Frequently Asked Questions on the
Updated Position Task Books and PMS 310-1
May 2008

When will the new task books be required for use?
The new task books are available for use effective May 31, 2008. They will be required for anyone initiating a new task book after the release date.

When will the updated PMS 310-1 be available?
The 2008 version of the PMS 310-1 will be posted along with the task books by May 31, 2008.

What if I started a prior version of a task book and it's not completed yet?
Complete the task book you have started. Task books initiated prior to May 2008 will be valid for 3 years from the date they were initiated or 3 years from the date of successful completion of the first task.

Are competencies and behaviors a new concept?
No; the original task books were built on competencies (termed Job Performance Requirements). However, to simplify the task books the Job Performance Requirements were not listed; only the tasks to meet these requirements were listed.

Why is this change needed?
The competencies have been developed by NWCG, partners within DHS (e.g. FEMA, Coast Guard) and other key federal agencies. They have been agreed to on a national level and have now become the national standard for all emergency response organizations. The competencies were developed to create a common reference for qualification and performance for all ICS positions.

What's new about the task books / What has changed?
- Task books can be initiated prior to completion of all required training.
- Multiple positions have been combined into single task books similar to the single resource boss.
- Evaluators must be either qualified in the position being evaluated or supervise the trainee; however, Final Evaluators must be qualified in the trainee position they are evaluating. The term "qualified" means "qualified with currency."
- Competencies and behaviors have been added.
- The task books have been revised to create a better connection between the tasks and the overall competency (skill or behavior) that is desired; tasks are matched to the competencies and behaviors, and are not in sequential order as in previous versions.
- Tasks that were not meaningful to the desired behaviors have been deleted.
- Tasks that were unnecessarily redundant have been deleted.
- Some of the task books have added tasks to ensure the trainee demonstrates the needed skill for advancement into a fully qualified status.
- Reference PMS 310-1 for additional information on task book management; there are changes!

I'm a training officer/specialist. What will this change mean to me?
You will need to become familiar with changes to both the PMS 310-1 and the task books by reading them.

Was the PMS 310-1 updated to reflect the changes to the task books?
Yes; additional changes have been made also.

What has changed about the PMS 310-1?
Major changes are referenced in the front of the PMS 310-1. Some of them include:
- PMS 310-1 has been updated to reflect changes to the task books.
- Some positions have been deleted or added.
- Requirements have changed for some positions.
- Published NWCG directives since the 2006 version have been incorporated into this version.
- A definition of Technical Specialist has been added.

Does the implementation of the new task books in 2008 change something about the way the IQCS system works as far as inputting or reflecting my qualifications?
No; IQCS will be updated to reflect the new changes.

I'm a fully qualified Division Supervisor; what do I need to know about signing off trainees with the new task book?
Basically nothing has changed, although you are encouraged to look at the individual in terms of the competencies and behaviors and not focus solely on whether they can perform each task.

Where do I get the new task books and PMS 310-1?
Task books and the PMS 310-1are available at the NWCG Publications Management System web site at http://www.nwcg.gov/pms/pms.htm

Will the training courses change along with the new task books?
The training courses are built from the task books; realigning the curriculum with the task books is the next step. A revision schedule will be developed to address all courses and future courses will reflect requirements of the new PTBs.