

## Form for Requesting a New Position Task Book

Name:	Date:	Requested Task Book:
Duty Station:	Agency:	Home Unit Phone #:
<b>Position Prerequisites/Date Acquired.</b>		
<i>You must meet all Position Prerequisites <b>prior to</b> be issued a new Position Task Book</i>		
/	/	
/	/	
/	/	
<b>Missing Training Requirements</b>		
<i>To be issued a TB prior to completing required training, you must have AFMO approval. You must complete all training requirements prior to certification.</i>		
<b>Other active task books:</b> <i>You can only have 6 active task books at one time and no more than 2 in any one functional area. (e.g. 2 in operations, logistics, etc.)</i>		
1.	4.	
2.	5.	
3.	6.	
SUPERVISOR SIGNATURE:		
COMMITTEE MEMBER APPROVAL:		
PRIMARY ACCOUNT MANAGER VERIFICATION:		
FS Zone/BLM Assistant FMO APPROVAL (If applicable):		

1 – After getting supervisor approval, submit this completed form to your Committee Member who will route it to the Primary Account Manager (PAM), who will ensure that all prerequisites are in place. If not, you will be informed of what is missing.

2 - If the request is accepted the PAM will initiate the PTB, make a copy of the front page for the training files, and enter the new PTB into IQCS. The new training position will be added to your qualifications card, and the initiated PTB and a new qualifications card will be sent to you.

3 – You have 3 years from the date of your first trainee experience in IQCS to complete your PTB. If no assignments are completed within 3 years from the date of initiation the PTB will expire. **Note:** *experiences that you were evaluated on need to be turned in on your experience sheets.*

4 - Once the PTB has a final evaluator, turn it into your Committee Member for routing through the approval/certification process. *Desired certification standards include a minimum of 2 assignments, 2 different evaluators, and 2 fuel types (where applicable). In certain positions (where you are assigned to a team) or certain situations, you may not be required to have 2 different evaluators. This will be determined by the Certifying Official on a case by case basis.*

5 – After the PTB is certified, the PAM will make a copy of the certification page and all evaluator pages in the back, and enter the completed PTB into IQCS. The original PTB, along with a new qualifications card, will be sent back to you.