



POSITION TASK BOOK FOR THE POSITION OF

STATUS/CHECK-IN RECORDER (SCKN)

Washington State Emergency Operations Center

Version: January 2026

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

Evaluator Verification

(Do not complete this form unless you are recommending the trainee for certification.)

FINAL EVALUATOR VERIFICATION

I verify that _____
has successfully completed all tasks as a trainee and should therefore be considered for certification in this position. I also verify that all tasks are documented with appropriate initials.

FINAL EVALUATOR'S SIGNATURE:

DATE:

FINAL EVALUATOR'S PRINTED NAME:

TITLE:

DUTY STATION:

PHONE NUMBER:

EMAIL:

Documentation of Agency Certification

DOCUMENTATION OF CREDENTIAL APPROVAL

I certify that _____
has successfully met all the requirements for credentialing for the SEOC Position designated in this Task Book, in accordance with Washington State Emergency Management Division policy and as recommended by the SEOC Qualifications Review Board and is hereby credentialed in accordance with the SEOC Personnel Credentialing Plan.

OFFICIAL'S SIGNATURE:

DATE:

OFFICIAL'S NAME:

TITLE:

PHONE NUMBER:

EMAIL:

Position Task Book Overview

The Position Task Book (PTB) documents the performance criteria an individual must demonstrate to be considered for credentialing in a specific Washington State Emergency Operations Center (SEOC) position. The performance criteria are based on defined competencies, behaviors, position tasks, and associated skill sets related to SEOC operations, coordination, and management activities.

This PTB is issued under the authority of the Washington State Emergency Management Division (WA EMD), which serves as the Authority Having Jurisdiction (AHJ) for SEOC personnel credentialing. Completion of this PTB supports credentialing decisions within the SEOC Personnel Credentialing Program and is intended to ensure consistent, defensible qualification of personnel operating within the Washington State SEOC.

The competencies, tasks, and skill sets contained in this PTB are informed by National Incident Management System (NIMS) principles and align with applicable National Qualification System (NQS) resource typing guidance. However, this PTB is specific to Washington State SEOC operations and does not constitute a federal qualification, FEMA certification, or national deployment credential.

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 after each evaluation period by documenting the trainee's performance.
- The Authority Having Jurisdiction (AHJ) may designate evaluators who are not credentialed in the position being assessed when sufficient qualified evaluators are not available. In these cases, supervisors or subject matter experts familiar with the position's duties may verify task completion. 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 and met all requirements for the position. A final evaluator is generally qualified in the same position for which the trainee is applying. 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, they forward it to the Qualifications Review Board (QRB) along with supporting evidence that the trainee has completed all position requirements.
- After the QRB review, credentialing determinations are made in accordance with the SEOC Personnel Credentialing Plan.

Transferring Qualifications

- Completion of this Position Task Book is the standard and expected method for qualification in an SEOC position. Recognition of Prior Learning (RPL) may be considered only in rare and exceptional circumstances, as determined by the SEOC Qualifications Review Board (QRB).
- RPL is not a routine alternative to task book completion. Any application of RPL is at the discretion of the QRB and requires sufficient documentation demonstrating that the individual has already met the competencies addressed by this PTB. The QRB may require partial or full completion of this PTB to support credentialing determination.

Position Task Book Competencies, Behaviors and Tasks

The PTB sets minimum criteria for certification for a position. The AHJ has the authority to add content to the baseline PTB competencies, behaviors and tasks as necessary.

Definitions

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

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

Skill Set: A skill set is a defined grouping of knowledge, skills, and abilities associated with a position. Skill sets included in this Position Task Book are derived from the FEMA Resource Typing Library Tool (RTLT) and applied within the operational context of the Washington State Emergency Operations Center.

Skill sets represent core capabilities and competencies necessary for effective performance in the position. Skill sets may be demonstrated over the course of multiple incidents, activations, exercises, or operational assignments and are evaluated based on cumulative performance. While skill set performance must occur in an operational context, documentation of skill set completion does not require association with a single qualifying incident or a specific Evaluation Record number unless otherwise directed.

Position tasks, including Common and Position-Specific Critical Tasks, must be performed and evaluated during a qualifying incident, event, or operational period. Completion of these tasks must be documented using a corresponding Evaluation Record associated with the specific incident or assignment during which the task was performed.

PTB Task Codes

For each of the tasks listed in the Position Task Book (PTB), there are one or more codes describing the circumstances in which the trainee can perform tasks related to the position. If a task has multiple codes listed, it means the evaluator can assess the trainee on any of those circumstances as opposed to evaluating the trainee on all the listed codes.

Code C: Task performed in training or classroom setting, including seminars and workshops.

Code E: Task performed on a full-scale exercise with equipment deployment under the Incident Command System (ICS).

Code F: Task performed during a functional exercise managed under the ICS.

Code I: Task performed on an incident or event managed under ICS. Examples of incidents and events that may employ ICS include but are not limited to an oil spill, search and rescue, hazardous material response, fire and emergency or non-emergency (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. Note: Assignment of Code R is not recommended. However, AHJs may add at their discretion to tasks added to NQS PTBs.

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. Washington State EMD recommends a minimum of two separate incidents/evaluation periods. 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 jurisdiction address and phone:** List evaluator's home jurisdiction 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 SEOC Activation and type, 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.
- **Recommendation:** Check the appropriate line and make comments below regarding the trainee's future development needs.
- **Additional recommendations/comments:** Provide additional recommendations and comments about 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.

Evaluation Record Form

TRAINEE NAME:
TRAINEE POSITION:
Evaluation Record Number:
Evaluator's name:
Incident/office title and agency:
Evaluator's home jurisdiction address and phone:
Name and location of incident or simulation/exercise:
Incident kind:
Number and kind of resources:
Evaluation period:
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 additional assignment(s) as a trainee for this position.
Additional recommendations/comments:
Date:
Evaluator's initials:
Evaluator's relevant qualification:

Evaluation Record Form

TRAINEE NAME:
TRAINEE POSITION:
Evaluation Record Number:
Evaluator's name:
Incident/office title and agency:
Evaluator's home jurisdiction address and phone:
Name and location of incident or simulation/exercise:
Incident kind:
Number and kind of resources:
Evaluation period:
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 additional assignment(s) as a trainee for this position.
Additional recommendations/comments:
Date:
Evaluator's initials:
Evaluator's relevant qualification:

Status/Check-in Recorder (SCKN)
REQUIRED TRAININGS

TRAINING	CODE	COMPLETE	DATE
1. Introduction to the Incident Command System	IS-100		
2. ICS/EOC Interface	G-0191		
3. Intermediate Incident Command System	E/L/K/G 0300		
4. National Incident Management System	IS-0700		
5. National Response Framework (NRF)	IS-0800		
6. SEOC Foundations	EMD0001		
7. Basic Emergency Operations Center Function	IS-2200		
8. Intermediate EOC Functions	E/L/K/G 2300		
9. Emergency Operations Center Resource Skillsets	E/L/K/G 2306		

Status/Check-in Recorder (SCKN)
SKILLSETS

1. Action Tracking

1a. Perform Action Tracking

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

2. Coordination and Individual Contribution

2a. Complete common coordination and accountability tasks associated with all positions within the EOC.

SKILLS	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
1. Demonstrates understanding of EOC activation and operations, including how your function relates to other incident support activities.	C, E, F, I, T		
2. Demonstrates understanding of your position's key duties, tasks, and responsibilities.	E, F, I, J, T		
3. Maintains a positive, professional, and calm demeanor to promote a positive work environment.	E, F, I		
4. Demonstrates effective communication skills, such as the ability to translate technical jargon into plain language.	E, F, I, J, T		
5. Complies with relevant health and safety requirements.	E, F, I		
6. Demonstrates understanding of EOC Continuity of Operations (COOP) plan, succession plan, emergency procedures, and safety guidelines.	C, E, F, I, T		
7. Participates in the EOC planning process.	E, F, I		
8. Participates in appropriate EOC meetings and briefings related to your assigned function.	E, F, I		
9. Follows general internal and external information flow processes.	E, F, I, T		
10. Manages essential elements of information (EEI) and critical information requests in accordance with processes and procedures	E, F, I		
11. Practices proper document management processes and procedures.	E, F, I		
12. Follows processes for resource requests, prioritization, deployment, tracking, reassignment, and demobilization.	E, F, I		
13. Participates in the efficient transition of resources and processes from response to recovery.	E, F, I		

14. Transfers responsibilities upon completion of assignment.	E, F, I		
15. Participates in EOC training and exercises.	E, F		
16. Participates in the after-action review and improvement planning process.	E, F, I, T		

3. Document and Records Management

3a. Collect and store documents and records

SKILLS	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
1. Follow document and records management procedures, retention plans, and policies in accordance with local, state, and federal policies: • Institute or use available system for document and records management.	E, F, I		
2. Brief EOC personnel on document management processes.	E, F, I		
3. Monitor, review, and assess activity logs, charts, and records for completeness; follow up on any that are incomplete.	E, F, I		

3. Document and Records Management

3b. Provide documents and records upon request

SKILLS	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
1. Monitor compliance with information management processes and procedures.	E, F, I		
2. Perform real-time documentation collection and storage.	E, F, I		
3. Archive documents such as activity logs, maps, personnel timesheets, procurement documents, Memorandums of Understanding (MOU), and incident records.	E, F, I		
4. Respond to internal requests for archived information: • Lessons learned from past disasters, incidents, and events. • Previous incident information. • Audits. • Freedom of Information Act (FOIA) requests.	E, F, I		

4. Resource Tracking

4a. Track resources to destination

SKILLS	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
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1. Demonstrate knowledge of EOC and Incident Command Post (ICP) resource tracking processes.	E, F, I, T		
2. Monitor and track resources and supporting logistics.	E, F, I		
3. Update requestor on request status, estimated time of arrival, and related logistical details: ● Verify that provided information meets incident needs.	E, F, I		
4. Establish communication channels to maintain resource status.	E, F, I		
5. Track resources from initial request through completion: ● Handoff to incident command. ● Demobilization (for resources that remain under EOC management).	E, F, I		
6. Anticipate, recognize, plan for, and address resource drawdown levels for resources that remain under EOC management: ● Plan ahead for resource demobilization.	E, F, I		
7. Communicate with incident command and EOC stakeholders regarding resource status.	E, F, I		

**Status/Check-in Recorder (SCKN)
POSITION TASKS**

1a. SEOC Critical Tasks - Common

TASKS	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
1. Obtain incident situational awareness and incident expectations, proactively and regularly share incident information.	E, F, I		
2. Demonstrate general knowledge of the SEOC organization chart and the roles of each of the following: ● Policy Group ● Unified Coordinating Group (UCG) ● State Coordinating Officer (SCO) ● Emergency Support Functions (ESFs)	C, E, F, I, T		
3. Demonstrate the ability to utilize WebEOC including logging activities, finding information, and proactively sharing information.	C, E, F, I, T		
4. Demonstrate a general knowledge of the “Planning P” and “Operational O” within the SEOC.	C, E, F, I, T		
5. Demonstrate a user level understanding of SEOC equipment and technology.	E, F, I		
6. Demonstrate adaptability and problem-solving skills through the flexible adaptation of products and schedules based on incident needs.	E, F, I		
7. Demonstrate an ability to follow SEOC startup procedures including logging into SEOC systems, both remotely and in-person at the EOC.	C, E, F, I, T		

8. Demonstrate an understanding of documentation retention requirements for the SEOC and pertinent information to be added to Significant Events, Activity Logs (ICS 214s), Statewide Shared Documents, and After Action Reviews.	C, E, F, I, T		
9. Demonstrate an understanding of the use of chain of command and unity of command principals within the SEOC.	C, E, F, I, T		
10. Demonstrate general knowledge of the SEOC organization chart.	C, E, F, I, T		
11. Demonstrate general knowledge of the State Emergency Operations Center (SEOC) Standard Operating Procedures (SOP).	C, E, F, I, T		

1b. SEOC Critical Tasks – Status/Check-in Recorder (SCKN)

TASKS	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
1. Demonstrate the ability to effectively monitor and manage employee check in/check out to ensure WebEOC remains accurate.	E, F, I		
2. Demonstrate efficiency at running staffing reports and distributing them to applicable parties.	E, F, I		
3. Establish and maintain check-in/check-out procedure for State EOC staff.	E, F, I		