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Standard Guide for Contents and Use of a Position Task Book (PTB)¹

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1. Scope

1.1 This guide defines the use and content of Position Task Books in a “competency-based qualification system.”

1.2 Each Position Task Book lists the competencies, behaviors, and tasks required for successful performance in a position or operational level.

1.3 Position Task Books provide a standard form for documenting the knowledge, skills, and abilities of an individual by observation of that individual’s performance of tasks in a position or at a particular operational level. When all tasks in the PTB are successfully completed, the evaluated individual is considered qualified and eligible for assignment in that position or at that operational level.

1.4 This guide only defines the use of Position Tasks Books and the content required for successful application. It does not define the requirements for any position or operational level.

1.5 *This standard does not purport to address all of the safety concerns, if any, associated with its use. It is the responsibility of the user of this standard to establish appropriate safety, health, and environmental practices and determine the applicability of regulatory limitations prior to use.*

1.6 *This international standard was developed in accordance with internationally recognized principles on standardization established in the Decision on Principles for the Development of International Standards, Guides and Recommendations issued by the World Trade Organization Technical Barriers to Trade (TBT) Committee.*

2. Terminology

2.1 Definitions:

2.1.1 *behavior, n*—the observable activity or manner of behaving of an individual in a specific situation.

2.1.2 *competency, n*—a combination of knowledge, skills, and abilities that, when acquired, allows a person to perform a task or function at a specifically defined level of proficiency.

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2.1.3 *competency-based qualification system, n*—a system in which qualified evaluators document, in writing, in a standard form (usually a Position Task Book), when an individual has competently performed one or more tasks required for a position or operational level.

2.1.4 *competent, adj*—possessing suitable or sufficient skill, knowledge, experience, etc., for some purpose; properly qualified.

2.1.5 *position task book (PTB), n*—a standard form adopted by an authority having jurisdiction and assigned to an individual to record training and competency on an ongoing basis over a set period of time for a specific position or operational level.

2.1.6 *qualified evaluator, n*—an individual who has demonstrated, to the satisfaction of the authority having jurisdiction, his or her competency in a task or tasks, one or more knowledge bases, or a position or operational level, and thereby has the authority to document competent completion of a task or tasks in an individual’s Position Task Book.

2.1.7 *task, n*—a specific activity which, when performed, demonstrates all, or part, of a particular behavior.

3. Significance and Use

3.1 This guide defines the use and content of Position Task Books.

3.2 A Position Task Book lists all of the observable activities which must be performed to demonstrate the ability to successfully fill a position or operational level.

3.2.1 Each activity, or Task, partly or fully demonstrates the existence in an individual of a specific Behavior.

3.2.2 One or more of these Behaviors signifies that the individual is capable of a particular Competency.

3.2.3 One or more defined Competencies are required for each position or operational level.

3.3 Each Position Task Book used to document the suitability of an individual to perform in a particular position or operational level shall meet the requirements of this guide.

3.4 Nothing in this guide precludes an authority having jurisdiction (AHJ) from adding additional content to a Position Task Book.

3.5 This document may be used by an AHJ to develop Position Task Books.

4. Position Task Book Use

4.1 PTBs may be used by an AHJ to:

4.1.1 Identify when trainees are considered competent to perform in a specific position or operational level.

4.1.2 Demonstrate currency of knowledge, skills, and abilities of personnel performing in a specific position or operational level.

4.2 Tasks in a Position Task Book may be evaluated during one or more assignments, and may be observed by more than one evaluator.

4.3 A PTB shall include and define all of the tasks required for an individual to perform in a specific position or operational level.

4.3.1 Tasks pertaining to tactical decision-making and safety require performance in that position during an incident.

4.3.2 Other tasks may be evaluated by other means, such as through simulation or other emergency and non-emergency work.

4.3.3 A person must be observed demonstrating the knowledge and competent performance defined for each task in a PTB.

4.3.4 Performance of each task in a PTB shall be documented by an evaluator with his or her initials and the date of completion.

4.4 Successful completion of all required tasks for the position, as determined by evaluators, will be the basis for recommending qualification of an assignee for a position or operational level.

4.5 If prerequisite training is normally documented with its own PTB, completion of that PTB shall be used to demonstrate competency.

5. PTB Content Requirements

Position or Operational Level Identification

5.1 A PTB shall clearly identify the position or operational level that the PTB is intended to assess.

5.1.1 A PTB may assess more than one position or operational level. If so, the position or level for which the PTB is used shall be clearly identified within prior to its assignment.

5.2 A PTB shall identify the position for which it was created, and shall define the operational scope of the position.

5.3 A PTB should clearly identify the organization utilizing it.

PTB Assignment

5.4 A PTB shall be assigned to an individual.

5.4.1 At a minimum, assignment shall be documented by the individual's name and signature.

5.4.2 Documentation of assignment may also include:

5.4.2.1 The individual's unit or agency.

5.4.2.2 The individual's unit phone number.

Verification of Completed PTB

5.5 A PTB shall include a section for verification by a final evaluator of its completion. This section shall include, at minimum, the following:

5.5.1 A statement that the PTB's assignee has successfully completed all tasks for the position, that all tasks have been documented appropriately, and that the assignee should be considered for certification in that position. This statement shall include the name of the PTB's assignee.

5.5.2 A line for the final evaluator's signature.

5.5.3 A line for the final evaluator's printed name.

5.5.4 A line for identifying the final evaluator's home unit or agency.

5.5.5 A line for the date of verification.

Agency Certification of Completed PTB

5.6 A PTB shall include a section in which an agency representative shall certify the PTB's assignee. This section shall include, at minimum, the following:

5.6.1 A statement of certification stating that the PTB's assignee has met all requirements for qualification and that the qualification has been issued. This statement shall include the PTB assignee's name.

5.6.2 A line for the certifying official's signature.

5.6.3 A line for the certifying official's printed name.

5.6.4 A line for the certifying official's title.

5.6.5 A line for identifying the certifying official's home unit or agency.

5.6.6 A line for the date of certification.

Duration of Validity of PTB

5.7 A PTB shall have a predetermined length of time during which it shall be completed.

5.7.1 The time period shall be clearly stated in the PTB.

5.7.2 The time period shall begin:

5.7.2.1 Upon assignment of the PTB to an individual, or

5.7.2.2 When the first task is completed.

5.7.3 This time period shall be determined by the organization responsible for the creation of the PTB.

Intent, Function, and Use of PTB

5.8 A PTB shall include a general overview of its intent and function.

5.9 A PTB shall include instructions that clearly explain its use.

5.10 Each PTB shall include protocols for exceptions and/or extensions that may be applied to the individual to which the PTB is assigned. These protocols shall also state which representative(s) of an AHJ shall have the authority to provide said exceptions and/or extensions.

Incident or Event Code

5.11 Each task in a PTB shall have an incident or event code associated with it to identify the type of assignment in which the task may be completed. The following incident or event codes and related descriptions are recommended:

5.11.1 *O (Other)*—Task can be completed in any situation, including classroom, simulation, incident, planned event, etc. Successful completion of a training course which tests whether the trainee has the knowledge, skills, and/or abilities associated with the task is also proof of completion, as is evaluation of

performance under simulated or on-the-job situations. Assignment to an incident is not required.

5.11.2 *I (Incident)*—Task must be performed during an incident managed under the incident command system. Examples include search and rescue, disaster response, or non-emergency (planned or unplanned) event.

5.11.3 *R (Rare)*—Task that rarely occurs, so the opportunity to evaluate a trainee’s performance in a real setting is limited. Examples include injuries, vehicle or aircraft crashes, etc. The evaluator must determine through interview, simulation, or other method(s) if the trainee would be able to perform the task in a real event.

Evaluator Record(s) and Evaluator Responsibilities

5.12 At the discretion of the AHJ, a PTB shall provide a section for recording information specific to particular incidents or events in which a task or tasks were performed and evaluated. If included in a PTB, each Evaluator Record shall include, at minimum, sections for recording the following:

5.12.1 Evaluation Record Number (recommended for coordinating incidents or events and completed tasks).

5.12.2 Assignee Information:

5.12.2.1 Name (printed).

5.12.2.2 Position at Incident or Event.

5.12.3 Evaluator Information:

5.12.3.1 Name (printed).

5.12.3.2 Position at Incident or Event.

5.12.3.3 Home unit or agency.

5.12.3.4 Home unit or agency address and telephone number.

5.12.4 Incident or Event Information:

5.12.4.1 Name.

5.12.4.2 Type.

5.12.4.3 Duration.

5.12.4.4 Geographic location or general area, local agency, and state.

5.12.4.5 Incident management type (if considered necessary by agency utilizing PTB).

5.12.4.6 Incident complexity (if considered necessary by agency utilizing PTB).

5.12.5 Evaluator’s Recommendation:

5.12.5.1 This section shall include provision for the evaluator to state how well the trainee performed the evaluated task or tasks. The following section, including its format, is recommended:

The tasks initialed and dated by me in this Position Task Book were performed under my supervision in a satisfactory manner. I recommend the following for this trainee:

_____ (1) The candidate has successfully performed all tasks for the position and should be considered for certification.*

_____ (2) During this incident or event it was not possible for some tasks in this PTB to be performed and evaluated. Additional training is needed to complete this assignee’s evaluation.

_____ (3) The assignee did not perform certain tasks in this PTB in a satisfactory manner. Additional training, guidance, or experience is recommended prior to another attempt to perform those tasks.

_____ (4) The assignee is severely deficient in the performance of tasks in this PTB. Additional training, guidance, or experience is recommended prior to another training assignment.

* To be selected only if Assignee performed all tasks in the PTB in the presence of this evaluator.

5.12.5.2 A PTB shall provide a section for an evaluator to record additional remarks or recommendations in regard to the Assignee’s training needs and/or performance of tasks.

5.12.5.3 A PTB shall provide a section for recording the evaluator’s signature, name, relevant qualifications or agency certification, and the date of completion of the evaluator’s record.

Position or Operational Level Training Requirements

5.13 A PTB shall identify training requirements (that is, CPR, annual fitness, leadership training, crime scene awareness, etc.) that:

5.13.1 Recur on a predetermined schedule (that is, annual, semi-annual, etc.).

5.13.2 Must be completed within the period of validity of the PTB.

5.14 A PTB shall make provision for documenting completion of each training requirement, including date of completion and identification of person documenting the event.

Position or Operational Level Tasks

5.15 A PTB shall identify and define all tasks required to demonstrate the competency of the Assignee for a particular position or operational level. Tasks should be organized as described below:

5.15.1 All competencies required for the position or level must be clearly and briefly stated in the PTB.

5.15.1.1 For each competency, all behaviors required to achieve it shall be stated clearly and briefly.

5.15.1.2 For each behavior, all tasks necessary to clearly demonstrate it shall be clearly stated. A brief description of the task may be included, if necessary.

5.15.1.3 Subtasks may be listed with each task, but shall not require documentation of completion.

5.15.2 Each task shall have an incident or event code associated with it.

5.15.3 For each task, provision shall be made in the PTB for recording the following:

5.15.3.1 Evaluation record number.

5.15.3.2 Evaluator name or initials.

5.15.3.3 Task completion date.

5.16 When complex skills or abilities must be evaluated, the PTB shall not utilize a “check-list” format but shall consider the total competency of the individual.

6. Keywords

6.1 competency; qualification; task book

APPENDIX

(Nonmandatory Information)

X1. EXAMPLE OF A PTB FOR AN R3 ENDORSED INDIVIDUAL

SAR TEAM X

Position Task Book
SAR TEAM X – R3
SAR TEAM X Rescue Group – October 2012

ISSUED TO

Signature

DATE ISSUED

This Position Task Book (PTB) is part of a competency-based qualification system used by SAR Team X members seeking to obtain an R3 rating. Successful completion of this PTB will result in the recommendation that the individual will be certified at the SAR TEAM X-R3 operational level.

This PTB is compliant with ASTM F3068: Standard Guide for Content and Use of Position Task Book (PTB).

The SAR TEAM X Rescue 3 rating is a Technician level rope rescuer who participates in rope rescue as part of a larger duty of Wilderness, Mountain and Alpine SAR. The Rescue 3 rating meets or exceeds the ASTM Standard (ASTM F2955): Standard Practice/Guide for Training for Level III Rope Rescue (R3) Technician Level Endorsement.

Position Task Books (PTBs) are one component of the “competency based” qualification system. Competency is defined as a combination of knowledge, skills and abilities that, when acquired, allows a person to perform a task or function at a specifically defined level of proficiency. PTBs have been developed for specific positions identified within the incident command system. Each PTB identifies the competencies, behaviors and tasks required for successful performance in specific positions. Trainees must be observed completing all tasks and show knowledge and competency in their performance during the completion of this PTB.

A PTB contains all the critical tasks which are required to perform a job. Tasks pertaining to tactical decision-making and safety require position performance on an incident. The remaining tasks may be evaluated through other means such as simulation or other emergency and non-emergency work. Successful completion of all required tasks of the position, as determined by an evaluator(s), will be the basis for recommending certification. Successful position performance as prerequisite experience means that the competency must be demonstrated through the completion of a PTB.

Trainees are evaluated during this process by qualified evaluators, and the trainee’s performance is documented in the PTB for each task by the evaluator’s initials and date of completion. An Evaluation Record will be completed by all evaluators documenting the trainee’s progress after each evaluation opportunity. Successful performance of all tasks, as observed and recorded by an evaluator, will result in a recommendation that the trainee be certified in that position. Evaluation and confirmation of the trainee’s performance while completing all tasks may occur on one or more training assignments and may involve more than one evaluator during any opportunity.

Individuals are responsible for providing proof of qualification on an incident.

INCIDENT/EVENT CODING

Each task has a code associated with the type of training assignment where the task may be completed.

The codes are: O = other, I = incident, R = rare

The codes are defined as:

O = Tasks labeled with an “O” (other) can be completed in any situation (classroom, simulation, incident, planned event, etc.). Successful completion of a training course that tests knowledge/skills associated with the task is acceptable, as is evaluation of performance under simulated or on-the-job situations. Assignment to an incident is not required.

I = Task labeled “I” (incident) must be performed on an incident managed under an incident command system. Examples include search and rescue, disaster response, or non-emergency (planned or unplanned) event.

R = Tasks labeled “R” (rare event) rarely occur and opportunities to evaluate performance in a real setting are limited. Examples include injuries, vehicle or aircraft crashes, etc. The evaluator may be able to determine, through interview or simulation, if the trainee would be able to perform the task in a real situation.

The bullets under each numbered task are examples or indicators of items or actions related to the task. The purpose of the bullets is to assist the evaluator in evaluating the trainee; the bullets are not all inclusive. Evaluate and initial ONLY the numbered tasks. DO NOT evaluate and initial each individual bullet.

Tasks within the PTB are numbered sequentially; however, the numbering does NOT indicate the order in which the tasks need to be performed or evaluated.

RESPONSIBILITIES

It is the responsibility of the Evaluator to assess only those Tasks that he/she observes in person.

SPECIAL NOTES

Position Task Book Completion Timeframes

PTBs have a limited time in which they can be completed. A PTB is valid for three (3) years from the day it is initiated. Upon documentation of the first task in the PTB, the three-year timeframe is reset from that new date. If the PTB is not completed in three years from the date of initiation or from the date of the first task documentation, then the PTB will no longer be valid. The Field Coordinator of SAR TEAM X may grant waivers or approve exceptions to this policy in special circumstances.

Currency Requirements

In order to maintain the Rescue 2 rating, the general annual requirements must be met and recorded in the PTB. The general annual requirements may be used to meet the ongoing 3 year currency requirements.

ANNUAL CURRENCY REQUIREMENTS

Fitness – Event Code – Other

US Forest Service Pack Test: 3 miles in 45 minutes with a 45 pound pack on level terrain

Date	Evaluator (printed name and signature)

Training – 30 Hours of approved Rescue Level Training

Event Code – Other

Any SAR TEAM X Rescue training (includes BASART Rescue Training in an instructor/ assistant/ station leader position, does not include BASART Final).

The SAR TEAM X Field Coordinator can approve trainings that are outside of SAR TEAM X (e.g., ITRS, MRA, PFA trainings, etc.). The Field Coordinator must sign all trainings that are outside of SAR TEAM X.

Date	Training	Evaluator's Signature	Hours
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
			Total Hours Year 1 _____
Additional Notes: _____			

Date	Training	Evaluator's Signature	Hours
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
			Total Hours Year 2 _____
Additional Notes: _____			