



Position Task Book Overview

The Position Task Book (PTB) documents the performance criteria a trainee must meet to be qualified for a Situational Awareness Section Chief position within the Unified Coordination Structure General Staff/Monitoring Team. The performance criteria are associated with core competencies, behaviors, and tasks.

Trainees are responsible for their PTBs, including tracking their progress and working with Assessors to complete their PTBs, and ensuring that all required signatures and documentation are completed in the designated depository.

Evaluation Process

- Trainees PTBs is activated.
- Assessors initiates an Evaluation Record Form (ERF) for each evaluation period to document the Trainee's task performance.
- Assessors observe and review a Trainee's performances of position-specific tasks, providing comments and check off each successfully completed task.
- Assessors must complete and submit the ERF and PTB (with reviewed and documented tasks) within one week after the end of the evaluation period, When the last task is successfully performed and documented, the Assessor assigns a Final Assessor.
- The Final Assessor reviews and verifies that all documentation is complete before signing the Final Assessor Verification form and assigning the Qualification Assessor. Whenever possible, the Assessor and the Final Assessor should not be the same person-
- The Qualification Assessor reviews the PTB and documentation and completes the Documentation of Qualification form when all requirements have been met. Whenever possible, the Qualification Assessor and Final Assessor should not be the same person

Position Task Book Competencies, Behaviors, and Tasks

Definitions

Position Task Book (PTB): The record of the knowledge and skills that accurately defines the performance expected in a position on the UCS General Staff/Monitoring Team.

- PTBs are maintained as electronic records.

The PTB sets minimum criteria for a position. The DOE/NNSA Office of Emergency Operations has the authority to add content to the tasks as necessary.

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 on the UCS General Staff/Monitoring Team.

- Bullet statements within a task are examples.

Assessor: A qualified individual who is designated to observe and evaluate the performance of position tasks by trainees who are seeking qualification for UCS General Staff/Monitoring Team positions.

Final Assessor: A qualified individual who reviews the PTB and required documentation for completeness.

Qualification Assessor: A qualified individual who reviews and completes the documentation for position qualification.

Task Performance

Individuals seeking UCS General Staff/Monitoring Team position qualification must successfully show knowledge and competency in the execution of all tasks for the position under the review of an Assessor. Tasks that cannot be executed due to the nature of the event, response, training, exercise, or assessment environment may be demonstrated verbally with the Assessor.

As observed and recorded, the Assessor will document the successful performance of each task in the Position Task Book. Tasks are numbered sequentially; however, the numbering does not indicate the order in which the tasks need to be performed or evaluated.

Task performance may be assessed during a DOE/NNSA drill, exercise, workshop, position shadowing, event, or real-world emergency. Evaluation and confirmation of the trainee's performance may occur on one or more task demonstrations and may involve more than one Assessor. The Assessor will document each demonstration using ERF.

PTB Task Codes

Each task in the PTB must have one corresponding code conveying the circumstances in which the Trainee has performed the task for evaluation. The Assessor will enter the code(s) in the PTB for each task evaluated.

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

Code D: Task performed as part of drill.

Code E: Task performed during a full-scale exercise.

Code F: Task performed during a functional exercise.

Code I: Task performed during an incident or event managed. Examples include oil spill, pandemic, 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 P: Task performed during a position shadowing.

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

Code V: Task performed as verbal explanation when task demonstration in other settings is not available.

Complete the Evaluation Record Form (ERF)

Each ERF covers one evaluation period. Evaluation periods may involve incidents, classroom simulations, or daily duties.

- Initiate ERF in EDMs
- Fill out Assessment portion of ERF Form
- Start Assessment

Complete these items AT THE END of the evaluation period:

- Enter information in all recommended field in the Assessment detail area of the ERF.
- Submit ERF.