



NATIONAL QUALIFICATION SYSTEM (NQS)

POSITION TASK BOOK
FOR THE POSITION OF

RECOVERY REPRESENTATIVE

Version: July 2024

Check the appropriate position type:

Single Type

(All WVEMD SEOC positions are Single Type)

POSITION TASK BOOK ASSIGNED TO:
TRAINEE'S NAME:
DUTY STATION:
PHONE NUMBER:
E-MAIL:
POSITION TASK BOOK INITIATED BY:
OFFICIAL'S NAME:
TITLE:
DUTY STATION:
PHONE NUMBER:
E-MAIL:
POSITION TASK BOOK WAS INITIATED:
LOCATION:
DATE:

Required Training

The following courses are required for full PTB completion:

CATEGORY	CODE	TITLE
General	IS-100	Introduction to the Incident Command System
	IS-200	Basic Incident Command System for Initial Response
	IS-700	An Introduction to the National Incident Management System
	IS-800	National Response Framework, An Introduction
Professional Development Series	IS-120	An Introduction to Exercises
	IS-230	Fundamentals of Emergency Management
	IS-235	Emergency Planning
	IS-240	Leadership and Influence
	IS-241	Decision Making and Problem Solving
	IS-242	Effective Communication
Advanced ICS	G-0191	Emergency Operations Center/ICS Interface
	IS-2200	Basic Emergency Operations Center Functions

Recommended Training

The following courses are **not** required for full PTB completion, but are recommended to enhance your understanding of this position:

CATEGORY	CODE	TITLE
Advanced ICS	ICS 300	Intermediate ICS for Expanding Incidents
	ICS 400	Advanced ICS

Task Completion Codes

- (C) – Task performed in a classroom or training setting.
- (E) – Task performed during full-scale exercise.
- (F) – Task performed during a functional exercise.
- (T) – Task performed during a tabletop exercise.
- (I) – Task performed during a real-life incident or event.
- (J) – Task performed during day-to-day job duties.
- (A) – Task may be endorsed at any time.

Task Category: Perform action tracking

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
1. Collect and track open tasks, issues and action items through resolution.	E, F, I		
2. Communicate about tasks, issues, and action items horizontally and vertically as necessary to create awareness and ensure completion.	E, F, I		

Task Category: Complete common coordination and accountability tasks associated with all positions within the EOC

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
3. Demonstrate understanding of EOC activation and operations, including how your function relates to other incident support activities: <ul style="list-style-type: none"> • Demonstrate general awareness of local risks and hazards 	C, E, F, I, T		
4. Maintain positive, calm demeanor to promote a positive work environment.	E, F, I		
5. Demonstrate effective communication skills, such as the ability to translate technical jargon into plain language.	E, F, I, J		
6. Comply with relevant health and safety requirements.	E, F, I		
7. Demonstrate understanding of EOC Continuity of Operations (COOP), succession, emergency procedures, and safety guidelines.	C, E, F, I, T		
8. Participate in the EOC planning process.	E, F, I		
9. Participate in appropriate EOC meetings and briefings related to your assigned function.	E, F, I		
10. Follow general internal and external information flow processes: <ul style="list-style-type: none"> • Demonstrate knowledge of information management systems, such as incident management software 	E, F, I		

11. Manage essential elements of information and critical information requests in accordance with processes and procedures: <ul style="list-style-type: none"> ● Follow EOC approval authorities ● Properly handle Personally Identifiable Information (PII) and sensitive information ● Provide proper documentation for record-keeping and accountability ● Provide information for reports and leadership decisions 	E, F, I		
12. Practice proper knowledge management processes and procedures: <ul style="list-style-type: none"> ● File structures ● Naming conventions ● Archiving processes ● Position logs 	E, F, I		
13. Follow processes for resource requests, prioritization, deployment, tracking, reassignment, and demobilization.	E, F, I		
14. Participate in orderly transition of resources and processes from response to recovery.	E, F, I		
15. Transfer responsibilities upon completion of assignment: <ul style="list-style-type: none"> ● Transfer to replacement, recovery personnel, or other responsible party ● If necessary, shift responsibilities to a non-disaster/day-to-day job 	E, F, I		
16. Participate in EOC training and exercises.	E, F		
17. Participate in after action review and improvement planning.	E, F, I, T		

Task Category: Understand the complexities of recovery

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
18. Demonstrate knowledge of short-term, intermediate, and long-term recovery.	E, F, I, J, T		
19. Demonstrate knowledge of recovery guidance at the Federal, state, local, nongovernmental, and private-sector partner levels, including: <ul style="list-style-type: none"> ● National Disaster Recovery Framework (NDRF) ● National Mitigation Framework 	E, F, I, J, T		
20. Demonstrate understanding of interdependencies in recovery missions (such as how housing recovery affects economic recovery) and opportunities for coordination, such as priorities identified in: <ul style="list-style-type: none"> ● Community hazard mitigation plan ● Community master/comprehensive plan ● Other applicable organizational plans 	E, F, I, J, T		
21. Demonstrate knowledge of eligibility requirements and opportunities related to available Federal, state, local, philanthropic, nongovernmental, and private-sector partner funding sources: <ul style="list-style-type: none"> ● See recovery.gov for examples 	E, F, I, J, T		
22. Demonstrate understanding of mitigation and resilience.	E, F, I, J, T		

Task Category: Demonstrate an understanding of community impacts

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
23. Demonstrate knowledge of community demographics, culture, needs, and capacities.	E, F, I, J, T		
24. Demonstrate knowledge of the damage assessment process: <ul style="list-style-type: none"> • Understand information needs during short-term and long-term recovery 	E, F, I, J, T		
25. Engage and coordinate with the private sector and nongovernmental organizations (NGO), including voluntary and philanthropic organizations, to support recovery.	E, F, I		
26. Demonstrate understanding of: <ul style="list-style-type: none"> • Critical infrastructure interdependencies • Potential impacts on the jurisdiction • Potential effects of prolonged service interruptions • Service restoration timelines 	E, F, I, T		
27. Demonstrate knowledge of economic recovery drivers for the community.	E, F, I, J, T		
28. Demonstrate knowledge of the whole community and any cultural sensitivities related to recovery objectives: <ul style="list-style-type: none"> • Identify potential economic, cultural, and environmental impacts of implementing recovery plans 	E, F, I, T		

Task Category: Prepare for long-term recovery

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
29. Support activities that promote proactive community engagement, public participation, and public awareness of short-term, intermediate, and long-term recovery and resilience, such as: <ul style="list-style-type: none"> • Memorials, vigils, and emotional/mental health campaigns • Activities that acknowledge cultural, religious, and traditional diversity in the community • Collections of supplies and monetary donations • Efforts of Voluntary Organizations Active in Disaster (VOAD) 	E, F, I		
30. Prepare disaster recovery plans (such as an overall plan or Recovery Support Function-specific plans), including recovery roles and responsibilities: <ul style="list-style-type: none"> • Prioritize recovery activities based on community needs • Consider funding availability, eligibility requirements, and interdependencies • Incorporate resilience considerations 	E, F, I, J		

<p>31. Coordinate with EOC public affairs staff to disseminate recovery-related public information:</p> <ul style="list-style-type: none"> ● Conduct outreach about Disaster Recovery Centers (DRC) and available Federal and state resources ● Provide information to protect consumers from disreputable, opportunistic contractors ● Combat misinformation 	<p>E, F, I</p>		
<p>32. Capture and communicate economic impacts and implications, including unmet community needs, to state, local, tribal, territorial, and/or Federal leadership.</p>	<p>E, F, I</p>		
<p>33. Work with EOC personnel before, during, and after the transition from response to recovery:</p> <ul style="list-style-type: none"> ● Disseminate recovery information and address misinformation 	<p>E, F, I</p>		
<p>34. Advocate for recovery considerations:</p> <ul style="list-style-type: none"> ● Provide briefings and recommendations to the Policy Group ● Propose courses of action to avoid adverse effects on long-term recovery 	<p>E, F, I</p>		
<p>35. Implement pre- and post-disaster mitigation and recovery plans.</p>	<p>E, F, I</p>		