NATIONAL QUALIFICATION SYSTEM (NQS)

POSITION TASK BOOK
FOR THE POSITION OF

LOGISTICS BRANCH DIRECTOR

Version: March 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
	IS-244	Developing and Managing Volunteers
Advanced ICS	G-0191	Emergency Operations Center/ICS Interface
	IS-2200	Basic Emergency Operations Center Functions
	ICS 300	Intermediate ICS for Expanding Incidents
	ICS 400	Advanced ICS

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
Position Specific	E/L 967	NIMS ICS All-Hazards Position Specific, Logistics Section Chief

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: **Order/request resources**

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
3. Demonstrate understanding of various resource ordering/requesting procedures and requirements.	C, E, F, I, T		
4. Ensure that documentation aligns with reimbursement requirements: ● Document necessary approvals	E, F, I, J		
5. Ensure that requests address the resources' logistical needs.	E, F, I		
6. Identify appropriate sources: ● Intrastate agreements and compacts ● Interorganizational agreements such as Memorandums of Understanding (MOU) and Memorandums of Agreement (MOA) ● Emergency Management Assistance Compacts (EMAC) ● Tribal and local jurisdiction agreements ● Preapproved vendors and on-call contracts	E, F, I, T		
7. Transmit vertical resource requests, such as from local to state or from state to Federal.	E, F, I		
8. Update status of resource requests.	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
9. Demonstrate understanding of EOC activation and operations, including how your function relates to other incident support activities: ● Demonstrate general awareness of local risks and hazards	C, E, F, I, T		
10. Maintain positive, calm demeanor to promote a positive work environment.	E, F, I		
11. Demonstrate effective communication skills, such as the ability to translate technical jargon into plain language.	E, F, I, J		
12. Comply with relevant health and safety requirements.	E, F, I		
13. Demonstrate understanding of EOC Continuity of Operations (COOP), succession, emergency procedures, and safety guidelines.	C, E, F, I, T		
14. Participate in the EOC planning process.	E, F, I		
15. Participate in appropriate EOC meetings and briefings related to your assigned function.	E, F, I		
16. Follow general internal and external information flow processes: ● Demonstrate knowledge of information management systems, such as incident management software	E, F, I		
17. Manage essential elements of information and critical information requests in accordance with processes and procedures: ● 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		
18. Practice proper knowledge management processes and procedures: ● File structures ● Naming conventions ● Archiving processes ● Position logs	E, F, I		
19. Follow processes for resource requests, prioritization, deployment, tracking, reassignment, and demobilization.	E, F, I		
20. Participate in orderly transition of resources and processes from response to recovery.	E, F, I		
21. Transfer responsibilities upon completion of assignment: ● Transfer to replacement, recovery personnel, or other responsible party ● If necessary, shift responsibilities to a non-disaster/day-to-day job	E, F, I		
22. Participate in EOC training and exercises.	E, F		
23. Participate in after action review and improvement planning.	E, F, I, T		

Task Category: Ensure that EOC infrastructure is operational

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
24. Demonstrate knowledge of key building maintenance support locations, such as: ● Water/gas shutoffs ● Electrical panels ● Alarm panels ● Heating, ventilation, and air conditioning (HVAC) systems ● Closed-circuit TV cameras ● Communications towers ● Backup generators ● Fuel storage ● Fire extinguishers	E, F, I, J		
25. Ensure adequate communications access: ● Coordinate with Information Technology (IT) and communications services to meet facility and staff needs ● Coordinate facility communications requirements with EOC leadership	E, F, I, J		
26. Adapt facility setup to meet EOC needs.	E, F, I, J		
27. Ensure that the facility is accessible: ● Coordinate reasonable accommodations for those with access and functional needs ● Provide adequate parking, if necessary	E, F, I, J		
28. Ensure that communications systems, such as data, voice, and video, are secure, protected, and redundant, as appropriate.	E, F, I, J		
29. Coordinate facility demobilization when EOC team is deactivated.	E, F, I		

Task Category: Support the needs of EOC personnel

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
30. Provide for maintenance and sanitation supplies and support.	E, F, I, J		
31. Order EOC logistical support resources as necessary, such as food, office supplies, and kitchen supplies.	E, F, I, J		

Task Category: Ensure security of the EOC

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE

TASK	CODE		
32. Establish facility access control and accountability: ● Coordinate with law enforcement and other security organizations	E, F, I		
33. Ensure implementation of facility security measures.	E, F, I		
34. Help meet EOC operational security requirements, such as by providing shredders or storage containers for sensitive materials.	E, F, I, J		

Task Category: Understand potential sources

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
35. Demonstrate awareness of resource sources: ● For various disciplines ● Regional, state, local, tribal, territorial, Federal, private sector, and nongovernmental organization (NGO) sources ● Preapproved vendors and on-call contracts	E, F, I, T		
36. Coordinate with resource acquisition personnel from other organizations to identify potential resources and gain better understanding of sourcing mechanisms.	E, F, I		
37. Prioritize the allocation of scarce resources.	E, F, I		
38. Demonstrate awareness of incident-specific fiscal and resource constraints.	E, F, I, T		
39. Identify options for fulfilling resource requirements or requests: ● Validate that options meet needs ● Consider constraints ● Consider support requirements ● Estimate costs	E, F, I		
40. Identify and communicate resource support requirements, such as lodging, feeding, fuel, power, and equipment operators.	E, F, I		
41. Develop courses of action for fulfilling resource requirements or requests, factoring in considerations such as: ● Incident needs and priorities ● Logistical factors, such as transport, security, storage, and support requirements ● Legal considerations ● Financial factors/costs ● Backfill requirements ● Mutual aid, private sector, and Voluntary Organizations Active in Disaster (VOAD) capabilities	E, F, I		
42. Determine the best option for fulfilling resource requirements.	E, F, I		
43. Facilitate the acquisition process based on chosen course of action.	E, F, I		
44. Notify appropriate personnel for resource fulfillment and information based on selected course of action: ● Close loop for requestor and report resource request status	E, F, I		

Task Category: Track resources

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
45. Demonstrate knowledge of EOC and field operations resource tracking processes.	E, F, I, T		
46. Monitor and track resources and supporting logistics.	E, F, I		
47. Update requestor on request status, estimated time of arrival, and related logistical details: ● Verify that provided information meets incident needs	E, F, I		
48. Establish communication channels to maintain resource status.	E, F, I		
49. Track resources from initial request through: ● Hand-off to incident, or Demobilization (for resources that remain under EOC management)	E, F, I		
50. Anticipate, recognize, plan for, and address resource drawdown levels for resources that remain under EOC management.	E, F, I		
51. Communicate with incident command and EOC stakeholders regarding resource status.	E, F, I		

Task Category: **Be proficient in the job, both technically and as a leader**

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
52. Exhibit principles of duty, respect, and integrity by, for example: ● Making sound and timely decisions ● Seeking and accepting responsibility for actions	E, F, I		
53. Demonstrate understanding of EOC and Policy Group roles, responsibilities, and authorities: ● Describe how this mission may change in a different organization, jurisdiction, or operating environment	E, F, I, J, T		
54. Demonstrate understanding of external sources of assistance: ● What resources could be available ● When they could become available ● How to acquire them ● Necessary approvals	E, F, I, J, T		
55. Communicate vertically and horizontally to facilitate and inform decision-making: ● Communicate options, considerations, and recommendations ● Keep subordinates informed	E, F, I		
56. Help develop strategies and tasks to support the goals and objectives of incident command or the EOC.	E, F, I		
57. Obtain relevant information for operational decisions.	E, F, I		
58. Guide personnel as they identify and address gaps in critical information.	E, F, I		
59. Establish metrics and benchmarks for program performance and monitor progress through completion.	E, F, I, J		
60. Monitor and manage stakeholder expectations: Communicate policy, process, and procedural changes	E, F, I		

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
61. Order and organize resources to achieve objectives: ● Understand constraints and limitations	E, F, I, J		
62. Continuously evaluate EOC processes, procedures, and priorities: ● Coordinate with performance improvement personnel	E, F, I, T		
63. Suggest ways to improve processes and procedures, and then help implement improvements: ● Facilitate conversations about process performance ● Assess processes ● Determine gaps ● Take steps for improvement	E, F, I		

Task Category: **Supervise staff to ensure understanding and accomplishment of duties and tasks**

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
64. Use leadership styles appropriate to the situation.	E, F, I		
65. Establish and communicate processes and procedures.	E, F, I		
66. Assign tasks and clearly communicate expectations.	E, F, I		
67. Emphasize and foster teamwork.	E, F, I		
68. Manage conflict and coordinate problem-solving: ● Manage conflicting viewpoints ● Assess alternative courses of action ● Determine and communicate a way forward ● Ensure follow-through and escalate to appropriate level as necessary	E, F, I		
69. Prepare and discuss feedback with subordinates: ● Monitor performance and discuss task understanding ● Evaluate performance and complete personnel performance evaluations	E, F, I		
70. Support the health, safety, and welfare of assigned personnel: ● Direct operations based on health and safety considerations and guidelines ● Ensure that personnel follow safety guidelines appropriately ● Spot-check operations to ensure compliance with safety guidelines ● Make resources available to support staff health and safety ● Monitor staff for mental and physical fatigue	E, F, I		

Task Category: **Coordinate to foster unity of effort**

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
71. Establish and maintain positive interpersonal and interorganizational working relationships.	E, F, I, J		

72. Demonstrate ability to influence others outside your chain of command.	E, F, I, J		
73. Ensure staff activities align with the EOC's operational rhythm.	E, F, I		