

## **Incident Management (IM) Working Group**

### **JOB TITLES**

The Incident Management (IM) Working Group determined the following job titles to be the most commonly requested Incident Management personnel in an interstate, mutual aid-based response:

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\*A Type 3 Job Title refers to the required or recommended criteria listed in this document to prepare an individual to successfully function within a Type 3 Incident Management Team (IMT) on a Type 3 incident. A Type 3 IMT or Incident Command organization manages initial action incidents with a significant number of resources, an extended response incident until containment/control is achieved, or an expanding incident until transition to a higher capability Type 1 or 2 IMT. When capabilities exceed initial attack, the appropriate Incident Command System (ICS) positions should be added to match the complexity of the incident. Type 3 IMT level incidents may:

- Include some or all of the Command and general staff positions, as well as division/group supervisors and/or unit leader level positions.
- Extend into multiple operational periods.
- Require a written Incident Action Plan (IAP) for each operational period.

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**ACRONYM LIST**

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<b>AHJ</b>	Authority Having Jurisdiction
<b>CBRNE</b>	Chemical, Biological, Radiological, Nuclear, and High-Yield Explosives
<b>COOP</b>	Continuity of Operations
<b>DHS</b>	U.S. Department of Homeland Security
<b>EMI</b>	Emergency Management Institute
<b>EPA</b>	Environmental Protection Agency
<b>FEMA</b>	Federal Emergency Management Agency
<b>FIRESCOPE</b>	Firefighting Resources of Southern California Organized for Potential Emergencies
<b>HazMat</b>	Hazardous Materials
<b>IAP</b>	Incident Action Plan
<b>IC</b>	Incident Commander
<b>ICS</b>	Incident Command System
<b>IM</b>	Incident Management
<b>IMT</b>	Incident Management Team
<b>MCI</b>	Mass Casualty Incident
<b>NFA</b>	National Fire Academy
<b>NFPA</b>	National Fire Protection Association
<b>NIMS</b>	National Incident Management System
<b>NRP</b>	National Response Plan
<b>OSHA</b>	Occupational Safety and Health Administration
<b>PPE</b>	Personal Protective Equipment
<b>PTB</b>	Position Task Book
<b>USCG</b>	U.S. Coast Guard
<b>USDA</b>	U.S. Department of Agriculture
<b>USFA</b>	U.S. Fire Administration

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**REQUISITE AND RECOMMENDED CRITERIA**

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Based on existing, nationally-accepted standards, the IM Working Group extracted relevant education, training, experience, physical/medical fitness, certification, and licensing criteria to define the *baseline criteria* for each job titles listed below. These baseline criteria represent the *minimum* requirements for incident management personnel to participate in the National Incident Management System (NIMS) Integration Center's National Emergency Responder Credentialing System.

The IM Working Group identified additional recommended criteria relating to education, training, certification, experience, and physical/medical fitness where it believed standards and baseline criteria did not exist or were deemed insufficient. These recommended criteria are *not* required and represent the IM Working Group's *recommendations* for emergency managers to participate in the Incident Management Systems Division's National Emergency Responder Credentialing System.

The categories used in *Designing a National Emergency Responder Credentialing System* are defined as follows:

<b>Education</b>	Formal instruction based on a curriculum that prepares an individual with the core knowledge and skill for entry into a discipline and for performing a job function
<b>Training<sup>1</sup></b>	Instruction and/or activities that enhance and individual's core knowledge, increase skill set and proficiency, and strengthen and augment abilities
<b>Experience</b>	Time required in a job function for an individual to attain proficiency in applying knowledge, skills, and abilities
<b>Physical/Medical Fitness</b>	Physical and medical considerations that when applied, help to ensure safe performance in risky environments
<b>Certification</b>	Designation granted by Authority Having Jurisdiction (AHJ) that an individual has met the requirements and achieved specific knowledge, skills, and abilities
<b>Licensing</b>	Legal designation granted by AHJ, indicating that a person has met the necessary legal requirements to function in a job title

Where requisite and/or recommended criteria do not apply, that category will not be listed.

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<sup>1</sup> Per NIMS compliance at the time of publication, Incident Command System (ICS) - and Federal Emergency Management Agency (FEMA) Independent Study (IS) - training courses are listed. Equivalent courses must meet the NIMS National Standard Curriculum.

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**IM Job Title 1: Incident Commander (IC) (Type 3)**

**Description:** An *Incident Commander (IC) (Type 3)* has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.<sup>2</sup>

**REQUISITE CRITERIA**

The table below lists minimum requisite criteria based on existing protocols and standards for an *Incident Commander (Type 3)* to participate in the Incident Management Systems Division's National Emergency Responder Credentialing System.

Category	Criteria
<b>Training</b>	Completion of the following courses/curricula: <ol style="list-style-type: none"> <li>1. ICS-100: Introduction to ICS</li> <li>2. ICS-200: Basic ICS</li> <li>3. ICS-300: Intermediate ICS</li> <li>4. ICS-400: Advanced ICS</li> <li>5. FEMA IS-700: NIMS, An Introduction</li> <li>6. FEMA IS-800.A: NRP, An Introduction</li> <li>7. Equivalent 400 All Hazard Incident Commander</li> <li>8. OSHA 1910.120 training for applicable incidents<sup>3</sup></li> </ol>
<b>Experience</b>	Experience related to incident management and all phases of the response and recovery cycle as determined by the AHJ
<b>Medical/Physical Fitness</b>	Compliance with the following baseline criteria: <ol style="list-style-type: none"> <li>1. Medical requirements established by the AHJ</li> <li>2. Minimum physical fitness standards as required by the AHJ</li> </ol>

<sup>2</sup> NIMS, March 2004, p. 130.

<sup>3</sup> Per Hazardous waste operations and emergency response. – OSHA 1910.120(e)(4) On-site management and supervisors directly responsible for, or who supervise employees engaged in, hazardous waste operations shall receive 40 hours initial training, and three days of supervised field experience (the training may be reduced to 24 hours and one day if the only area of their responsibility is employees covered by paragraphs (e)(3)(ii) and (e)(3)(iii)) and at least eight additional hours of specialized training at the time of job assignment on such topics as, but not limited to, the employer's safety and health program and the associated employee training program, personal protective equipment program, spill containment program, and health hazard monitoring procedure and techniques.

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**IM Job Title 1: Incident Commander (IC) (Type 3)**

**RECOMMENDED CRITERIA**

The recommended criteria that follow are intended to supplement previously listed requisite criteria for the Incident Management Systems Division's consideration and referral to organizations, as appropriate.

The table below lists the IM Working Group's recommended criteria for an *Incident Commander (Type 3)* to participate in the Incident Management Systems Division's National Emergency Responder Credentialing System. These criteria incorporate and/or modify existing protocols and standards and/or propose their development where they do not exist.

Category	Criteria
<b>Training</b>	Completion of the following courses and/or curricula: <ol style="list-style-type: none"> <li>1. Continuing education requirements for training, as required by the AHJ</li> <li>2. Incident Action Planning and management courses as required by the AHJ</li> <li>3. Continuity of Operations (COOP) procedures for the AHJ and adjacent jurisdictions</li> <li>4. National Fire Protection Agency (NFPA) 472, Professional Competence of Responders to Hazardous Materials (HazMat) Incidents (Awareness Level), or Occupational Safety and Health Administration (OSHA) 1910.120 HazMat Awareness Level Training or equivalent basic instruction on responding to and operating in a chemical, biological, radiological, nuclear, and high-yield explosives (CBRNE) mass casualty incident (MCI)</li> <li>5. EMI Public Information Course or equivalent</li> <li>6. Recertification and verification of requisite training</li> <li>7. Management, leadership, and teambuilding training relevant to emergency response</li> <li>8. USFA Course O305, All-Hazards Incident Management Team, or equivalent</li> </ol>
<b>Experience</b>	<ol style="list-style-type: none"> <li>1. Functional experience in Incident Command at the level or levels of government commensurate with the scope of the incident</li> <li>2. Satisfactory performance in other positions within the ICS organizational structure</li> <li>3. Completion of a PTB Demonstrate ability every five years. (Will be moved to "required" upon availability of Task Books.)</li> </ol>
<b>Medical/Physical Fitness</b>	Medical and physical fitness requirements established by the AHJ that include the ability to perform duties under austere circumstances characterized by working consecutive 12-14 hour days under physical and emotional stress for sustained periods
<b>Certification</b>	A performance-based certification and qualification system to document minimum training, skills and knowledge, experience, and physical fitness requirements

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**IM Job Title 2: Public Information Officer (Type 3)**

**Description:** A *Public Information Officer (Type 3)* is responsible for interfacing with the public and media or with other agencies with incident-related information requirements.<sup>4</sup>

**REQUISITE CRITERIA**

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The table below lists minimum requisite criteria based on existing protocols and standards for a *Public Information Officer (Type 3)* to participate in the Incident Management Systems Division's National Emergency Responder Credentialing System.

Category	Criteria
<b>Training</b>	Completion of the following courses/curricula: <ol style="list-style-type: none"><li>1. ICS-100: Introduction to ICS</li><li>2. ICS-200: Basic ICS</li><li>3. ICS-300: Intermediate ICS</li><li>4. ICS-400: Advanced ICS</li><li>5. FEMA IS-700: NIMS, An Introduction</li><li>6. FEMA IS-800.A: NRP, An Introduction</li><li>7. P403 All Hazard Public Information Officer</li><li>8. Position specific training as determined by the AHJ</li></ol>
<b>Experience</b>	Experience managing the generation and dissemination of information related to the incident for the public and the media, as well as experience in incident management as determined by the AHJ
<b>Physical/Medical Fitness</b>	Compliance with the following baseline criteria: <ol style="list-style-type: none"><li>1. Medical requirements established by the AHJ</li><li>2. Minimum physical fitness standards as required by the AHJ</li></ol>

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<sup>4</sup> NIMS, March 2004, p. 135

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**IM Job Title 2: Public Information Officer (Type 3)**

**RECOMMENDED CRITERIA**

The recommended criteria that follow are intended to supplement previously listed requisite criteria for the Incident Management Systems Division's consideration and referral to organizations, as appropriate.

The table below lists the IM Working Group's recommended criteria for a *Public Information Officer (Type 3)* to participate in the Incident Management Systems Division's National Emergency Responder Credentialing System. These criteria incorporate and/or modify existing protocols and standards and/or propose their development where they do not exist.

<b>Category</b>	<b>Criteria</b>
<b>Education</b>	Completion of the following courses/curricula: 1. Higher level education course work relating to journalism or communications 2.
<b>Training</b>	Completion of the following courses/curricula: 1. Continuing education requirements for training as required by AHJ 2. Recertification and verification of requisite training 3. USFA Course O305, All-Hazards Incident Management Team, or equivalent 4. EMI Course E388, Advanced Public Information Officers
<b>Experience</b>	Completion of the following courses and/or curricula: 1. Functional experience in media relations at the level or levels of government commensurate with the scope of the incident 2. Experience operating within joint information system 3. Successful previous experience as a Public Information Officer 4. Completion of a PTB. Demonstrate ability every five years. (Will be moved to "required" upon completion of Task Books.)
<b>Physical/Medical Fitness</b>	Medical and physical fitness requirements established by the AHJ that include the ability to perform duties under austere circumstances characterized by working consecutive 12-14 hour days under physical and emotional stress for sustained periods
<b>Certification</b>	A performance-based certification and qualification system to document minimum training, skills and knowledge, experience, and physical fitness requirements

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**IM Job Title 3: Safety Officer (Type 3)**

**Description:** A *Safety Officer (Type 3)* is responsible for monitoring and assessing safety hazards or unsafe situations and for developing measures for ensuring personnel safety.<sup>5</sup>

**REQUISITE CRITERIA**

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The table below lists minimum requisite criteria based on existing protocols and standards for a *Safety Officer (Type 3)* to participate in the Incident Management Systems Division's National Emergency Responder Credentialing System.

Category	Criteria
<b>Training</b>	Completion of the following courses/curricula: 1. ICS-100: Introduction to ICS 2. ICS-200: Basic ICS 3. ICS-300: Intermediate ICS 4. ICS-400: Advanced ICS 5. FEMA IS-700: NIMS, An Introduction 6. FEMA IS-800.A: NRP, An Introduction 8. P404 All Hazards Safety Officer
<b>Experience</b>	Safety experience in strategy and tactics related to the incident scenario as determined by the AHJ Experience in incident management as determined by the AHJ
<b>Physical/Medical Fitness</b>	Compliance with the following baseline criteria: 1. Medical requirements established by the AHJ 2. Minimum physical fitness standards as required by the AHJ

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<sup>5</sup> NIMS, March 2004, p. 136.



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**IM Job Title 3: Safety Officer (Type 3)**

**RECOMMENDED CRITERIA**

The recommended criteria that follow are intended to supplement previously listed requisite criteria for the Incident Management Systems Division's consideration and referral to organizations, as appropriate.

The table below lists the IM Working Group's recommended criteria for a *Safety Officer (Type 3)* to participate in the Incident Management Systems Division's National Emergency Responder Credentialing System. These criteria incorporate and/or modify existing protocols and standards and/or propose their development where they do not exist.

<b>Category</b>	<b>Criteria</b>
<b>Education</b>	Possess additional education in relevant professions and emergency management to ensure safety of responders
<b>Training</b>	Completion of the following courses/curricula: <ol style="list-style-type: none"> <li>1. OSHA 1910.120 and/or 1910.134, Respiratory Protection</li> <li>2. NFPA 472, Professional Competence of Responders to HazMat Incidents (Operations Level) or OSHA 1910.120, HazMat Operations Level Training, or equivalent basic instruction on responding to and operating in a CBRNE MCI</li> <li>3. Recertification and verification of requisite training</li> <li>4. USFA Course O305, All-Hazards Incident Management Team, or equivalent</li> <li>5. Continuing education requirements for training as required by AHJ</li> </ol>
<b>Experience</b>	<ol style="list-style-type: none"> <li>1. Functional experience in safety at the level or levels of government commensurate with the scope of the incident</li> <li>2. Completion of a PTB. Demonstrate ability every five years. (Will be moved to "required" upon completion of Task Books.)</li> </ol>
<b>Physical/Medical Fitness</b>	Medical and physical fitness requirements established by the AHJ that include the ability to perform duties under austere circumstances characterized by working consecutive 12-14 hour days under physical and emotional stress for sustained periods
<b>Certification</b>	A performance-based certification and qualification system to document minimum training, skills and knowledge, experience, and physical fitness requirements

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**IM Job Title 4: Liaison Officer (Type 3)**

**Description:** A *Liaison Officer (Type 3)* is responsible for coordinating with cooperating and assisting agencies.<sup>6</sup>

**REQUISITE CRITERIA**

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The table below lists minimum requisite criteria based on existing protocols and standards for a *Liaison Officer (Type 3)* to participate in the Incident Management Systems Division's National Emergency Responder Credentialing System.<sup>7</sup>

Category	Criteria
<b>Training</b>	Completion of the following courses/curricula: <ol style="list-style-type: none"><li>1. ICS-100: Introduction to ICS</li><li>2. ICS-200: Basic ICS</li><li>3. ICS-300: Intermediate ICS</li><li>4. ICS-400: Advanced ICS</li><li>5. FEMA IS-700: NIMS, An Introduction</li><li>6. FEMA IS-800.A: NRP, An Introduction</li><li>7. P 470 All Hazard Liaison Officer</li></ol>
<b>Experience</b>	<ol style="list-style-type: none"><li>1. Functional experience coordinating with representatives from various agencies and organizations during emergency situations as determined by the AHJ commensurate with the scope of the incident</li><li>2. Experience related to incident management as determined by the AHJ<sup>8</sup></li><li>3.</li></ol>
<b>Physical/Medical Fitness</b>	Compliance with the following baseline criteria: <ol style="list-style-type: none"><li>1. Medical requirements established by the AHJ</li><li>2. Minimum physical fitness standards as required by the AHJ</li></ol>

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<sup>6</sup> NIMS, March 2004, p. 131

<sup>7</sup> There are additional incidents that require specialized knowledge and training, in these circumstances appropriate laws and regulations must be adhered to and applied appropriately.

<sup>8</sup> There are additional incidents that require specialized knowledge and training. In these circumstances appropriate laws and regulations must be adhered to.

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**IM Job Title 4: Liaison Officer (Type 3)**

**RECOMMENDED CRITERIA**

The recommended criteria that follow are intended to supplement previously listed requisite criteria for the Incident Management Systems Division's consideration and referral to organizations, as appropriate.

The table below lists the IM Working Group's recommended criteria for a *Liaison Officer (Type 3)* to participate in the Incident Management Systems Division's National Emergency Responder Credentialing System. These criteria incorporate and/or modify existing protocols and standards and/or propose their development where they do not exist.

<b>Category</b>	<b>Criteria</b>
<b>Training</b>	Completion of the following courses/curricula: <ol style="list-style-type: none"> <li>1. USFA Course O305, All-Hazards Incident Management Team, or equivalent</li> <li>2. Continuing education requirements for training as required by AHJ</li> <li>3. Recertification and verification of requisite training</li> <li>4. Training on scenario-specific operations of concern to the jurisdiction and incident</li> <li>5.</li> </ol>
<b>Experience</b>	<ol style="list-style-type: none"> <li>1. Functional experience in interagency coordination at the level or levels of government commensurate with the scope of the incident</li> <li>2. Successful previous experience as a Liaison Officer, including working with cooperating and assisting agencies</li> <li>3. Completion of a PTB. Demonstrate ability every five years. (Will be moved to "required" upon availability of Task Books.)</li> </ol>
<b>Physical/Medical Fitness</b>	Medical and physical fitness requirements established by the AHJ that include the ability to perform duties under austere circumstances characterized by working consecutive 12-14 hour days under physical and emotional stress for sustained periods
<b>Certification</b>	A performance-based certification and qualification system to document minimum training, skills and knowledge, experience, and physical fitness requirements

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**IM Job Title 5: Operations Section Chief (Type 3)**

**Description:** An *Operations Section Chief (Type 3)* is responsible for all tactical incident operations,<sup>9</sup> including the activation and supervision of ICS organizational elements in accordance with and in execution of the Incident Action Plan (IAP).<sup>10</sup>

**REQUISITE CRITERIA**

The table below lists minimum requisite criteria based on existing protocols and standards for an *Operations Section Chief (Type 3)* to participate in the Incident Management Systems Division's National Emergency Responder Credentialing System.

Category	Criteria
<b>Training</b>	Completion of the following courses/curricula: <ol style="list-style-type: none"><li>1. ICS-100: Introduction to ICS</li><li>2. ICS-200: Basic ICS</li><li>3. ICS-300: Intermediate ICS</li><li>4. ICS-400: Advanced ICS</li><li>5. FEMA IS-700: NIMS, An Introduction</li><li>6. FEMA IS-800: NRP, An Introduction</li><li>7. P430 All Hazard Operations Section Chief</li><li>8. Position specific training as determined by the AHJ</li></ol>
<b>Experience</b>	Experience and development in execution of the operational tactics as related to the incident and with multi operational period incident management as determined at a minimum of a type 3 incident
<b>Physical/Medical Fitness</b>	Compliance with the following baseline criteria: <ol style="list-style-type: none"><li>1. Medical requirements established by the AHJ</li><li>2. Minimum physical fitness standards as required by the AHJ</li></ol>

<sup>9</sup> NIMS, March 2004, p. 134.

<sup>10</sup> FIREScope Field Operations Guide, June 2004, 7-3.

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**IM Job Title 5: Operations Section Chief (Type 3)**

**RECOMMENDED CRITERIA**

The recommended criteria that follow are intended to supplement previously listed requisite criteria for the Incident Management Systems Division's consideration and referral to organizations, as appropriate.

The table below lists the IM Working Group's recommended criteria for an *Operations Section Chief (Type 3)* to participate in the Incident Management Systems Division's National Emergency Responder Credentialing System. These criteria incorporate and/or modify existing protocols and standards and/or propose their development where they do not exist.

Category	Criteria
<b>Training</b>	Completion of the following courses/curricula: <ol style="list-style-type: none"> <li>1. OSHA 1910.120 and/or 1910.134, Respiratory Protection</li> <li>2. NFPA 472, Professional Competence of Responders to HazMat Incidents (Operations Level) or OSHA 1910.120, HazMat Operations Level Training, or equivalent basic instruction on responding to and operating in a CBRNE MCI</li> <li>3. Scenario-specific training as required by the AHJ</li> <li>4. Recertification and verification of requisite training</li> <li>5. USFA Course O305, All-Hazards Incident Management Team, or equivalent</li> <li>6. Continuing education requirements for training as required by AHJ</li> </ol>
<b>Experience</b>	<ol style="list-style-type: none"> <li>1. Functional experience in incident operations at the level or levels of government commensurate with the scope of the incident</li> <li>2. Successful, previous experience as a Branch Director or Division/Group Supervisor within the Operations Section</li> <li>3. Completion of a PTB. Demonstrate ability every five years. (Will be moved to "required" upon completion of Task Books.)</li> </ol>
<b>Physical/Medical Fitness</b>	Medical and physical fitness requirements established by the AHJ that include the ability to perform duties under austere circumstances characterized by working consecutive 12-14 hour days under physical and emotional stress for sustained periods
<b>Certification</b>	A performance-based certification and qualification system to document minimum training, skills and knowledge, experience, and physical fitness requirements

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**IM Job Title 6: Operations - Division/Group Supervisor**

**Description:** An Operations - Division/Group Supervisor is responsible for all tactical incident operations,<sup>11</sup> and supervision of resources within their assigned geographic or functional area in accordance with and in execution of the Incident Action Plan (IAP).<sup>12</sup>

**REQUISITE CRITERIA**

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The table below lists minimum requisite criteria based on existing protocols and standards for an *Operations-Division/Group Supervisor* to participate in the Incident Management Systems Division's National Emergency Responder Credentialing System.

Category	Criteria
<b>Training</b>	Completion of the following courses/curricula: 1. ICS-100: Introduction to ICS 2. ICS-200: Basic ICS 3. ICS-300: Intermediate ICS 4. FEMA IS-700: NIMS, An Introduction 5. FEMA IS-800.A: NRP, An Introduction 6. Position specific training as determined by the AHJ
<b>Experience</b>	Experience in operational strategy and tactics related to the incident, , and with incident management as determined by the AHJ
<b>Physical/Medical Fitness</b>	Compliance with the following baseline criteria: 1. Medical requirements established by the AHJ 2. Minimum physical fitness standards as required by the AHJ

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<sup>11</sup> NIMS, March 2004, p. 134.

<sup>12</sup> FIRESCOPE Field Operations Guide, June 2004, 7-3.

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**IM Job Title 6: Operations – Division/Group Supervisor**

**RECOMMENDED CRITERIA**

The recommended criteria that follow are intended to supplement previously listed requisite criteria for the Incident Management Systems Division’s consideration and referral to organizations, as appropriate.

The table below lists the IM Working Group’s recommended criteria for an *Operations-Division/Group Supervisor* to participate in the Incident Management Systems Division’s National Emergency Responder Credentialing System. These criteria incorporate and/or modify existing protocols and standards and/or propose their development where they do not exist.

<b>Category</b>	<b>Criteria</b>
<b>Training</b>	Completion of the following courses/curricula: <ol style="list-style-type: none"> <li>1. Discipline/incident training as required by the AHJ</li> <li>2. OSHA 1910.120 and/or 1910.134, Respiratory Protection</li> <li>3. NFPA 472, Professional Competence of Responders to HazMat Incidents (Operations Level) or OSHA 1910.120, HazMat Operations Level Training, or equivalent basic instruction on responding to and operating in a CBRNE MCI</li> <li>4. Recertification and verification of requisite training</li> <li>5. Continuing education requirements for training as required by AHJ</li> </ol>
<b>Experience</b>	<ol style="list-style-type: none"> <li>1. Functional experience in incident operations at the level or levels of government commensurate with the scope of the incident</li> <li>2. Successful, previous experience as a Strike Team Leader or Resource Boss within the Operations Section</li> <li>3. Previous supervisory experience within the operations section</li> <li>4. Completion of a PTB. Demonstrate ability every five years. (Will be moved to “required” upon completion of Task Books.)</li> </ol>
<b>Physical/Medical Fitness</b>	Medical and physical fitness requirements established by the AHJ that include the ability to perform duties under austere circumstances characterized by working consecutive 12-14 hour days under physical and emotional stress for sustained periods
<b>Certification</b>	A performance-based certification and qualification system to document minimum training, skills and knowledge, experience, and physical fitness requirements

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**IM Job Title 7: Planning Section Chief (Type 3)**

**Description:** A *Planning Section Chief (Type 3)* is responsible for the collection, evaluation, and dissemination and the use of information about the development of the incident and status of resources. The Planning Section Chief is responsible for ensuring the safety and welfare of all section personnel. of<sup>13</sup>

**REQUISITE CRITERIA**

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The table below lists minimum requisite criteria, based on existing protocols and standards, for a *Planning Section Chief (Type 3)* to participate in the Incident Management Systems Division's National Emergency Responder Credentialing System.

Category	Criteria
<b>Training</b>	Completion of the following courses/curricula: <ol style="list-style-type: none"><li>1. ICS-100: Introduction to ICS</li><li>2. ICS-200: Basic ICS</li><li>3. ICS-300: Intermediate ICS</li><li>4. ICS-400: Advanced ICS</li><li>5. FEMA IS-700: NIMS, An Introduction</li><li>6. FEMA IS-800.A: NRP, An Introduction</li><li>7. P440 All Hazard Planning Section Chief</li><li>8. Position specific training as determined by the AHJ</li></ol>
<b>Experience</b>	Experience related to emergency planning and preparedness, report writing, and information management, as well as experience in incident management as determined by the AHJ
<b>Physical/Medical Fitness</b>	Compliance with the following baseline criteria: <ol style="list-style-type: none"><li>1. Medical requirements established by the AHJ</li><li>2. Minimum physical fitness standards as required by the AHJ</li></ol>

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<sup>13</sup> NIMS, March 2004, p. 134.



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**IM Job Title 7: Planning Section Chief (Type 3)**

**RECOMMENDED CRITERIA**

The recommended criteria that follow are intended to supplement previously listed requisite criteria for the Incident Management Systems Division's consideration and referral to organizations, as appropriate.

The table below lists the IM Working Group's recommended criteria for a *Planning Section Chief (Type 3)* to participate in the Incident Management Systems Division's National Emergency Responder Credentialing System. These criteria incorporate and/or modify existing protocols and standards and/or propose their development where they do not exist.

Category	Criteria
<b>Training</b>	Completion of the following courses/curricula: <ol style="list-style-type: none"><li>1. Recertification and verification of requisite training</li><li>2. USFA Course O305, All-Hazards Incident Management Team, or equivalent</li><li>3. Continuing education requirements for training as required by AHJ</li></ol>
<b>Experience</b>	Completion of the following courses and/or curricula: <ol style="list-style-type: none"><li>1. Functional experience in planning at the level or levels of government commensurate with the scope of the incident</li><li>2. Successful previous experience filling situation or resource leader positions within the Planning Section.</li><li>3. Completion of a PTB. Demonstrate ability every five years. (Will be moved to "required" upon completion of Task Books.)</li></ol>
<b>Physical/Medical Fitness</b>	Medical and physical fitness requirements established by the AHJ that include the ability to perform duties under austere circumstances characterized by working consecutive 12-14 hour days under physical and emotional stress for sustained periods
<b>Certification</b>	A performance-based certification and qualification system to document minimum training, skills and knowledge, experience, and physical fitness requirements

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**IM Job Title 8: Logistics Section Chief (Type 3)**

**Description:** A *Logistics Section Chief (Type 3)* is responsible for providing facilities, services, and material support for the incident, including all essential services and support functions needed for the incident management team to conduct effective operations.<sup>14</sup>

**REQUISITE CRITERIA**

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The table below lists minimum requisite criteria based on existing protocols and standards for a *Logistics Section Chief (Type 3)* to participate in the Incident Management Systems Division's National Emergency Responder Credentialing System.

Category	Criteria
<b>Training</b>	Completion of the following courses/curricula: <ol style="list-style-type: none"><li>1. ICS-100: Introduction to ICS</li><li>2. ICS-200: Basic ICS</li><li>3. ICS-300: Intermediate ICS</li><li>4. ICS-400: Advanced ICS</li><li>5. FEMA IS-700: NIMS, An Introduction</li><li>6. FEMA IS-800.A: NRP, An Introduction</li><li>7. P 450 All Hazard Logistics Section Chief</li><li>8. Position specific training as determined by the AHJ</li></ol>
<b>Experience</b>	Experience related to facilities, services, and material support, as well as experience in incident management as determined by the AHJ
<b>Physical/Medical Fitness</b>	Compliance with the following baseline criteria: <ol style="list-style-type: none"><li>1. Medical requirements established by the AHJ</li><li>2. Minimum physical fitness standards as required by the AHJ</li></ol>

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<sup>14</sup> NIMS, March 2004, p. 132.

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**IM Job Title 8: Logistics Section Chief (Type 3)**

**RECOMMENDED CRITERIA**

The recommended criteria that follow are intended to supplement previously listed requisite criteria for the Incident Management Systems Division's consideration and referral to organizations, as appropriate.

The table below lists the IM Working Group's recommended criteria for a *Logistics Section Chief (Type 3)* to participate in the Incident Management Systems Division's National Emergency Responder Credentialing System. These criteria incorporate and/or modify existing protocols and standards and/or propose their development where they do not exist.

Category	Criteria
<b>Training</b>	Completion of the following courses/curricula: <ol style="list-style-type: none"> <li>1. Continuing education requirements for training as required by AHJ</li> <li>2. EMI non-resident course G276, Resource Management, or equivalent</li> <li>3. USFA Course O305, All-Hazards Incident Management Team, or equivalent</li> <li>4. Recertification and verification of requisite training</li> </ol>
<b>Experience</b>	<ol style="list-style-type: none"> <li>1. Functional experience in logistics at the level or levels of government commensurate with the scope of the incident</li> <li>2. Successful previous experience as a branch director within the Logistics Section</li> <li>3. Completion of a PTB. Demonstrate ability every five years. (Will be moved to "required" upon completion of Task Books.)</li> </ol>
<b>Physical/Medical Fitness</b>	Medical and physical fitness requirements established by the AHJ that include the ability to perform duties under austere circumstances characterized by working consecutive 12-14 hour days under physical and emotional stress for sustained periods
<b>Certification</b>	A performance-based certification and qualification system to document minimum training, skills and knowledge, experience, and physical fitness requirements

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**IM Job Title 9: Finance/Administration Section Chief (Type 3)**

**Description:** A *Finance/Administration Section Chief (Type 3)* is responsible for all financial, administrative, and cost analysis aspects of an incident.<sup>15</sup>

**REQUISITE CRITERIA**

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The table below lists minimum requisite criteria based on existing protocols and standards for a *Finance/Administration Section Chief (Type 3)* to participate in the Incident Management Systems Division's National Emergency Responder Credentialing System.

Category	Criteria
<b>Training</b>	Completion of the following courses/curricula: <ol style="list-style-type: none"><li>1. ICS-100: Introduction to ICS</li><li>2. ICS-200: Basic ICS</li><li>3. ICS-300: Intermediate ICS</li><li>4. ICS-400: Advanced ICS</li><li>5. FEMA Independent Study IS-700: NIMS, An Introduction</li><li>6. FEMA IS-800.A: National Response Plan (NRP), An Introduction</li><li>7. P 460 All Hazard Finance/Administration Section Chief</li><li>8. Position specific training as determined by the AHJ</li></ol>
<b>Experience</b>	Experience related to incident management and financial/administrative matters as determined by the AHJ
<b>Physical/ Medical Fitness</b>	Compliance with the following baseline criteria: <ol style="list-style-type: none"><li>1. Medical requirements established by the AHJ</li><li>2. Minimum physical fitness standards as required by the AHJ</li></ol>

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<sup>15</sup> FIRESCOPE Field Operations Guide, June 2004. 10-3.

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**IM Job Title 9: Finance/Administration Section Chief (Type 3)**

**RECOMMENDED CRITERIA**

The recommended criteria that follow are intended to supplement previously listed requisite criteria for the Incident Management Systems Division's consideration and referral to organizations, as appropriate.

The table below lists the IM Working Group's recommended criteria for a *Finance/Administration Section Chief (Type 3)* to participate in the Incident Management Systems Division's National Emergency Responder Credentialing System. These criteria incorporate and/or modify existing protocols and standards and/or propose their development where they do not exist.

Category	Criteria
<b>Education</b>	Knowledge of a full range of specialized financial management, cost accounting, and related professions
<b>Training</b>	Completion of the following courses and/or curricula: <ol style="list-style-type: none"> <li>1. Continuing education requirements for training as required by AHJ</li> <li>2. USFA Course O305, All-Hazards Incident Management Team, or equivalent</li> <li>3. Recertification and verification of requisite training</li> </ol>
<b>Experience</b>	<ol style="list-style-type: none"> <li>1. Functional experience in finance/administration at the level or levels of government commensurate with the scope of the incident</li> <li>2. Experience at the "unit leader" level in finance</li> <li>3. Completion of a PTB. Demonstrate ability every five years. (Will be moved to "required" upon availability of Task Books.)</li> </ol>
<b>Physical/ Medical Fitness</b>	Medical and physical fitness requirements established by the AHJ that include the ability to perform duties under austere circumstances characterized by working consecutive 12-14 hour days under physical and emotional stress for sustained periods
<b>Certification</b>	A performance-based certification and qualification system to document minimum training, skills and knowledge, experience, and physical fitness requirements

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**IM Job Title 10: Operations Branch Director**

**Description:** The Operations Branch Director is under the direction of the Operations Section Chief and is responsible for the implementation of the portion of the Incident Action Plan appropriate to the geographical and functional Branches.

**REQUISITE CRITERIA**

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The table below lists minimum requisite criteria based on existing protocols and standards for a Branch Director to participate in the Incident Management Systems Division's National Emergency Responder Credentialing System.

Category	Criteria
<b>Training</b>	Completion of the following courses/curricula: <ol style="list-style-type: none"><li>1. ICS-100: Introduction to ICS</li><li>2. ICS-200: Basic ICS</li><li>3. ICS-300: Intermediate ICS</li><li>4. FEMA IS-700: NIMS, An Introduction</li><li>5. FEMA IS-800.A: NRP, An Introduction</li><li>6. Specialty training as required in either operations or logistics</li></ol>
<b>Experience</b>	Experience in strategy and tactics or logistics related to the incident scenario as determined by the AHJ Experience in all phases of the response and recovery cycle and incident management as determined by the AHJ
<b>Physical/Medical Fitness</b>	Compliance with the following baseline criteria: <ol style="list-style-type: none"><li>1. Medical requirements established by the AHJ</li><li>2. Minimum physical fitness standards as required by the AHJ</li></ol>

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**IM Job Title 10: Operations Branch Director**

**RECOMMENDED CRITERIA**

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The recommended criteria that follow are intended to supplement previously listed requisite criteria for the Incident Management Systems Division's consideration and referral to organizations, as appropriate.

The table below lists the IM Working Group's recommended criteria for a Branch Director to participate in the Incident Management Systems Division's National Emergency Responder Credentialing System. These criteria incorporate and/or modify existing protocols and standards and/or propose their development where they do not exist.

<b>Category</b>	<b>Criteria</b>
<b>Education</b>	Possess additional formal education in relevant professions and emergency management to ensure safety of responders
<b>Training</b>	Completion of the following courses/curricula: <ol style="list-style-type: none"><li>1. Recertification and verification of requisite training</li><li>2. Continuing education requirements for training as required by AHJ</li></ol>
<b>Experience</b>	<ol style="list-style-type: none"><li>1. Functional experience in operations or logistics at the level or levels of government commensurate with the scope of the incident</li><li>2. Successful, previous experience filling positions within the Operations or Logistics Section</li><li>3. Completion of a PTB. Demonstrate ability every five years. (Will be moved to "required" upon completion of Task Books.)</li></ol>
<b>Physical/Medical Fitness</b>	Medical and physical fitness requirements established by the AHJ that include the ability to perform duties under austere circumstances characterized by working consecutive 12-14 hour days under physical and emotional stress for sustained periods
<b>Certification</b>	A performance-based certification and qualification system to document minimum training, skills and knowledge, experience, and physical fitness requirements

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**IM Job Title 11: Unit Leader**

**Description:** A Unit Leader is responsible to provide oversight and supervision for their functional unit within their respective section to ensure that the objectives established for their section are accomplished.

**REQUISITE CRITERIA**

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The table below lists minimum requisite criteria, based on existing protocols and standards, for a Unit Leader to participate in the Incident Management Systems Division's National Emergency Responder Credentialing System.

Category	Criteria
<b>Training</b>	Completion of the following courses/curricula: <ol style="list-style-type: none"><li>1. ICS-100: Introduction to ICS</li><li>2. ICS-200: Basic ICS</li><li>3. ICS-300: Intermediate ICS</li><li>4. FEMA IS-700: NIMS, An Introduction</li><li>5. FEMA IS-800.A: NRP, An Introduction</li><li>6. Position specific training as determined by the AHJ</li></ol>
<b>Experience</b>	Experience with providing oversight and supervision for units within a respective section to ensure that the objectives established for their section are accomplished.
<b>Physical/Medical Fitness</b>	Compliance with the following baseline criteria: <ol style="list-style-type: none"><li>1. Medical requirements established by the AHJ</li><li>2. Minimum physical fitness standards as required by the AHJ</li></ol>

**IM Job Title 11: Unit Leader**



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**RECOMMENDED CRITERIA**

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The recommended criteria that follow are intended to supplement previously listed requisite criteria for the Incident Management Systems Division's consideration and referral to organizations, as appropriate.

Category	Criteria
<b>Training</b>	Completion of the following courses/curricula: <ol style="list-style-type: none"><li>1. Recertification and verification of requisite training</li><li>2. Continuing education requirements for training as required by AHJ</li></ol>
<b>Experience</b>	Completion of the following courses and/or curricula: <ol style="list-style-type: none"><li>1. Functional experience in planning at the level or levels of government commensurate with the scope of the incident</li><li>2. Successful previous experience filling Unit positions.</li><li>3. Completion of a PTB. Demonstrate ability every five years. (Will be moved to "required" upon completion of Task Books.)</li></ol>
<b>Physical/Medical Fitness</b>	Medical and physical fitness requirements established by the AHJ that include the ability to perform duties under austere circumstances characterized by working consecutive 12-14 hour days under physical and emotional stress for sustained periods
<b>Certification</b>	A performance-based certification and qualification system to document minimum training, skills and knowledge, experience, and physical fitness requirements

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