FEMA

POSITION TASK BOOK FOR THE POSITION OF

ALL-HAZARDS
NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)
COMMUNITY EMERGENCY RESPONSE TEAM
(CERT) VOLUNTEER

Orange County CERT Team Volunteer-Type 3
Orange County/FEMA CERT Mutual Aid Volunteer-Type 2/1

Approved by CMAP 10/29/2024
Revised 12/31/2025
12/31/25 Page-2: (a) Eliminated Care & Reception 101; (b) Moved Shelter Fundamentals to Type-2

NAME:	**PHONE:**
ORGANIZATION:	
DATE STARTED:	**DATE COMPLETED:**

Notes:
1) This task book belongs to the above-named volunteer.
2) The volunteer is responsible for maintaining the task book, training certificates, and incident documents.
3) The task book completion date must be within five years of the task book start date.
4) A CMAP patch and helmet sticker are issued to volunteers who complete all CMAP training and tasks.

The following individuals have the authority to verify portions of the certification task book using the signature recorded below. Please print legibly except for the signature as needed.

NAME	JOB TITLE	ORGANIZATION	SIGNATURE

Training Matrix for CERT Volunteer (Type 3 / 2 / 1)

NAME		TASK BOOK OPEN DATE / /	
TYPE	**COURSE TITLE**	**DATE COMPLETED**	**AGENCY**
Local CERT Volunteer **TYPE 3** Requirements Established By Local AHJ[1]	CERT Basic Course (minimum 18-Hours) *In-Person or Hybrid* with Disaster Simulation/Drill/Exercise		
	CERT Code of Conduct		
	Background check per Authority Having Jurisdiction (AHJ)/		
	Photo Identification Card		
	IS-100: Introduction to the Incident Command System[2]		
	IS-700: Intro to the National Incident Management System		
	G-606: Standardized Emergency Management System (SEMS) Introduction		
	PTB: Position Task Book not required for Volunteer Type 3	**N/A**	**N/A**
CMAP Responder **TYPE 2** [3]NQS / Countywide CMAP Training Requirements	Prerequisites: Completion of Type-3 Requirements		
	IS-200: Basic Incident Command System for Initial Response		
	Basic First Aid (Current certification)		
	Basic Adult CPR/AED (Current certification)		
	Red Cross: Basic Shelter Fundamentals (8-Hours)		
	O.C. CMAP Responders Course (6-Hours). *At Discretion of Host Instructor, May Include PTB Skillsets Exercise*		
	PTB: Position Task Book is required for Volunteer Type-2. *(Type-2 tasks, listed on pages 8-10, may be completed at a Functional Exercise, Full-Scale Exercise, or Incident)*		
Advanced CMAP **TYPE 1** NQS / Countywide CMAP Training Requirements	Prerequisites: Completion of Type-2 & Type-3 Requirements		
	IS-288: Role of Voluntary Organizations in Emergency Management		
	IS-315: CERT and the Incident Command System (ICS)		
	IS-505: Concepts of Religious and Cultural Literacy		
	IS-800: National Response Framework, An Introduction		
	PTB: Position Task Book is required for Volunteer Type-1. *(Type-1 tasks, listed on pages 8-10, may be completed at a Functional Exercise, Full-Scale Exercise, or Incident)*		
Additional Requirements May be Established by AHJ	Volunteer Application; Waiver; Interview		
	Disaster Service Worker Volunteer Registration (DSWVP)		
	Member in Good Standing (Ongoing Training & Exercises)		
	CERT Supplemental Training Courses *(AHJ determination)*		
	Other:		

[1] AHJ =Authority Having Jurisdiction, typically, the local CERT sponsoring agency, such as a fire or police department.
[2] NIMS Core Curriculum Requirements: Training Program (FEMA 2020) page 12. (fema_nims_training-program-may-2020_0.pdf)
[3] NQS = National Qualification System (NQS) Implementation Objectives Fact Sheet (FEMA April 2022)

POSITION TASK BOOK ASSIGNED TO:
TRAINEE NAME:
PROGRAM AFFILIATION:
PHONE:
E-MAIL:
POSITION TASK BOOK INITIATED BY:
OFFICIAL NAME:
TITLE:
LOCATION:
PHONE NUMBER:
E-MAIL:
POSITION TASK BOOK WAS INITIATED AT:
LOCATION:
DATE:

Evaluator Verification

Do not complete this form unless you recommend the trainee for all-hazards certification.

FINAL EVALUATOR VERIFICATION
I verify that _____ has successfully completed all required training and tasks as a trainee and should therefore be considered for certification in the following position: ☐ __**COMMUNITY EMERGENCY RESPONSE TEAM (CERT) VOLUNTEER—Type 2** ☐ __**COMMUNITY EMERGENCY RESPONSE TEAM (CERT) VOLUNTEER—Type 1** I also certify that all tasks are documented with appropriate signatures/initials.
FINAL EVALUATOR'S SIGNATURE:
DATE:
TITLE:
LOCATION
PHONE NUMBER:
E-MAIL:

Documentation of Agency Certification

DOCUMENTATION OF AGENCY CERTIFICATION
I certify that _____ has successfully met all the criteria set out in the National Incident Management System (NIMS) Job Title/Position Qualifications document for the position and will hereby receive a CMAP Patch, a CMAP helmet sticker, and a CMAP designation on the local CERT team roster.
OFFICIAL'S SIGNATURE:
DATE:
OFFICIAL'S NAME:
TITLE:
LOCATION:
PHONE NUMBER:
E-MAIL

Position Task Book Overview

The Position Task Book (PTB) documents a trainee's performance criteria to be certified for a position within the National Qualification System (NQS). The performance criteria are associated with core NQS competencies, behaviors, and tasks.

Type 1 and 2 tasks within the PTB may be completed in any order; however, before seeking final evaluator verification for a Type 1 position, an individual must complete the Training Matrix & PTB at the Type 2 level.

Evaluation Process

• Evaluators observe and review a trainee's completion of PTB tasks, initialing and dating each successfully completed task in the PTB.
• Evaluators complete an Evaluation Record Form by documenting the trainee's performance after each evaluation period.
• The Authority Having Jurisdiction (AHJ) may not have enough resources to ensure that every evaluator is qualified for the position being assessed. Therefore, a trainee's supervisor may evaluate the completion of PTB tasks. For example, a Logistics Section Chief has the authority to sign off on completed PTB tasks for a Food Unit Leader trainee.
• The final evaluator is a leader who verifies that a trainee has completed the PTB. A final evaluator is generally qualified in the same position for which the trainee applies. When possible, the evaluator and the final evaluator should not be the same person, but in situations with limited resources, the evaluator can also serve as the final evaluator.
• Once the final evaluator has completed the Final Evaluator Verification, it is forwarded to the Quality Review Board (QRB) along with supporting evidence that the trainee has completed all position requirements.
• After the QRB review, the AHJ completes the appropriate Documentation of Agency Certification form.

Transferring Qualifications

• Personnel with documentation of previous education, training, or significant on-the-job incident experience may receive credit toward qualification for a given position. Each AHJ establishes the requirements for transferring qualifications from another AHJ.
• If an AHJ chooses not to accept a trainee's existing certification of qualification, the trainee may be reevaluated in the specific position and issued a new PTB.
• An individual may hold multiple certifications of qualification (the Final Evaluator Verification form and the Documentation of Agency Certification form) along with the completed PTB.

Position Task Book Competencies, Behaviors, and Tasks

The PTB reflects the minimum criteria to qualify or recertify for a position. The AHJ has the authority to add content to the baseline PTB competencies, behaviors, and tasks as necessary.
The PTB covers all type levels for a given position, but a trainee may check only one "Type" box and work on only one type at a time. (The National Incident Management System (NIMS) Job Title/Position Qualifications document describes all types.)
Command and General Staff job titles/positions qualifications are typed based on incident complexity, while all other NIMS positions are typed based on the minimum qualifications.

Definitions

Competency: An observable, measurable pattern of knowledge, skills, abilities, and other characteristics an individual needs to perform an activity and its associated tasks. Competency specifies a person's skillset to complete the tasks successfully.

Behavior: An observable work activity or a group of similar tasks necessary to perform the activity.

Task: A specific, demonstrable action necessary for successful performance in a position. Trainees must demonstrate the completion of required tasks.

- Occasionally, PTB tasks are unique to one of the types; for example, certain tasks apply only to a Type 3 Incident Commander, not to a Type 2 or Type 1 Incident Commander. In those cases, the PTB indicates the corresponding type at the beginning of the task.
- All tasks require evaluation; however, bullet statements within a task are examples.

Position Task Book (PTB) Task Codes

Each task in the PTB model has at least one corresponding code conveying the circumstances in which the trainee can perform the task for evaluation. Evaluators may assess trainees during incidents, in classroom simulations and training sessions, in functional and full-scale exercises, and in other work situations. If a task has multiple codes, the evaluator may evaluate in ANY of those circumstances; the trainee does not need evaluation in all of the listed circumstances.

Code C: Task performed in training or classroom setting, including seminars and workshops.
Code E: Task performed during a full-scale exercise with equipment deployed under the Incident Command System (ICS).
Code F: Task performed during a functional exercise managed under the ICS. Code I: Task performed during an incident or event managed under the ICS. Examples include oil spill, search and rescue operations, hazardous materials (HAZMAT) response, fire, and emergency or nonemergency (planned or unplanned) events.
Code I - Task performed during an incident or event managed under the ICS. Examples include oil spill, search and rescue operation, hazardous materials (HAZMAT) response, fire, and emergency or nonemergency (planned or unplanned) events.
Code J: Task performed as part of day-to-day job duties.
Code T: Task performed during a tabletop exercise.
Code R: Task performed very rarely and required only if applicable to the event.

How to Complete the Evaluation Record Form

Each Evaluation Record Form (see next page) covers one evaluation period. Evaluation periods may involve incidents, classroom simulations, or daily duties, depending on what the PTB recommends. The AHJ determines the number of evaluations required for position qualification and certification. If evaluators need additional evaluation periods, they can copy pages from a blank PTB and attach them to the PTB in question.

Complete these items AT THE START of the evaluation period:

Evaluation Record Number: Label each evaluation record with a number to identify the incident(s), exercise(s), or event(s) during which the trainee completed the PTB tasks. The evaluator should also write this number in the PTB column labeled "Evaluation Record #" for each task performed satisfactorily. This number enables reviewers of the completed PTB to ascertain the evaluators' qualifications before signing off on the PTB.

- Evaluator's name; Incident/office title and agency: List the name of the evaluator, his/her incident position or office title, and the evaluator's home agency.
- Evaluator's home unit address and phone: List the evaluator's home unit address and phone number.
- Name and location of incident or simulation/exercise: Identify the name (if applicable) and location where the trainee performed the tasks.
- Incident kind: Enter the kind of incident (such as hazmat, law enforcement, wildland fire, structural fire, search and rescue, flood, or tornado).

Complete these items AT THE END of the evaluation period:

- Number and kind of resources: Enter the number of resources assigned to the incident, and their kind (such as team, personnel, and equipment) pertinent to the trainee's PTB.
- Evaluation period: Enter inclusive dates of trainee evaluation. This time span may cover several small, similar incidents.
- Position type: Enter position type (such as Type 3, Type 2, Type 1 or Single Type).
- Recommendation: Check the appropriate line and comment below regarding the trainee's future development needs.
- Additional recommendations/comments: Provide additional recommendations and comments about the trainee, as necessary.
- Date: List the current date.
- Evaluator's initials: Initial here to authenticate your recommendations and to allow for comparison with initials in the PTB.
- Evaluator's relevant qualification: List your certification relevant to the trainee position you supervised.

Position Task Book (PTB) Evaluation Record Form

TRAINEE NAME:
TRAINEE POSITION DURING INCIDENT or EXERCISE: (Example: CERT Team Leader; CERT Safety Officer; CERT Staging Area Manager; CERT Logistics Section Chief; CERT Rescue Group Supervisor; etc):
Evaluation Record Number:
Evaluator's name:
Evaluator's title and agency:
Evaluator's home unit address and phone:
Name & location of incident or simulation/exercise:
Incident kind:
Number & kind of resources:
Evaluation period:
Position type: ☐ __Type 2 CMAP ☐ __Type 1 CMAP
Recommendation: _____The above-named trainee performed the initialed and dated tasks under my supervision. I recommend the following for this trainee's further development: _____The trainee has successfully performed all required tasks for the position. The AHJ should consider the individual for certification. _____The trainee could not complete certain tasks or needs additional guidance. See comments below. Not all tasks were evaluated on this assignment. An additional assignment is needed to complete the evaluation. _____The trainee is severely deficient in the performance of tasks and needs further training prior to an additional assignment(s) as a trainee for this position.
Additional recommendations/comments:
Date:
Evaluator's initials
Evaluator's relevant qualification:

COMMUNITY EMERGENCY RESPONSE TEAM (CERT) VOLUNTEER (TYPE 2 and 1)				
1. Competency: **Assume position responsibilities** *Description:* Successfully perform the role of CERT Volunteer and required position activities at the appropriate time according to the following behaviors				
TYPE	**TASK**	**CODE**	**EVALUATION RECORD #**	**EVALUATOR INITIALS & DATE**
1a. Behavior: **Behavior: Successfully assume the role of CERT Volunteer and initiate position activities.**				
2	1. Initiate and maintain CERT activity log (ICS 214): ● Check in at CERT Command Post or CERT Staging Area ● Complete CERT activity log (or ICS-214 form) and use to support shared situational awareness ● Transfer activity log information to other documents, positions, and displays	E, F, I		
1b. Behavior: **Gather, update and apply situational information relevant to the assignment.**				
2	2. Collect information from outgoing CERT Volunteer ● Information on incident relevant to the section's activities ● Information on the Incident Command System (ICS) organizational structure	E, F, I		
2	3. Obtain initial briefing from the CERT Team Leader: ● Obtain current Incident Action Plan (IAP) or other relevant plans ● Acquire ICS-vest, PPE, radio, clipboard, forms, and other logistical requirements, as needed	E, F, I		
1	4. Coordinate with functional areas within the incident management structure ● Participate in operational and functional area briefings	E, F, I		

COMMUNITY EMERGENCY RESPONSE TEAM (CERT) VOLUNTEER (TYPE 2 and 1)

2. Competency: Communicate effectively

Description: Use suitable communication techniques to share relevant information with appropriate personnel on a timely basis to accomplish objectives in a potentially rapidly changing environment.

TYPE	TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS & DATE
2a. Behavior: **Ensure the exchange of relevant information during briefings and debriefings.**				
2	5. Effectively communicate options, considerations, and recommendations during briefings.	E, F, I		
1	6. Obtain periodic progress reports from adjacent resources.	E, F, I		
2b. Behavior: **Ensure documentation is complete and disposition is appropriate.**				
2	7. Ensure that incident documentation and administrative requirements are complete, as the CERT Team Leader requires: ● Submit incident narrative to supervisor ● Complete and submit activity log to Documentation Unit or appropriate personnel for each operational period ● Ensure all personnel and equipment time records are complete and submitted at the end of each operational period	E, F, I		
2c. Behavior: **Communicate incident priorities and operations.**				
2	8. Communicate priorities, objectives and any changes as appropriate.	E, F, I		
1	9. Provide timely feedback in response to requests from other ICS sections.	E, F, I		
1	10. Report unexpected occurrences (such as injuries, illnesses, accidents, political contacts or property loss or damage): ● Ensure that standard information contains nature of event, location, scope, personnel involved, initial action taken and appropriate subsequent action ● Protect Personally Identifiable Information (PII) while reporting.	E, F, I		
2d. Behavior: **Develop and implement plans.**				
1	11. Participate in preparing and organizing information for other relevant plans: ● Demobilization plan ● Volunteer & Donations Management plan ● Contingency plan	E, F, I		

COMMUNITY EMERGENCY RESPONSE TEAM (CERT) VOLUNTEER (TYPE 2 and 1)

3. 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 time frame

TYPE	TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS & DATE
3a. Behavior: **Execute assigned tasks, assess progress and make necessary adjustments.**				
2	12. Apply the CERT Size-Up continual size up: ● Gather facts ● Assess Risks and Communicate Options ● Consider Probabilities ● Assess Your Own Situation ● Establish Priorities ● Make Decisions ● Develop Plan of Action ● Take Action ● Evaluate Progress	E, F, I		
2	13. Adjust tactics in response to opportunities or problems encountered.	E, F, I		
1	14. Implement objectives and special instructions for CERT • Monitor work progress and evaluate incident situation • Develop recommendations for next operational period	E, F, I		
3b. Behavior: **Transfer position duties while ensuring continuity of knowledge.**				
1	15. Coordinate an efficient transfer of position duties when mobilizing/demobilizing resources: ● Inform assigned personnel and supervisor ● Communicate with incoming personnel concerning when and where transition of positions will occur ● Conduct transition effectively ● Document follow-up actions	E, F, I		
3c. Behavior: **Plan for demobilization and ensure staff follow demobilization procedures.**				
2	16. Complete process for demobilizing CERT responsibilities: ● Reinforce emphasis on safety and accountability during this phase of the operations ● Demobilize equipment, as necessary ● Brief replacement, if necessary	E, F, I		
1	17. Help develop, approve and implement demobilization plan ● Coordinate with supervisor during development and implementation ● Provide information to supervisor to assist with decisions on release priorities	E, F, I		
1	18. Participate in agency administrator's organization closeout and After-Action Review (AAR).	E, F, I		