

To be considered, this completed questionnaire and your current application must be postmarked, received, or on file by **14 March 2008**.

**EMERGENCY MANAGEMENT**  
**Radiological Emergency Preparedness Planner**  
#31-88110  
**NEBRASKA EMERGENCY MANAGEMENT AGENCY**  
**Self-Report Checklist Questionnaire**

Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

**INSTRUCTIONS**

This questionnaire is meant to help you provide additional information about your background. It is your chance to tell us what you know and can do in relation to this job. You will be evaluated on your experience, training, education, and your attention to detail in following these directions and completing this questionnaire fully. The evaluation is based on your responses to the items below. Be sure to include personal life and volunteer experience as well as paid experience and formal training. Please be as accurate as you can. False information may lead to dismissal. **You do not need to have all the training and experience that is listed on this form to be considered for this position, but you need to show what you have.** Read through the whole form before you start to fill it out. Be sure to answer each question. Applicants who need accommodation in the selection process should request this in advance.

Check or write out the appropriate answers on the Checklist. **Training** refers to workshops, seminars, scheduled in-service training, or one-day (or more) courses. **Education** refers to formal coursework you have had at an accredited college or university or technical school courses. **Experience** may be paid work experience, volunteer work experience, or personal life experience. No item on this form is intended to have you provide information that would indicate your race, color, ethnic group, national origin, religion, sex, age, marital status, political persuasion, or any physical or mental disability. **Years** or other units of experience refer to full-time, 40 hour work weeks or the equivalent in work hours. A year of full-time experience is equivalent to 2,080 work hours. The words “ability” and “experience” in this questionnaire refer **in all cases** to ability or experience with or without reasonable accommodation for disabilities recognized under the Americans with Disabilities Act (ADA) of 1990.

**Be sure that each answer you give or check is documented on your application form and thoroughly explained in the narrative section in each part of this supplemental questionnaire. Please call (402) 471-4463 if you have any questions about this questionnaire or on adding information to your application.**

Your application for this position will not be considered complete until this Checklist is returned to:

**Nebraska State Personnel**  
wrk4neb.dasper@nebraska.gov  
**301 Centennial Mall South**  
**P. O. Box 94905**  
**Lincoln, NE 68509-4905**

- I. This position involves statewide, around-the-clock responsibilities with potentially devastating consequences in the event of a natural or made-man disasters or a peacetime radiological emergency.

A. (Please check {√} each blank that applies to you) I am willing and able to:

- \_\_\_ 1. Work independently without direct supervision and on my own much of the time.
- \_\_\_ 2. Have my background investigated for security reasons.
- \_\_\_ 3. Work with computers on a daily basis.
- \_\_\_ 4. Serve as the Staff Duty Officer for the Nebraska Emergency Management Agency on a rotating basis (in turn with other staff members) which entails wearing a "Pager" and carrying a cellular telephone for 24 hours per day for seven days and responding to Emergency Management emergencies.
- \_\_\_ 5. Travel statewide as necessary to provide support or training to local entities and out of state on occasion for special training or work related meetings for up to two weeks at a time.
- \_\_\_ 6. Work nights and weekends to assist in emergencies and disasters and to provide training at hours convenient for the recipients.
- \_\_\_ 7. Do whatever reading or studying is necessary to maintain the knowledge or expertise required to remain knowledgeable on radiological health and radiological emergencies.

B. (For each item 1 through 7, that you have not checked, explain how else you plan to meet that requirement of the job):

- II. Radiological Emergency Preparedness Planners serve as State Experts on Radiological Emergency Preparedness Matters and Plans for Nuclear Power Station Emergencies.

A. (After each item, check {√} the blank that best applies to you) I have no experience, some experience, two to four years experience, or more than four years of experience:

- 8. With radiation or radioactive materials or isotopes.  
\_\_\_ (a) No \_\_\_ (b) Some \_\_\_ (c) 2 to 4 Years \_\_\_ (d) More
- 9. As a radiologist or an x-ray technician.  
\_\_\_ (a) No \_\_\_ (b) Some \_\_\_ (c) 2 to 4 Years \_\_\_ (d) More
- 10. On a nuclear powered vessel or in a nuclear power station  
\_\_\_ (a) No \_\_\_ (b) Some \_\_\_ (c) 2 to 4 Years \_\_\_ (d) More
- 11. Using a Geiger counter or other equipment for measuring radiation.  
\_\_\_ (a) No \_\_\_ (b) Some \_\_\_ (c) 2 to 4 Years \_\_\_ (d) More
- 12. As a health technician or paraprofessional, or as a health professional.  
\_\_\_ (a) No \_\_\_ (b) Some \_\_\_ (c) 2 to 4 Years \_\_\_ (d) More

13. As a health physicist.  
 (a) No  (b) Some  (c) 2 to 4 Years  (d) More
14. As an engineer, engineering associate or engineering technician.  
 (a) No  (b) Some  (c) 2 to 4 Years  (d) More
15. Maintaining, conducting operational checks, testing, repairing or calibrating radiological equipment or instruments.  
 (a) No  (b) Some  (c) 2 to 4 Years  (d) More
16. Working with hazardous materials.  
 (a) No  (b) Some  (c) 2 to 4 Years  (d) More
17. Working with radiation safety (using those parameters to ensure little or no radiation exposure or dose).  
 (a) No  (b) Some  (c) 2 to 4 Years  (d) More
18. Working with radiation controls (using those parameters to ensure little or no radiation exposure or dose).  
 (a) No  (b) Some  (c) 2 to 4 Years  (d) More
19. Working in the reactor section of a nuclear powered vessel.  
 (a) No  (b) Some  (c) 2 to 4 Years  (d) More
20. As an operator at a nuclear power station.  
 (a) No  (b) Some  (c) 2 to 4 Years  (d) More
21. With nuclear, radiological, chemical, or biological weapons where you had responsibility for physically controlling them or the safety of others.  
 (a) No  (b) Some  (c) 2 to 4 Years  (d) More
22. As a laboratory technician, laboratory assistant, or a biological technician.  
 (a) No  (b) Some  (c) 2 to 4 Years  (d) More
23. Inspecting nuclear, radiological, or radioactive materials, equipment, or facilities for safety and adherence to standards or regulations.  
 (a) No  (b) Some  (c) 2 to 4 Years  (d) More
24. Maintaining records or paper trails on radioactive materials or isotopes.  
 (a) No  (b) Some  (c) 2 to 4 Years  (d) More
25. As the Radiological Officer or Radiological Defense Officer for an Emergency Management Agency (actually held the position).  
 (a) No  (b) Some  (c) 2 to 4 Years  (d) More
26. Taking part in radiological emergency preparedness exercises (nuclear power station or WMD).  
 (a) No  (b) Some  (c) 2 to 4 Years  (d) More
27. Conducting a radiological emergency preparedness exercise (nuclear power station).  
 (a) No  (b) Some  (c) 2 to 4 Years  (d) More

28. Evaluating or grading a radiological emergency preparedness exercise (nuclear power station or WMD).  
 \_\_\_\_\_ (a) No \_\_\_\_\_ (b) Some \_\_\_\_\_ (c) 2 to 4 Years \_\_\_\_\_ (d) More
29. Radiological Defense or Radiological Emergency Preparedness Planning (actually having done off-site planning for nuclear power stations).  
 \_\_\_\_\_ (a) No \_\_\_\_\_ (b) Some \_\_\_\_\_ (c) 2 to 4 Years \_\_\_\_\_ (d) More

**B. (After each item, check {√} the blank that best applies to you) I have no coursework; some coursework, or a bachelor's or higher degree in:**

30. Physics.  
 \_\_\_\_\_ (a) No \_\_\_\_\_ (b) Some \_\_\_\_\_ (c) Degree
31. Health physics.  
 \_\_\_\_\_ (a) No \_\_\_\_\_ (b) Some \_\_\_\_\_ (c) Degree
32. Engineering.  
 \_\_\_\_\_ (a) No \_\_\_\_\_ (b) Some \_\_\_\_\_ (c) Degree
33. Radiological science or radiological health.  
 \_\_\_\_\_ (a) No \_\_\_\_\_ (b) Some \_\_\_\_\_ (c) Degree
34. Chemistry or biology.  
 \_\_\_\_\_ (a) No \_\_\_\_\_ (b) Some \_\_\_\_\_ (c) Degree

**C. (After each item, check {√} the blank that best applies to you) I have no coursework or training (other than college), some coursework/training (other than college), or advanced coursework/training in:**

35. Military chemical, biological, radiological, nuclear, and explosive (CBRNE) courses.  
 \_\_\_\_\_ (a) No \_\_\_\_\_ (b) Some \_\_\_\_\_ (c) Advanced
36. Effects of ionizing radiation or nuclear weapons.  
 \_\_\_\_\_ (a) No \_\_\_\_\_ (b) Some \_\_\_\_\_ (c) Advanced
37. Emergency planning  
 \_\_\_\_\_ (a) No \_\_\_\_\_ (b) Some \_\_\_\_\_ (c) Advanced
38. Handling or dealing with hazardous materials (specify – example: HazWopper):  
 \_\_\_\_\_ (a) No \_\_\_\_\_ (b) Some \_\_\_\_\_ (c) Advanced

**D. (Describe in a narrative format of 200 or more words, a detailed explanation of each item you have checked in questions #8 through #38 in Section II. A. through II. C. BE SURE TO COMPLETE THIS PORTION OF THE QUESTIONNAIRE. Add more paper if needed):**

E. (In narrative format, describe any other experience, education, and training in radiological health, radiological science, and the effects and control of radiation that has not been provided in Section II. D. above. **BE SURE TO COMPLETE THIS PORTION OF THE QUESTIONNAIRE.** Add more paper as needed):

F. (Below is a list of formal Federal Emergency Management Agency {FEMA} courses of instruction either taught in-State or at a FEMA facility. After each item, check {√} the blank that **best** applies to you) I have **attended** this State taught or FEMA taught course or courses; I have **instructed** this FEMA course or courses; or **neither attended or instructed** this course or courses (**If attended or instructed, list dates**):

39. Fundamental Course for Radiological Monitors (G320).  
\_\_\_\_\_ (a) Attended \_\_\_\_\_ (b) Instructed \_\_\_\_\_ (c) Neither  
**Date(s):** \_\_\_\_\_ \*

40. Radiological Monitors Instructor Course (G340).  
\_\_\_\_\_ (a) Attended \_\_\_\_\_ (b) Instructed \_\_\_\_\_ (c) Neither  
**Date(s):** \_\_\_\_\_ \*

41. Fundamental Course for Radiological Response Team (G326).  
\_\_\_\_\_ (a) Attended \_\_\_\_\_ (b) Instructed \_\_\_\_\_ (c) Neither  
**Date(s):** \_\_\_\_\_ \*

42. Fundamental Course for Radiological Officer Course (G323).  
\_\_\_\_\_ (a) Attended \_\_\_\_\_ (b) Instructed \_\_\_\_\_ (c) Neither  
**Date(s):** \_\_\_\_\_ \*

43. Fundamental Course for Radiological Response (G320.1)  
\_\_\_\_\_ (a) Attended \_\_\_\_\_ (b) Instructed \_\_\_\_\_ (c) Neither  
**Date(s):** \_\_\_\_\_ \*

44. Hospital Emergency Management of Hazardous Materials and Radiological Accidents (G346).  
\_\_\_\_\_ (a) Attended \_\_\_\_\_ (b) Instructed \_\_\_\_\_ (c) Neither  
**Date(s):** \_\_\_\_\_ \*

45. Radiological Emergency Response and Operations (RERO) Course (S301 or B301).  
\_\_\_\_\_ (a) Attended \_\_\_\_\_ (b) Instructed \_\_\_\_\_ (c) Neither  
**Date(s):** \_\_\_\_\_ \*

46. Advanced Radiological Emergency Operations Course (S302 or B302).  
 \_\_\_\_\_ (a) Attended \_\_\_\_\_ (b) Instructed \_\_\_\_\_ (c) Neither  
**Date(s):** \_\_\_\_\_ \*
47. Radiological Emergency Preparedness Planning Course (E340).  
 \_\_\_\_\_ (a) Attended \_\_\_\_\_ (b) Instructed \_\_\_\_\_ (c) Neither  
**Date(s):** \_\_\_\_\_ \*
48. Radiological Emergency Preparedness Exercise Evaluation Course (E304/L304).  
 \_\_\_\_\_ (a) Attended \_\_\_\_\_ (b) Instructed \_\_\_\_\_ (c) Neither  
**Date(s):** \_\_\_\_\_ \*
49. Radiological Accident Assessment Combined Course (E341).  
 \_\_\_\_\_ (a) Attended \_\_\_\_\_ (b) Instructed \_\_\_\_\_ (c) Neither  
**Date(s):** \_\_\_\_\_ \*
- a. Plume Phase Course (E350).  
 (a) Attended \_\_\_\_\_ (b) Instructed \_\_\_\_\_ (c) Neither  
**Date(s):** \_\_\_\_\_ \*
- b. Post Plume Phase Course (E351).  
 (a) Attended \_\_\_\_\_ (b) Instructed \_\_\_\_\_ (c) Neither  
**Date(s):** \_\_\_\_\_ \*
- c. REP Accident Assessment Course (L341).  
 (a) Attended \_\_\_\_\_ (b) Instructed \_\_\_\_\_ (c) Neither  
**Date(s):** \_\_\_\_\_ \*
50. Radiological Series Train-the-Trainer for Radiological Instructors III Course (S425).  
 \_\_\_\_\_ (a) Attended \_\_\_\_\_ (b) Instructed \_\_\_\_\_ (c) Neither  
**Date(s):** \_\_\_\_\_ \*

**G. (Below is a list of formal U. S. Department of Energy {DOE} courses of instruction either State taught, or in-State or at a DOE facility. After each item, check {√} the blank that best applies to you) I have attended this State-taught or DOE taught course or courses, I have instructed this DOE course or courses, or neither attended or instructed this course or courses (If attended or instructed, list date the date or dates):**

51. First Responder Radiological Transportation Emergency Response Course.  
 \_\_\_\_\_ (a) Attended \_\_\_\_\_ (b) Instructed \_\_\_\_\_ (c) Neither  
**Date(s):** \_\_\_\_\_ \*
52. Radiological Instrument Training for Emergency Responders  
 \_\_\_\_\_ (a) Attended \_\_\_\_\_ (b) Instructed \_\_\_\_\_ (c) Neither  
**Date(s):** \_\_\_\_\_ \*
53. Modular Emergency Response Radiological Transportation Training (MERRTT)  
 \_\_\_\_\_ (a) Attended \_\_\_\_\_ (b) Instructed \_\_\_\_\_ (c) Neither  
**Date(s):** \_\_\_\_\_ \*

54. Modular Emergency Response Radiological Transportation Training (MERRTT) Train-The-Trainer Course.  
 \_\_\_\_\_ (a) Attended \_\_\_\_\_ (b) Instructed \_\_\_\_\_ (c) Neither  
**Date(s):** \_\_\_\_\_ \*
55. Hospital Emergency Preparedness and Response for Incidents Involving WIPP Shipments.  
 \_\_\_\_\_ (a) Attended \_\_\_\_\_ (b) Instructed \_\_\_\_\_ (c) Neither  
**Date(s):** \_\_\_\_\_ \*
56. Weapons of Mass Destruction (WMD) Rad/Nuc Awareness Course  
 \_\_\_\_\_ (a) Attended \_\_\_\_\_ (b) Instructed \_\_\_\_\_ (c) Neither  
**Date(s):** \_\_\_\_\_ \*
57. Weapons of Mass Destruction (WMD) Rad/Nuc Awareness Train-the-Trainer course.  
 \_\_\_\_\_ (a) Attended \_\_\_\_\_ (b) Instructed \_\_\_\_\_ (c) Neither  
**Date(s):** \_\_\_\_\_ \*
58. Weapons of Mass Destruction (WMD) Rad/Nuc Responder Operations Course  
 \_\_\_\_\_ (a) Attended \_\_\_\_\_ (b) Instructed \_\_\_\_\_ (c) Neither  
**Date(s):** \_\_\_\_\_ \*
59. Weapons of Mass Destruction (WMD) Rad/Nuc Responder Operations Train-the-Trainer course.  
 \_\_\_\_\_ (a) Attended \_\_\_\_\_ (b) Instructed \_\_\_\_\_ (c) Neither  
**Date(s):** \_\_\_\_\_ \*
60. Weapons of Mass Destruction (WMD) Rad/Nuc HazMat Technician Course  
 \_\_\_\_\_ (a) Attended \_\_\_\_\_ (b) Instructed \_\_\_\_\_ (c) Neither  
**Date(s):** \_\_\_\_\_ \*
61. Weapons of Mass Destruction (WMD) Rad/Nuc HazMat Technician Train-the-Trainer Course  
 \_\_\_\_\_ (a) Attended \_\_\_\_\_ (b) Instructed \_\_\_\_\_ (c) Neither  
**Date(s):** \_\_\_\_\_ \*
62. Weapons of Mass Destruction (WMD) Exercise Development Course.  
 \_\_\_\_\_ (a) Attended \_\_\_\_\_ (b) Instructed \_\_\_\_\_ (c) Neither  
**Date(s):** \_\_\_\_\_ \*

**H. (For each item checked in questions #39 through #62 in Sections II.F and II.G, list the location where attended and/or instructed. BE SURE TO COMPLETE THIS PORTION OF THE QUESTIONNAIRE. Add more paper as needed):**

**III.** The person in this position must know and be able to implement the principles of management and planning in order to serve as a Radiological Emergency Preparedness Planner and provide planning and training for counties that may be affected by a Nuclear Power Station accident.

**A.** (After each item, check {√} the blank that **best** applies to you) I have **no experience, some experience, or two or more years of experience involving:**

- 63. Planning.  
\_\_\_\_\_ (a) No \_\_\_\_\_ (b) Some \_\_\_\_\_ (c) 2 Years +
- 64. Emergency Preparedness planning.  
\_\_\_\_\_ (a) No \_\_\_\_\_ (b) Some \_\_\_\_\_ (c) 2 Years +
- 65. Crisis management.  
\_\_\_\_\_ (a) No \_\_\_\_\_ (b) Some \_\_\_\_\_ (c) 2 Years +
- 66. Working closely with other people to meet the same goals, but whose ideas on achieving that goals are different (conflict resolution).  
\_\_\_\_\_ (a) No \_\_\_\_\_ (b) Some \_\_\_\_\_ (c) 2 Years +
- 67. Off-Site emergency preparedness planning for Nuclear Power Stations.  
\_\_\_\_\_ (a) No \_\_\_\_\_ (b) Some \_\_\_\_\_ (c) 2 Years +
- 68. Determining training needs.  
\_\_\_\_\_ (a) No \_\_\_\_\_ (b) Some \_\_\_\_\_ (c) 2 Years +
- 69. Developing training courses.  
\_\_\_\_\_ (a) No \_\_\_\_\_ (b) Some \_\_\_\_\_ (c) 2 Years +
- 70. Evaluating training effectiveness.  
\_\_\_\_\_ (a) No \_\_\_\_\_ (b) Some \_\_\_\_\_ (c) 2 Years +
- 71. Developing and implementing operational procedures.  
\_\_\_\_\_ (a) No \_\_\_\_\_ (b) Some \_\_\_\_\_ (c) 2 Years +
- 72. Developing training courses for off-site nuclear power station response.  
\_\_\_\_\_ (a) No \_\_\_\_\_ (b) Some \_\_\_\_\_ (c) 2 Years +
- 73. Evaluating REP training effectiveness.  
\_\_\_\_\_ (a) No \_\_\_\_\_ (b) Some \_\_\_\_\_ (c) 2 Years +
- 74. Adapting federal guidelines for State and/or local use.  
\_\_\_\_\_ (a) No \_\_\_\_\_ (b) Some \_\_\_\_\_ (c) 2 Years +

**B.** (After each item, check {√} the blank that **best** applies to you) I have **no coursework or training, some coursework or training , or more than six semester hours (two courses) of college-level coursework or training in:**

- 75. Administration or management.  
\_\_\_\_\_ (a) No \_\_\_\_\_ (b) Some \_\_\_\_\_ (c) 6 Hours +
- 76. Emergency management concepts.  
\_\_\_\_\_ (a) No \_\_\_\_\_ (b) Some \_\_\_\_\_ (c) 6 Hours +

77. Planning.  
\_\_\_\_\_ (a) No \_\_\_\_\_ (b) Some \_\_\_\_\_ (c) 6 Hours +
78. Off-site nuclear power station emergency response planning.  
\_\_\_\_\_ (a) No \_\_\_\_\_ (b) Some \_\_\_\_\_ (c) 6 Hours +
79. Educational or instructional evaluation or measurement.  
\_\_\_\_\_ (a) No \_\_\_\_\_ (b) Some \_\_\_\_\_ (c) 6 Hours +
80. Program evaluation or program review and analysis techniques.  
\_\_\_\_\_ (a) No \_\_\_\_\_ (b) Some \_\_\_\_\_ (c) 6 Hours +

**C. (Describe in a narrative format of 200 or more words, a detailed explanation of each item you have checked in questions #63 through #80 in Section III. A. and III. B. BE SURE TO COMPLETE THIS PORTION OF THE QUESTIONNAIRE. Add more paper if needed):**

**D. (In narrative format, describe and provide examples of any other experience, education, and training in management and planning principles, that have not been provided in Section III.D above. BE SURE TO COMPLETE THIS PORTION OF THE QUESTIONNAIRE. Add more paper if needed):**

IV. The Radiological Emergency Preparedness (REP) Planner must be able to interact and communicate with others in order to develop working relationships with Federal, State, Local Government, business and industry. The REP Planner must be able to provide required training and education for citizens, volunteers, Emergency Management, Police, Fire, Ambulance, and Hospital personnel for radiological emergency preparedness.

A. (After each item, check {√} the blank that best applies to you) I have no experience, some experience, or 2 or more years of experience involving:

81. Formal speaking or making presentations to groups.  
\_\_\_\_\_ (a) No \_\_\_\_\_ (b) Some \_\_\_\_\_ (c) 2 Years +
82. Developing working relationships with Emergency Management groups or group members: police, fire, or emergency agencies, organizations, or individuals; or administrators, managers, staff members, and/or workers in business or industry.  
\_\_\_\_\_ (a) No \_\_\_\_\_ (b) Some \_\_\_\_\_ (c) 2 Years +
83. Working with others.  
\_\_\_\_\_ (a) No \_\_\_\_\_ (b) Some \_\_\_\_\_ (c) 2 Years +
84. Providing training or instruction or conducting or leading conferences, seminars, or workshops.  
\_\_\_\_\_ (a) No \_\_\_\_\_ (b) Some \_\_\_\_\_ (c) 2 Years +
85. Providing advice, support, or technical assistance to local government agencies, officials, or staff members.  
\_\_\_\_\_ (a) No \_\_\_\_\_ (b) Some \_\_\_\_\_ (c) 2 Years +
86. Training people in emergency response procedures or radiological emergency procedures.  
\_\_\_\_\_ (a) No \_\_\_\_\_ (b) Some \_\_\_\_\_ (c) 2 Years +
87. Assisting or advising others in the preparedness of emergency response plans and procedures.  
\_\_\_\_\_ (a) No \_\_\_\_\_ (b) Some \_\_\_\_\_ (c) 2 Years +

B. (After each item, check {√} the blank that best applies to you) I have no coursework, some coursework, or more than six semester hours (two courses) of college-level coursework or training in:

88. Instructional or educational methods or adult education.  
\_\_\_\_\_ (a) No \_\_\_\_\_ (b) Some \_\_\_\_\_ (c) 6 Hours +
89. Speech/communications or public speaking.  
\_\_\_\_\_ (a) No \_\_\_\_\_ (b) Some \_\_\_\_\_ (c) 6 Hours +
90. Public or human relations.  
\_\_\_\_\_ (a) No \_\_\_\_\_ (b) Some \_\_\_\_\_ (c) 6 Hours +
91. Technical instruction concepts.  
\_\_\_\_\_ (a) No \_\_\_\_\_ (b) Some \_\_\_\_\_ (c) 6 Hours +

**C. (Describe in a narrative format of 200 or more words, a detailed explanation of each item you have checked in questions #81 through #91 in Section IV.A and IV.B. BE SURE TO COMPLETE THIS PORTION OF THE QUESTIONNAIRE. Add more paper if needed):**

**D. The following depiction in narrative format, describes the experience or training that has provided my ability to interact and communicate with others that has not been provided in Section IV. C. above (BE SURE TO COMPLETE THIS PORTION OF THE QUESTIONNAIRE. Add more paper as needed):**

V. The person in this position must have technical knowledge of computers and computer programs and be able to work with computers, word processing, data base management systems, Internet, and e-mail.

A. (After each item, check {√} the blank that **best** applies to you) I have **no experience or coursework, some experience or coursework, or a year or more of experience or coursework that involved:**

92. Using a personal or business personal computer.  
\_\_\_\_\_ (a) No \_\_\_\_\_ (b) Some \_\_\_\_\_ (c) 1 Year +
93. Using an laptop or compatible computer.  
\_\_\_\_\_ (a) No \_\_\_\_\_ (b) Some \_\_\_\_\_ (c) 1 Year +
94. Using Windows 2000 or newer.  
\_\_\_\_\_ (a) No \_\_\_\_\_ (b) Some \_\_\_\_\_ (c) 1 Year +
95. Using computer graphics programs.  
\_\_\_\_\_ (a) No \_\_\_\_\_ (b) Some \_\_\_\_\_ (c) 1 Year +
96. Using word processing programs.  
\_\_\_\_\_ (a) No \_\_\_\_\_ (b) Some \_\_\_\_\_ (c) 1 Year +
97. Using data base management programs.  
\_\_\_\_\_ (a) No \_\_\_\_\_ (b) Some \_\_\_\_\_ (c) 1 Year +
98. Using Microsoft Word 2000 for Windows.  
\_\_\_\_\_ (a) No \_\_\_\_\_ (b) Some \_\_\_\_\_ (c) 1 Year +
99. Using Microsoft Access.  
\_\_\_\_\_ (a) No \_\_\_\_\_ (b) Some \_\_\_\_\_ (c) 1 Year +
100. Using Microsoft Excel.  
\_\_\_\_\_ (a) No \_\_\_\_\_ (b) Some \_\_\_\_\_ (c) 1 Year +
101. Using Microsoft Power Point  
\_\_\_\_\_ (a) No \_\_\_\_\_ (b) Some \_\_\_\_\_ (c) 1 Year +
102. Using PageMaker.  
\_\_\_\_\_ (a) No \_\_\_\_\_ (b) Some \_\_\_\_\_ (c) 1 Year +
103. Using Acrobat Reader  
\_\_\_\_\_ (a) No \_\_\_\_\_ (b) Some \_\_\_\_\_ (c) 1 Year +
104. Using Acrobat Writer  
\_\_\_\_\_ (a) No \_\_\_\_\_ (b) Some \_\_\_\_\_ (c) 1 Year +
105. Converting Microsoft Word Documents to Acrobat Reader  
\_\_\_\_\_ (a) No \_\_\_\_\_ (b) Some \_\_\_\_\_ (c) 1 Year +
106. Experience “burning” multiple CD disks at one time.  
\_\_\_\_\_ (a) No \_\_\_\_\_ (b) Some \_\_\_\_\_ (c) 1 Year +

107. Experience working with various other computer programs.

\_\_\_\_\_ (a) No \_\_\_\_\_ (b) Some \_\_\_\_\_ (c) 1 Year +

108. Experience in computer programming.

\_\_\_\_\_ (a) No \_\_\_\_\_ (b) Some \_\_\_\_\_ (c) 1 Year +

109. Experience in working with internet based emergency management information system programs.

\_\_\_\_\_ (a) No \_\_\_\_\_ (b) Some \_\_\_\_\_ (c) 1 Year +

**B. (Describe in a narrative format of 200 or more words, a detailed explanation of each item you have checked in questions # 92 through #109 in Section V. A. above. Provide examples of how you have used each computer software program checked. BE SURE TO COMPLETE THIS PORTION OF THE QUESTIONNAIRE. Add more paper if needed):**

**C. (In narrative format, describe any other experience or training in using a computer, that has not been provided in Section V. B. above. BE SURE TO COMPLETE THIS PORTION OF THE QUESTIONNAIRE. Add more paper if needed):**

VI. The Planning Specialist (REP Planner) must be able to draft, compose, write, or adapt plans and procedures and correspond with individuals and groups for radiological emergency preparedness.

A. (After each item, check {√} the blank that **best** applies to you) I have **no experience, some experience, or two or more years of experience involving:**

110. Composing or writing business letters, memos, or other official correspondence.  
\_\_\_\_\_ (a) No \_\_\_\_\_ (b) Some \_\_\_\_\_ (c) 2 Years +

111. Composing or writing plans.  
\_\_\_\_\_ (a) No \_\_\_\_\_ (b) Some \_\_\_\_\_ (c) 2 Years +

112. Composing or writing procedures, guidelines, or instructions.  
\_\_\_\_\_ (a) No \_\_\_\_\_ (b) Some \_\_\_\_\_ (c) 2 Years +

113. Composing or writing emergency preparedness plans or radiological emergency procedures and plans.  
\_\_\_\_\_ (a) No \_\_\_\_\_ (b) Some \_\_\_\_\_ (c) 2 Years +

114. Documenting actions or operations.  
\_\_\_\_\_ (a) No \_\_\_\_\_ (b) Some \_\_\_\_\_ (c) 2 Years +

115. Composing or writing informational materials for publication or distribution.  
\_\_\_\_\_ (a) No \_\_\_\_\_ (b) Some \_\_\_\_\_ (c) 2 Years +

116. Composing or writing instructional or training plans.  
\_\_\_\_\_ (a) No \_\_\_\_\_ (b) Some \_\_\_\_\_ (c) 2 Years +

B. (Describe in a narrative format of **200 or more words**, a detailed explanation of each item you have checked in questions #110 through #116 in Section VI. A., above. **Provide examples of how you accomplished each item checked. BE SURE TO COMPLETE THIS PORTION OF THE QUESTIONNAIRE.** Add more paper if needed):

- C. (In narrative format, describe any other experience that has provided the ability to compose letters, write plans and procedures, or compose informational material and training syllabuses, that has not been provided in Section VI.B above. **BE SURE TO COMPLETE THIS PORTION OF THE QUESTIONNAIRE.** Add more paper if needed):

VII. The person in this position must be able to keep appointments, track correspondence and telephone calls, and meet deadlines.

- A. (After each item, check {√} the blank that **best** applies to you) I have **no** experience, **some** experience, or **two or more years** of experience involving:

117. Tracking correspondence.

\_\_\_\_\_ (a) No \_\_\_\_\_ (b) Some \_\_\_\_\_ (c) 2 Years +

118. Recording daily events and telephone calls.

\_\_\_\_\_ (a) No \_\_\_\_\_ (b) Some \_\_\_\_\_ (c) 2 Years +

119. Scheduling appointments, training courses, and educational classes.

\_\_\_\_\_ (a) No \_\_\_\_\_ (b) Some \_\_\_\_\_ (c) 2 Years +

120. Keeping appointments and attending training courses and educational classes.

\_\_\_\_\_ (a) No \_\_\_\_\_ (b) Some \_\_\_\_\_ (c) 2 Years +

121. Meeting deadlines on time or before the drop-dead date set.

\_\_\_\_\_ (a) No \_\_\_\_\_ (b) Some \_\_\_\_\_ (c) 2 Years +

- B. (Describe in a narrative format of 200 or more words, a detailed explanation of each item you have checked in questions #117 through #121 in Section VII. A., above. Provide examples of how you accomplished each item checked. Also describe any other experience that has provided your ability to make and keep appointments or meet deadlines on time. Provide examples. BE SURE TO COMPLETE THIS PORTION OF THE QUESTIONNAIRE. Add more paper if needed):**

- VIII.** The person in this position must be able to lift 75 lbs alone and up to 240 lbs with assistance. In narrative format, describe your experience in lifting and your ability to lift 75 lbs. by yourself and heavier weights up to and including 240 lbs. with assistance (provide examples):