

Deleting a Position Task Book

The IQCS Change Management Board (CMB) approved an application change to allow a user to delete a responder's Position Task Book (PTB) that has been entered in error. This new functionality is not to be used to remove a valid issued PTB because the responder no longer wants it as part of their qualification record.

If a PTB meets the delete criteria (identified below) as set by the CMB, the row minus button will be available and the user will be required to enter an authorizing official and justification for the removal. The deleted PTB information will be stored and available for viewing on the Deleted History tab.

Position Task Book Delete Criteria

- PTB is in an active status.
- The issue date is less than two (2) years in the past.
- No record of position experience after initiated date of PTB exists.
- No evaluations for position code exists.

If the responder's PTB does not meet the delete criteria, the minus button will be grayed out and the user will be unable to remove the PTB and will need to submit an IQCS help ticket to have it removed by IQCS staff. Prior to removal, the request will be assigned to the responder's IQCS Agency Lead for review and approval. Each agency has specific guidance on PTB removal; become familiar with the requirements of the responder's agency.

Delete a Responder Task Book

1. Select the **Qualification Management > Competency Management > Position Task Book**.
2. Search and select the correct responder.
3. Select the minus button at the end of the PTB row to delete the PTB. The minus button will only be available if the following criteria is met:
 - PTB is in an active status.
 - The issue date is less than two (2) years in the past.
 - No record of position experience after initiated date of PTB exists.
 - No evaluations for position code exists.
4. Select **OK** to confirm the PTB delete upon save.
5. Search and select the Authorizing Official.
6. Select the **Justification** button to enter a justification for removal. Select the **OK** button when complete.
7. Select the **OK** button after confirming the responder, task book and authorizing official are correct.
8. The PTB row will be removed from view. You **must** save the transaction for it to be completed.
 - To abandon your changes, click on the Return to Search then click on Cancel.
9. Select the **Save** button. Upon saving, the application will perform the following actions:
 - Add the deleted PTB information to the Deleted History tab.
 - Remove the PTB competency from the responder's Competencies page.
 - Remove the position from the responder's Incident Qual Card page if the position is not being populated from another source, e.g. position code was manually award at the Competencies page.