

APPENDIX B: POSITION TASK BOOK REQUEST FORM

Responder Information			
Name			
Unit			
IQCS Empl ID			
Position			
Requirements			
<ul style="list-style-type: none"> • Responder must meet all <u>required position experience</u> prior to position task book initiation. • Responder must successfully complete all <u>required training</u> prior to position certification. • Forest Service responders can have no more than six 'active' position task books at one time, and no more than two of the six can be in a single <u>functional area</u>. 			
Remarks			
Approval			
Supervisor		Date	
Zone FMO/AFMO (if applicable)		Date	
Training Officer Review			
Review	YES	NO	
1. IQCS Responder to Position report ran.	<input type="checkbox"/>	<input type="checkbox"/>	
2. Responder meets prerequisite position experience requirements.	<input type="checkbox"/>	<input type="checkbox"/>	
3. Responder has less than 6 active PTBs, and less than 2 in functional area.	<input type="checkbox"/>	<input type="checkbox"/>	
Initiation			
<input type="checkbox"/> Approved		<input type="checkbox"/> Denied	
Rationale			
Initiated By		Date	