

Instructions for Completing a Position Task Book

The Arizona Qualification System (AQS) has the following direction for completing an AQS Position Task Book.

Key Concepts:

- Before an official (Certifying Officer) initiates a Position Task Book (PTB) the official must verify the trainee is willing and able to complete the PTB.
- Go to the AQS website and print out a copy of the PTB you are pursuing; this will be your official PTB.
- Page four of all AQS PTBs list the mandatory and foundational classes. The mandatory classes should be completed before starting on any PTB tasks.
- In all cases (including historical recognition) an AQS PTB for that position title must be filled out.
- The AQS recognizes that submissions will include both current and historical recognition.
- The AQS Evaluation Record Forms submitted shall be numbered numerically (Example: 1, 2, 3, ... to the last record).
- All sections of the PTB must be completed as indicated.
- The AQS makes recommendations for processes and best practices, however the Agency Having Jurisdiction (AHJ) retains decision making policy for their agency.

PTB Sections

Every PTB contains three sections that must be completed:

- 1) Required training classes.
- 2) The AQS position tasks.
- 3) Emergency Operations Center (EOC) skillsets.

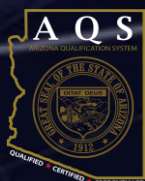
Required Classes

Trainee:

Mandatory classes are on-line classes. These classes should be completed before signing off tasks within your PTB.

Foundational classes can be completed while you are working through the Position Task Book.

Both mandatory and foundational classes must be completed for your PTB to be considered by the Qualification Review Board (QRB). Copies of your class certificates will need to be attached to your completed PTB along with any other supplemental documentation, such as Incident Action Plans (IAPs), or a previously completed PTB, etc.



Arizona Qualification System (AQS)

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Evaluator:

Evaluators (which can be the trainee's supervisors) can use classes such as IS-2200 or G-2300 to sign off tasks that are relevant to those classes and allow for the code "C". Code "C" authorizes the use of training via classroom, seminar, and workshops. In these cases, use the class ID in the Evaluation Record # column and the normal date and initials in the Evaluator Initials and Date column. The certificate for the class should be attached to your PTB submission with the supplemental documentation.

Historical Recognition:

Historical recognition for the required classes is authorized by the AHJ. The AQS recommends that any required classes that were taken more than five years ago be supported with ongoing work in the EOC or ICS field.

AQS Position Tasks

The Arizona Qualification System (AQS) Tasks are the first group of tasks that appear in your PTB. These Tasks start with the number one and continue numerically to the end. These AQS Tasks are critical to aligning the AQS PTB's with FEMA's direction for a National Qualification System.

Trainee:

The trainee must complete each task in the assigned PTB. The trainee will have an evaluator approved by the AHJ to witness the trainee's work.

Note: 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.

Evaluators:

Evaluators shall fill out the upper portion of the Evaluation Record Form. The evaluator will then have an Evaluation Record Number to record tasks they witnessed being completed.

Evaluators (which can be the trainee's supervisors) can sign off tasks that are relevant to the job the trainee does. In all cases, use the Evaluation Record Form to document those tasks and place the corresponding record number in the Evaluation Record # column on the AQS Tasks. Then fill in the date and initials in the Evaluator Initials and Date column.

At the conclusion of the evaluation, the evaluator shall sign off tasks witnessed and the bottom of the Evaluation Record Form as appropriate.

All PTBs contain a page "How to Complete the Evaluation Record Form" to support completion of Evaluation Record Forms. Additionally, the evaluator can review the AQS Mentor and Evaluator Guide on the AQS website.

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Historical Recognition:

Historical recognition can be used to prove completion of AQS tasks. Examples include Incident Action Plans (IAP), letters affirming certain tasks were completed, or other documentation of completed tasks. Use the Evaluation Record Form number to document those tasks and place the corresponding record number in the Evaluation Record # column on the AQS tasks. Leave the Evaluator Initials and Date column blank.

An AQS Evaluation Record Form should be created for each document being submitted. It is recommended to use an evaluator or supervisor that was present, but a current supervisor can also be utilized if necessary. The evaluator must complete the Evaluation Record Form and provide supporting evidence. Use the Evaluation Record Form number to document those tasks and place the corresponding record number in the Evaluation Record # column on the AQS tasks. Leave the Evaluator Initials and Date column blank.

You may use your current supervisor as an evaluator for something you did in the past. There must be some evidentiary documents to support this Evaluation Record.

Documenting Historical Recognition via a Position Task Book

To receive historical recognition, you can use a previous Position Task Book. That PTB must have evaluator signatures and be used to complete a similar AQS Position Task Book.

Example: Using a Planning Section Chief PTB from National Wildfire Coordinating Group (NWCG) to fulfill an AQS Planning Section Chief PTB.

Create an AQS Evaluation Record Form for the PTB using the Final Evaluator (if available) or your current supervisor. You will then put the corresponding evaluation record number in the AQS PTB in the Evaluation Record number column for that similar task that has been historically documented. DO NOT FILL OUT THE EVALUATOR Initials and Date column; leave this column blank. When submitting your AQS Position Task Book attach the entire historical PTB as supplemental documentation.

Emergency Operations Center Skillsets

EOC Skillsets have multiple tasks that are interchangeable with the AQS Tasks. These duplicated tasks do not require signatures and have been grayed out.

Duplicated tasks are kept within the PTB as evidence supporting collaboration and alignment with the FEMA EOC Skillsets. Grayed out items have been completed and are documented throughout other portions of the PTB.

Trainee:

The trainee must complete each task in the assigned PTB. The trainee will have an evaluator approved by the AHJ to witness the trainee's work.

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Note: 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.

Evaluators:

Evaluators shall fill out the upper portion of the Evaluation Record Form. The evaluator will then have an Evaluation Record Number to record tasks they witnessed being completed.

Evaluators (which can be the trainee's supervisors) can sign off tasks that are relevant to the job the trainee does and allows for the code "J" which authorizes the use of day-to-day job duties. In these cases, use the Evaluation Record Form to document those tasks and place the corresponding record number in the Evaluation Record # column on the AQS Tasks. Then fill in the date and initials in the Evaluator Initials and Date column.

At the conclusion of the evaluation, the evaluator shall sign off tasks witnessed and the bottom of the Evaluation Record Form as appropriate.

All PTBs contain a page "How to Complete the Evaluation Record Form" to support completion of Evaluation Record Forms. Additionally, the evaluator can review the AQS Mentor and Evaluator Guide on the AQS website.

Historical Recognition:

Historical recognition can be used to prove completion of AQS skillsets tasks. Examples include Incident Action Plans (IAP), letters affirming certain tasks were completed, or other documentation of completed tasks. Use the Evaluation Record Form number to document those tasks and place the corresponding record number in the Evaluation Record # column on the AQS tasks. Leave the Evaluator Initials and Date column blank.

Create an AQS Evaluation Record Form for each document submitted. You can use the evaluator or supervisor that was present. You can also use your current supervisor. The evaluator must complete the Evaluation Record Form with supporting evidence. Use the Evaluation Record Form number to document those tasks and place the corresponding record number in the Evaluation Record # column on the AQS skillset tasks. Leave the evaluator initials and date column blank.

You may use your current supervisor as an evaluator for something you did in the past. There must be some evidentiary documents to support this Evaluation Record.

Final Evaluator

When your PTB is completed with all supporting documents attached, a Final Evaluator shall review the packet (A Final Evaluator must show competency for the specific position they are providing the Final Evaluator signature for). The Final Evaluator signs the PTB (on the top of page 2) asserting that all tasks have been completed and is recommending the AQS Quality Review Board evaluation. The Final Evaluator signature will be the last evaluation signature within the PTB.

Approved Final Evaluator

The AQS QRB has compiled a list of Approved Final Evaluators (AFE) (evaluators that have been previously vetted by the QRB) to support the PTB completion process. Utilization of an AFE is not required, but highly recommended. The list of Approved Final Evaluators can be found at: [https://dema.az.gov/Approved Final Evaluators](https://dema.az.gov/Approved_Final_Evaluators)

Note: If using a Final Evaluator that is not on the AFE list, the AQS Quality Control Officers will seek to have that Final Evaluator added to the list.

Processing a Completed PTB and Supporting Documents

When your PTB is completed and contains a Final Evaluator signature, the packet should be provided to your CO and electronically submitted, with all the supporting documents, to the AQS Quality Control Officer via email at: AQS@azdema.gov.

Data Management:

The AQS recommends the FEMA PrepToolkit (OneResponder) platform for documentation and data management. OneResponder is a virtual platform hosted by FEMA and managed by individual AHJs. OneResponder holds the documentation regarding the individual's qualification and is a portal through which an agency can assign Position Tasks Books to staff and where individuals can store their PTB electronically. If you move to another job, agency, or location your information in OneResponder will still be there.

To gain access to OneResponder, you must have either a Preptoolkit account or be in possession of a FEMA Personal Identification Verification (PIV) card. Preptoolkit registration can be completed at preptoolkit.fema.gov. With access to the Preptoolkit, you will be able to submit for access to OneResponder.

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Users are encouraged to utilize their government, agency, non-profit, or corporate email accounts during registration. The use of personal email accounts is discouraged if other options are available. Personal email accounts may take additional time to be vetted.

Once you have registered, your access will continue to be limited until your account is vetted and approved by a manager of PrepToolkit.

Tips for Evaluation / Documentation:

Below are some helpful tips for completing the evaluation / documentation process.

- Use a notebook to track what you are observing.
- Formulate a checklist that works for you, the evaluator.
- Have the same PTB as the trainee and place your tasks completion marks on that PTB. It makes correlating your evaluation and the signing off completed tasks on the trainees Official PTB easier.

NOTE: There is an “AQS Mentor and Evaluator Guide” on the AQS Website

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Acronyms:

Acronym	Meaning
AFE	Approved Final Evaluator
AHJ	Authority Having Jurisdiction
AQS	Arizona Qualification System
CO	Certifying Officer
EOC	Emergency Operations Center
FE	Final Evaluator
ICS	Incident Command System
IAP	Incident Action Plan
PTB	Position Task Book
QCO	Emergency Support Function
GRB	Qualification Review Board

Glossary:

- **Approved Final Evaluator** - Approved Final Evaluators (AFEs) are approved by the Qualification Review Board and they know the specific skills of the position being evaluated. These individuals can support your Agency Having Jurisdiction (AHJ) by evaluating personnel in completion of the Position Task Books.
- **Agency Having Jurisdiction** - An AHJ is any entity with the authority and responsibility for the development, implementation, maintenance, and oversight of the qualification process within its organization or jurisdiction for its own personnel.
- **AQS Tasks** - AQS Tasks come directly from the National Qualification System Position Tasks Books which is the baseline learning for AQS.
- **Certifying Officer** - Each AHJ should authorize at least one individual, the CO, to oversee the entire validation and certification process for their agency. The CO is approving the certification process, and therefore should be integrally involved in the AQS process. The CO receives the QRB's recommendations and holds the ultimate decision on personnel certification. Each agency will identify their CO to AQS via AQS@azdema.gov.
- **Emergency Operations Center (EOC)** - Primarily, the EOC provides and coordinates warnings, disaster evacuation, asset inventory, and emergency services integration. It also complements government efforts, providing commercial and civic inputs to total disaster efforts.
- **EOC Skillsets** -The purpose of EOC Skillsets is to provide minimum baselines for qualifications in the EOC. These skillsets allow the building of capabilities and qualifications of EOC personnel.
- **Final Evaluator** - Final Evaluator (FE) is someone with experience and or knowledge in the PTB being completed.
- **Incident Action Plan** - An incident action plan (IAP) formally documents incident goals (known as objectives in NIMS), operational period objectives, and the response strategy defined by incident command during response or exercise planning.
- **Incident Command System** -The Incident Command System (ICS) is a standardized approach to the command, control, and coordination of emergency response providing a common hierarchy within which responders from multiple agencies can be effective.
- **Historical Recognition** - Historical recognition is a performance-based evaluation process to assess an individual's prior experiences and training to determine competency in a position. This is based on the premise that the candidate has already performed the job or performed in a position remarkably similar to the one desired.
- **Position Tasks Book** - Position Tasks Books (PTBs) identify the competencies, behaviors, and tasks that personnel should demonstrate to become qualified for a defined incident management and support position.

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- **Qualification Review Board** - Qualification Review Board (QRB) membership includes a diverse cross-section of relevant agencies, organizations, individuals, and disciplines. This reduces the potential for favoritism and unequal treatment of individuals during the review process. The function of the QRB is to examine submitted PTB documentation to determine if the documentation supports an approving recommendation.
- **Quality Control Officer** - The Quality Control Officer is responsible for doing an administrative review of a submitted PTB and documentation, scheduling the QRB Review and provide assistance to the CO's.
- **Required Classes** - Required classes are listed on page 4 of every PTB and must be completed for your PTB to go before the QRB. Some are completed on the Internet and others are in person classes.