

*California Department of Fish and Game
Office of Spill Prevention and Response
Position Task Book*

Shoreline Clean-up and Assessment Team Coordinator

POSITION TASK BOOK ASSIGNED TO:

INDIVIDUAL'S NAME, OFFICE LOCATION, AND PHONE NUMBER

POSITION TASK BOOK INITIATED BY:

OFFICIAL'S NAME, TITLE, DUTY STATION, AND PHONE NUMBER

LOCATION AND DATE THAT POSITION TASK BOOK WAS INITIATED

DEPARTMENT OF FISH & GAME – OFFICE OF SPILL PREVENTION & RESPONSE

CERTIFICATION LETTER

RECOMMENDATION/CERTIFICATION OF COMPLETED TASK BOOK FOR THE POSITION OF:
SHORELINE CLEANUP AND ASSESSMENT TEAM COORDINATOR

FINAL EVALUATOR’S RECOMMENDATION

I verify that _____ has completed all requirements necessary to perform the duties in this position, has successfully performed as a trainee, and should therefore be considered for certification in this position.

FINAL EVALUATOR’S SIGNATURE AND DATE

FINAL EVALUATOR’S PRINTED NAME, TITLE, AND PHONE NUMBER

CERTIFICATION

Note: The Certifying Official is the OSPR Administrator or a designee. Currently OSPR Branch Chiefs hold designee authority.

I certify that _____ has met all requirements for qualification in this position and that such qualification has been issued. You are authorized to carry out the responsibilities of this position within the scope of your qualification.

This Letter of Certification should be retained as part of your personal Training Record.

THIS CERTIFICATION IS GOOD FOR FIVE YEARS FROM DATE OF ISSUE.

CERTIFYING OFFICIAL’S SIGNATURE AND DATE

CERTIFYING OFFICIAL’S PRINTED NAME, TITLE, AND PHONE NUMBER

INCIDENT MANAGEMENT SYSTEM POSITION TASK BOOK

Position Task Books (PTBs) were developed for designated positions as described under the National Interagency Incident Management System (NIIMS) and have been incorporated into the National Incident Management System (NIMS). The position task book is used by the authority having jurisdiction to certify that the person to whom the task book belongs meets the standards recommended by the National (NIMS) Integration Center (NIC).

Each PTB lists the performance requirements (tasks) for the specific position in a format that allows a trainee to be evaluated against written guidelines. Successful performance of all tasks, as observed and recorded by an evaluator, will result in a recommendation that the trainee be certified in that position. Evaluation and confirmation of the individual's performance of all the tasks may involve more than one evaluator and can occur on incidents, in classroom simulation, and in other work situations. It is important that performance be critically evaluated and accurately recorded by each evaluator. All tasks must be evaluated. All bullet statements within a task that require an action (contain an action verb) must be demonstrated before that task can be signed off.

A brief list of responsibilities also appears below.

RESPONSIBILITIES:

1. The **Agency Management** is responsible for:
 - Selecting trainees based on the needs of their organization.
 - Providing opportunities for evaluation and/or making the trainee available for evaluation.
2. The **Individual** is responsible for:
 - Reviewing and understanding instructions in the PTB.
 - Identifying desired objectives/goals.
 - Providing background information to an evaluator.
 - Satisfactorily demonstrating completion of all tasks for an assigned position.
 - Assuring the evaluation record is complete.
 - Notifying their Supervisor when the PTB is completed.
 - Keeping the original PTB in personal records.
3. The **Evaluator** is responsible for:
 - Being qualified and proficient in the position being evaluated.
 - Meeting with the trainee and determining past experience, current qualifications, and desired objectives/goals.
 - Reviewing tasks with the trainee.
 - Explaining to the trainee the evaluation procedures that will be utilized and which objectives may be attained.
 - Identifying tasks to be performed during the evaluation period.
 - Accurately evaluating and recording demonstrated performance of tasks. Dating and initialing completion of the task shall document satisfactory performance. Unsatisfactory performance shall be documented in the Evaluation Record.
 - Completing the Evaluation Record found at the end of each PTB.
4. The **Final Evaluator** is responsible for signing the verification statement inside the front cover of the PTB when all tasks have been initialed.
5. The **Supervisor** or designee is responsible for:
 - 5. Issuing the PTB to document task performance.

- Explaining to the trainee the purpose and processes of the PTB, as well as the trainee's responsibilities.
 - Tracking progress of the trainee.
 - Identifying incident evaluation opportunities.
 - Identifying and assigning an evaluator that can provide a positive experience for the trainee, and make an accurate and honest appraisal of the trainee's performance.
 - Documenting the assignment.
 - Conducting progress reviews.
 - Conducting a closeout interview with the trainee and evaluator and assuring that documentation is proper and complete.
6. The **Agency Head** or designee is responsible for:
- Final Sign-off the PTB which certifies the Individual as qualified to fill the position on an response.

Shoreline Clean-up and Assessment Team Coordinator

REQUIRED TRAINING	ICS-300 Intermediate ICS Course and OSPR SCAT Coordinator Course and OSPR GIS for Responders Course.
PREREQUISITES	Qualification as Shoreline Clean-up and Assessment Team member.
TARGET PERSONNEL	OSPR Scientific Field Response Team members.
CERTIFYING OFFICIAL	OSPR Scientific Manager
FITNESS STANDARD	Moderate
CURRENCY	5 Years
CURRENCY REQUIREMENTS	Every Year: Attend a SCAT refresher training or serve as SCAT coordinator at a one day drill or spill. Every 5 years: Attend (or teach) a SCAT Coordinator course.
OTHER POSITION REQUIREMENTS THAT WILL MAINTAIN CURRENCY	EUL, Wildlife Branch Director

RECORD OF VERIFYING OFFICERS

Date	Title	Verifying Officer's Name	ICS Qual	Initials

Record of Completion	Date	Verifying Official's Signature
Training Prerequisites <ol style="list-style-type: none"> 1. Completion of Training Courses: <ol style="list-style-type: none"> a. ICS-300 Intermediate ICS Course b. OSPR SCAT Coordinator Course c. OSPR GIS for Responders Course 2. Qualifications as Shoreline Clean-up and Assessment Team member. 		
Completion of SCAT Coordinator Position Task Book		
Successful Participation in two full day drills or spills serving as SCAT Coordinator or Assistant SCAT Coordinator		
Qualification/Certification Letter (page 2) submitted for approval.		
Qualification/Certification Letter (page 2) recorded by OSPR Training Department.		

Organization: Department of Fish & Game, Office of Spill Prevention & Response
Position Title: Shoreline Clean-up & Assessment Team (SCAT) Coordinator

Assessment Record: Employee Common Tasks (Page 1 of 5)			
Assessment Period: Start Date ___/___/___ to End Date: ___/___/___	Task Completed	Date Completed	Evaluator's Signature
Employee Name: _____			
Task 1: Assume Shoreline Clean-up and Assessment Team (SCAT) Coordinator responsibilities			
Sub-Task 1: Ensure readiness for assignment.			
1.1 Obtain and assemble materials needed for appropriate deployment kits.	<input type="checkbox"/>		
1.2 Identify unique characteristics, limitations and constraints of your AOR that may influence your ability to perform as a SCAT Coordinator (e.g. geography, weather, technology, demographics, culture, etc).	<input type="checkbox"/>		
Sub-Task 2: Ensure availability, qualifications, and capabilities of resources to complete assignment.			
2.1 Coordinate with EUL and other functional areas to obtain work space and resources to keep SCAT operating.	<input type="checkbox"/>		
2.2 Evaluate staffing requirements and identify personnel to be activated.	<input type="checkbox"/>		
2.3 Evaluate equipment needs including vehicles/vessels and meals.	<input type="checkbox"/>		
2.4 Ensure availability of SCAT staff/equipment and mobilize as necessary.	<input type="checkbox"/>		
2.5 Mobilize SCAT Data Manager and SCAT Scientific Assistant as necessary.	<input type="checkbox"/>		
2.6 Prepare and submit initial resource request (ICS-213RR) for staffing and equipment, even if resources are already mobilized.	<input type="checkbox"/>		
Sub-Task 3: Gather, update, and apply situational information relevant to the assignment.			
3.1 Obtain initial briefing from Section Chief/EUL.	<input type="checkbox"/>		
3.2 Establish situation awareness pertinent to SCAT and to assess the incident assignment.	<input type="checkbox"/>		
3.3 Obtain over-flight (or assign personnel to an over-flight) to gain situational awareness.	<input type="checkbox"/>		
3.4 Create, if necessary, shoreline segments and provide shoreline segment information (i.e. maps) to EUL, PSC, and OPS Section.	<input type="checkbox"/>		
Sub-Task 4: Establish effective relationships with relevant personnel.			
4.1 Establish and maintain positive interpersonal and interagency working relationships.	<input type="checkbox"/>		
4.2 Establish and maintain communication with relevant ICP personnel (e.g. RESL, PROC, SKCN, DOCL, FOBS, vendors, contracting officers, other government agencies and/or private stakeholders).	<input type="checkbox"/>		
4.3 Create a work environment that provides mutual respect and equal opportunity for all personnel assigned to the incident.	<input type="checkbox"/>		

Assessment Record: OSPR Employee Common Tasks (Page 2 of 5)	Task Completed	Date Completed	Evaluator's Signature
4.4 Ensure all required representatives (i.e. Fed, State, RP reps) are assigned to SCAT teams, as available.	<input type="checkbox"/>		
Sub-Task 5: Ensure ability to use tools necessary to complete assignment.			
5.1 Demonstrate expertise in utilizing the Pocket SCAT software package and the GPS data capture device.	<input type="checkbox"/>		
5.2 Demonstrate a basic knowledge of GIS software and the ShoreAssess software package.	<input type="checkbox"/>		
Sub-Task 6: Establish organization structure, reporting procedures, and chain of command of assigned resources.			
6.1 Organize assigned resources into configurations to meet incident/tactical objectives. This task must be completed at twice.	<input type="checkbox"/>		
6.2 Provide communications plan, reporting times, and end-of-work reporting requirements to SCAT teams.	<input type="checkbox"/>		
Sub-Task 7: Understand and comply with ICS concepts and principles.			
7.1 Demonstrate understanding of common ICS terminology.	<input type="checkbox"/>		
7.2 Coordinate with other units & sections for completion of work assignments.	<input type="checkbox"/>		
7.3 Demonstrate ability to expand and contract unit to meet needs of organization (e.g. span of control).	<input type="checkbox"/>		
7.4 Demonstrate ability to follow proper check-in/check-out procedures.	<input type="checkbox"/>		

Task 2: Lead assigned personnel			
Sub-Task 1: Ensure the safety, welfare, and accountability of assigned personnel.			
1.1: Provide for the safety, welfare, and accountability of assigned personnel during the entire period of supervision.	<input type="checkbox"/>		
Sub-Task 2: Establish work assignments and performance expectations, monitor performance, and provide feedback.			
2.1: Evaluate incident and project staffing requirements and ensure adequate personnel to meet needs.	<input type="checkbox"/>		
2.2: Develop work schedule for unit personnel based on Incident Briefing (ICS-201), IAP, ICS-230, and operational needs.	<input type="checkbox"/>		
2.3: Brief subordinates on assignment(s) for operational period.	<input type="checkbox"/>		
2.4: Continuously evaluate performance.	<input type="checkbox"/>		
Sub-Task 3: Emphasize teamwork.			
3.1: Establish cohesiveness among assigned personnel.	<input type="checkbox"/>		
Sub-Task 4: Coordinate interdependent activities.			
4.1: Coordinate with other units and sections for completion of work assignments (Air Ops, Wildlife Branch, NRDA, etc.).	<input type="checkbox"/>		
4.2: Coordinate with section personnel to identify needed/excess resources (personnel, equipment and facilities).	<input type="checkbox"/>		

Assessment Record: OSPR Employee Common Tasks (Page 3 of 5)	Task Completed	Date Completed	Evaluator's Signature
Task 3: Communicate effectively			
Sub-Task 1: Ensure relevant information is exchanged during briefings and debriefings.			
1.1: Brief and keep subordinates and Section Chief/EUL informed and updated.	<input type="checkbox"/>		
1.2: Communicate command expectations (priorities, objectives, limitations and constraints, operating policies, etc.).	<input type="checkbox"/>		
1.3: Provide subordinates tactical briefings.	<input type="checkbox"/>		
1.4: Identify information associated with operational period meetings and briefings.	<input type="checkbox"/>		
1.5: Participate in briefings and debriefings for After Action Reporting (AAR) as requested by Section Chief/EUL.	<input type="checkbox"/>		
Sub-Task 2: Ensure documentation is complete and disposition is appropriate.			
2.1: Maintain appropriate unit files based on agency and incident requirements.	<input type="checkbox"/>		
2.2: Maintain and submit Unit Log (ICS-214) and OSPR Daily Activity Report (DARs).	<input type="checkbox"/>		
2.3: Submit completed documents at appropriate time (e.g. each operational period, final package).	<input type="checkbox"/>		
2.4: Describe the use of the following ICS forms and who uses them: ICS-213, ICS-213RR, and ICS-214.	<input type="checkbox"/>		
Sub-Task 3: Gather, produce and distribute information as required by established guidelines and ensure understanding by recipient.			
3.1: Review IAP.	<input type="checkbox"/>		
3.2: Prepare transition brief including current activities, personnel staffing issues, safety, and scheduling.	<input type="checkbox"/>		
3.3: Identify appropriate / inappropriate information for internal and external use.	<input type="checkbox"/>		
3.4: Provide timely feedback in response to requests from other ICS sections.	<input type="checkbox"/>		
Sub-Task 4: Communicate and ensure understanding of work expectations within the chain of command and across functional areas.			
4.1: Establish time frames and protocols for information exchange to complete work assignments.	<input type="checkbox"/>		
Sub-Task 5: Develop and implement plans and gain concurrence of affected agencies and/or the public.			
5.1: Participate in the development of the IAP or relevant plan for the next operational period. This task must be completed at two different incidents/events or exercises.	<input type="checkbox"/>		
5.2: Develop plans as directed by the EUL.	<input type="checkbox"/>		
5.3: Develop contingency plans for SCAT operations under different situations (foul weather, water-based SCAT, access issues, historic site protection, etc.).	<input type="checkbox"/>		

Assessment Record: OSPR Employee Common Tasks (Page 4 of 5)	Task Completed	Date Completed	Evaluator's Signature
Task 4: Ensure completion of assigned actions to meet identified objectives			
Sub-Task 1: Administer and/or apply agency policy, contracts and agreements.			
1.1: Ensure availability and knowledge of pertinent MOUs.	<input type="checkbox"/>		
1.2: Implement MOUs as necessary.	<input type="checkbox"/>		
1.3: Identify OSPR policies that may impact response.	<input type="checkbox"/>		
Sub-Task 2: Gather, analyze, and validate information pertinent to the incident or event and make recommendations for setting priorities.			
2.1: Evaluate available information and make recommendations to support incident.			
2.2: Identify kind, type, and number of resources required to achieve strategies and objectives.	<input type="checkbox"/>		
2.3: Implement work assignments and special instructions for division/group (ICS-204). This task must be completed at twice.	<input type="checkbox"/>		
Sub-Task 3: Prepare clear and concise assessments regarding hazards, hazard behavior, weather, and other relevant events.			
3.1: Develop SCAT-specific safety message. This task must be completed at twice.	<input type="checkbox"/>		
3.2: Provide weather, tides, maps, etc. to SCAT teams (ICS-204a or supplemental instructions).	<input type="checkbox"/>		
Sub-Task 4: Make appropriate decisions based on analysis of gathered information.			
4.1: Determine and monitor current status of unit activities.	<input type="checkbox"/>		
4.2: Describe how information from above task could be used to make appropriate decisions.	<input type="checkbox"/>		
4.3: Determine need for assistance.	<input type="checkbox"/>		
Sub-Task 5: Utilize information to produce outputs.			
5.1: Ensure SCAT Data Manager produces necessary outputs (i.e. maps) in a timely fashion.	<input type="checkbox"/>		
5.2: Ensure SCAT recommendations are passed to OPS and included in the planning process.	<input type="checkbox"/>		
Sub-Task 6: Take appropriate action based on assessed risks.			
6.1: In an emergency, take appropriate action based on established procedure. Notify your supervisor of situation and document actions taken.	<input type="checkbox"/>		
6.2: Understand OSPR's injury policy and be prepared to lead or assist in an injury report.	<input type="checkbox"/>		
Sub-Task 7: Modify approach based on evaluation of incident situation.			
7.1: Assess and adjust tactics in response to opportunities or problems encountered.	<input type="checkbox"/>		

Assessment Record: OSPR Employee Common Tasks (Page 5 of 5)	Task Completed	Date Completed	Evaluator's Signature
Sub-Task 8: Plan for demobilization and ensure demobilization procedures are followed.			
8.1: Anticipate demobilization of resources.	<input type="checkbox"/>		
8.2: Ensure efficient demobilization of resources.	<input type="checkbox"/>		
8.3: Demonstrate demobilization of personnel and equipment.	<input type="checkbox"/>		
Sub-Task 9: Ensure operations consider socio-economic, political and cultural aspects.			
9.1: Implement appropriate MOUs with Federal, State, and Local agencies.	<input type="checkbox"/>		
Sub-Task 10: Ensure compliance with all legal and safety requirements relevant to operations.			
10.1: Demonstrate compliance with OSPR/UC guidelines regarding work/rest periods, OSPR safety standards and procedures, incident medical plan (ICS 206) and site safety plan, personnel protective equipment, and communications (e.g. radio, cell phone).	<input type="checkbox"/>		
10.2: Demonstrate proper reporting of inappropriate actions involving incident personnel.	<input type="checkbox"/>		
Sub-Task 11: Ensure functionality of equipment.			
11.1: Maintain functionality of individual equipment such as GPS Data logger (Geo XM, Juno, etc.), laptop computer, camera, accessories, etc..	<input type="checkbox"/>		
11.2: Check on the functionality of all SCAT team members equipment.	<input type="checkbox"/>		
11.3: Check on the functionality of all support equipment including printers, poster plotters, GIS equipment, etc.	<input type="checkbox"/>		
Sub-Task 12: Transfer position duties while ensuring continuity of authority and knowledge and taking into account the increasing or decreasing incident complexity.			
12.1: Coordinate relief process.	<input type="checkbox"/>		

Evaluation Record

TRAINEE NAME

TRAINEE POSITION

#1	Evaluator's name: Incident/office title & agency:			
Evaluator's home unit address & phone:				
Name and Location of Incident or Situation <i>(agency & area)</i>	Incident Kind <i>(Hazmat, tornado, flood, structural fire, wildfire, search & rescue, etc.)</i>	Number & Type of Resources Pertinent to Trainee's Position	Duration <i>(inclusive dates in trainee status)</i>	
			to	
The tasks initialed & dated by me have been performed under my supervision in a satisfactory manner by the above named Trainee. I recommend the following for further development of this Trainee. _____ The individual has successfully performed all tasks for the position and should be considered for certification. _____ The individual was not able to complete certain tasks (comments below) or additional guidance is required. _____ Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation. _____ The individual is severely deficient in the performance of tasks for the position and needs further training (both required & knowledge and skills needed) prior to additional assignment(s) as a Trainee. Recommendations: _____ _____ Date: _____ Evaluator's initials: _____ Evaluator's relevant agency certification or rating: _____				

#2	Evaluator's name: Incident/office title & agency:			
Evaluator's home unit address & phone:				
Name and Location of Incident or Situation <i>(agency & area)</i>	Incident Kind <i>(Hazmat, tornado, flood, structural fire, wildfire, search & rescue, etc.)</i>	Number & Type of Resources Pertinent to Trainee's Position	Duration <i>(inclusive dates in trainee status)</i>	
			to	
The tasks initialed & dated by me have been performed under my supervision in a satisfactory manner by the above named Trainee. I recommend the following for further development of this Trainee. _____ The individual has successfully performed all tasks for the position and should be considered for certification. _____ The individual was not able to complete certain tasks (comments below) or additional guidance is required. _____ Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation. _____ The individual is severely deficient in the performance of tasks for the position and needs further training (both required & knowledge and skills needed) prior to additional assignment(s) as a Trainee. Recommendations: _____ _____ Date: _____ Evaluator's initials: _____ Evaluator's relevant agency certification or rating: _____				