

Florida UAS Position Task Book

Version 1.0

August 2019

This document may be used to certify and or qualify in one of the following positions:

Small Unmanned Aircraft System (sUAS) Pilot [SUASP]

Small Unmanned Aircraft System (sUAS) Team Leader [SUASTL]

Small Unmanned Aircraft System (sUAS) Data Technician [SUASDT]

This task book is published by the Center for Disaster Risk Policy, Florida State University as part of the Florida Unmanned Aircraft System Working Group, Air Operations Branch, State Emergency Response Team.

Task Book Assigned To:

Trainee's Name: _____

Home Unit/Agency: _____

Home Unit/Agency Phone: _____

Task Book Initiated By:

Name: _____

Title: _____

Home Agency/Org: _____

Home Agency/Org Phone: _____

Home Agency/Org Email: _____

Date Initiated: _____

Task Book for the Position of:

(specify one (1) of the three (3) titles this task book is valid for)

Evaluator's Final Verification

To be completed **only** when you (the evaluator) are recommending the trainee for certification.

I verify that (trainee name) _____ has successfully performed and demonstrated all training tasks set forth in this Task Book for the position listed on page one. With this verification, I attest this trainee is competent and capable to carry out the duties of this position and should be considered for certification.

Evaluator's Printed Name: _____

Evaluator's Signature: _____

Title: _____

Home Agency/Org: _____

Home Agency/Org Phone: _____

Home Agency/Org Email: _____

Date Verified: _____

Agency Certification

I certify that (trainee name) _____ has successfully met all qualifications for the position listed on page one. The certification and/or qualification has been issued. This completed Task Book may serve as proof of this certification and/or qualification.

Certifying Official's Printed Name: _____

Certifying Official's Signature: _____

Title: _____

Home Agency/Org: _____

Home Agency/Org Phone: _____

Home Agency/Org Email: _____

Date Certified: _____

About this Task Book

The Florida UAS Position Task Book (PTB) has been developed to provide an agency/organization centered certification of small unmanned aircraft systems (sUAS) crew and team positions, and is part of Florida's effort to accurately type UAS teams and resources. This PTB is an adaptation of the National Wildfire Coordinating Group (NWCG) Task Book, number PMS 311-79 published in October 2018.

This PTB lists the competencies, behaviors and tasks required for performance of the three specific positions - Small UAS Pilot, Small UAS Team Leader, and Small UAS Data Technician. Each trainee must be observed completing all tasks and demonstrate the required knowledge and skills.

Qualified evaluators observe trainees during training, exercises, and real world incidents, and record performance in this PTB. Documentation of the event, evaluator, and conditions is required. Each evaluator will complete an Evaluation Record for each separate opportunity for observation of the trainee, and note in the PTB which tasks and behaviors were successfully completed.

Successful performance of all tasks will result in a recommendation to the home agency that the trainee be certified in the specified position. It is the final determination of the trainee's home agency to accept this recommendation and issue certification in the specified position. Neither Florida SERT, the Florida UAS Working Group, nor the Center for Disaster Risk Policy have the authority to issue a certification to a trainee. That responsibility lies solely with the trainee's home agency or organization.

Incident Coding

Each Task in the PTB has a code associated with the type of assignment (training or real world) where the task may be completed. The codes are defined as:

O - Task can be completed in any situation (classroom, simulation, daily job, incident, etc.).

I - Task must be performed on a real-world incident (or planned event) managed under the Incident Command System (ICS).

R - Rare events such as accidents, injuries, vehicle or aircraft crashes occur infrequently and opportunities to evaluate performance in a real setting are limited. The evaluator should determine, through interview, if the trainee would be able to perform the task in a real situation.

While tasks can be performed in any situation, they must be evaluated on the specific type of incident/event for which they are coded. For example, tasks coded I must be evaluated on a real-world incident. Performance of any task on other than the designated assignment is not valid for qualification.

Tasks are numbered sequentially. The numbering does **not** indicate the order in which the tasks need to be performed or evaluated. The bulleted information under each numbered task are examples, they are not representative of all possible actions/activities in the task. Evaluators **should not** evaluate and initial each individual example item - only the listed task.

Instructions for Task Book Evaluation Records

There are four (4) Evaluation Records at the back of the Position Task Book. For every incident or activity the trainee participates in as part of this Task Book should generate a completed Evaluation Record. The Evaluator will complete necessary information to show how the trainee was evaluated, what type of event was used as part of the evaluation, who the evaluator is, and recommendations.

Evaluation Record

Each evaluator will need to complete an Evaluation Record. Each Evaluation Record should be numbered sequentially. Place this number at the top of the Evaluation Record page and also use it in the column labeled "Evaluation Record #" for each numbered task the trainee has satisfactorily performed.

Trainee Information

Print the trainee's name, position on the incident/event, home unit/agency, and the home unit/agency address and phone number.

Evaluator Information

Print the Evaluator's name, position on the incident/event, home unit/agency, and the home unit/agency address and phone number.

Incident/Event Information

Incident/Event Name: Print the incident/event name.

Reference: Enter the incident code and/or fire code.

Duration: Enter inclusive dates during which the trainee was evaluated.

Incident Kind: Enter the kind of incident (severe weather, search and rescue, flood, hurricane, etc.).

Location: Enter the Geographic Area, Agency, and State.

Evaluator's Recommendation

For 1 - 4, initial only one line as appropriate; this will allow for comparison with your initials in the Qualifications Record.

Record additional remarks/recommendations on an Individual Performance Evaluation, or by attaching an additional sheet to the Evaluation Record.

Comments

Additional information specific to the evaluator's recommendation. The evaluator should note any deficiencies, additional assignment needs, or additional focus areas that were identified.

Evaluator's Signature

Sign here to authenticate your recommendations.

Evaluator's Relevant Qualification (Or Agency Certification)

List your qualification or certification relevant to the trainee position you supervised.

Note: Evaluators must be either qualified in the position being evaluated or supervise the trainee; Final Evaluators must be qualified in the trainee position they are evaluating.

Small Unmanned Aircraft System (sUAS) Pilot [SUASP] Specific Tasks

Competency A: Assume position responsibilities

Description: Function in the role of a Small UAS Pilot in an incident environment.

Note: Evaluate only numbered **Tasks**. Do not evaluate bullets - they are examples only.

Behavior: Ensure readiness for assignment

Task	Code	Eval Rec. #	Evaluator Initial/Date
<p>SUASP.A.1. Assemble materials or kit/package, obtain mission information</p> <ul style="list-style-type: none"> • <i>Crew/pilot/UAS credentials, logs, and records</i> • <i>Airspace authorization as necessary</i> • <i>UAS and sensors</i> • <i>Ground control systems</i> • <i>Communications equipment</i> • <i>GIS data (base maps)</i> 	0		

Behavior: Ensure availability, qualifications, and capabilities of resources to complete assignment

Task	Code	Eval Rec. #	Evaluator Initial/Date
<p>SUASP.A.2. Obtain mission information from command, incident commander, or agency having jurisdiction.</p> <ul style="list-style-type: none"> • <i>Warning or resource order (including reporting time and location, requirements, special needs)</i> • <i>Transportation/lodging/logistical support</i> • <i>Frequencies/communications plan</i> • <i>Airspace information, including TFRs and NOTAMS.</i> 	I		
<p>SUASP.A.3. Check in with supervisor.</p> <ul style="list-style-type: none"> • <i>Verify chain of command.</i> • <i>Discuss communications procedures and protocols</i> • <i>Determine data needs, products desired, and delivery/distribution method and location.</i> 	I		
<p>SUASP.A.4. Validate UAS/Sensor capabilities.</p> <ul style="list-style-type: none"> • <i>Appropriate platform and sensors for mission.</i> • <i>Determine UAS crew flight and duty limitations per agency policy.</i> 	0		

Task	Code	Eval Rec. #	Evaluator Initial/Date
<p>SUASP.A.5. Ensure UAS preparation and preflight procedures are completed.</p> <ul style="list-style-type: none"> • <i>Discuss platform and sensor limitations with supervisor</i> • <i>UAS flights are authorized by agency and IC.</i> • <i>UAS/crew preflight inspections are completed.</i> • <i>Appropriate PPE is available and utilized.</i> • <i>Verify final data/product.</i> • <i>Obtain appropriate weather information.</i> • <i>Request or file NOTAM/SGI/ECOA/TFR as appropriate or required.</i> 	0		

Behavior: Verify coordination procedures and program communications equipment

Task	Code	Eval Rec. #	Evaluator Initial/Date
<p>SUASP.A.6. Verify communications and coordination procedures, methods, and protocols.</p> <ul style="list-style-type: none"> • <i>Communications with aerial supervision and/or Air Operations Branch</i> • <i>Communications with aircraft (manned and unmanned) assigned to incident</i> • <i>Communications with command</i> • <i>Communications with ground resources</i> 	0		
<p>SUASP.A.7. Program communications equipment</p> <ul style="list-style-type: none"> • <i>VHF-AM frequencies</i> • <i>VHF/UHF FM frequencies</i> • <i>Cellular/Satellite phones</i> • <i>Perform necessary comm checks</i> 	0		

Behavior: Establish effective relationships with relevant personnel

Task	Code	Eval Rec. #	Evaluator Initial/Date
<p>SUASP.A.8. Ensure sUAS pilot, visual observer(s), crew, and relevant personnel are briefed on mission and aware of objectives.</p> <ul style="list-style-type: none"> • <i>Objective, location, altitude, geometry, weather, emergency procedures, diverts.</i> 	0		

Behavior: Ensure ability to use tools necessary to complete assignment

Task	Code	Eval Rec. #	Evaluator Initial/Date
<p>SUASP.A.9. Perform UAS mission</p> <ul style="list-style-type: none"> • <i>Verify required product and sensors necessary/appropriate</i> • <i>Operate with an emphasis on safety and responsibility</i> • <i>Prepare aircraft and sensors, verify functionality</i> • <i>Deconflict airspace, receive clearance/permission from relevant ICS entities</i> • <i>Coordinate flight and mission actions with ground personnel</i> • <i>Monitor assigned radio frequencies</i> • <i>Utilize appropriate CRM and automation</i> 	I		

Behavior: Gather, update, and apply situational information relevant to assignment

Task	Code	Eval Rec. #	Evaluator Initial/Date
<p>SUASP.A.10. Obtain daily Incident Action Plan (IAP) or relevant plans and incident maps</p> <ul style="list-style-type: none"> • <i>Obtain IAP, incident briefings, and updates on objectives and assignment</i> 	I		

Behavior: Establish organization structure, reporting procedures, and chain of command of assigned resources

Task	Code	Eval Rec. #	Evaluator Initial/Date
<p>SUASP.A.11. Conduct a mission safety briefing for all assigned resources</p> <ul style="list-style-type: none"> • <i>Scope and data/product requirements</i> • <i>Incident location and information</i> • <i>Aviation resources (manned/unmanned) assigned</i> • <i>Radio frequencies (VHF-AM, UHF, VHF)</i> • <i>Special information including hazards</i> • <i>Expected duration of mission/shift</i> 	O		

Small Unmanned Aircraft System (sUAS) Pilot [SUASP] Specific Tasks

Competency B: Lead assigned personnel

Description: Influence, guide, and direct assigned personnel to accomplish objectives and desired outcomes in a rapidly changing, high risk environment.

Note: Evaluate only numbered **Tasks**. Do not evaluate bullets - they are examples only.

Behavior: Ensure the safety, welfare, and accountability of assigned personnel.

Task	Code	Eval Rec. #	Evaluator Initial/Date
<p>SUASP.B.1. Ensure Pre-takeoff responsibilities are completed.</p> <ul style="list-style-type: none"> • <i>Confirm airspace, deconfliction, and mission authorizations</i> • <i>Perform preflight and briefing</i> • <i>Determine altimeter setting and calculate mission altitude (MSL and AGL)</i> 	0		
<p>SUASP.B.2. Provide for the safety and welfare of assigned resources.</p> <ul style="list-style-type: none"> • <i>Recognize and mitigate potentially hazardous situations.</i> • <i>Monitor conditions of crews/team/resources assigned.</i> • <i>Account for assigned resources.</i> 	0		

Behavior: Establish work assignments and performance expectations, monitor performance, and provide feedback.

Task	Code	Eval Rec. #	Evaluator Initial/Date
<p>SUASP.B.3. Develop Area of Operations encompassing the mission objectives, including calculated mission altitude.</p> <ul style="list-style-type: none"> • <i>Define polygon of Area of Operations (AO).</i> • <i>Assign resources to blocks within the AO.</i> • <i>Determine home location altitude in MSL.</i> • <i>Determine required altitude AGL to meet mission data requirements. Calculate mission altitude in AGL and MSL (from home point).</i> 	0		

Task	Code	Eval Rec. #	Evaluator Initial/Date
<p>SUASP.B.4. Work with Team Leader to ensure all UAS resources are employed and effective.</p> <ul style="list-style-type: none"> • <i>Crews are tasked, supervised, and appropriately employed.</i> 	I		

Behavior: Emphasize teamwork.

Task	Code	Eval Rec. #	Evaluator Initial/Date
<p>SUASP.B.5. Establish cohesiveness among assigned resources.</p> <ul style="list-style-type: none"> • <i>Provide for open communication</i> • <i>Seek commitment</i> • <i>Set expectations and focus on team result</i> 	0		
<p>SUASP.B.6. Participate in functional area briefings and After Action Reviews (AARs).</p>	0		

Small Unmanned Aircraft System (sUAS) Pilot [SUASP] Specific Tasks

Competency C: Communicate effectively

Description: Use suitable communication techniques to share relevant information with appropriate personnel on a timely basis to accomplish objectives in a rapidly changing, high risk environment.

Note: Evaluate only numbered **Tasks**. Do not evaluate bullets - they are examples only.

Behavior: Ensure all relevant information is exchanged during check-in, briefings, operations, and debriefings.

Task	Code	Eval Rec. #	Evaluator Initial/Date
SUASP.C.1. Demonstrate appropriate communication skills using common terminology and brevity with command, ground resources, and other aircraft.	0		

Behavior: Ensure documentation is complete and distributed appropriately.

Task	Code	Eval Rec. #	Evaluator Initial/Date
SUASP.C.2. Complete required documentation. <ul style="list-style-type: none"> • <i>Logs, forms, and authorizations. Perform flight and crew logging</i> 	0		
SUASP.C.3. Compile daily statistics and logs and provide to appropriate supervisor.	0		

Behavior: Coordinates sUAS operations with ICS functions and other aircraft on scene.

Task	Code	Eval Rec. #	Evaluator Initial/Date
SUASP.C.4. Coordinate flight when other aircraft are on scene. <ul style="list-style-type: none"> • <i>Communicate/coordinate with agencies controlling on-scene aircraft.</i> • <i>Monitor VHF-AM or aviation frequencies</i> • <i>Broadcast intentions on assigned air-to-ground or air-to-air frequency (CTAF).</i> • <i>Yield to manned aviation, maintain responsibility of see and avoid</i> • <i>Coordinate with on-scene UAS operators</i> • <i>Maintain vertical/horizontal/temporal separation</i> 	I		

Task	Code	Eval Rec. #	Evaluator Initial/Date
<p>SUASP.C.5. Coordinate flight when there are no aircraft on scene.</p> <ul style="list-style-type: none"> • <i>Monitor VHF-AM or aviation frequencies</i> • <i>Broadcast intentions on assigned air-to-ground or air-to-air frequency (CTAF).</i> • <i>Yield to manned aviation, maintain responsibility of see and avoid</i> 	I		
<p>SUASP.C.6. Coordinate flight if aircraft arrives while sUAS is inflight.</p> <ul style="list-style-type: none"> • <i>Monitor VHF-AM or aviation frequencies</i> • <i>Broadcast intentions on assigned air-to-ground or air-to-air frequency (CTAF).</i> • <i>Establish communications with new aircraft and coordinate separation</i> • <i>Return to home and suspend flight operations until coordination is established.</i> 	R		

Small Unmanned Aircraft System (sUAS) Pilot [SUASP] Specific Tasks

Competency D: Ensure completion of assigned actions to meet identified objectives.

Description: Identify, analyze, and apply relevant situational information and evaluate actions to complete assignments safely and meet identified objectives. Complete actions within established timeframe.

Note: Evaluate only numbered **Tasks**. Do not evaluate bullets - they are examples only.

Behavior: Administer and/or apply appropriate policy and regulation, including contracts and agreements.

Task	Code	Eval Rec. #	Evaluator Initial/Date
<p>SUASP.D.1. Monitor compliance with applicable regulations.</p> <ul style="list-style-type: none"> • <i>Verify compliance with agency/organization policy as well as local, state/tribal, and Federal law and/or regulations.</i> • <i>14 CFR Part 107</i> • <i>BVLOS (Beyond Visual Line of Sight)</i> • <i>Daylight requirements</i> • <i>Crew rest policy</i> 	I		

Behavior: Follow established procedures and/or safety procedures relevant to given assignment.

Task	Code	Eval Rec. #	Evaluator Initial/Date
<p>SUASP.D.2. Ensure safety of flight by utilizing the following principles.</p> <ul style="list-style-type: none"> • <i>See and avoid, Visual Flight Rules (VFR)</i> • <i>Vertical, horizontal, and temporal separation</i> • <i>Radio communications</i> • <i>Situational awareness</i> • <i>Checklist use</i> 	0		
<p>SUASP.D.3. Follow Established Mission Procedures.</p> <ul style="list-style-type: none"> • <i>Standard operating guides, field operating guides, agency/organization policies, incident guidelines</i> • <i>Communicate and coordinate</i> • <i>Utilize crew resource management (CRM)</i> 	0		

Task	Code	Eval Rec. #	Evaluator Initial/Date
SUASP.D.4. Follow UAS Emergency Procedures. <ul style="list-style-type: none"> • <i>Lost link</i> • <i>Lost visual contact</i> • <i>Flyaway</i> • <i>Mishap reporting plans in place and followed (SOG)</i> • <i>14 CFR Part 107 Reporting requirements</i> 	R		
SUASP.D.5. Conduct operations in accordance with the appropriate agency UAS Standard Operating Guide	0		

Behavior: Gather, analyze, and validate information pertinent to the incident or event and make recommendations for setting priorities.

Task	Code	Eval Rec. #	Evaluator Initial/Date
SUASP.D.6. Collect data. <ul style="list-style-type: none"> • <i>Use appropriate sensors to collect requested/required data, including: still imagery, video, infrared/thermal, and multi-spectral.</i> • <i>Generate point, line, and polygon data as necessary.</i> 	0		
SUASP.D.7. Pre-process data. <ul style="list-style-type: none"> • <i>Log flights and data collection parameters.</i> • <i>Collect and preserve captured data/imagery</i> • <i>Establish a data management scheme in accordance with Data Technician, agency/organization SOG, policy, and data retention guidelines.</i> • <i>Populate data into the data management scheme</i> • <i>If necessary geotag imagery from log data.</i> • <i>Deliver pre-processed data to Data Technician or appropriate person for processing.</i> 	0		
SUASP.D.8. Process data. <ul style="list-style-type: none"> • <i>Delivery pre-processed data to Data Technician or appropriate person for processing.</i> • <i>Develop map products as requested</i> • <i>Develop imagery products as requested</i> • <i>Delivery products as requested</i> 	0		

Behavior: Take appropriate action based on assessed risks.

Task	Code	Eval Rec. #	Evaluator Initial/Date
<p>SUASP.D.9. Ensure the a Risk Management Process is established and maintained.</p> <ul style="list-style-type: none"> • <i>Coordinate with Team Leader and Data Technician to manage and mitigate risks</i> 	0		

Behavior: Plan for demobilization and ensure demobilization procedures are followed.

Task	Code	Eval Rec. #	Evaluator Initial/Date
<p>SUASP.D.10. Perform End-of-Shift Procedures.</p> <ul style="list-style-type: none"> • <i>Confirm need for sUAS resources in the next day/operational period.</i> • <i>Debrief with available air resources</i> • <i>Debrief with Air Operations Branch Director</i> • <i>Provide input to Planning section for input into next operational period's Incident Action Plan</i> • <i>Complete required documentation, i.e. ICS-214.</i> 	I		
<p>SUASP.D.11. Demobilization.</p> <ul style="list-style-type: none"> • <i>Schedule and implement demobilization, including rehab of equipment.</i> 	I		

Behavior: Transfer position duties while ensuring continuity of authority and knowledge and taking into account the increasing or decreasing incident complexity.

Task	Code	Eval Rec. #	Evaluator Initial/Date
<p>SUASP.D.12. Brief incoming UAS crew.</p> <ul style="list-style-type: none"> • <i>Objectives, assignment, and communications</i> • <i>Air and ground resources assigned</i> • <i>Hazards and weather</i> 	0		

Behavior: Anticipate, recognize and mitigate unsafe situations.

Task	Code	Eval Rec. #	Evaluator Initial/Date
<p>SUASP.D.13. Identify and appropriately act on hazardous situations.</p> <ul style="list-style-type: none"> <i>Hazards to aircraft and/or crew, failed communications, dynamic threats, weather, etc.</i> 	I		

Behavior: Provide logistical support as necessary.

Task	Code	Eval Rec. #	Evaluator Initial/Date
<p>SUASP.D.14. Identify and plan for logistical support needs.</p> <ul style="list-style-type: none"> <i>Medical needs/evacuation</i> <i>Food, water, fuel, communications</i> <i>Housing</i> 	I		

Behavior: Ensure compliance with all legal and safety requirements relevant to air operations.

Task	Code	Eval Rec. #	Evaluator Initial/Date
<p>SUASP.D.15. Watch for hazardous flight conditions and shut down aviation operations when necessary.</p> <ul style="list-style-type: none"> <i>Excessive winds</i> <i>Weather/visibility</i> <i>Severe weather</i> <i>Uncooperative aircraft</i> 	I		

Small Unmanned Aircraft System (sUAS) Team Leader [SUASTL] Specific Tasks

Competency E: Ensure completion of assigned actions to meet identified objectives.

Description: Identify, analyze, and apply relevant situational information and evaluate actions to complete assignments safely and meet identified objectives. Complete actions within established timeframe.

Note: Evaluate only numbered **Tasks**. Do not evaluate bullets - they are examples only.

Behavior: Gather, analyze, and validate information pertinent to the incident or event and make recommendations for setting priorities.

Task	Code	Eval Rec. #	Evaluator Initial/Date
<p>SUASTL.E.1. Validate UAS/Sensor Capabilities of all assigned UAS resources, including mutual aid and vendors.</p> <ul style="list-style-type: none"> • <i>Appropriate platforms and sensors for the assigned mission</i> • <i>Determine duty limitations per appropriate agency policy</i> • <i>Verify crew experience and credentials, including 14 CFR Part 107, PTBs, etc.</i> 	I		
<p>SUASTL.E.2. Conduct a mission safety briefing for all assigned UAS flight crews assigned.</p> <ul style="list-style-type: none"> • <i>Scope of mission and assignment</i> • <i>Incident information, including objectives and assigned resources</i> • <i>Airspace deconfliction - horizontal, vertical and temporal</i> • <i>Duration of mission assignment</i> • <i>Communications protocols</i> • <i>Special information (hazards, etc.)</i> • <i>Emergency procedures</i> 	I		
<p>SUASTL.E.3. Ensure documentation, including MOAs, LOAs, contracts and agreements of all assigned UAS resources.</p> <ul style="list-style-type: none"> • <i>Ensure UAS crew is compliance with policy, agreements, and regulations.</i> • <i>Log crew activity</i> 	I		

Task	Code	Eval Rec. #	Evaluator Initial/Date
<p>SUASTL.E.4. Airspace authorization and deconfliction.</p> <ul style="list-style-type: none"> • <i>Request TFR, ECOA, SGI as required to support assigned UAS resources.</i> • <i>Coordinate with Air Operations Branch or other ICS entities as required.</i> 	I		

SUASTL

Small Unmanned Aircraft System (sUAS) Team Leader [SUASTL] Specific Tasks

Competency F: Communicate effectively.

Description: Use suitable communication techniques to share relevant information with appropriate personnel on a timely basis to accomplish objectives in a rapidly changing, high risk environment.

Note: Evaluate only numbered **Tasks**. Do not evaluate bullets - they are examples only.

Behavior: Communicate and ensure understanding of work expectations within the chain of command and across functional areas.

Task	Code	Eval Rec. #	Evaluator Initial/Date
<p>SUASTL.F.1. Coordinate with the appropriate personnel and attend briefings prior to all supervised UAS operations.</p> <ul style="list-style-type: none"> • <i>Air Operations Branch Director</i> • <i>Planning Section, Situation Unit, Logistics Section</i> • <i>Operations Section and Divisions - communicate platform and sensor capability</i> • <i>Aviation assets</i> • <i>Airborne supervision (Air Attack), if assigned</i> • <i>Attend daily aviation, ops, planning meetings</i> 	I		

Behavior: Gather, produce and distribute information as required by established guidelines and ensure understanding by recipient.

Task	Code	Eval Rec. #	Evaluator Initial/Date
<p>SUASTL.F.2. Coordinate with operations personnel to provide Situational Awareness information.</p> <ul style="list-style-type: none"> • <i>Live video, recorded/annotated imagery</i> • <i>Sensor tasking as required</i> • <i>Coordinate communications between UAS resources and ground personnel</i> 	I		
<p>SUASTL.F.3. Coordinate with Planning Section personnel to provide requested data.</p> <ul style="list-style-type: none"> • <i>Video, imagery, mapping, point/lines/polygons</i> • <i>Telemetry, logs, etc.</i> 	I		

Small Unmanned Aircraft System (sUAS) Team Leader [SUASTL] Specific Tasks

Competency G: Ensure completion of assigned actions to meet identified objectives.

Description: Identify, analyze, and apply relevant situational information and evaluate actions to complete assignments safely and meet identified objectives. Complete actions within established timeframe.

Note: Evaluate only numbered **Tasks**. Do not evaluate bullets - they are examples only.

Behavior: Establish effective relationships with relevant personnel.

Task	Code	Eval Rec. #	Evaluator Initial/Date
<p>SUASTL.G.1. Report to incident and receive briefing.</p> <ul style="list-style-type: none"> • <i>Establish chain of command</i> • <i>Determine data needs and requirements</i> • <i>Match available resources to requests/needs</i> 	I		
<p>SUASTL.G.2. Assemble and brief UAS operators.</p> <ul style="list-style-type: none"> • <i>Identify and establish chain of command, roles and responsibilities, and coordination methods.</i> • <i>Brief flight/data objectives</i> • <i>Identify and address logistical needs of UAS teams/operators</i> 	I		
<p>SUASTL.G.3. Coordinate UAS missions and operations.</p> <ul style="list-style-type: none"> • <i>Develop UAS mission priorities, assign resources (ICS-204)</i> • <i>Ensure assignments are received and understood</i> • <i>Ensure UAS teams/resources are appropriate and capable of assigned missions</i> • <i>Coordinate with appropriate ICS entities - Command staff, operations, planning, AOBD, PIO, etc.</i> • <i>Brief command regarding UAS capabilities and available products</i> • <i>Ensure requested data is delivered</i> • <i>Manage airspace authorizations and deconfliction</i> 	I		
<p>SUASTL.G.4. Debrief UAS crews, missions, and operations.</p> <ul style="list-style-type: none"> • <i>Attend debriefings with Air Operations, aerial supervision, and Operations section.</i> • <i>Debrief UAS operations</i> • <i>Share lessons learned</i> 	I		

Task	Code	Eval Rec. #	Evaluator Initial/Date
SUASTL.G.5. Ensure post mission tasks are completed. <ul style="list-style-type: none"> <i>Aircraft maintenance and inspection</i> <i>Data management and processing</i> <i>Incident reporting as required</i> <i>Brief incoming UAS resources</i> 	I		

Behavior: Take appropriate action based on assessed risks.

Task	Code	Eval Rec. #	Evaluator Initial/Date
SUASTL.G.6. Ensure the a Risk Management Process is established and maintained. <ul style="list-style-type: none"> <i>Coordinate with Team Leader and Data Technician to manage and mitigate risks</i> 	O		

Behavior: Plan for demobilization and ensure demobilization procedures are followed.

Task	Code	Eval Rec. #	Evaluator Initial/Date
SUASTL.G.7. Schedule and implement demobilization.	I		

Small Unmanned Aircraft System (sUAS) Data Technician [SUASDT] Specific Tasks

Competency H: Ensure completion of assigned actions to meet identified objectives.

Description: Identify, analyze, and apply relevant situational information and evaluate actions to complete assignments safely and meet identified objectives. Complete actions within established timeframe.

Note: Evaluate only numbered **Tasks**. Do not evaluate bullets - they are examples only.

Behavior: Ensure readiness for assignment.

Task	Code	Eval Rec. #	Evaluator Initial/Date
<p>SUASDT.H.1. Assemble materials for kit/Obtain information for the mission.</p> <ul style="list-style-type: none"> • <i>Sensors</i> • <i>Hardware</i> • <i>GIS data</i> • <i>Processing equipment/software/licenses</i> 	0		
<p>SUASDT.H.2. Check in at assigned area of operations and with supervisor.</p> <ul style="list-style-type: none"> • <i>Verify chain of command</i> • <i>Discuss and verify communication procedures</i> • <i>Determine final data requirements, including timing, formats, delivery location and method</i> 	I		
<p>SUASDT.H.3. Validate Sensor Capabilities.</p> <ul style="list-style-type: none"> • <i>Ensure sensors available are sufficient to create products required</i> • <i>Hardware and software is available to process sensor data</i> 	0		
<p>SUASDT.H.4. Report to incident and receive briefing.</p> <ul style="list-style-type: none"> • <i>Data requirements</i> • <i>Data delivery methods</i> • <i>Hazards and special information</i> • <i>Duration of assignment/mission</i> • <i>Assigned resources</i> 	I		

Behavior: Retrieve and pre-process data.

Task	Code	Eval Rec. #	Evaluator Initial/Date
SUASDT.H.5. Coordinate with sUAS Pilot. <ul style="list-style-type: none"> Participate in UAS missions/sorties as requested 	0		
SUASDT.H.6. Retrieve data. <ul style="list-style-type: none"> Download raw imagery data (stills/video) Download log files or telemetry data Establish a data management scheme in accordance with SOGs, policy, and data retention guidelines. Populate data into the data management scheme Create data backups prior to processing 	0		
SUASDT.H.7. Create rough operational products. <ul style="list-style-type: none"> Estimate route clearance, damage, points of interest (search) Create re-tasking recommendations for team leader 	0		
SUASDT.H.8. Package data for precision planning products. <ul style="list-style-type: none"> Geotag imagery, apply annotation to video Create GPX/KML file of aircraft flight plan from logs 	0		
SUASDT.H.9. Deliver requested products. <ul style="list-style-type: none"> Ensure data meets requirements and schedule 	I		
SUASDT.H.10. Assist incident planning personnel as available and requested. <ul style="list-style-type: none"> Develop orthomosaic imagery, digital elevation models (DEMs), maps, etc. Provide analysis of EO/IR imagery Create point/line/polygon data for incident mapping Import products to GIS system 	I		

Behavior: Plan for demobilization and ensure demobilization procedures are followed.

Task	Code	Eval Rec. #	Evaluator Initial/Date
SUASDT.H.11. Anticipate demobilization of resources.	I		

Evaluation Record

Record #: _____

Trainee Information

Name: _____

Position on incident: _____

Home Agency/Org: _____

Home Agency/Org Email and Phone: _____

Evaluator Information

Name: _____

Position on incident: _____

Home Agency/Org: _____

Home Agency/Org Email and Phone: _____

Incident/Event/Activity Information

Incident/Event Name: _____

Inclusive Dates of Incident: _____

Incident Kind: _____

Location: _____

Evaluator's Recommendation (*Initial One*)

- _____ 1. The tasks initialed and dated by me on the Qualification Record have been performed under my supervision in a satisfactory manner. The trainee has successfully performed all tasks in the PTB for the position. I have completed the Final Evaluator's Verification section and recommend the trainee be considered for agency certification.
- _____ 2. The tasks initialed and dated by me on the Qualification Record have been performed under my supervision in a satisfactory manner. However, opportunities were not available for all tasks (or all uncompleted tasks) to be performed and evaluated on this assignment. An additional assignment is needed to complete the evaluation.
- _____ 3. The trainee did not complete certain tasks in the PTB. Additional training, guidance, or experience is recommended.
- _____ 4. The individual is severely deficient in the performance of tasks in the PTB for the position. Additional training, guidance, or experience is required.

Comments:

Evaluator's Signature: _____

Evaluator's Qualification or Agency Cert.: _____

Evaluation Record

Record #: _____

Trainee Information

Name: _____

Position on incident: _____

Home Agency/Org: _____

Home Agency/Org Email and Phone: _____

Evaluator Information

Name: _____

Position on incident: _____

Home Agency/Org: _____

Home Agency/Org Email and Phone: _____

Incident/Event/Activity Information

Incident/Event Name: _____

Inclusive Dates of Incident: _____

Incident Kind: _____

Location: _____

Evaluator's Recommendation (*Initial One*)

- _____ 1. The tasks initialed and dated by me on the Qualification Record have been performed under my supervision in a satisfactory manner. The trainee has successfully performed all tasks in the PTB for the position. I have completed the Final Evaluator's Verification section and recommend the trainee be considered for agency certification.
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- _____ 4. The individual is severely deficient in the performance of tasks in the PTB for the position. Additional training, guidance, or experience is required.

Comments:

Evaluator's Signature: _____

Evaluator's Qualification or Agency Cert.: _____

Evaluation Record

Record #: _____

Trainee Information

Name: _____

Position on incident: _____

Home Agency/Org: _____

Home Agency/Org Email and Phone: _____

Evaluator Information

Name: _____

Position on incident: _____

Home Agency/Org: _____

Home Agency/Org Email and Phone: _____

Incident/Event/Activity Information

Incident/Event Name: _____

Inclusive Dates of Incident: _____

Incident Kind: _____

Location: _____

Evaluator's Recommendation (*Initial One*)

- _____ 1. The tasks initialed and dated by me on the Qualification Record have been performed under my supervision in a satisfactory manner. The trainee has successfully performed all tasks in the PTB for the position. I have completed the Final Evaluator's Verification section and recommend the trainee be considered for agency certification.
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- _____ 4. The individual is severely deficient in the performance of tasks in the PTB for the position. Additional training, guidance, or experience is required.

Comments:

Evaluator's Signature: _____

Evaluator's Qualification or Agency Cert.: _____

Evaluation Record

Record #: _____

Trainee Information

Name: _____

Position on incident: _____

Home Agency/Org: _____

Home Agency/Org Email and Phone: _____

Evaluator Information

Name: _____

Position on incident: _____

Home Agency/Org: _____

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Location: _____

Evaluator's Recommendation (*Initial One*)

- _____ 1. The tasks initialed and dated by me on the Qualification Record have been performed under my supervision in a satisfactory manner. The trainee has successfully performed all tasks in the PTB for the position. I have completed the Final Evaluator's Verification section and recommend the trainee be considered for agency certification.
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Comments:

Evaluator's Signature: _____

Evaluator's Qualification or Agency Cert.: _____