

Office of Spill Prevention and Response  
California Department of Fish & Game

# Task Book: Assessment Guide

Cadre: Attorney

Organization: FCO Staff, Chief of Staff

Position: Legal Advisor

Date: *August 2006*



**FEMA**

*Leading America to prepare for, prevent, respond to,  
and recover from disasters.*

## Position Task Book: Purpose

Position task books have been developed for positions within the FEMA Disaster Workforce. Each task book lists the essential tasks for the specific position.

Task books are designed to:

- Describe the tasks to be performed for a given position.
- Determine training needs of individual employees.
- Serve as a tool for promoting task-related performance feedback throughout a deployment.
- Record performance assessment data.

At the completion of a deployment, your supervisor will identify the tasks you were able to perform and the tasks needing improvement. Task books do **NOT** replace the standard performance appraisal process.

## Responsibilities

Listed below are the responsibilities associated with completion of this position task book.

The **Individual Employee** is responsible for:

- Reviewing and understanding instructions in this task book.
- Identifying desired objectives/goals related to the assigned tasks and subtasks.
- Providing background information to the supervisor.
- Demonstrating the ability to perform all tasks and subtasks for an assigned position.
- Working with the supervisor to improve performance as needed.

The **Supervisor** is responsible for:

- Being qualified and proficient in the position being evaluated or seeking technical assistance from someone who is qualified.
- Meeting with the individual employee and determining past experience, current qualifications, and desired objectives/goals.
- Reviewing task and subtask expectations with the individual employee.
- Explaining to the individual employee the evaluation procedures that will be used.
- Accurately evaluating and recording demonstrated performance of tasks and subtasks.
- Completing the evaluation record within this task book.
- Providing constructive feedback to the employee.
- Suggesting steps for improving performance as needed.

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FEMA Task Books are produced by the Emergency Management Institute (EMI).

For more information or to suggest changes, corrections, or improvements, please contact:

Emergency Management Institute  
National Emergency Training Center  
Emmitsburg, Maryland 21727  
\* ATTN: "Position Task Book"

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## Assessment Instructions

This task book is used to guide the performance assessment process. Onsite supervisory personnel will assess members of the Disaster Workforce cadres using this document and provide feedback. This assessment process is to document performance of required tasks and to identify development plans for improvement.

**Who Must Receive an Assessment?** All personnel, including permanent full-time employees, disaster assistance employees (DAEs), and core positions, must receive an assessment. The information gathered from this assessment process can be used to support the performance appraisal process.

### When Is Performance Assessed?

**Mandatory:** This assessment MUST be completed at the end of the deployment.

**Optional:** An interim assessment may be conducted when there is:

- A change in job title.
- A change in supervisor.
- Job performance indication that improvement is needed.
- An employee request for an assessment.

### How Is the Assessment Completed?

Review the tasks listed. These task lists should be used to help you collect performance information. To collect performance information, you should observe the employee. Make sure you have specific examples of the employee's strengths and weaknesses. Then, complete the assessment record as follows:

Insert the start and end dates of the assessment period.

Insert the employee's full name and disaster number.

Assessment Record: <u>Employee Common Tasks</u> (Page 1 of 4)		Performed	Needs Improvement	N/A
Assessment Period: Start Date ____/____/____ to End Date: ____/____/____				
Employee Name: _____ Disaster Number: _____				
Task 1: Follow pre-deployment and check-in procedures.				
1.1	Confirm availability in response to Deployment Support request.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Make travel arrangements through agency-designated travel agent.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Check in with Deployment Support staff upon arrival.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Check in with disaster supervisor for orientation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Read each subtask and then check the appropriate box to indicate if this employee has performed it or if improvement is needed. Check N/A if the subtask was not required to be performed.

After each set of tasks, add comments on the employee's strengths and areas for improvement. It is recommended that you conduct a feedback session in order to:

- Highlight accomplishments and positive performance.
- Provide constructive feedback in areas that need further development.

Find a private location to conduct the session. During the feedback session, you may want to:

- Begin by asking the individual to comment on his or her strengths and weaknesses.
- Next, present a summary of the overall performance strengths demonstrated during the performance period.
- Then, review the assessment record and comments. Discuss the areas requiring performance improvement.
- Encourage the individual to make comments regarding the assessment.
- Finally, sign and date each section.

**Cadre: Attorney**  
**Organization: FCO Staff, Chief of Staff**  
**Position: Legal Advisor**

**Employee Common Tasks**

- Follow pre-deployment and check-in procedures.
- Follow check-out procedures.
- Complete ongoing administrative procedures.
- Establish and maintain positive and ethical behaviors during interpersonal, intra-agency, and interagency interactions.
- Help resolve problems/issues and make effective decisions.
- Prepare written reports and other documents.
- Communicate orally with others to exchange and clarify information.
- Exhibit an understanding of relevant safety and security procedures.

**Legal Advisor Position-Specific Tasks**

- Identify potential legal issues.
- Gather information and conduct legal research.
- Analyze the facts, context, and the law to develop opinions, recommendations, and solutions.
- Provide legal advice, instruction, and communication.
- Organize, plan, coordinate, and schedule work.
- Prepare disaster declaration documents and resolve declaration-related issues.
- Process external requests for information.
- Provide training and guidance.
- Train new Legal Advisors.

**Organization: FCO Staff, Chief of Staff**  
**Position Title: Legal Advisor**

<b>Assessment Record: <u>Employee Common Tasks</u> (Page 1 of 4)</b>		<b>Performed</b>	<b>Needs Improvement</b>	<b>N/A</b>
<b>Assessment Period: Start Date</b> ___/___/___ <b>to End Date:</b> ___/___/___				
<b>Employee Name:</b> _____ <b>Disaster Number:</b> _____				
<b>Task 1: Follow pre-deployment and check-in procedures.</b>				
1.1	Confirm availability in response to Deployment Support request.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Make travel arrangements through agency-designated travel agent.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Check in with Deployment Support staff upon arrival.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Check in with disaster supervisor for orientation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5	Complete check-in procedures at duty station to obtain additional information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6	Complete appropriate forms .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.7	Report to the Logistics Helpdesk to obtain requisition for accountable property and network access.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.8	Obtain authorization for accountable property from supervisor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.9	Locate assigned workspace.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.10	Pick up equipment (e.g., computer, phone) as required. (.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.11	Obtain pertinent information about the operation (about the disaster, Field Office (FO), facility safety and security).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.12	Review the task book for assigned position and clarify supervisor expectations as needed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.13	Display OSPR identification in the proper manner (i.e., wear badge above the waist).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.14	Demonstrate full and consistent compliance with all pre-deployment policies and check-in procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Task 2: Follow check-out procedures.</b>				
2.1	Schedule debriefing session with supervisor to complete the task book assessment record and performance appraisal.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.2	Submit final time and attendance (T&A) statement signed by supervisor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.3	Make return travel arrangements through agency-designated travel agent.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.4	Prepare final travel voucher in coordination with the Cost Unit.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.5	Return equipment for release.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.6	Clear workstation and return supplies to Supply Unit.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.7	Submit check-out form(s) with supporting documentation (e.g., task book assessment record, performance appraisal form) as instructed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.8	Check out through Deployment Support staff with required information (e.g., job completed, rotation).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.9	Demonstrate full and consistent compliance with all policies and check-out procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Assessment Record: <u>Employee Common Tasks</u> (Page 2 of 4)		Performed	Needs Improvement	N/A
<b>Task 3: Complete ongoing administrative procedures.</b>				
3.1	Update Deployment Support and onsite supervisor with any changes in duty station, lodging, and/or emergency contact as needed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.2	Complete T&A reports and input into automated system or submit for processing (bi-weekly).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.3	Prepare travel voucher in coordination with the Cost Unit on a bi-weekly basis.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.4	Get limited approvals (e.g., rental cars) renewed, as appropriate, on extended deployments.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.5	Reconcile Government credit card account statements with approved travel vouchers in accordance with split-pay policy.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.6	Demonstrate full and consistent compliance with all administrative procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Task 4: Establish and maintain positive and ethical behaviors during interpersonal, intra-agency, and interagency interactions.</b>				
4.1	Maintain a high standard of ethics required of employees that is consistent with core values.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.2	Demonstrate sensitivity to cultural diversity, race, gender, disabilities, and other individual differences in accordance with the nondiscrimination policy.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.3	Take measures to safeguard confidential information and records.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.4	Foster consensus building among coworkers, supervisors, and others.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.5	Cultivate professional relationships with coworkers and others to exchange information and work effectively.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.6	Handle differences/disputes with others in a positive, constructive manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.7	Represent OSPR in a professional manner when working with internal and external parties.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.8	Establish an effective rapport with individuals who are initially difficult, emotional, or distressed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.9	Relate effectively to people from varied backgrounds and different situations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.10	Comply with chain-of-command principles by operating within the established lines of authority.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.11	Exhibit appropriate public stewardship of taxpayer dollars.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.12	Complete tasks using time and resources effectively and efficiently (e.g., keep travel time to a minimum, obtain lodging that is appropriate to duty station).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Assessment Record: <u>Employee Common Tasks</u> (Page 3 of 4)</b>		<b>Performed</b>	<b>Needs Improvement</b>	<b>N/A</b>
<b>Task 5: Help resolve problems/issues and make effective decisions.</b>				
5.1	Adapt behavior and work methods in response to new information, changing conditions, or unexpected obstacles.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.2	Identify and analyze issues and problems.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.3	Confer with coworkers, supervisor, and/or others as appropriate when making decisions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.4	Generate alternative solutions or strategies to address problems or needs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.5	Assess the impact of alternatives on the overall operation and work unit.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.6	Recommend alternative solutions or strategies for addressing the problems/issues.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.7	Contribute to group problem-solving efforts.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.8	Implement group-derived solutions or strategies to address problems/issues.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.9	.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.10	Deal effectively with pressure; maintain focus and intensity and remain optimistic and persistent, even under adverse conditions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.11	Exercise good judgment by making sound, well-informed, and timely decisions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Task 6: Prepare written reports and other documents.</b>				
6.1	Write documents using "plain English" that are well organized and appropriate for the intended audience.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.2	Write clear and concise emails and other written documents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3	Use email and other official modes of written communication for business purposes only.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.4	Use computer software and programs required to support task performance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.5	Submit written documents through the proper channels.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.6	Proofread written documents before submission to ensure correct grammar, spelling, and punctuation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.7	Produce reports using established formats and on required forms.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.8	Develop written materials that are complete and accurate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Task 7: Communicate orally with others to exchange and clarify information.</b>				
7.1	Share relevant information and/or developments with coworkers, as necessary.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.2	Explain decisions, conclusions, findings, or recommendations to the appropriate person or group.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.3	Attend meetings to obtain information for use in programs, or to inform management of program status.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.4	Represent the cadre's role in a manner that promotes awareness of capabilities, services, and accomplishments.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Organization: FCO Staff, Chief of Staff

Position Title: Legal Advisor

Assessment Record: <u>Employee Common Tasks</u> (Page 4 of 4)	Performed	Needs Improvement	N/A
<b>Task 8: Exhibit an understanding of relevant safety and security procedures.</b>			
8.1 Provide for the safety, welfare, and accountability of coworkers during the entire period of deployment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.2 Safeguard property and equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.3 Communicate potentially hazardous situations to immediate supervisor or Safety Officer.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.4 Take necessary precautions when hazards exist.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.5 Protect personal information to prevent identity theft.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.6 Comply with mandatory Information Technology security procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.7 Comply with the violence in the workplace policy.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Employee Common Tasks and Subtasks Comments</b>
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Assessment Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Supervisor: \_\_\_\_\_ Employee: \_\_\_\_\_



**Organization: FCO Staff, Chief of Staff**  
**Position Title: Legal Advisor**

<b>Assessment Record: <u>Legal Advisor Position-Specific Tasks</u></b> <b>(Page 1 of 5)</b>		<b>Performed</b>	<b>Needs Improvement</b>	<b>N/A</b>
<b>Assessment Period: Start Date</b> ___/___/___ <b>to End Date:</b> ___/___/___				
<b>Employee Name:</b> _____ <b>Disaster Number:</b> _____				
<b>Task 1: Identify potential legal issues.</b>				
1.1	Build rapport with all stakeholders to develop effective working relationships and trust in order to foster inclusion in the decisionmaking process.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Identify unique issues that may be related to the disaster type or location.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Assess the legal situation by meeting with the ( support groups (e.g., Equal Rights Specialist, Individual Assistance, Public Assistance, Hazard Mitigation, Environmental and Historic Preservation, Tribal Liaison, External Affairs) upon arrival.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Identify potential legal issues through ongoing coordination with the External Affairs, Section Chiefs, and Program Branch Directors.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5	Identify potential legal issues through ongoing coordination with Federal, State, tribal, and local agencies in accordance with procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6	Identify potential legal issues through ongoing coordination with external stakeholder groups (e.g., legal services groups and voluntary agencies) in accordance with procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.7	Attend Public Assistance Kickoff Meeting(s) and Applicant Briefing(s), as needed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.8	Attend local/community meeting(s) to identify potential issues and general concerns.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.9	Monitor local media to identify potential issues and general concerns.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.10	Visit Disaster Recovery Centers, as needed, to identify potential issues and general concerns.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.11	Review the Incident Action Plan/ Coordination Plan and planned activities for compliance with laws and regulations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.12	Attend staff meetings/planning meetings to remain abreast of potential legal issues.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.13	Review regulations and office procedures for relevance, compliance, and potential modification.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Task 2: Gather information and conduct legal research.</b>				
2.1	Ask questions to clarify facts, issues, and policies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.2	Interview key people involved in an action.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.3	Research applicable laws, policies, regulations, judicial decisions, Executive orders, statutes, and legislative history.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.4	Oversee investigations relating to potential Agency liability.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.5	Review historical records, letters, contracts, and other documents to gather factual information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.6	Communicate issues to the General Counsel ( in order to obtain input and guidance and to determine if issues have Agency-wide impact.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.7	Consult coworkers and supervisors for advice regarding work-related issues.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Organization: FCO Staff, Chief of Staff

Position Title: Legal Advisor

Assessment Record: <u>Legal Advisor Position-Specific Tasks</u> (Page 2 of 5)		Performed	Needs Improvement	N/A
<b>Task 2: Gather information and conduct legal research. (Continued)</b>				
2.8	Accumulate and organize potentially relevant documents and information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.9	Gather information and documentation to fulfill HQ requests.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.10	Monitor relevant information on congressional actions and legislation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Task 3: Analyze the facts, context, and the law to develop opinions, recommendations, and solutions.</b>				
3.1	Evaluate gathered information for relevancy, accuracy, and completeness.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.2	Analyze applicable laws, policies, regulations, judicial decisions, Executive orders, and statutes and apply them to the facts of each situation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.3	Review contracts and other agreements for intended purpose (e.g., for legal sufficiency, to determine legal responsibility, to determine contractual obligations).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.4	Identify alternative legal paths to desired outcomes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.5	Develop solutions within legal guidelines and regulations that meet stakeholder needs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Task 4: Provide legal advice, instruction, and communication.</b>				
4.1	Provide legal opinions to program officials and Operations Section Branch Directors on issues affecting program implementation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.2	Determine the appropriate mode of communication (e.g., e-mail, briefing, formal written document) to provide legal advice, instruction, and/or recommendations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.3	Create legal documents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.4	Draft written legal opinions and/or correspondence.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.5	Represent the legal views of legal at meetings, when appropriate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.6	Provide guidance to personnel regarding their obligations to report fraud, waste, and abuse..	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.7	Refer employees and clients to appropriate resources.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.8	Advise the staff of the requirement to coordinate Privacy Act requests for information on applicants with legal.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Assessment Record: <u>Legal Advisor Position-Specific Tasks</u> (Page 3 of 5)</b>		<b>Performed</b>	<b>Needs Improvement</b>	<b>N/A</b>
<b>Task 5: Organize, plan, coordinate, and schedule work.</b>				
5.1	Establish and maintain a personal log of activities to be completed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.2	Prioritize concurrent tasks to be accomplished in order to meet deadlines.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.3	Coordinate with field attorneys/Legal Advisors in other locations to maintain consistency and avoid duplication of effort.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.4	Forward issues (i.e., subpoenas, court summonses, and orders) that may be sources of litigation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.5	Coordinate with Legal on ethical questions and issues raised at the incident site.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.6	Draft weekly reports.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.7	Maintain Unit/Activity Log (ICS Form 214) or an equivalent.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.8	Review files in preparation for archived storage.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Task 6: Prepare disaster declaration documents and resolve declaration-related issues.</b>				
6.1	Coordinate to determine who will prepare the declaration documents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.2	Review and finalize the State Agreement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3	Prepare and/or review amendments to the State Agreement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.4	Prepare Tribal Agreements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.5	Oversee the processing of Tribal Agreements, including the preparation and/or review of related documents (e.g., Public Assistance Administrative Plan, Federal grants management documents).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.6	Prepare hold-harmless and right-of-entry agreements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.7	.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.8	Advise on legal issues relating to investigations, finance, claims, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.9	Coordinate to gather input on State-requested cost-share reduction.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.10	Evaluate the State-requested cost-share reduction for compliance with regulations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.11	Prepare a recommendation for the requested cost-share reduction.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.12	Answer questions from Legal about cost-share recommendations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.13	Coordinate to gather input on the request to reopen the incident period.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.14	Evaluate the request to reopen the incident period for compliance with regulations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.15	Prepare recommendations concerning requests to reopen the incident period.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.16	Answer questions from Legal about requests to reopen the incident period.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Organization: FCO Staff, Chief of Staff

Position Title: Legal Advisor

<b>Assessment Record: <u>Legal Advisor Position-Specific Tasks</u> (Page 4 of 5)</b>	Performed	Needs Improvement	N/A
<b>Task 7: Process external requests for information.</b>			
7.1 Expedite release for requests for publicly available information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.2 Coordinate to log requests for nonpublic information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.3 Evaluate the sufficiency of requests for nonpublic information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.4 Evaluate the appropriateness of nonpublic information for release under the Freedom of Information Act (FOIA) and/or the Privacy Act.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.5 Identify documents that are responsive to the request for information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.6 Oversee the collection of requested documents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.7 Determine what components of the requested document can be released.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.8 Coordinate on release/redaction of collected documents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.9 Redact information from the requested document that cannot be released.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.10 Draft a letter to accompany the FOIA and/or Privacy Act response.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.11 Release appropriate information in response to FOIA and/or Privacy Act requests.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Task 8: Provide training and guidance.</b>			
8.1 Coordinate with the Training Unit to determine the need for mandatory Government Ethics training and other specialized training (e.g., Citizenship/Qualified Alien, rental cars, Privacy Act).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.2 Instruct/oversee the Government Ethics class and other specialized training.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.3 Respond to questions about ethics-related issues.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.4 Circulate vehicle policy memorandum and respond to related questions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.5 Coordinate with External Affairs on media releases, talking points, and FAQ sheets.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.6 Contact Legal Aid attorneys to establish relationships and explain disaster programs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.7 Help the Individual Assistance program to coordinate the American Bar Association's Young Lawyers Division (ABA/YLD) Disaster Legal Services Program.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

