement needs.	E, F, I		

4d. Behavior: Make appropriate decisions based on evaluation of gathered information, risks, and incident situation and use information to produce outputs and modify approach.

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
58. Assess and analyze current and changing situations to determine action: • Prioritize current objectives. • Select strategies.	E, F, I		
59. Identify and resolve problems that could affect the outcome of the incident: • Media. • Political issues. • Conflicting objectives.	E, F, I		
60. Develop clear and concise incident objectives: • Measurable and attainable. • Aligned with agency administrator's direction.	E, F, I		
61. Develop and validate strategy and tactics commensurate with available resources, incident objectives, and safety considerations.	E, F, I		

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
62. Continually evaluate overall incident response and modify response as necessary: • Revise incident objectives. • Revise mitigation actions based on incident safety analysis. • Assign resources according to incident priorities. • Change tactics when necessary. • Advise subordinates of changes.	E, F, I		
63. Review, validate, and modify direction to subordinates: • Analyze alternate strategies (and explain decisions). • Validate or revise incident objectives. • Develop strategy and alternate strategy. • Decide a tactical direction. • Review information covering health and safety principles, known hazards, and importance of all periods. • Coordinate sequence of events. • Validate organizational structure. • Validate resource assignments. • Review reserve resources. • Evaluate immediate support needs.	E, F, I		
64. Adapt to expanding boundaries if incident escalates, while maintaining appropriate span of control: • Allocate resources according to incident priorities. • Notify appropriate personnel through the chain of command (designated official) or dispatch and coordinate request per local ordering protocol.	E, F, I		

4e. Behavior: Take appropriate action based on assessed risks.

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
65. Select actions based on safety analysis: • Implement appropriate tactics. • Ensure public safety.	E, F, I		
66. Take necessary precautions to protect resources and secure the control measures.	E, F, I		
67. Demonstrate ongoing awareness of environment, recognize changing incident complexity, and take appropriate action: • Complete a complexity analysis, revise as necessary, act on results when appropriate, and provide results to appropriate individuals.	F, I		

4f. Behavior: Ensure operations consider socio-economic, political, and cultural aspects.

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
68. Anticipate and respond proactively to social, political, and cultural issues and concerns: • Procurement. • Elected officials. • Stakeholders. • Resource advisors. • Public figures.	F, I		

4g. Behavior: Develop appropriate information releases and conduct media interviews according to established protocol.

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
69. Review and approve information releases: • Follow established information protocol for information releases. • Ensure releases are timely and accurate.	E, F, I		
70. Participate in media interviews: • Present a positive, trustworthy, professional image to the public and the media during interviews.	E, F, I		

4h. Behavior: Transfer position duties while ensuring continuity of authority and knowledge and while taking into account the increasing or decreasing incident complexity.

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
71. Coordinate an efficient transfer of position duties when activating/deactivating or mobilizing/demobilizing resources: • Inform assigned personnel. • Communicate with incoming personnel concerning when and where transition of positions will occur. • Conduct transition effectively. • Document follow-up action and submit to agency representative.	E, F, I		

4i. Behavior: Plan for Demobilization and ensure staff follow demobilization procedures.

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
72. Help develop, approve, and implement demobilization plan: • Coordinate with supervisor during development and implementation. • Coordinate with appropriate partners regarding demobilization procedures. • Coordinate section needs and responsibilities. • Provide information to supervisor to assist with decisions on release priorities.	E, F, I		
73. Ensure all resources demobilize safely before leaving the scene.	E, F, I		
74. Participate in organization closeout/AAR, if occurring.	E, F, I		