IDSS Professional Development Series

Deployment-Ready Task Book

A Publication of the

National Weather Service

Task Book for:

Re-qualification of former Incident Meteorologists as

Deployment-Ready Personnel

405-B   **December 2017**

Task Book Assigned To:

Trainee's Name:

Office:

Phone Number:

<div style="border:1px solid black; padding:1em;">

Task Book Initiated By:

Line Office Supervisor's Name:

Title:

Office:

Phone Number:

Address:

Date Initiated:

</div>

See the NWS IDSS Professional Development Series for a list of required/recommended courses that must be completed in addition to the requirements listed in this task book.

The material contained in this book accurately defines the performance expected of the position for which it was developed. This position task book is modeled after the National Wildfire Coordinating Group's task book publication system, and is approved for use by NWS Headquarters as a qualification document.

Completed Abbreviated Task Sheet

For:

NWS IDSS Deployment-Ready Personnel

Final Evaluator's <u>Verification</u>

*To be completed **ONLY** when you are recommending the former certified Incident Meteorologist (IMET) as Deployment-Ready*

I verify that (**former IMET's name**)
_____ has successfully participated in an incident or exercise by demonstrating the ability to perform all key tasks for the position listed above and should be considered ready for this position.

Final Evaluator's Signature:

Final Evaluator's Printed Name:

Title:

Office:

Phone Number: **Date:**

National Weather Service <u>Qualification</u>

I verify that (**former IMET's name**)

_____ has met all requirements for qualification as an IDSS Deployment-Ready NWS employee and that such qualification has been issued.

Supervisor's Signature:

Supervisor's Printed Name:

Title:

Office:

Phone Number: **Date:**

NATIONAL WEATHER SERVICE

POSITION TASK BOOK

Task books have been developed for designated National Interagency Incident Management System (NIMS) positions. Each task book lists the competencies, behaviors, and tasks required for successful performance in specific positions. Trainees must be observed completing all tasks and show knowledge and competency in their performance during the completion of this task book.

Trainees are evaluated during this process by qualified evaluators, and the trainee's performance is documented in the task book for each task by the evaluator's initials and date of completion. An Evaluation Record will be completed by all evaluators documenting the trainee's progress after each evaluation opportunity.

Successful performance of all tasks, as observed and recorded by an evaluator, will result in a recommendation to the agency that the trainee be qualified in that position. Evaluation and confirmation of the trainee's performance while completing all tasks may occur on one or more training assignments and may involve more than one evaluator during any opportunity.

INCIDENT/EVENT CODING

Each task has a code associated with the type of training assignment where the task may be completed. The codes are:

O = **Other**. Task can be completed in any situation

I/E = **Incident/Exercise**. Task must be performed on an incident managed under the Incident Command System (ICS) or a realistic simulation using deployment equipment and representative Deployment-Ready working conditions. Incident examples include: deployment to an Emergency Operations Center (EOC), incident command post (ICP), wildland fire, structural fire, Search and Rescue (SAR), hazardous materials (HAZMAT) or other incident or planned event.

While tasks can be performed in any situation, they must be evaluated on the specific type of incident/event for which they are coded. For example, tasks coded "I/E" must be evaluated on

an incident, event, or realistic exercise. Performance of any task on other than the designated assignment is not valid for qualification.

Tasks below are numbered sequentially; however, the numbering does <u>NOT</u> indicate the order in which the tasks need to be performed or evaluated.

The bullets under each numbered task are examples of indicators of items or actions related to the task. The purpose of the bullets is to assist the evaluator in evaluating the trainee; the bullets are not all-inclusive. Evaluate and initial ONLY the numbered tasks. DO NOT evaluate and initial each individual bullet. Specific mission and service delivery needs (e.g., for national centers) may necessitate deviation from the proposed examples and should be evaluated against criteria representative of the service area being represented.

RESPONSIBILITIES:

The responsibilities of the Trainee are:

- Complete all required IDSS/Deployment-Ready training within a reasonable amount of time
- Work with the Meteorologist in Charge (or equivalent) to secure support for training

The responsibilities of the Evaluator are:

- Be qualified as Deployment-Ready or a member of the local office management team
- Provide a safe environment in which to learn
- Provide mentoring to trainee when needed
- Clearly communicate expectations
- Objectively evaluate Trainee's demonstration of abilities
- Sign the Final Evaluator recommendation for qualification once all tasks have been successfully demonstrated.

The responsibilities of the Line Office Supervisor (Meteorologist in Charge, or equivalent) are:

- Provide time and financial support to trainees
- Offer opportunities to complete all tasks in this document.
- Send completed task book to the Regional Chief Operations Officer or equivalent
- Verify that Deployment-Ready training and task book documentation are complete

The responsibilities of the Regional IDSS Designee (or equivalent) are:

- Maintain list of qualified regional Deployment-Ready personnel to facilitate resource management
- Support Line Office Supervisor (Meteorologist in Charge, or equivalent) resources to promote successful recruitment of Deployment-Ready personnel.

INSTRUCTIONS FOR THE TASK BOOK EVALUATION RECORD

There are four separate blocks allowing evaluations to be made. These evaluations may be made on incidents, exercises, or in classroom simulations, depending on what the 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.

Evaluation Record

Each evaluator will need to complete an evaluation record. Each evaluation record should be numbered sequentially. Place this number at the top of the evaluation record page and also use it in the column labeled "Evaluation Record #" for each numbered task the trainee has satisfactorily performed.

Trainee Information

Print the trainee's name, position on the incident/exercise, home unit, and the office address and phone number.

Incident/Event Information

Incident/Exercise Name: Print the incident/exercise name.

Reference: Enter the incident code and/or description

Duration: Enter inclusive dates during which the trainee was evaluated.

Incident/Exercise Kind: Enter the kind of incident/event

Location: Enter the geographic area, WFO CWA and State

Management Type or Complexity Level (circle one or more): Emergency Operations Center, State Operations Center, Incident Command Post, Multiagency Coordination Center, Regional Response Coordination Center, Joint Field Office.

Evaluator's Recommendation

For 1 – 4, initial only one line as appropriate; this will allow for comparison with your initials in the Qualifications Record

Record additional remarks/recommendations on an Individual Performance Evaluation, or by attaching an additional sheet to the evaluation record.

Evaluator's Signature

Sign here to authenticate your recommendations.

Date

Document the date the Evaluation Record is being completed.

Evaluator's Relevant Qualification (or agency qualification)

List your qualification relevant to the trainee position you supervised.

NOTE: Evaluators must be qualified in the position being evaluated.

Common Tasks for Deployments

This task book contains tasks for Deployment-Ready (DR) NWS employees. Numbers in brackets refer to task number in full DR task book.

COMPETENCY I: Assumes Position Responsibilities

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

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & Date Upon Completion Of Task

Behavior: Ensures Readiness for Assignment

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & Date Upon Completion Of Task
Task 1 [1]) Obtains and assembles information and materials needed for deployment. ● Deployment administration/paperwork ● Familiar with laptop, software, and equipment ● Documentation for deployment (as appropriate): Mission Assignment, Resource Order (O number), email request, etc. ● NWS Travel Authorization/Order	O		

Behavior: Gathers, Updates, and Applies Situational Information Relevant to the Assignment

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & Date Upon Completion Of Task
Task 2 [6]) Obtains initial briefing from Situation Unit Leader, Planning Section Chief, or knowledgeable local source. ● Be prepared to give initial weather/water briefing ● Major concerns and objectives of incident/event ● Schedules and deadlines ● Get a briefing on availability of communications and weather/water observations	I/E		

Behavior: Emphasizes Teamwork

TASK	CODE		
Task 3 [14]) Establish relationships and cohesiveness among relevant personnel. • Exhibit qualities of an effective team member • Be resourceful and adapt to adverse conditions • Work effectively with team members under pressure and tight deadlines • Ensure tasks are understood and accomplished in a timely and efficient manner	**I/E**		

COMPETENCY III: Communicates Information

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	EVAL. RECORD #	EVALUATOR: Initial & Date Upon Completion Of Task

Behavior: Ensures Relevant Information is Exchanged During Briefings and Debriefings

TASK	CODE		
Task 4 [16]) Presents weather/water forecast at various briefings and meetings. • Coordination of briefing strategy with Planning Section Chief,Operations Section Chief, or other responsible party • Tailor briefings to target audience focusing on elements critical to safety • Short, concise, and non-technical language with simple visual aids	**I/E**		

Behavior: Communicates and Ensures Understanding of Work Expectations Within the Chain of Command and Across Functional Areas

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & Date Upon Completion Of Task
Task 5 [27]) Provides weather/water forecast report to meet time lines for input into the IAP or other relevant incident documents.	I/E		

COMPETENCY IV: Ensures 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.

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & Date Upon Completion Of Task

Behavior: Gathers, Analyzes, and Validates Information Pertinent to the Incident or Event and Makes Recommendations for Setting Priorities

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & Date Upon Completion Of Task
Task 6 [29]) Obtains short- and long-range weather/water model data, outlooks, and projections to support incident management objectives. • Model data • Upper Air data • Satellite • Radar • Surface observations • Backup systems • Organize information in a manner which facilitates effective analysis • Plans for completing if internet connectivity is lost	I/E		

Task 7 [30]) Selects the applicable tools for deterministic and/or probabilistic weather/water analysis. Examples: ● Laptop/tablet ● Thin Client ● Google Earth ● Familiarity with websites for collecting weather/water information ● GR2Analyst	**I/E**		

Behavior: Prepares Clear and Concise Assessments Regarding Weather Hazards Relevant to the Incident.

Task 8 [35]) Organizes, analyzes, and documents existing and current information and prepares weather/water predictions. ● Coordinate with affected NWS offices and any other DR personnel in the vicinity ● Include the incident weather/water forecast in the IAP or other incident documentation ● Provide information for ICS-209 form *(if requested)* ● Prepares site specific/SPOT forecast (if requested) ● Ensures all requested information provided within the specified timeline. ● Plans for completing if internet connectivity is lost	**I/E**		

Behavior: Anticipates, Recognizes and Mitigates Unsafe Situations

Task 9 [39]) Immediately notifies Command, Operations, Planning, and/or Logistics Sections of adjustments which may affect public and incident personnel safety. ● In coordination with incident command (IC) staff, develops a communication plan for notifying incident personnel of urgent weather/water notification for different times of day/night ● In coordination with IC staff, develop plan for notifying NWS DR personnel if any incident personnel are assigned to a new location, including identifying new weather/water forecast process requests	**I/E**		

EVALUATION RECORD #: 1

Trainee Information

Printed Name:

Trainee Position on Incident/Event:

Office:

Address and Phone Number:

Evaluator Information

Printed Name:

Evaluator Position on Incident/Event:

Home Unit:

Home Unit Address and Phone Number:

Incident/Event Information

Incident/Event Name: **Reference (Incident Number):**

Duration:

Incident Kind (circle one): EOC, ICP, SAR, HAZMAT, Exercise, Other (specify):

Management Type or Complexity Level (circle one or more): Emergency Operations Center, State Operations Center, Incident Command Post, Multiagency Coordination Center, Regional Response Coordination Center, Joint Field Office

Location (Geographic Area, WFO CWA, and State):

Evaluator's Recommendation

(Initial only one line as appropriate)

_____ 1) The tasks initialed and dated by me on the Qualification Record have been performed under my supervision in a satisfactory manner. The trainee has successfully performed all tasks in the task book for the position. I have completed the Final Evaluator's Verification section and recommend the trainee be considered for agency qualification.

_____ 2) The tasks initialed and dated by me on the Qualification Record have been performed under my supervision in a satisfactory manner. However, opportunities were not available for all tasks (or all uncompleted tasks) to be performed and evaluated on this assignment. An additional assignment is needed to complete the evaluation.

_____ 3) The trainee did not complete certain tasks in the task book in a satisfactory manner and additional training, guidance, or experience is recommended.

_____ 4) The individual is severely deficient in the performance of tasks in the task book for the position and additional training, guidance, or experience is recommended prior to another training assignment.

Record additional remarks/recommendations on an Individual Performance Evaluation, or by attaching an additional sheet to the evaluation record.

Evaluator's Signature: Date:

Evaluator's Relevant Qualification:

EVALUATION RECORD #: 2

Trainee Information

Printed Name:

Trainee Position on Incident/Event:

Home Unit:

Home Unit Address and Phone Number:

Evaluator Information

Printed Name:

Evaluator Position on Incident/Event:

Home Unit:

Home Unit Address and Phone Number:

Incident/Event Information

Incident/Event Name: **Reference (Incident Number):**

Duration:

Incident Kind (circle one): EOC, ICP, SAR, HAZMAT, Exercise, Other (specify):

Management Type or Complexity Level (circle one or more): Emergency Operations Center, State Operations Center, Incident Command Post, Multiagency Coordination Center, Regional Response Coordination Center, Joint Field Office

Location (Geographic Area, WFO CWA, and State):

Evaluator's Recommendation

(Initial only one line as appropriate)

_____ 1) The tasks initialed and dated by me on the Qualification Record have been performed under my supervision in a satisfactory manner. The trainee has successfully performed all tasks in the task book for the position. I have completed the Final Evaluator's Verification section and recommend the trainee be considered for agency recognition.

_____ 2) The tasks initialed and dated by me on the Qualification Record have been performed under my supervision in a satisfactory manner. However, opportunities were not available for all tasks (or all uncompleted tasks) to be performed and evaluated on this assignment. An additional assignment is needed to complete the evaluation.

_____ 3) The trainee did not complete certain tasks in the task book in a satisfactory manner and additional training, guidance, or experience is recommended.

_____ 4) The individual is severely deficient in the performance of tasks in the task book for the position and additional training, guidance, or experience is recommended prior to another training assignment.

Record additional remarks/recommendations on an Individual Performance Evaluation, or by attaching an additional sheet to the evaluation record.

Evaluator's Signature: Date:

Evaluator's Relevant Qualification (or agency recognition):