Resources Unit Leader (RESL3)

State of Alaska

All-Hazards

Position Task Book

Assessment and Guide

Planning Section

Type 3

The Resource Unit Leader (RESL3) will be used as assigned by the Planning Section Chief or designee.

May 2018

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State of Alaska (SOA)

Type 3 Position Task Book (PTB)

State of Alaska (SOA) Type 3 Position Task Books (PTBs) have been created for designated National Incident Management System (NIMS) positions. Each PTB lists the competencies, tasks, and behaviors required to be successful in a specific position. Trainees must complete all competencies, tasks, and behaviors and demonstrate acceptable performance during the completion of this PTB.

Evaluator(s) will complete an Evaluation Record documenting the trainee's progress after each evaluation opportunity. Trainees will be observed and evaluated by qualified evaluators during a qualifying event and their performance will be documented in the PTB for each task by entering the Evaluation Record number, date of completion, and the evaluator's initials. Evaluation and confirmation of the trainee's performance on all tasks may require more than one qualifying event and may involve more than one evaluator during each opportunity.

After the trainee has met all the requirements in the State of Alaska (SOA) Type 3 Position Task Book (PTB), the home Agency will complete the final agency certification verifying the trainee is qualified in the position and will submit the Agency-certified PTB to the Alaska Interstate Mutual Aid Committee/ Credentialing Subcommittee for approval and issuance of an SOA Type 3 All Hazards Credential.

Position Task Book Timeline

1. Emergency management experience must include a minimum of three (3) events.
   - Emergency management events may include one (1) tabletop exercise and at least two (2) emergency management events.
   - Additional events may be required to complete the qualification process.
2. The three (3) emergency management events must occur within a five (5) year period.
3. All qualifying events must be completed within a five (5) year period with no more than three (3) years between each event.

Training Specialist/Certifying Official Responsibilities

1. Be authorized by the AHJ.
2. Maintain PTBs and training records for agency staff.
3. Initiate or issue PTBs and blank Evaluation Records to trainees when they are deployed on a Type 3 assignment.
4. Meet with the Evaluator and Trainee to discuss training and experience needs.
5. As the Trainee completes required training, enter the information into the Required Training section on page 2 of the PTB.

6. Once a Trainee completes all the requirements of a Position Task Book (PTB) and is approved by the AHJ, submit a Nomination Package to the DHS&EM for processing, which includes fully completed:
   - PTB and associated Evaluation Records
   - "Agency Certification" (last page of PTB)
   - State of Alaska Type 3 Nomination Application
7. Provide a report to the DHS&EM Training Section once a year showing how individuals maintained their currency for All-Hazards credentialing (see page 16 of the All Hazard Qualification Guide).

Trainee Responsibilities

1. Review and understand the assigned PTB.
2. Share training and experience with the Evaluator and Training Specialist.
3. After each assignment, meet with the evaluator to review and discuss overall performance and the continued expectations to successfully perform all competencies, tasks, and behaviors for the assigned position.
4. Return the PTB and Evaluation Record to your home agency.
5. Understand that PTBs do NOT replace the standard performance appraisal process by your home agency.
6. Coordinate with the AHJ to find opportunities to maintain currency once Type 3 All-Hazards credentialing has been obtained.
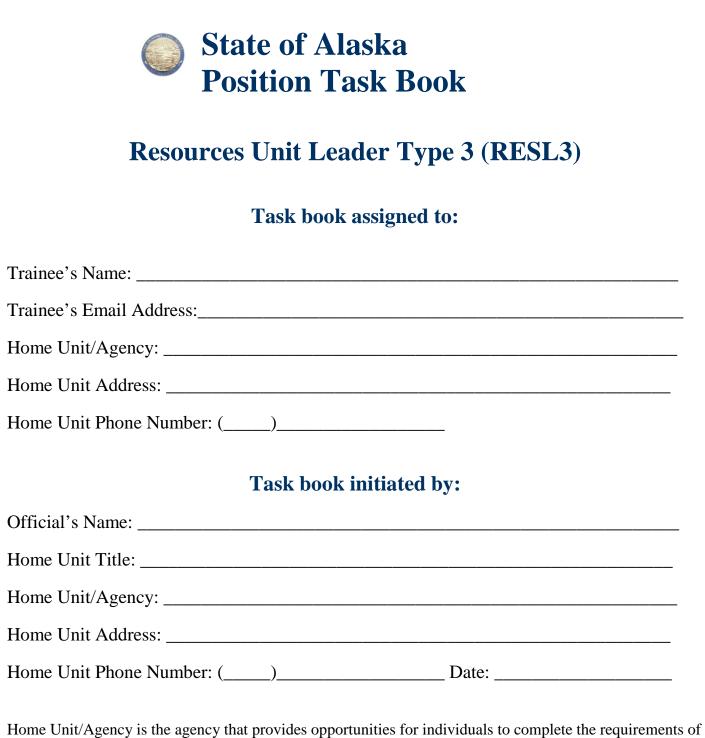
Evaluator Responsibilities

1. Be qualified in the position for which they are evaluating a trainee.
2. Review the competencies, tasks, and behaviors listed in the PTB, so you know what to observe while the trainee performs his/her duties.
3. Fully complete an Evaluation Record form for each qualifying event the trainee has participated.
   - The evaluation records should be numbered sequentially.
   - The evaluator must sign and date the Evaluation Record form, which validates the trainee's experience.
4. For the current Type 3 qualifying event:
   - Enter the evaluation record number, date, and initials into the PTB, if the trainee performed the task **OR**
   - Enter N/A, date and initials, if the task was not performed by the trainee.
5. Conduct the PTB review meeting in a private setting.
   - Begin by asking the individual to comment on his or her performance, including strengths, areas needing improvement, and any thoughts for training.
   - Provide a summary of the trainee's overall performance demonstrated during the assigned event.
   - Review the completed assessment with the trainee.
   - Return the PTB and Evaluation Record to the trainee, so they can return it his/her home agency.
6. Once a trainee completes all the requirements of the PTB, review the evaluation records and PTB entries to ensure they are completed correctly.
   - On the trainee's final assignment, complete the Final Evaluator's Verification section and submit the completed PTB to the AHJ Training Specialist recommending Type 3 All-Hazards Credentialing.

State of Alaska
Position Task Book

Evaluation Record #:_____

Trainee Information

Printed Name:_____

Position: **Resources Unit Leader Type 3 (RESL3)**

Agency Name:_____

Agency Address:_____

_____

Home Unit Phone Number: (_____)_____

Evaluator Information

Printed Name:_____

Evaluator position:_____

Agency Name:_____

Agency Address:_____

_____

Home Unit Phone Number: (_____)_____

Incident/Event Information

Incident/Event Name:_____

Incident # and/or Code:_____ Duration:_____

Training Start Date:_____ End Date:_____

Incident Kind: ❐ Flood ❐ Fire ❐ Ground Failure/Avalanche/Landslide ❐ Planned Event

❐ Other All Hazard (specify):_____

Location (include governmental/geographic area):_____

Management Type (check one): ❐ Type 5 ❐ Type 4 ❐ Type 3 ❐ Type 2 ❐ Type 1 ❐ Area Command

Evaluator's Recommendation (initial only one line as appropriate):

_____ **1)** 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 PTB for the position. I have completed the Final Evaluator's Verification section and recommend the trainee be considered for agency certification.

_____ **2)** 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)** Trainee did not complete certain tasks in the PTB in a satisfactory manner and additional training, guidance, or experience is recommended.

_____ **4)** Trainee is severely deficient in the performance of tasks in the PTB 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 attach an additional page to this evaluation record.

Evaluator's Signature:_____ Date:_____

Evaluator's Relevant Qualification (or agency certification):_____

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State of Alaska
Position Task Book

Resources Unit Leader Type 3 (RESL3)

Task book assigned to:

Trainee's Name: _____

Trainee's Email Address:_____

Home Unit/Agency: _____

Home Unit Address: _____

Home Unit Phone Number: (_____)_____

Task book initiated by:

Official's Name: _____

Home Unit Title: _____

Home Unit/Agency: _____

Home Unit Address: _____

Home Unit Phone Number: (_____)_____ Date: _____

Home Unit/Agency is the agency that provides opportunities for individuals to complete the requirements of the State of Alaska Type 3 Position Task Books.

The material contained in this book accurately defines the performance expected of the position for which it was developed. This PTB is approved for use as a position qualification document in accordance with the instructions contained herein.

Competency: Complete required training documented by the AHJ Training Specialist.

Description: Obtain the required training that will provide an understanding of the duties, responsibilities, and capabilities of an effective **Resources Unit Leader (RESL3)** on an All-Hazards Incident Management Team (IMT). Other training may be assigned based upon AHJ guidance.

Behavior: Complete required training for position qualification.	Date Completed	Training Specialist Initials
IS-100.B: Introduction to Incident Command System, ICS-100		
IS-200.B: ICS for Single Resources and Initial Action Incidents		
IS-700.A: National Incident Management System (NIMS) An Introduction		
IS-800.B: National Response Framework, An Introduction		
ICS-300 Intermediate ICS for Expanding Incidents		
E0965 NIMS ICS All-Hazards Resources Unit Leader Course		

Competency: Assume position responsibilities.

Description: Successfully assume role of Resource Unit Leader (RESL3) and initiate position activities at the appropriate time according to the following behaviors.

Behavior: Ensure readiness of assignment.	Evaluation Record #, Evaluator Initials, and Date
1. Obtain valid Resource Order from Dispatching Agency. • Incident information (name, order number, request number, phone numbers, etc.). • Expected reporting time and location • Contact procedures during travel (telephone/radio) • Transportation arrangements/travel routes • Lodging/meal/per diem arrangements • IAP and/or Situation Reports	
2. Obtain pre-assembled kit, which includes, but is not limited to: • Agency-specific and ICS forms. • References appropriate to the incident. • Agency policies & procedures. • Office supplies appropriate to the function. • Home agency PTB.	
3. Obtain the appropriate equipment for the assignment, for example, laptop, printer, cell or satellite phone, weather gear, PPE, etc.	
4. Arrive at assignment and check in.	

Behavior: Ensure availability, qualifications, and capabilities of resources to complete assignment.	Evaluation Record #, Evaluator Initials, and Date

5. Coordinate with Planning Section Chief and other functional areas to obtain resources to organize work space and keep unit operating.
   • Order materials and supplies using procedures established by the section chief.
   • Maintain quantities of forms, supplies, and materials at a level to prevent shortage of any basic needed items.
   • Acquire equipment (e.g., radio, telephones, faxes, computers, etc.).
   • Ensure appropriate number of personnel to support unit (e.g., night operational period, increase/reduce staffing, etc.).
   • Ensure adequate signage for work locations (e.g. check-in/demob/resource, etc.).	

Behavior: Gather, update, and apply situational information relevant to the assignment.	Evaluation Record #, Evaluator Initials, and Date

6. Obtain briefing and information from Planning Section Chief.
   • Policies and operating procedures (e.g., ordering resources and supplies, work schedule, timelines and priorities).
   • Operational work period.
   • Current unit staffing levels.
   • General orientation to the Incident Command Post and/or incident base.
   • Incident briefing; ICS 209, Incident Status Summary; Incident Action Plan (IAP) or other relevant plan.
   • Expectations for attending meetings/briefings.
   • Safety concerns/hazards.	

7. Establish situation awareness pertinent to unit.
   • Organizational contacts (e.g., counterparts, host unit personnel).
   • Supporting documentation (e.g., maps; digital information; ICS 260, Resource Orders).	

Behavior: Establish effective relationships with relevant personnel.	Evaluation Record #, Evaluator Initials, and Date
8. Establish and maintain positive interpersonal and interagency working relationships.	

Behavior: Establish organization structure, reporting procedures, and chain of command.	Evaluation Record #, Evaluator Initials, and Date
9. Organize assigned personnel to meet the needs of the unit.	

Behavior: Understand and comply with ICS concepts and principles.	Evaluation Record #, Evaluator Initials, and Date
10. Coordinate with functional areas within the ICS structure.	

Competency: Lead assigned personnel.
Description: Influence, guide, and direct assigned personnel to accomplish objectives and desired outcomes in a rapidly changing, high-risk environment.

Behavior: Model leadership values and principles.	Evaluation Record #, Evaluator Initials, and Date
11. Exhibit principles of duty. • Be proficient in your job, both technically and as a leader. • Make sound and timely decisions. • Ensure tasks are understood, supervised and accomplished. • Develop your subordinates for the future.	
12. Exhibit principles of respect. • Know your subordinates and look out for their well-being. • Keep your subordinates informed. • Build the team. • Employ your subordinates in accordance with their capabilities.	
13. Exhibit principles of integrity. • Know yourself and seek improvement. • Seek responsibility and accept responsibility for your actions. • Set the example.	
Behavior: Ensure the safety, welfare, and accountability of assigned personnel.	Evaluation Record #, Evaluator Initials, and Date
14. Provide for the safety and welfare of assigned resources. • Monitor condition of assigned resources. • Account for assigned resources. • Provide for care of assigned personnel and notify supervisor in event of sickness, injury, or accident.	
Behavior: Establish work assignments and performance expectations, monitor performance, and provide feedback.	Evaluation Record #, Evaluator Initials, and Date
15. Complete daily review of staffing requirements and ensure adequate personnel to meet needs.	
16. Develop schedule/assignments based on IAP or relevant plan.	
17. Ensure subordinates understand assignment for operational period.	

18. Continually evaluate performance.
   • Communicate deficiencies immediately and take corrective action.
   • Provide training opportunities where available.
   • Complete personnel performance evaluations according to agency guidelines.	

Behavior: Emphasize teamwork.	**Evaluation Record #, Evaluator Initials, and Date**

19. Establish cohesiveness among assigned resources.
   • Provide for open communication.
   • Seek commitment.
   • Set expectations for accountability.
   • Focus on the team result.	

Behavior: Coordinate interdependent activities.	**Evaluation Record #, Evaluator Initials, and Date**

20. Coordinate with other units and sections for completion of work assignments.
   • Assist other sections to meet priorities and time frames.
   • Receive and transmit needed information.	

21. Coordinate with Supply Unit/or expanded dispatch on status of outstanding resource orders.	
22. Coordinate with Finance, Logistics, and Operations Sections to verify status of current resources. • Identify unassigned resources and take appropriate action.	
23. Interact with Demobilization Unit Leader to provide access to resource status system and other information. • Adjust resource availability information to reflect implementation of incident demobilization plan and pending scheduled releases.	
24. Provide information on current status of resources to Situation Unit Leader for completion of ICS 209, Incident Status Summary within established time frames.	

Competency: Communicate effectively.

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.

Behavior: Ensure relevant information is exchanged during briefings and debriefings.	**Evaluation Record #, Evaluator Initials, and Date**
25. Brief and keep subordinates informed and updated. • Ensure unit leader expectations are communicated and understood.	

26. Attend incident operational briefings and meetings as directed. • Record corrections to documents (e.g., IAP, maps). • Provide information as requested.	
27. Participate in functional area briefings and conduct unit After Action Reviews (AARs).	
28. Attend planning and strategy meetings as directed. • Complete ICS 215, Operational Planning Worksheet with the Operations Section Chief. • Provide resource information as requested. • Record changes to ICS 215, Operational Planning Worksheet.	
Behavior: Ensure documentation is complete and disposition is appropriate.	**Evaluation Record #, Evaluator Initials, and Date**
29. Review and approve subordinate time reports.	
30. Submit completed original documents at appropriate time. • ICS 213, General Message • ICS 214, Unit Log	
31. Compile unit documentation for final incident package in coordination with the Documentation Unit Leader.	
32. Submit completed original documents as appropriate (e.g., each operational period, final package). • Original IAP • Corrected copy of IAP • ICS 207, Organization Chart • ICS 215, Operational Planning Worksheet	
Behavior: Behavior: Gather, disseminate, and explain information as necessary.	**Evaluation Record #, Evaluator Initials, and Date**
33. Prepare information for preplanning/strategy meeting. • Display appropriate information for next operational period in coordination with the Situation Unit Leader.	
34. Prepare input to final narrative and transition plan as requested.	
35. Respond to requests for information about resources. • Process requests for information and create reports using manual and automated database systems (e.g., jet port, other qualifications). • Process emergency requests for information in a timely manner.	

36. Set up and maintain resource status system (e.g., status cards, automated system) to reflect the function, organization, status, and location of resources on the incident. • Adjust resource status to reflect changes in status for incident resources. • Check and maintain accuracy of current resource information and document operational changes in a corrected IAP, status card display, or automated system.	
Behavior: Communicate work expectations through the chain of command and across functional areas.	**Evaluation Record #, Evaluator Initials, and Date**
37. Coordinate across functional areas. • Provide timely feedback in response to requests.	
38. Establish time frames and protocols for information exchange to complete work assignments. • IAP inputs (Resources Unit Leader). • ICS 209, Incident Status Summary (Situation Unit Leader). • Tentative releases (Demobilization Unit Leader).	
Behavior: Develop and implement plans and gain concurrence of affected agencies and/or the public.	**Evaluation Record #, Evaluator Initials, and Date**
39. Develop contingency plans. • Equipment breakdown • Power outages • Unexpected staffing shortages	
40. Prepare ICS 204, Division Assignment List, for the next operational period. • Include assignments, instructions, and additional information contained in ICS 215, Operational Planning Worksheet. • Use information from the most recent communications plan. • Submit ICS 204, Division Assignment List as part of the IAP.	
41. Prepare ICS 203, Organization Assignment List and/or ICS 207, Organization Chart. • Reflect results of most recent planning meeting and updated resource status system. • Submit ICS 203, Organization Assignment List as part of the IAP. • Post ICS 207, Organization Chart in highly visible locations.	

Competency: Ensure 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 timeframe.

Behavior: Gather, analyze, and validate pertinent information and recommend priorities.	Evaluation Record #, Evaluator Initials, and Date
42. Evaluate available information and make recommendations to support the incident. • Workload priorities. • Staff assignments. • Information requests.	
43. Monitor restrictions/work requirements for each resource to maximize safe and efficient assignments and demobilization. • Number of days worked in succession. • Rest and recuperation requirements. • Number of days on previous assignment. • Contract limitations. • Restrictions on type of assignment. • Assignment to remote locations. • Assignment to special work periods. • Incident qualifications.	
Behavior: Prepare information products	Evaluation Record #, Evaluator Initials, and Date
44. Compile master IAP. • Submit to Planning Section Chief and/or Incident Commander for approval and signature.	
Behavior: Make appropriate decisions based on analysis of gathered information.	Evaluation Record #, Evaluator Initials, and Date
45. Determine and monitor current status of unit activities. • Changing needs. • Staffing levels.	
46. Make independent decisions based on available information. • Decisions result in incident efficiency.	

Behavior: Take appropriate action based on assessed risks.	Evaluation Record #, Evaluator Initials, and Date
47. Manage check-in functions. • Establish data collection standards for check-in (e.g., data format, calculation of data). • Establish type of information to gather (e.g., travel status information, contract work limitation, incident qualifications, phone numbers, etc.). • Collect and process check-in information (e.g., ICS 211, Check-In List; ICS 219, Resource Status Card; data base, etc.) following established timeline. • Evaluate check-in information and ensure established standards are being met. • Determine logistical needs (e.g., electricity, shade, transportation, communication, etc.).	
48. Place resource orders upon direction from the Planning Section Chief and Operations Section Chief to reconcile resource needs. • Base requests on resource needs identified on ICS 215, Operational Planning Worksheet during planning meeting.	
49. Assign specific resources to fill needs identified on ICS 215, Operational Planning Worksheet at the planning meeting. • Use work requirement/restriction information to guide assignments made to each resource. • Consider safe operations when selecting resources. • Update resource status system to reflect approved assignments. • Coordinate resource assignments with Operations Section Chief.	
Behavior: Follow established procedures and safety guidelines.	Evaluation Record #, Evaluator Initials, and Date
50. Ensure established guidelines are followed. • Work/rest • Personal protective equipment (PPE) when required for field assignments. • Communication (e.g., radio, cell phone)	
Behavior: Transfer position duties while ensuring continuity of authority, knowledge, and the incident complexity.	Evaluation Record #, Evaluator Initials, and Date
51. Coordinate an efficient transfer of position duties when mobilizing/demobilizing (e.g., incoming Incident Management Team (IMT), host agency). • Inform incoming/outgoing IC, Section Chief, and/or staff. • Ensure there is no adverse impact on safety or productivity. • Document follow-up action needed by relief staff. • If necessary, coordinate with agencies about transfer of command.	

Behavior: Plan and implement demobilization procedures.	Evaluation Record #, Evaluator Initials, and Date
52. Anticipate demobilization of resources. • Identify excess resources. • Prepare schedule for demobilization.	
53. Ensure incident and agency demobilization procedures are followed. • Brief subordinate staff on demobilization procedures and responsibilities. • Demobilize incident resources by predetermined priorities or as work progress dictates.	
54. Demobilize equipment and process any claims. • Prepare equipment/services for release. • Notify contractors/vendors of impending release schedule. • Process any claims for damage, loss, or wear on equipment, leases or facilities.	
55. Ensure PTBs are completed. • Complete a PTB for each individual that gained experience in the Planning Section. • Ensure your PTB is completed by the Plans Section Chief (PSC).	
56. Demobilize and check out. • Receive demobilization instructions from incident supervisor. • If required, complete ICS 221, Demobilization Checkout and submit completed form to the appropriate person.	
57. Participate in the After-Action Report (AAR) and make recommendations for process improvements which include, but are not limited to: • Identify strengths that should be maintained and reinforced. • Identify potential areas for improvement and propose solutions.	

State of Alaska Position Task Book
Verification/Certification of Completed Task Book

Resources Unit Leader Type 3 (RESL3)

Final Evaluator's Verification

To be completed ONLY when the trainee has fully completed all required assignments and is recommended for credentialing.

I verify that (trainee name) _____ has successfully performed as a trainee by demonstrating all tasks for the position listed above, has completed all required training assignments, and should be considered for credentialing in this position. All tasks are documented with appropriate initials.

Final Evaluator's Signature: _____

Final Evaluator's Printed Name: _____

Home Unit Title: _____

Home Unit/Agency: _____

Home Unit Phone Number: (_____)_____ Date: _____

Agency Certification

I certify that (trainee name) _____ has met all requirements for qualification in the above position.

Certifying Official's Signature: _____

Certifying Official's Printed Name: _____

Title: _____

Certifying Official's Email Address: _____

Home Unit/Agency: _____

Home Unit Phone Number: (_____)_____ Date: _____

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